



Queen of Angels
Catholic School
Parent/Student Handbook
2016-2017

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Queen of Angels Catholic School
PARENT/STUDENT HANDBOOK
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Welcome to Queen of Angels Catholic School

Queen of Angels Catholic School is a faith community where students come to know Jesus Christ through the personal commitment and faith witness of a professionally skilled and dedicated staff. Students are guided to make correct moral decisions in their everyday conduct.

Students are further motivated to develop their intellectual, emotional, spiritual, and physical gifts to their fullest potential in order to prepare them well for their Christian role of service in this world.

We believe that parents are the primary educators of their children and that the school complements their role and builds on the Christian foundation begun at home.

The registration of your children in Queen of Angels Catholic School is considered an agreement on the part of the students and parents to cooperate with the philosophy and policies of this school. Updated information is available to parents in communications from the office and letters from other organizations. The administration communicates with parents through The Herald, at Home and School Association general meetings, and via the website (www.QASCHOOL.ORG).

All schools in the Archdiocese of Atlanta, including Queen of Angels Catholic School, admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at these schools. They do not discriminate based on sex, race, color, nationality, and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and athletics or other school administered programs. A complete copy of the [Policies of the Archdiocese of Atlanta for Catholic Schools](#) is available for review in the administrative offices. Queen of Angels Catholic School policies are in full compliance with all Archdiocesan policies.

Mission Statement

Queen of Angels Catholic School is Christ-centered, and it is our goal to live according to God's will and the teachings of Jesus, with the power of the Holy Spirit, as we meet the spiritual, academic, social and emotional needs of each student.

We respect each other, our school, and our community and we work together to make Queen of Angels Catholic School a safe place to learn and grow.

Philosophy

Queen of Angels Catholic School provides a Catholic education through which Gospel values are presented, lived, and fostered.

The administration, faculty, and staff strive to:

- provide a community and curriculum which meets the needs of the whole child,
- model and develop leadership and service,
- help students integrate their faith and religious values in their daily lives,
- continue the tradition of academic excellence.

Mission Statement of the Archdiocese of Atlanta for Catholic Elementary Schools

A Catholic education in the Archdiocese of Atlanta aims to prepare students not only for a career, but also for life. It helps students to deal not only with questions of what a person should know, but also with how a person should live. These goals of Catholic education will be best realized by programs that offer opportunities for each student to receive religious and secular instruction, experience daily living in a faith community and develop skill and commitment in serving others.

The Mission Statement is a succinct description of the Catholic student who is learning to integrate the teaching of moral and spiritual values of the Catholic Church with the social, emotional and intellectual environment. It describes learning through the particular skills that each student exhibits in four areas: evangelization, education, worship and socialization.

History

In the late 1990's the Catholic population in North Georgia tripled. In response to the overwhelming need for Catholic education, the Archdiocese built three new schools in Alpharetta, Roswell, and Tyrone. Archbishop John Francis Donoghue named our school Queen of Angels Catholic School, with the accompanying motto: Ave Regina, Caeli et Terra. Translated from Latin, it means "Hail Queen of Heaven and Earth." The motto is taken from ancient hymns to the Blessed Virgin. The Queen of Angels Catholic School logo consists of twelve stars representing the twelve apostles. There is an "M" with an "R" in the second loop for "Regina." The crown is symbolic of the Coronation of the Blessed Virgin and thus, her queenship.

Accreditation

In 2007, Queen of Angels Catholic School was named as a National Blue Ribbon School of Excellence by the U.S. Department of Education. Queen of Angels Catholic School is accredited by AdvancEd through a district-wide accreditation model as part of the Archdiocese of Atlanta. Queen of Angels Catholic School also holds membership in the National Catholic Educational Association, National Middle School Association, Association for Supervision and Curriculum Development, American Counseling Association, and Atlanta Area Technology Educators.

Parent Responsibilities

The primary responsibility for the education of the children belongs to parents. The greatest single factor in building a child's intellectual, cultural, moral, and spiritual attitude is the example you provide in your home.

Parents are responsible for:

- Supporting school policy and the administration and teachers.
- Being an ambassador of goodwill in the community by building up the reputation of Queen of Angels Catholic School.
- Modeling and supporting your children's practice of the Catholic Faith by actively participating in one's Parish.
- Requiring your child to complete all assignments.
- Insisting that your child obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding any public criticism of teachers and school policy.
- Following the policies and procedures stated in the handbook

Admission & Registration

Queen of Angels Catholic School considers students for admission based on available space, academic ability, conduct, and the applicant's desire to embrace Catholic education and support the philosophy of the school. Admissions preference is given to the families who are active in their parish as indicated by their pastor.

Georgia State Law is followed for beginning age requirements for school entrance. For kindergarten, an applicant must be five years old on or before September 1st. All applicants for kindergarten must

take a Kindergarten Readiness test. For first grade, an applicant must be six years old by September 1st and take a readiness test before acceptance. For grades 2-8, a screening test and interview may be required of each new student prior to acceptance. Arrangements for screening will be made through the Admissions Office. When all registration requirements have been completed, the Admissions Committee will process the application and determine if Queen of Angels Catholic School can meet the needs of the applicant. The decision of the Admissions Committee is final and will be conveyed to the parents in writing.

Guidelines for Admission

In the admission of students to Archdiocesan elementary schools, priority consideration shall be given to these criteria in the following order:

1. Currently enrolled students;
2. Siblings of currently enrolled students who are in good standing at their present school;
3. Students transferring from another Catholic school (out of town);
4. Catholic students from parishes in the Archdiocese of Atlanta (with the exception of 8th grade);
5. Students of another religious affiliation.

Unusual circumstances not covered by the previous priorities shall be at the discretion of the Admissions Committee.

Local transfer of students from any public, private, or archdiocesan school into grade eight is not generally considered, but may occur at the Principal's discretion. Students whose families have relocated to the Atlanta area may apply for admission into grade eight in an Archdiocesan school.

All students are on probation during the first year of their attendance at Queen of Angels Catholic School. During this probationary period, the school shall determine whether or not the school can meet the needs of this student.

The priorities listed previously will also apply to pre-registered and current school year waiting lists. If the registration should reach a point where a decision is necessary as to which children shall be admitted, this will be done by the Admissions Committee, which shall consist of, but is not limited to, the Principal, Assistant Principal, and Curriculum Director of Queen of Angels Catholic School.

Admission is subject to limitations on class size. In addition, the school reserves the right to deny or postpone admission to any applicant when it is determined that the school program will not meet the applicant's educational needs or requirements. A

placement test is administered as part of the application process.

Admission to any Archdiocese of Atlanta Catholic school is contingent upon having met all financial obligations at a previous private school.

All Catholic families must provide a Parish Verification Form from their home parish indicating that they are active in their parish.

Parents are further required to submit a baptismal certificate and valid Georgia certificate of immunization.

Upon notification of acceptance by Queen of Angels Catholic School, the student will be expected to matriculate at the date requested by the administration or the applicant's name will be withdrawn without refund of fees.

Students who enter the school from home-school programs shall be placed in a grade level following an academic assessment and based on the recommendations of the administration.

No eighth grade student is guaranteed admission into the Atlanta Archdiocesan high schools upon graduation from Queen of Angels Catholic School.

Class Size

The target enrollment for each class (kindergarten through grade eight) is 28 students. Actual class size may vary, and in exceptional circumstances may be increased or decreased from the target class size upon recommendation of the administration.

Immunization Requirements

All children must meet state standards for immunization. There is no provisional admission. **For medical exemptions, a physician may indicate the condition on the form along with the physician's license number.** The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The Catholic faith does not condone lack of immunization due to religious beliefs.

The Law further requires that an updated "Certificate of Immunization" must be on file for every child enrolled in the school. The certificate must be readily available in the event of a disease outbreak. The Certificate of Immunization shall follow the pupil when he/she is promoted, transfers, graduates, or leaves the school.

This certificate covers the following diseases: Diphtheria Toxoid, Measles (Rubeola), Mumps, German Measles (Rubella), Poliomyelitis, Tetanus, Varicella, and Hepatitis B. The Certificate of

Immunization certifies that the student has met the Georgia State Standards.

Kindergarten

Children entering Kindergarten must have a physical exam and **must** meet all state requirements for a second dose of mumps* vaccine and for a second dose of Varicella** vaccine. The child's current Form 3231 should be marked "Complete for School Attendance." Form 3231 showing compliance with the state requirements is **mandatory**.

New 6th Grade Students

Children entering 6th grade **must** meet the state requirements for a second dose of mumps* vaccine and a second dose of Varicella** vaccine. A new form 3231 is required.

*Second dose of mumps vaccine (as MMR, MMRV, or specific mumps vaccine) or serological proof of immunity.

**Second dose of Varicella vaccine (as MMRV or specific Varicella vaccine), healthcare provider documentation of disease history, or serological proof of immunity.

7th Grade Students Immunization Requirements

Effective July 2, 2014, all children born on or after January 1, 2002, who are entering 7th Grade will be required to have Tdap (Tetanus, Diphtheria, and Pertussis) booster and meningococcal conjugate vaccines before entering school for the school year.

All students in grades K-8 must have Form 3231 on file. Children entering school for the first time in Georgia at any grade level and children re-entering school in Georgia after an absence of more than 12 months or 1 school year are required to have proof of immunization to the requirements, documented on new Form 3231 as well as Form 3300.

Enrollment

Continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook, including, but not limited to, general behavior, academic performance, and attendance.

Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parents'/guardians' continued support of the mission of the school as documented in the school handbook. Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld by the student, the parents, or the school administration with or without cause.

Student participation in the graduation ceremony is contingent on the parents being current with all financial obligations to the school.

Registration

Queen of Angels Catholic School uses a two-step process for re-registration of current students. The re-registration form must be completed by parents on *My QA* by the end of January. The re-registration fee is billed through FACTS Incidental Billing system and is due in February. Specific dates will be communicated via the Herald.

A non-refundable registration fee of \$250 per child must be paid by February 20 in order to secure a student's placement for the next school year. If a registration fee is received after the due date, a late fee of \$20.00 per student will be applied if the registration is accepted. Account balances must be current in order to complete the re-registration process.

Withdrawal/Transfers

Families must notify the school in writing if a student is withdrawing from the school.

- In the event of a student's withdrawal during the school year, a two (2) calendar-month written notice is required. Families are responsible for fulfilling their tuition obligation during the time of the 2 month notice. Tuition will not be prorated for any portion of a month.
- In the event of a student's withdrawal in the summer, the school must be notified prior to June 1st in order to have no tuition obligation for the upcoming school year. Families who withdraw after June 1st are responsible for 1 month's tuition. Families who withdraw after July 1st are responsible for 2 months' tuition. Tuition will not be prorated for any portion of the month.
- Student activity fees will not be refunded in the event of a student's withdrawal.

Tuition

Tuition payments comprise the primary source of financial support for the academic programs of Queen of Angels Catholic School. Tuition payments are the responsibility of the parents. Tuition must be paid in a timely and consistent manner. Accordingly, our financial policies are the following:

- Tuition is determined in conjunction with the Archdiocesan Office of Finance.
- There are four tuition payment options, all payable through the FACTS Tuition Management Company.
Plan A: Payment in Full, June 1st.
Plan B: Two Equal Payments, June 1st and November 1st.

Plan C: 10 Monthly Payments, June through March

Plan D: 12 Monthly Payments, May through April.

- Tuition payments are not tax deductible.

Incidental Fees

In addition to tuition payments, you can expect to receive Incidental Bills monthly throughout the school year. Queen of Angels Catholic School has partnered with FACTS Management Company to collect the incidental fees (lunch, Extended Day Program, etc.) for this school year.

Enrollment in Auto Pay is required for this school year. Auto Pay is a feature which will allow FACTS to automatically process incidental charges from your bank account or credit card on the 20th of each month (**do not send payments to the school**). When enrolled in Auto Pay, you will still receive an email notice from FACTS that a new incidental charge has been assessed, and you will be able to review the charge at this time. A late fee charge of \$5.00 or 10% of the total due (whichever is higher), maximum of \$20, per family will be assessed for any charges not received at FACTS on or before the due date.

Please ensure that the FACTS email address is the correct address of the responsible party.

The fees per child for the 2016-2017 school year are:

Tuition	\$7,825
Activity Fee (K-2)	\$100
Activity Fee (3-5)	\$125
Activity Fee (6-7)	\$150
8 th grade Activity Fee	\$325
Re-registration Fee	\$250 (February 2016)

NSF Checks

It is the policy of Queen of Angels Catholic School that checks returned from the bank identified as NSF will be treated as follows:

First and Second Offense: The NSF check writer will be fined \$30.00.

- Tuition and miscellaneous charges for students at Queen of Angels Catholic School must be up to date. Holders of accounts that have been notified as delinquent should contact the Business Manager at the school in order to work out a satisfactory payment schedule. It is recognized that there may be situations that make immediate payment impossible. However, unless the Business Manager is consulted concerning these accounts, those families who violate these stipulations will forfeit the student's place in Queen of Angels Catholic School.

- Further, if a student's tuition and/or miscellaneous charges are delinquent by more than two (2) months and no prior arrangements have been made with the Business Manager of the school, that student will not be allowed to return to school.

Tuition Assistance

Financial aid is available to qualified families. Those families requesting financial aid are responsible for completing and submitting the online form by the deadline as specified on the FACTS website. A current parish verification form is also required. Amounts awarded are dependent upon need and availability of funds.

Families whose application is approved will be notified in writing of the amount of their grant in April. Families receiving a grant are expected to pay the tuition balance. The statement of account will reflect the remaining balance due after the grant is applied. FAMILIES WHO HAVE RECEIVED A GRANT IN THE PAST MUST APPLY EACH YEAR IF THERE IS A NEED. Questions regarding the procedure for financial assistance may be directed to the Business Manager.

G.R.A.C.E. Scholars

Georgia Residents Assisting Catholic Education, Inc. (GRACE Scholars) is a certified Student Scholarship Organized recognized by the State of Georgia to participate in the Georgia Private School Tax Credit Program. GRACE Scholars is the only SSO dedicated to supporting Catholic Schools in the state of Georgia.

New students from Georgia public schools, including all Kindergarten and first grade students, can apply for financial aid as part of the GRACE Scholar program. Only new families that financially qualify for funds can be awarded a multi-year scholarship to be renewed annually. The GRACE Scholars funds are dependent upon available funds from participating donors in this tax credit program.

More Information: www.gracescholars.org

Insurance

There is a standard policy carried through the Archdiocese. The policy will cover your child during school hours, and coverage begins after parents' coverage is exhausted.

Attendance

School Hours

On Monday, Tuesday, Thursday, and Friday children must be in their classrooms by 7:55 a.m. The school day begins at this time and children are considered

tardy after 8:00 a.m. On Wednesday, the school day will begin at 8:55 a.m. to allow time for faculty/staff meetings. All children should be in their classrooms by 8:55 a.m. and are considered late after 9:00 am. Tardy slips are handed out at the front door. The building is open at 7:00 a.m. Children arriving between 7:00 a.m. and 7:45 a.m. are supervised in the school cafeteria. Students arriving early for morning care may not bring fast food or beverages into the building. Children enter through the art room entrance until 7:45 a.m. and go to the cafeteria. At 7:45 a.m., they may proceed to their classrooms. The school day ends at 3:10 p.m. Dismissal begins immediately after prayers. All children are to leave the building by 3:30 p.m. unless under adult supervision (i.e. Extended Day Program, teacher, coach). For their safety, students not picked up by 3:30 p.m. will be placed in the Extended Day Program and parents will be billed a late charge. CHILDREN ARE NOT ALLOWED TO WAIT UNATTENDED ANYWHERE ON SCHOOL PROPERTY.

Absences

If a student is absent/tardy from school more than 20 times during the school year for reasons other than an extended illness, verified by a doctor, it may be necessary to meet with the principal to determine if the child is prepared to move to the next grade.

If a student enters school two (2) hours after school begins, they shall be marked half day absent. If a student leaves school two (2) hours early, they shall be marked half day absent.

When a student is physically present at an off-site Archdiocesan / school sponsored activity, i.e, Spelling Bee, Oratorical Contest, etc., the student is marked present (attendance code SF – School Function) for attendance purposes.

Reporting Absence

Please call the attendance hotline (extension 736) by 9:00 a.m. or email Lynne Wascher at LWascher@QASchool.org if your child is absent or tardy because of an appointment. If a call is not received at the Attendance Office by noon, the absence will be considered unexcused. No calls or verbal reportings are accepted from minors. The Attendance Office will make every effort to contact parents if there has been no report from them about the absence of their child.

Late Arrival / Tardy

Students arriving after 8:00 a.m. on Monday, Tuesday, Thursday, or Friday and after 9:00 a.m. on Wednesday, will report to the front office, sign in, and be issued a late slip. Students arriving late must have this slip for admittance to the classroom.

Early Dismissal

All appointments for medical/dental treatment should be made after the end of the school day whenever possible. Deadline for early dismissal is 2:45 p.m.

- A written note or email **must** be presented or sent to the front office by 8:10 a.m. if the student is to be excused for early dismissal. The student will receive an “Early Dismissal Slip” and present it to the teacher at time of dismissal. We expect the student to meet the parents at the front office where the parent must sign them out. If an appointment is made after the student is in school, please email both the teacher and Lynne Wascher at LWascher@QASchool.org.
- Students shall not be released to anyone other than the parent/guardian unless the parent of the student has provided written permission for such release for a particular purpose or the parent/guardian has authorized the release pursuant to the Authorized Emergency Card submitted by the parent and on file at the school.
- Parents must send a note or e-mail by 12:00 Noon to the teacher, paraprofessional and front office (SSpaeth@QASchool.org and LWascher@QASchool.org) if their child is going home with someone else or to the Extended Day Program. Please note that the person specified in the note must present an I.D. to the Extended Day Personnel.
- Urgent changes in carpool or dismissal during the day must be called into the office and e-mailed to the teachers and paraprofessional by 12:00 Noon. Please avoid last minute changes after 2:30 PM.

Truancy

Truancy will be referred to the Pupil Personnel Office of the public school district of residence. If necessary, the case will be referred to Juvenile Court and/or Children’s Services. Truancy is understood to include leaving school without permission, being absent from school without parents’ knowledge, and being absent from class without permission.

Arrival & Dismissal

Carpool Guidelines

In order to provide safety for the students and improve traffic flow, Queen of Angels Catholic School expects the cooperation of all parents and students in following the carpool procedures defined by the school administration.

- Parents must work in cooperation with the school and act as a model to the students of the need to follow safety rules.
- Students are required to wait in the designated safety areas for carpool pickup in the afternoon. Parents should not instruct students to wait in any other area. To do so is a violation of school rules.
- Parents should not devise shortcuts – all students are expected to be picked up in the carpool line.
- No students are to cross in between cars in the carpool line except at the crosswalk and as directed by a faculty member.
- All students will be loaded into cars on the passenger side only.
- During morning drop-off, parents should stay in their vehicle and students should exit the vehicle in a prompt and organized manner through the passenger side only.
- Parents must cross with children/students only at the crosswalk.
- The use of cell phones when operating a vehicle on the school grounds is prohibited.
- **In order to protect the health and safety of our students, dogs are not permitted outside of cars during carpool.**
- Always pull as far forward as possible before stopping to let your child out.
- Never use the church parking lot for dropping off or picking up students.
- Never pass cars in the carpool lane.
- Do not use carpool time for discussions with teacher or other staff members.
- If a parent parks in the afternoon carpool line and leaves his/her car, parent must return to their car before 3:05 p.m. to avoid delaying carpool.
- Be patient and polite to carpool volunteers. They are there for the safety of your children.
- Parent offenders of this policy are subject to a conference with the Principal and to further consequences at the Principal’s discretion.

Arrival Procedure

Parents must drive through the carpool line to drop off their children in the morning. Parking and walking your child to the Art Room door is a safety issue and is discouraged. If it is necessary to park in the lot, parents must accompany their child across the crosswalk.

To assist in smooth traffic flow and for the safety of the children, cars should proceed to the end of the sidewalk by the stop sign to drop off students. Do not stop in front of the Art Room doors. Safety patrol and employees will assist children in exiting cars from 7:40 until 7:55 a.m. Parents should not discharge students from their car anywhere except the sidewalk area in front of the school.

Dismissal Procedure

Everyone must use the carpool system to pick up children from 3:10 until 3:30 p.m. Registered members of the HOV section must enter and be parked by 3:05 p.m. No exceptions to this rule will be allowed and cars arriving after 3:05 will be directed to enter the regular carpool holding lot at St. Peter Chanel Church. Parents are not allowed to park in the church parking lot and walk up to retrieve their students from the carpool area.

Parents are expected to follow the direction of the carpool members during HOV and regular carpool dismissal. If a student does not arrive at the car in a timely manner, the driver will be directed to the Recall area of the school parking lot to await the safe arrival of the tardy student(s).

During regular carpool dismissal, cars will not be allowed to turn left when exiting except for proceeding to the Recall area.

Students not picked up by 3:30 p.m. will be placed in the Extended Day Program and parents will be billed a late charge (\$5 if picked up by 4 p.m., \$15 for after 4 p.m. pick up). Students may be picked up in the Cafeteria by parents via the Cafeteria doors.

Walkers / Bikers

Walkers are the last to be dismissed at the end of the school day. This is to ensure their safety as they leave the building from moving cars during carpool dismissal. We will not have walkers during inclement weather. Please make sure you have a dismissal plan in place should this occur. Parents of walkers will be notified via email by 2:00 PM when possible.

Bikers are dismissed with HOV students. They must be met by an adult who will serve as an escort to the students as they leave.

If your child will be walking / biking to or from school at any time during the year, parents and students must sign a "WALKER / BIKER WAIVER." All Walker/Biker waivers must be signed and turned into the front office. Parents are required to complete a new walker waiver each year. This document is located at the end of the handbook.

Entering School After Hours

Students may reenter the building from 3:40-6:00 PM through the cafeteria doors. Each individual must sign in and sign out.

Extended Day Program

The Queen of Angels Catholic School after-school care program is referred to as the Extended Day Program. The Extended Day Program has a structured, academic/enrichment focus for students. The program is offered to students in kindergarten through grade eight and operates on full school days

only, until 6:00 p.m. On the noon dismissal day for parent-teacher-student conferences, the Extended Day Program will be offered 12 noon to 5:00 p.m.

The Extended Day Program is not a drop-in program. When a student has not been picked up by 3:30 p.m. on regular school days or at the scheduled dismissal of an after school activity, the student will be sent to the Extended Day Program and the family will be billed at the daily rate.

Daily Rate:

3:30 p.m. – 4:00 p.m.	\$5.00 per child
After 4:00 p.m.	\$15.00 per child

The Extended Day Program will not be offered on noon dismissal days before holiday breaks

Attendance fees for the Extended Day Program are available in the Extended Day Program Handbook, which can be downloaded from the school website at www.qaschool.org under "About Our School." Children in the Extended Day Program are to be picked up no later than 6:00 p.m. Late fees are \$10.00 per child for each 15-minute increment after 6:00 p.m. or any part thereof. All late fees will be added to the next billing.

Please see the Extended Day Program Handbook for complete information about this program.

Uniforms

The school dress code at Queen of Angels Catholic School is designed to promote an atmosphere on campus that is appropriate for a school setting and is intended to reduce distractions and to allow students to focus on their academic responsibilities. Students are expected to wear the school uniform and PE uniform correctly and parents are expected to support these regulations.

School Store/Guardian Gear

All uniform items must be purchased from our School Store (Guardian Gear) or the school's Used Uniform Sales. Copies are not permitted. More information can be found in Appendix A.

Dress Code

Students will be well groomed and in the required uniform at all times while at school unless a spirit day has been announced. This means wearing the correct uniform for the season (summer or winter uniform) and for dress uniform days. All middle school students will wear their PE uniform to school on PE days, with the exception of 8th Grade on Fridays.

On PE days, students should come to school dressed appropriately for the weather. Sweats must be brought to school on PE days during Winter Uniform months. This is to ensure students have the proper clothing with them should recess or PE be held outside.

It is the responsibility of all students to observe the appropriate uniform guidelines. An accumulation of three uniform infractions will result in a demerit for Middle School students. Some uniform violations include but are not limited to:

- Unbuttoning more than the top button of the uniform shirt or blouse.
- Rolling up long sleeved shirts. All long sleeve shirts must be buttoned at the cuff.
- Rolling the waistbands of skirts, skorts, and shorts.
- Skirts/skorts that are more than 2" above the knee measured at the back of the knee.
- Visible tattoos, piercing (other than ears), or markings.
- Boys' ties must be tied properly upon arrival and kept on all day.

In addition to clothing guidelines, students must adhere to the following requirements.

Hairstyles

Students will have simple hairstyles that are consistent with the simple, tailored appearance of our school uniform.

- Girls' hair must be neat and off the face (with the exception of bangs).
- Boys' hair must be neat and clean cut. The maximum acceptable length for boys' hair is above the eyebrows in the front, above the top of the collar in the back, and above the top of the ear at the sides.

The following hairstyles are NOT permitted for any student (male or female):

- Sideburns.
- Partially bleached hair.
- Hair dyed in an unnatural shade.
- Excessively teased hair or hair that is unkempt in appearance.
- Ponytails worn by boys.
- Excessively spiked hair.
- Unusual or trendy hairstyles.
- Accessories that may be distracting.
- Hair hanging in one's face/eyes.

Uniform Infractions

In Grades 6-8, students receive written uniform infractions for being out of uniform. Students are expected to immediately correct the problem in order to not continue to receive infractions. Students who

receive uniform infractions for hair length, skirt length, or lost uniform items have 48 hours from the date of the infraction to correct the issue.

Jewelry & Accessories

The uniform will be uncluttered and only the following accessories may be added:

- Students may wear one (1) thin necklace with only a cross, medal or charm (less than the size of a quarter and appropriate for school) and one (1) thin bracelet that is not distracting. Rosary bracelets or bracelets containing religious medals are acceptable.
- Girls may wear a single post stud earring per ear on ear lobe only and these may not be larger than a dime.
- Dangle or hoop earrings are not permitted.
- Students will wear no more than one ring per hand.
- Woven or braided necklaces or chokers are not permitted unless they contain a religious medal or cross. Such necklaces should be worn inside the shirt only.
- Simple hair accessories for girls (headbands, bows, clips, etc.) in our school colors only: white, blue, yellow/gold.
- Rubber bracelets (including but not limited to Live Strong style) are not permitted.
- iWatches and Fitness Bands are not permitted.

Cosmetics

Only a light foundation as well as clear nail polish is permitted (French/American polish on natural nails is permitted). Specialty nails are not permitted. No eye shadow, eyeliner, mascara, blush, or lipstick is permitted at any time.

Hygiene Products

Due to allergies, students may not bring aerosol deodorants, spray cologne, body spray, hair spray, or perfume to use at school.

Spirit Days & Out-of-Uniform Days

It is expected that students participating in Spirit Days will come to school dressed in Queen of Angels Catholic School attire (with logo or name spelled out). As we participate in out-of-uniform days or Spirit Days, students will come to school dressed in comfortable clothing and shoes **that follow the summer or winter uniform guidelines, including guidelines for cosmetics and jewelry.** If there is any doubt about the appropriateness of clothing, then the student should wear the regular school uniform.

The following guidelines will be enforced during these days:

- Girls may wear capris or walking shorts, jeans, khakis, pants, no skirts or dresses that are not more than 2" above the knee.

- Boys may wear walking shorts or basketball shorts, jeans, khakis, or pants.
- Athletic pants/sweatpants that are appropriate for school are permitted for girls and boys.
- No camouflage clothing.
- No bare midriff or tank tops.
- No sleeveless shirts, dresses, or open-back shirts.
- No halter-tops or spaghetti straps.
- No low-cut, raggedy, ripped, torn (holes) or tight fitting jeans, pants, or shorts.
- **Jeggings and Leggings must be worn with a skirt or dress that is no more than 2" above the knee.**
- Shoes should be securely attached to the feet and have closed toes and a back. Shoes with heels higher than 1 1/2" or flip flops/sandals are not permitted.
- T-shirts may not have wording or advertisements that promote anything deemed inappropriate for school in any other context, such as alcohol, tobacco, elements of popular culture, or any message that is not supportive of our school mission.
- No hats.
- Hairstyles, jewelry and accessories, and cosmetics must follow the standard uniform guidelines.

On spirit days and out-of-uniform days, if a student forgets to come out of uniform, he/she may not call parents to bring a change of clothing.

**Uniform Requirements are attached as
Appendix A**

General Information

Allergy Policy

Queen of Angels Catholic School strives to be inclusive and sensitive to the needs of students who have particular medical or dietary issues such as food allergies. In order to protect all children from allergic reactions, ALL snacks, treats, etc., must be approved by the classroom teacher prior to being served to students.

The school reserves the right to restrict or eliminate distribution of any snack that could potentially be harmful to even one student.

Birthday Celebrations

Parents of Primary (K-2) students only may send a simple treat for the class on the occasion of their child's birthday. Please check with the teacher regarding student allergies. This treat will be enjoyed during lunch. All other birthdays will be celebrated

outside of school time. **No other edible or non-edible treats should be brought into school.**

All students are invited to the Principal's office to receive a gift on their birthday or half birthday.

Calendar, Directory & Handbook

Each family has access to the school calendar and the Handbook. They are available online. Refer to the calendar on our website (www.QASCHOOL.ORG) for dates of school events, scheduling appointments, and holidays. The school directory is available on *My QA*.

Information regarding students and families in the directory is provided as a service for the use of the school community. Names or addresses (including email) in the directory may not be used for solicitation of personal opinions or the distribution of personal or business matters not related to school activities.

Care of Books and Property

- Parents are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year.
- Parents are financially responsible for any damage to property belonging to the school or to other students.
- Fees for damages will be assessed as appropriate.

Cell Phones

While cell phone use by students is not permitted at school, some students need to carry cell phones with them for use after school. Students in Grades 6-8 are permitted to bring a cell phone to school only if a CELL PHONE PERMISSION SLIP is on file. Students in other grades are strongly discouraged from bringing cell phones to school; however, if it is deemed absolutely necessary by the parent, permission from the Principal must be obtained. A copy of the CELL PHONE PERMISSION SLIP can be found on the school website.

The CELL PHONE PERMISSION slip must be on file prior to bringing the cell phone to school. The cell phone must be turned off and left in the locker all day. Students who violate the rules regarding cell phones forfeit the privilege of bringing them to school. The cell phone will be confiscated and held in the Principal's office until a parent picks it up.

The school reserves the right to search all electronics, which include but are not limited to cell phones, laptops, or any other electronic device that students have brought onto school property.

Electronic Books and Readers

Electronic books and readers can serve a useful purpose within the school setting. Queen of Angels Catholic School, in the interest of supporting reading, has set forth guidelines for their use at school. Students in Grades 3-8 who wish to bring an electronic book/reader to school must have a signed permission slip on file. This permission slip can be found on the school website.

Only devices whose primary function is providing books in electronic form may be brought to school. Such devices must be used exclusively for reading. Devices must have wireless capabilities disabled. No student may access the school's wireless access without permission at any time. Students may not use their electronic devices to take pictures or videos during class time unless they are instructed to do so by the teacher.

Electronic Devices

Items which include but are not limited to, toys, cameras, radios, electronic games and devices, iPods or mp3 players, laser pointers, or anything that will detract from the learning environment are not permitted at school at any time. This includes the time before school begins when students are in the cafeteria and in afternoon carpool. The school reserves the right to search all electronics, which include but are not limited to cell phones, laptops, and any other electronic devices as well as any other items that students have brought onto school property. Queen of Angels Catholic School does not assume responsibility for any of these items if they are brought to school by a student. These items are to be kept at home. Fitness Band and iWatches are not permitted.

E-mail

E-mail is the preferred method of communication and is for parental use only. The teachers' addresses will be listed in the school directory and on the web page. Parents are asked to e-mail for academic and business purposes only. E-mail messages to faculty and staff will be answered within 24 hours. No response will be made to anonymous messages.

Emergency Messages during School Hours

In the event of an emergency, please contact the front office and indicate that your message is an emergency. **In order to maintain an appropriate classroom environment, classroom interruptions must be kept to a minimum. The office will not relay messages to a child unless it is a case of extreme emergency.**

Family Vacations

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and teachers should receive written notification at least one week in advance.

Parents are also required to report their child/children absent on the attendance hotline (extension 736). **The student's work will be available when the student returns. No work will be sent home prior to vacation.** Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made up will be marked as incomplete and graded accordingly. Standardized tests missed because of vacation cannot be made up.

When parents, but not children, are on vacation, the office must be informed of the following:

- the adult in charge of the children,
- emergency phone numbers,
- other pertinent information regarding the children.

Field Trips

Written parental permission is obtained prior to each excursion. Phone calls, e-mails and faxes regarding permission are not acceptable, as they do not include an original parent signature. **Parent chaperones may not bring siblings on the field trip.**

The school reserves the right to refuse a student's participation in a field trip if his/her behavior is inappropriate or could jeopardize the personal safety of self or that of the group.

Home & School Association

The mission of the Home and School Association is to support and enrich the educational processes of the school. The school provides a faith-based environment for the education of our students. Therefore, the Home and School Association must mirror the tradition, standards, and teachings of the Catholic faith. It is the duty of the Association to keep in mind the welfare of the students with regard to all issues.

This will include:

- Providing spiritual opportunities and fellowship that develops a strong and meaningful Christian community among school families, faculty, and administration.
- Providing a vehicle of communication between parents and the school.
- Providing interesting and informative programs relevant to the needs of the school community.

A copy of the Home and School Association by-laws will be available in the H.S.A. office.

Inclement Weather

The school closings are announced over television station WSB Channel 2. Queen of Angels Catholic School will be specifically announced, so always check for our school name.

In case of tornado warning or actual tornado, parents should not call the school. It is important to keep phone lines free for emergency situations. Carpool dismissal will not begin until all warnings are expired.

Invitations to Student Social Events

Invitations or correspondence regarding any type of social event or after-school activities (i.e., scouts, parties, etc.) are not to be distributed at Queen of Angels Catholic School.

Lost and Found

Please "name tag" all clothing with full name. Lost and Found articles will be displayed regularly. Periodically all unclaimed articles will be sent to various missions. Lost valuables (i.e. glasses, watches, keys, and jewelry) can be claimed in the front office.

Lunch

Parents, relatives, and siblings are welcome to have lunch with your child beginning after Labor Day. Space and safety considerations require us to not allow friends from other schools to visit during lunch. Please help us maintain a safe, healthy, and orderly lunch period for our students when you visit. Please no fast food, soda, or glass bottles.

Please use the lunchtime to spend time and have lunch with your child. Meet your child in the lunchroom and say, "Goodbye" to him/her directly after lunch, so they can resume their normal school day. Please respect the teachers' schedules and teaching time and do not seek them out for a meeting.

Makeup Work / Homework Assignment Requests

If a child is absent one or two days, assignments will be made up when he/she returns to school. When a child is sick, the number of days absent is equal to the number of days the student has to make up work. On the first day the student returns to school after an absence, it is the student's responsibility to meet with his/her teachers to arrange makeup of all tests and assignments. **No work will be sent home in advance of vacations.**

Assignments must be completed and returned to the respective teachers within the time specified by the teacher. **Only if a child is absent for three or more days may parents request take-home work.** Email your child's homeroom teacher before noon to specify the arrangements for pick up. Parents are

encouraged to pick student books up after 3:30 PM if needed to study.

Personal Responsibility

Each student is responsible for being on time and prepared with proper materials and assignments for each class. If a student is habitually unprepared for class, parents will be notified.

The student is responsible for bringing books, homework, lunch and all necessary items to school. Our goal is to build responsibility. Calling home for misplaced or forgotten materials will not be permitted. If late items are brought to school, they will be left in the office. Deliveries will only be made during the school day to students in the Primary Pod, (Kindergarten thru 2nd).

Policy for Gift Giving to Faculty and Staff

We recognize, encourage, and support a family's desire to express their gratitude for the commitment of the faculty and staff.

- Small groups of parents may go together and purchase a small gift or gift certificate.
- Individual students may purchase a small gift for their teacher(s) should they desire.
- There will be no class collection for a teacher's gift.

Release of Records

In compliance with the Buckley Amendment, Queen of Angels Catholic School will only release student records upon request to custodial parents. "Records" include official transcripts, report cards, and health records. It does not include daily class work and papers or routine communications sent through the children to the home of residence.

Reporting Child's Injuries to School

Students who are in school with a visible injury, which includes but is not limited to, casts on appendages, wheelchair usage and crutches, must have a note clarifying PE/recess activity. PE teachers will make accommodations for their class. Recess supervisors will direct injured students to a safe, designated area for moderate recess activity. Injured students with such injury, but without a parent note, will be under the discretion of the teacher with regard to PE/recess activity.

Safe Environment Training for Students (VIRTUS)

All students will receive safe environment training according to Archdiocesan policies unless parents notify the **Principal in writing** that they would like their child(ren) to be exempted from this training. Parents will be notified when training occurs.

School Announcements

The school maintains a system for making emergency calls to all parents. In the event of an emergency you will be notified via the One Call Now system. Parents are responsible for keeping contact information up to date in this system. Instructions will be sent home annually.

Smoke Free Campus

The Queen of Angels Catholic School campus is smoke free. No student, staff member, or school visitor is permitted to use any tobacco product or e-cigarette at any time on school property.

Social Media Sites

Homeroom social networking accounts (including, but not limited to Facebook) are not endorsed or encouraged by Queen of Angels Catholic School. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups is not permitted.

Student Information Changes

Please direct any changes in student information (address, telephone numbers, e-mail address, etc.) to the Registrar's office one of the following ways:

- Log into **My QA** on the website and go to Edit My Profile. Please note that each parent must login separately to update contact information.
- Send an e-mail to kenan@qaschool.org or
- Call extension 106.

Telephone Calls

If parents wish to speak with a faculty or administrative staff member, please leave a message in the individual's voice mailbox. Every effort will be made to return your call within 24 hours.

The Herald

The Principal's Message is contained in The Herald, the school's electronic newsletter. It is distributed to each family once a week. The Herald contains pertinent information regarding school activities, policies, and programs.

Thursday Folders

Grade level information about academics and student work will be sent home every Thursday. It is the parents' responsibility to review this information, sign, and return the envelope to the school on the next school day. Information about extracurricular school activities will be sent home as needed. If a student neglects to return his/her Thursday Folder, school information and/or graded work will not be sent home

until the Thursday Folder is returned to school, or a replacement folder is purchased.

Use of School Name / Logo / Motto

The Queen of Angels Catholic School name/logo/motto may not be used for any outside purpose unless permission is received from the Principal.

Visitors

In order to maintain a safe and secure environment, school visitors (volunteers, parents, etc.) must sign in at the office. All visitors and/or volunteers are required to wear a yellow visitor's sticker. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Students from other schools, former students/alumni, and younger siblings may not visit classrooms during the school day. Siblings are welcome to attend all Friday school Masses at St. Peter Chanel, Orientation Day in August, Grandparent's Day in November, the Nativity Program in December, and the Awards Ceremony/ Last Day in May.

Volunteers

We encourage parents to volunteer for activities that include but are not limited to lunch monitors, chaperones, and classroom assistants. Your presence and enthusiasm create an excellent means of reinforcing the value of Catholic education in the community. As a volunteer, you are expected to have the following paperwork in place before you may volunteer in the school:

- **Volunteer Application**
- **Volunteer Background Investigation Consent**
- **Safe Environment Standards Acknowledgment of Receipt and Compliance Form**
- **Certificate for Completing VIRTUS training**

The above forms will be provided online through Sterling Infosystems. Please contact Lynne Wascher at lwascher@qaschool.org for the link to access these forms. **Safe Environment certification is required to be renewed every five years.**

We ask all volunteers to:

- wear a visitor's sticker signifying their volunteer status.
- refrain from bringing siblings to school while volunteering.
- Follow all school policies.
- Dress appropriately.

- All volunteers seeking reimbursement for expenses approved by Queen of Angels Catholic School must submit a request form along with original receipts to the business office. All reimbursement requests for the current school year must be submitted prior to the end of the fiscal year, June 30. Expenses may not be carried over to the following school year.

Work Permits

The superintendent or designee shall issue age certificates for students under age 18 upon the request of any employer or prospective employer. To obtain a work permit, 14 or 15 year old students must have a current physical examination done within the last year.

Academics

Instructional Program / Curriculum

Queen of Angels Catholic School implements the graded courses of study approved by the Archdiocesan Office of Catholic Schools. The recommended curriculum is based on the Georgia Quality Core Curriculum, the national benchmarks, and the Archdiocese of Atlanta curriculum.

The curriculum is determined by the Archdiocese of Atlanta for all subject areas: Religion, Math, Science, Language Arts, Social Studies, Art, Physical Education, Foreign Language, Music and Technology.

All children are expected to participate in all classes and activities during school hours. Exceptions for reasons of health should be directed in writing to the teacher.

Students are responsible for having the required materials for each subject. This includes having the proper uniform for physical education.

All assignments are expected to be neatly completed and turned in when due. Work must be complete before grades will be given for that quarter. Any work that is not turned in by the end of the quarter will not be accepted and will receive a failing grade.

Occasionally, a student may need extra help with a particular subject. The teacher may require the student to remain after school for additional instruction. This is a work session, not a behavior detention. This time must be prearranged by the teacher and student.

Religious Education

Religion is at the core of our curriculum and students have religious education a minimum of 150 minutes a

week. The Religion Coordinator will provide teachers and students with a comprehensive and current library of books and media.

Religious Education, school Masses, and prayer services are part of the total religion curriculum of the school. Students are to remain with their class and under the supervision of the teacher at all times during Masses and prayer services. We welcome and encourage families and friends to attend our Masses and prayer services. Seating for parents is available in the space behind the classes. Should a student be late to Mass, they may join their class once Mass is finished.

Reconciliation

Students in grades 3 through 8 may have the opportunity for Reconciliation twice a year, during Advent and Lent; however, children in all grades are encouraged to receive this Sacrament regularly.

Retreats

6th and 7th grade students will experience a one-day retreat, while 8th grade students will have the opportunity to participate in an overnight retreat planned in conjunction with the Religion Coordinator, the students, and administration.

Service Hours (Grades 6-8)

Service Hours will be a requirement for each Middle School student. **Service hours are due on the date designated. This date will be communicated to students and parents in August.**

- 6th grade – four (4) service hours
- 7th grade – six (6) service hours
- 8th grade – eight (8) service hours

These service hours can be completed over the summer prior to the incoming grade level. A reflection sheet **and signed report** will need to be filled out at the completion of each time of service and returned to Dr. Harmon-Christian, Religion Coordinator. More information will be distributed to middle school students and parents explaining the requirements.

Completion of service hours is a requirement and will be recorded as a test grade in fourth quarter Religion. All hours must be completed to receive credit. Service hours are meant to encourage a servant's heart rather than to be a routine obligation or chore.

There will be three tiers for service hours award categories that can be achieved by Middle School students. All service hours awards will be given at the end of the year awards ceremony.

The first award tier is a recognition of students who have served more than the required service hours for their grade level. The qualifications include:

6th grade – five (5) hours or more earned hours
7th grade – seven (7) hours or more earned hours
8th grade – nine (9) hours or more earned hours

These students will be asked to stand in place as their name is called at the awards ceremony.

The second award tier is a certificate given to those students who have served more than twice the service hours requirement for their grade level. These students will be recognized and called forth at the awards ceremony to receive their certificate.

The third award tier is to be called the Servant's Heart Award. This award will only be given when a student demonstrates the highest level of service. This award goes to a student who demonstrates consistent service in action and attitude across the year. This person truly exemplifies putting their faith into action. They have clearly understood and acted upon Jesus' words to Simon Peter to "feed my sheep." It is clear that God has blessed this person with the insight to see the needs of others and to reach out in compassion and understanding. This person forgets themselves in the service of others.

Textbooks

Textbooks are selected by the principal, curriculum coordinator, and teachers, and are approved by the Archdiocesan Office of Catholic Schools.

Grading / NetClassroom

Student progress will be communicated to parents via an online system called NetClassroom. This weekly posting of grades will take the place of mid-quarter Progress Reports. Any questions or discrepancies on posted grades must be addressed within five school days of when the grade was posted.

Parents will be provided with access codes and instructions at the start of the school year.

Grades will be posted on a weekly basis for Grades 2-8. Kindergarten and Grade 1 will not post grades to NetClassroom. Specials/Electives will post grades to NetClassroom twice per marking period. Comments and conduct will be posted at report card time only (i.e., the end of each quarter).

A paper report card will be issued four times during the year to inform parents of their child's progress. An electronic copy will also be available in NetClassroom.

In accordance with the policy of the Archdiocese of Atlanta, the grading scale for Queen of Angels Catholic School is as follows:

Kindergarten and Grade 1: Academic

S	Secure
P	Progressing
B	Beginning
I	Insufficient Progress
NA	Not assessed at this time

Grades 2 – 8: Academic

90-100	A
80-89	B
75-79	C
70-74	D
69 & below	F

Conduct/Specials/Electives:

S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Grade Inquiry

Parents may make inquiries as to the assessments which resulted in the cumulative grade on a report card. Requests for grade changes must be made within five (5) school days of the posting of the grade. However, grade changes will not be made unless academic evidence warrants such a change. Furthermore, despite parent requests, comments will not be modified or deleted.

Parent-Teacher-Student Conferences

Scheduled parent-teacher-student conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Scheduled parent conferences are held at the end of the first and third academic quarters. Students in Grades 3-8 **must** attend their conference. If additional conferences are needed, an appointment may be made with the teacher, which will occur before or after school.

Standardized Testing

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Students in Grades 2, 5, and 7 are given the Cognitive Abilities Test to measure the student's capacity to acquire the knowledge and skills that will enable him/her to be successful in the school program. Students in Grades 2 through 7 are given the Iowa Assessments to measure mastery of skills in reading language, work-study skills, and mathematics, as well as, the student's ability to apply these skills to the solution of new problems.

Promotion & Retention

Promotion is based on the satisfactory completion of the respective grade level work. The decision to retain a student in the present grade will be based upon a consideration of the overall welfare of the student including academic, emotional, and social factors.

Retention is considered in individual cases after thorough discussion by the teacher, principal, and parents. Parents will be notified in due time if a student is being considered for retention. Retention may be considered for the following reasons:

Students in grades 3-8 may not fail (definition: earned grade of "F" [69% and below] as a final year average) three courses in one academic year. Should a student fail three core subjects in an academic year, alternative educational placement will be required.

Students in grades 3-8 who fail one or two core subjects in one academic year will be required to remediate the coursework missed according to the parameters set by the school. Failure to successfully remediate according to school guidelines indicates the parents' choice for alternate education placement. Students in grades 3-8 who have failed two courses in one academic year, and who have successfully remediated, may return to school for the following school year with the status of academic probation. Should a student fail one core subject (final year average) within the year while on academic probation, alternative educational placement must be provided.

It should be noted that academic failure in any core subject might adversely impact a student's ability to attend an Archdiocesan Catholic high school.

- Core courses are defined as: religion, language arts, literature, mathematics, social studies, and science.

Homework

Homework is a reinforcement and study tool of material that is covered in class during the school day. The standard guideline for homework time for a middle school student is 10 minutes per year in school (60 minutes for 6th grade, 70 for 7th, and 80 for 8th). Due to the important nature of homework and since it is a percentage of your child's overall grade in a course, all assignments are expected to be neatly completed and turned in when due.

Homework Grades 5-8:

Only partial credit (75%) will be given on assignments that are one day late. Therefore, work that is one day late can only receive a maximum of 75% and the grade will be determined from that point. No credit

(0%) will be given on assignments that are two or more days late.

Any papers and projects that count as a test, quiz, or project grade will lose 10 points for each school day late up to five (5) days. After 5 days, the student receives a zero. Any late projects or long-term assignments that do not count as test grades will be graded at the teacher's discretion.

There are three types of homework: WRITTEN ASSIGNMENTS, STUDY/REVIEW, and READING. Most students should have an assignment of one type or the other every night. Not all homework is graded work. Some nights your child is told to study or review class material or to read independently in a novel. These assignments should be written in their agenda.

When written work is not assigned, students should review and study their subjects every night. You can help your child build better study habits by encouraging them to study and review material prior to test time and to go back over information covered in class to make sure they have the proper foundation for the next class. Parents can help their child with study habits by assuring that they do study.

Your review of student agenda entries, test/project calendars, and Net Classroom is critical to reinforcing good study habits and time management.

Algebra Placement

Parents should take the following into consideration when considering placement in advanced math classes:

- Students who meet the entrance criteria and achieve within the appropriate range may be accelerated into the next level of study in mathematics upon admission to high school. Any acceleration is at the sole discretion of the public, private, or parochial school.
- Students who receive accelerated placement in an Archdiocesan high school must still complete four credits in mathematics as defined by the school's graduation requirement.
- Students may be asked to complete an exit exam at the completion of their middle school coursework.

The criteria for accelerated math placement during Middle School is based on the understanding that solid foundational content skills, a strong natural aptitude for math, and an above average work ethic are necessary to meet with success in the advanced math classroom. The following criteria are Archdiocesan guidelines for admission into the 8th grade Algebra I class and the 7th grade Pre-Algebra class.

- Achieved a minimum score in the 80th percentile on the Iowa Algebra Aptitude Test Form II. New students should have achieved an equivalent national percentile on their last achievement or basic skills test.
- Achieved a minimum score in the 80th percentile on the IOWA Assessments – Mathematics.
- Achieved a minimum score of 80th percentile on IOWA Assessments – Computation.
- Achieved a minimum score of 85th percentile on IOWA Assessments – Math Total.
- Math Class Average Test Grades are 85% or higher.
- Math Class Average Report Card Grade is 85% or higher.
- Positive teacher recommendation from middle school mathematics teacher based on consistent homework completion, teacher assessment of skills, and classroom performance (work ethic, participation, etc.)
- Student must meet 6 of the 7 criteria.

Media Center

Queen of Angels Catholic School's Media Center has an automated circulation of more than 15,000 books, periodicals, and reference materials available for student and teacher use. The Media Center also subscribes to several online databases each year. Students have access to these at the school and remote access is available. User names and passwords for remote access are available in the Media Center, and links to the databases are on the school web page in the Media Center section.

Kindergarten students through fifth grade students come to the Media Center once a week during a scheduled time. During this time, they learn library and information skills and are provided with book checkout time.

The classroom teacher and media specialist collaborate throughout the year on projects to integrate research and library skills.

Middle School students come to the Media Center on an as needed basis. They can checkout anytime and their teachers sign up to bring the class in when they need research time.

Media Center Hours:

- Monday: 8:15 – 2:55
- Tuesday: 8:15 – 2:55
- Wednesday: 9:15 – 2:55
- Thursday: 8:15 – 2:55
- Friday: 8:15 – 2:55

Checkout Policy:

Kindergarten: **2 books** for 1 week
1st – 8th grades: 4 books for 2 weeks

The policy and procedures for responding to challenged materials are available in the Media Center.

Electronic Books

E-books are available for check out through our e-book library. This privilege is extended to students in grades 3-8. E-books may be downloaded onto a personal electronic device. Instructions for downloading, log on ID's and passwords are issued by the Media Specialist on request. E-books will be returned automatically to the OverDrive collection after fourteen (14) days.

Technology Curriculum

The goal of the Queen of Angels Catholic School Technology Curriculum is to enhance the teaching and learning process with a wide variety of media by integrating technology throughout the curriculum and extending the boundaries of the learning environment.

Students at Queen of Angels Catholic School will participate in the following ways:

- Participate in weekly computer classes;
- Use classroom computers and tablet devices to execute projects, access information, create multi-media programs, and reinforce concepts;
- Understand that technology can enhance classroom learning and is a vehicle to connect to experts outside the classroom walls.

Acceptable Use Policy

The use of the available technology at Queen of Angels Catholic School is a privilege shared by all students. The following guidelines have been established to ensure the proper use of the equipment and to protect the integrity of the educational program. Failure to comply with these guidelines will result in the loss of computer privileges and other disciplinary action. The Acceptable Use Policy can be found in Appendix B. Please read it

carefully and submit the signature page by the date indicated.

Student Success Team (SST)

General Description

The Student Success Team embraces a collaborative approach to academic success which includes the student, teachers, parents, and an outside specialist when more intervention is needed. Release from SST services will occur when the student maintains independent academic success and his/her teachers have made that recommendation.

Students in need of academic support in core subjects are referred to the SST or Students Success Team. This includes the Success Lab Teachers (Resource), Assistant Principal, and School Counselor. Discussion and collaboration with the classroom teacher occurs in order to develop strategies and opportunities for more practice and review of skills. Instructional support may be necessary in our Success Lab or small group flex-times within the regular classroom. Depending on the extent of the student's learning difficulties, private tutoring and/or special testing may also be recommended. Parents are expected to provide daily reinforcement of skills, homework monitoring, and organization of materials.

Criteria for Referral to the Student Success Team

Students who consistently exhibit weaknesses in their studies will be considered for academic support. This is based on the following criteria:

1. K-8th grade: Students who are performing below grade level in core subjects.
2. Students who consistently perform below average (74% or below) in a core subject.
3. Students who have a current psycho-educational evaluation on file and academic support has been recommended.

Referral Process to the Student Success Team

A parent-teacher conference will be scheduled when a student is exhibiting academic difficulty. Teachers will try classroom strategies and parents will be asked for more support at home. This includes daily agenda checking, review of grades and assignments on NetClassroom, and supervision of homework along with review and practice of skills.

If little improvement is noted after a designated period of time, the teacher will make a referral for Success Lab support. A parental consent form will be signed giving permission for their child to miss a specials class for Success Lab support two or three times a week. If the student continues to have academic difficulty after a full quarter of intervention, another

parent conference will be necessary and further recommendations may occur, including private tutoring and a possible testing referral.

Special Testing Evaluations

Parents are expected to share all special testing reports including rating scale results with the SST instructors. This information is most beneficial to the student and his/her teachers as it often includes recommendations for the classroom to accommodate academic success. Accommodations can be provided if there is a documented basis for them within the testing evaluation that we have on file. Selected accommodations will be determined by the SST instructor and classroom teacher(s) based on student need and realistic expectations within a class size of 28 students. Special testing includes but is not limited to: psycho-educational evaluations, speech/language assessments, visual and auditory processing evaluations, OT/sensory integration reports, rating scales, and other checklists for behavioral conditions, such as ADHD.

*Please note that all rating scales, checklists and other documents for teachers to complete must be sent directly to the receiving psychologist or physician due to HIPAA privacy and confidentiality laws. Therefore, it is important to include the specialist's name, mailing address, and fax number. All testing information will remain in the student's confidential file at school.

Enrichment Program K - 5

The philosophy of the program is fourfold:

- To expose students in grades K – 5 to enrichment opportunities that complement the grade level curriculum.
- To nurture special learning characteristics, interests, and capabilities in students, giving them an opportunity to benefit from interaction with their peers.
- To enhance creativity and thinking skills for students.
- To provide other enrichment opportunities to the school-wide community (Duke TIP Program, Redbird Math, Math Olympiad, Odyssey of the Mind, Future City, Robotics).

Criteria for Small Group Work (Grades 3 – 5):

All four of these criteria must be met.

- 96 percentile or above on CogAT or other test of cognitive abilities;
- 95 percentile or above on standardized test (Iowa Assessments) in language arts or math area;
- 90 percentile composite on Iowa Assessments;
- Teacher recommendation with documentation.

Parents will be notified after the first two weeks of the new school year if their child will be participating in Grades 3-5 small group that year.

Goals for Small Group Work:

- Develop use of investigative techniques, information gathering, problem solving, thinking skills, and imagination;
- Increase skills for independent learning;
- Generate novel ideas and products, enhance risk-taking;
- Increase technological skills.

Skills Emphasized in the Enrichment Program:

- Application, analysis, and evaluation of knowledge;
- Fluency, flexibility, synthesis, elaboration, and originality of ideas;
- To explore the different levels of thinking;
- Imagination development;
- Logic and brainteasers;
- Curiosity and risk-taking (development of ability to try new things);

In grades K-2, teachers will include enrichment activities to differentiate the curriculum. The Enrichment Teacher will assist the K-2 teachers with planning and implementing these activities and work as needed with fluid small groups or individuals. Pull-out enrichment groups begin in 3rd grade and are based on standardized test scores.

Awards

To recognize excellence in grades 3-8, awards will be issued quarterly to students as determined by their classroom teacher and may include the following:

Spirit of Queen of Angels

Awarded to a student who is respectful, spiritual, friendly, thoughtful, responsible, dependable, giving, helpful, generous with time, and someone you can always count on to do the right thing.

Peacemaker

Awarded to a student who brings out the best in others and who is kind to all without exception.

110% Effort

Awarded to a student who gives his/her best effort for all undertakings.

Merit Student Award – End of Year Awards only

Merits are given for effort, service and behavior which is extraordinary. Students earn them for any act or any kindness that is above and beyond expected behavior during the school day. The accumulation of ten merits in a school year designates a student as a Merit Student.

Perfect Attendance – End of Year Awards only

Awarded to students who have zero tardies, absences, and/or early dismissals. Student absence due to attendance at a school-sponsored event during the school day (such as, but not limited to, Spelling Bee, Battle of the Books, Oratorical Competition) does not disqualify the student for Perfect Attendance.

Honor Roll – Grades 6-8

The purpose of the honor roll is to reward outstanding scholastic achievement for students in Grades 6-8 who are highly motivated, responsible, hardworking, and whose work reflects these qualities.

The honor roll is divided into three areas: Principal's List, First Honors, and Second Honors.

Qualifications for Principal's List

Principal's List is a special award meant to recognize those students who have achieved outstanding academic success of all academic subject areas during the quarter.

A grade of "98" or above in all of the following academic areas, no grade below an "S" in all elective areas (no grade below an "A" in Spanish), as well as no grade below an "S" in conduct:

Literature	Math
Religion	English
Science	Social Studies

Qualifications for First Honors

First Honors recognizes those students who have exhibited a thorough understanding of all academic subject areas during the quarter. Their work is "distinguished" and marked by originality.

There must be a grade of "A" obtained in all of the following academic areas, no grade below an "S" in all elective areas (no grade below an "A" in Spanish), as well as no grade below an "S" in conduct:

Literature	Math
Religion	English
Science	Social Studies

Qualifications for Second Honors

Second Honors recognizes those students who have exhibited a thorough understanding of most academic subject areas. Their work is distinguished in some areas and above average in the other areas.

There must be at least three "A's" and the rest "B's" in all academic subjects listed below, no grade below an "S" in all elective areas, no grade below a "B" in Spanish, as well as no grade below an "S" in conduct. The three "A's" must be in the following subjects:

Literature	Math
Religion	English
Science	Social Studies

National Junior Honor Society

Seventh and eighth grade students who meet the qualifications for National Junior Honor Society may obtain an application from their homeroom teacher in December. Academically, students must maintain a 90 or above grade point average for all academic subjects, including Spanish, and a grade of satisfactory in all Specials/Electives. Student should also have a conduct grade of satisfactory in all classes. In addition to academic achievement and character, the selection committee examines three additional areas of student involvement: leadership, service (outside of school service projects), and citizenship. Students are expected to demonstrate these characteristics at high standards. The selection process begins in January and new members are inducted in late February or early March.

Behavior & Discipline/General

Student Code for Responsible Behavior

All students will:

- Adhere to posted classroom and school rules.
- Show obedient, courteous, respectful behavior toward teachers, all adults, and fellow classmates.
- Use appropriate language.
- Speak kindly and respectfully to and about others.
- Complete class assignments and participate in class.
- Wear the full school uniform correctly at all required times.
- Demonstrate respect for other classes by maintaining quiet in the hallways and pod areas.
- Respect school property and the property of others.
- Refrain from chewing gum in the school or on the school grounds.
- Use good manners and take pride in the school environment helping wherever needed.
- Abide by good sportsmanship.
- Abide by the Honor Code of Queen of Angels Catholic School, which is outlined below. (The Honor Code will be signed by the student and parent and kept in the student agenda.)

The primary role governing the conduct of all the members of our school community is the "Great Commandment" of our Lord. "You must love the Lord your God with all your heart, with all your soul, and with all your mind...and you must love your neighbor as yourself." (Matthew 22: 37-40) Everything which

promotes this three-fold love is acceptable in our school community. Anything, which undermines the growth of such loving harmony, is rejected.

Purpose

The purpose of the Student Code for Responsible Behavior and Honor Code is to promote among the students a sense of responsibility for one's actions, an understanding of the element of personal choice in determining one's behavior, and an understanding of consequences for one's behavior. These systems are designed to support, not supplant individual classroom rules. The teacher is granted flexibility within the program to allow for the particular needs of the students. All faculty, school personnel, substitute teachers, and supervising volunteers are a part of this process and will discipline a student when needed. The Queen of Angels Catholic School Student Code for Responsible Behavior is designed to recognize students who behave appropriately through positive reinforcement.

In order to assist the student members of the school community in their attempt to live within the spirit of this commandment of love and to give them some guidelines for their personal conduct, regulations, and penalties given for failure to follow those regulations are promulgated by the teachers and administration. In grades K-4 appropriate consequences are determined by the grade level teachers. In grades 5-8 penalties can consist of demerits, work details, detentions, suspension, and in some cases, expulsion. The school reserves the right to make changes to these regulations at any time. Parents will be notified of changes in a timely manner.

Behavior Outside of School

Out of school behavior which is illicit, immoral, illegal and/or which reflects adversely on Queen of Angels Catholic School and which is inconsistent with the school's mission will be handled according to the school disciplinary procedures and may be grounds for suspension or expulsion from Queen of Angels Catholic School. This includes comments posted on social media websites, blogs, texting, etc.

Bullying Prevention

The Olweus Bullying Prevention Program is designed to improve peer relations and make schools safer, more positive places for students to learn and develop. The program is intended for students in elementary, middle and junior high schools. The goals for the program include the following:

- Reduce existing bullying problems among students
- Prevent the development of new bullying problems
- Achieve better peer relations as school

The program defines bullying as: "A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending him/herself." Students in grades K-8 participate in the program.

Queen of Angels Catholic School is certified as a No Place for Hate School by the Anti-Defamation League. All students sign a Resolution for Respect and engage in school-wide diversity activities through the year.

Behavior & Discipline / Middle School

Recognition for Outstanding Behavior

The Student Code for Responsible Behavior is based on the concept of promoting responsible, courteous, and respectful behavior within our entire student body. It is, therefore, of equal importance to the program to recognize and encourage both good behavior and self-discipline. The Middle School has established a system for positively reinforcing model behavior and kindness to others.

Honor Code

- It is each person's duty to do one's own work. Copying or using another's work as one's own is dishonest. Allowing another student to use your work is false representation and is considered a serious misconduct because one person is giving another person an unfair advantage.
- To avoid plagiarism, one must cite **all sources** that one uses (printed materials, recordings, videos, internet sites, electronic publications, etc.) Using prewritten papers is prohibited along with copying and pasting from any source.
- The test-taking procedures set by each teacher must be followed in all classes. No matter what class one is in, sharing answers on homework, tests, or quizzes is cheating.
- Forging a signature is unacceptable behavior. The signature must be obtained from the intended person.

As a student of Queen of Angels Catholic School, I agree to uphold the ideals of our Catholic community by striving to set a standard of integrity and respect for every member of our school. In accordance to this statement, I agree to abide by this honor code.

Students are not permitted to bring to or have at school items such as the following: real or toy knives, guns, sharp objects, matches, lighters, skateboards, or weapons of any kind. The administration reserves the right to make changes to this list at any time. Parents will be notified in a timely fashion of the changes.

Check System/Behavior

When any student breaks a classroom rule, he/she is required to sign the weekly checklist for that teacher in that subject area. An accumulation of two signatures in the same class in a week will result in a demerit. The classroom rules are as follows. The students will:

1. Be in class and ready to work by the second bell
2. Raise their hand and be recognized by the teacher before speaking
3. Be in their seats in class unless told otherwise
4. Use respectful language, actions and voice to teachers and peers
5. Follow teacher directions.

Specials teachers may implement other systems that fit their classroom instruction.

Check System/Organization

Each student is responsible for bringing all necessary materials to every class. When a student is unprepared for class he/she is required to sign the "OOPs" weekly checklist for that teacher in that subject area. An accumulation of two signatures in one class in a week will result in a consequence.

1. Appropriate writing utensil (pen/pencil), pencil only for math
2. Completed homework with the student in the class
3. Necessary books to include but not limited to: textbook, workbooks, reading books, novels, notebooks, and agenda
4. iPad not with student in classroom or uncharged
5. Have all class materials out and ready on their desk by the second bell
6. **Must return Thursday Folder no later than homeroom the following Thursday.**

Demerit System

A demerit is a written communication between teachers and parents concerning their child's behavior. Demerits must be signed by the parent/guardian and returned the following day. If the demerit is not returned, the demerit still stands. A demerit will be issued for the following reasons:

- Chewing gum
- Destruction of school property
- Disruptive behavior - including excessive talking and loudness
- Note passing
- Being in an area without permission
- Uniform infractions
- Talking in the prayer hallway
- Breaking classroom rules 2 times in one

week (see Middle School Check System)

- Invasion of property (lockers, desks, purses, etc.)
- Possession of items inappropriate for school (electronics, music, videos, cell phones, iPods, etc.)
- Any other behavior deemed inappropriate by the administration.

Demerits have individual and cumulative consequences, which are detailed below. Demerits are accrued for the **quarter**.

Detention System

Detentions are issued for offenses beyond general rule infractions and for receipt of three or more demerits. The receipt of a detention is very serious. Detention forms must be signed by a parent and returned the following day. If the detention form is not returned, the detention still stands, and the detention must be served. An automatic detention will be issued for the following reasons:

- Cheating/Plagiarism
- Vandalism
- Bullying/Harassment
- Disrespect (Open, persistent defiance of, and disrespect to any person at the school)
- Fighting
- Lying
- Profanity
- Accumulation of demerits
- Actions and words gravely detrimental to the moral and spiritual welfare of other students
- Any other behavior deemed inappropriate by the teachers/administration.

Detentions have individual and quarterly consequences, which are detailed below. Detentions are accrued for one **quarter**.

Demerit #1	Parent Signature
Demerit #2	Parent Signature
Demerit #3	Parent Signature & Detention #1: 1-hour After-School Detention
Demerit #4	Detention # 2: 1-hour After-School Detention & conference with teachers & Assistant Principal
Demerit #5	Detention #3: 1-hour After-School Detention
Demerit #6	ISS #1: All day In-School Suspension and notification from Assistant Principal
Demerit # 7	ISS # 2: All day In-School Suspension and meeting with Assistant Principal to develop a Behavior Plan
Demerit #8	ISS #3: All day In-School Suspension and notification from Assistant Principal
Demerit #9	OSS #1: Out of School Suspension and Meeting with Assistant Principal & Principal
Demerit #10	OSS #2: Out of School Suspension and Meeting with Principal to discuss continued enrollment at Queen of Angels Catholic School

Detentions are held weekly from 3:30 p.m. to 4:30 p.m. on Thursday. Parents will receive at least 24-hour notice of the date and time of the detention. **Detention days are non-negotiable and may not be changed unless it interferes with a medical appointment. In this case, a parent must send a note to the teacher verifying the appointment, and only then will the detention date be changed.**

Policy on Cheating

Honesty and integrity are important human values for the individual and for society, and for this reason, cheating in any form is considered unacceptable behavior.

Cheating includes but is not limited to any act by which a student uses the work of another for his/her own gain. Students looking at or attempting to look at the work of another or communicating in any way with another during a testing situation, providing one's own work to another, and theft of tests, looking at stolen tests, or any other act, which is deemed as cheating.

Plagiarism

Plagiarism is derived from a Latin word meaning to "kidnap." When you take someone else's work or ideas, from print as well as from electronic material found on the Internet or in software programs, and you do not give the person credit, you are stealing or kidnapping, and this is wrong, unethical, and against the policies of Queen of Angels Catholic School. This exercise, intentional or otherwise, can lead to expulsion from Queen of Angels Catholic School.

Always cite the source from where you obtained the information. Utilizing translation programs in Spanish class to translate written work/assignments is not permitted and will be considered plagiarism.

Disciplinary Action for Cheating

The teacher will record a "0" for the particular assignment, the student will receive an automatic detention, and parents will be notified. A second or third incident may result in further disciplinary measures, such as suspension.

Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school program maintains a learning and working environment free of any form of harassment or intimidation of students by any other student, lay employee, religious, or priest. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action up

to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. Examples of harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group. Cyberbullying is forbidden.

Disciplinary Suspensions

Disciplinary suspension is the temporary removal of the student from academic classes and extracurricular activities. Students may not attend classes, field trips, or any other school activity while suspended. This serious penalty is imposed by the Assistant Principal or the Principal. Suspensions occur on the next school day following the infraction. Suspensions may be held in school or out of school depending on the seriousness of the offense. Students who receive more than two suspensions in a school year will meet with the Principal, Assistant Principal, and their parents to create a behavioral plan as a requirement to remain as a student at Queen of Angels Catholic School.

- Work missed by the student due to a suspension must be made up in the time specified by the teacher. It is the student's responsibility to obtain these assignments.
- The assistant principal/principal may issue disciplinary measures for any action that violates the spirit and philosophy of the school, even though not specified here.

Expulsion Procedures

In cases where student behaviors seriously breach the code of discipline the principal may expel a student after consultation with the superintendent. Such behaviors may include but are not limited to an accumulation of more than two suspensions, harassment, gang related activity, use of drugs or alcohol, or possession of a weapon. Appeal of expulsion is made by the parents to the superintendent.

- Expulsion is considered a termination of enrollment. Expulsion will be used only as a final measure or in response to an egregious offense.
- Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. One extremely serious offense may also be cause for expulsion.

The Archdiocesan Superintendent of Schools will be informed before any action leading to expulsion is taken.

All disciplinary actions taken by the school will be preceded by internal procedures and supported by defensible records.

Sexual Harassment & Sexual Violence Policy

Queen of Angels Catholic School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Queen of Angels Catholic School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Sexual Harassment Defined

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; cyberbullying; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim,

- a parent/student/principal conference,
- written warning/reprimand and parent notification, entered in the student's file,
- detention or removal from selected school activities and/or extracurricular activities,
- behavior/probation contracts, possibly requiring professional intervention,
- suspension,
- expulsion.

Sexual Violence

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the principal, pastor, or other school authority is required under state law to report the incident (GA. Code Section 19-7-5) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Archdiocesan Office of Catholic Schools will be contacted immediately in these situations.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Georgia law. In these cases, the Department of Human Services and the police will be contacted immediately.

Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes:

- recruitment;
- initiation;
- a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang;
- displaying gang markings or slogans on school or personal property or clothing;
- having gang tattoos;
- possessing literature that indicates gang membership;
- fighting, assault, hazing;
- extortion;
- establishing turf;
- use of hand signals, gang vocabulary and nicknames;
- possession of beepers or cellular phones;
- possession of weapons or explosive materials;

- possession of alcohol, drugs, drug paraphernalia;
- attendance at functions sponsored by a gang or known gang members;
- exhibiting behavior fitting police profile of gang-related drug dealing;
- being arrested or stopped by police with a known gang member;
- selling or distributing of drugs for a known gang member;
- helping a known gang member commit a crime;
- any other action directly resulting from membership or interest in a gang.

Consequences

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.
- Students may be referred to counseling (personal and/or family).
- Students may be referred to the Department of Human Services or other welfare or childcare agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as already outlined in the school discipline policies.
- Parents/students will be held liable and financially responsible for all forms of vandalism.

Jurisdiction

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on

other students, and the good order and functioning of the school.

Related Policies

In order to prevent the onset of gang related activity; the following related policies will be strictly enforced:

- Dress code and uniform policy as defined in the Student/Parent Handbook.
- Discipline policies and consequences as defined in the Student/Parent Handbook.
- The right of school authorities to search lockers, student's desks, and, upon request, personal property, if suspicion of gang involvement exists.
- Policies and procedures relative to scheduling, supervision, and attendance at school sponsored events, held during the school day, in the evening, or on weekends, whether held on school property or at other public facilities.
- Policies and procedures established relative to participation in and attendance at school/parish sponsored athletic functions whether held on school property or at other public facilities.
- Insistence on parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Prevention

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, educational programs and activities will be provided as judged appropriate by the Office of Catholic Schools and/or assistant principal. These may include but are not limited to guidance programs, parent education programs, social activities that foster positive group identification and behavior, and Catholic based youth ministry activities.

Weapons

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, Queen of Angels Catholic School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in school programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. A "deadly weapon" is any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any

pistol, rifle, or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, an administrator will immediately contact the police department and the Diocesan Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-or-out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the Archdiocesan Office of Catholic Schools after consultation with the Diocesan Legal Office.

Student Threats

Queen of Angels Catholic School has adopted the following policy regarding student threats:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the principal.
- The student should be kept in the principal's office under supervision. If, in the judgment of the principal, the situation is extremely serious, the police will be contacted.
- The parent or guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the school principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- Additionally, should a threat be made, the school should secure counseling for students involved after obtaining parental permission.

Search & Seizure

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, or other item, the possessions of which is prohibited by law or by school policy.

Health

Clinic Purpose

The purpose of the school clinic is to provide first aid for minor injuries and illnesses, administration of medications, and to notify parents if the symptoms appear more serious. The school furnishes an emergency authorization form that directs the school's course of action in each individual case. It is essential that the parents/guardian notify the school of changes in phone number, address, or employment throughout the school year so this data is always up to date especially in the event of an emergency.

Clinic Hours

The school health clinic is staffed by qualified health personnel. The school health clinic hours are 7:45 a.m. to 3:15 p.m.

Clinic Pass

Students must have a clinic pass or note in their agenda to be seen in the school health clinic. The only exceptions to this policy are students taking daily medication(s) and those who are bleeding or vomiting. Students who do not have a clinic pass or note in their agenda will be sent back to their class.

Health Forms & Immunization Records

Health Forms and Immunization Records are due on July 15th before opening day of the school year for all students. Records (GA 3231) must be current and signed by a physician. A new Health Clinic Information Card must be completed every year for every student. According to Archdiocesan policy 5230, paragraph 3; "To attend school in the State of Georgia, children must meet state standards for immunization (OCG 10-2-771). There is no provisional admission. For medical exemption, a physician may indicate the condition along with the physician's license number. The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The Catholic

Church does not recognize an exemption based upon matter of conscience/religious exemption" (Archdiocesan Policy Manual, page v-29).

You will be contacted if an updated immunization form is needed if your child is currently enrolled in Queen of Angels Catholic School. Your child will not be allowed to attend school if the proper immunization form is not on file and up-to-date. This policy is necessary to prevent the spread of illness to other students and staff as well as for the protection of the ill child.

Illness

The following guidelines have been established to determine when a child should be kept home or sent to school.

- Temperature: Anyone with a temperature of 100 degrees or higher must stay home until they are symptom free for 24 hours.
- Vomiting or diarrhea: Anyone with vomiting or diarrhea must stay home until symptom free for 24 hours.
- Strep throat: Anyone diagnosed with strep throat must remain home until the child has taken the antibiotic for at least 24 hours.
- Severe or productive cough: Anyone with a cough that is severe (non-stop) or productive (produces mucous) must stay home until the cough has resolved or is no longer productive.
- Flu symptoms: Anyone with flu symptoms (combination of fever, headache, aches and pains, fatigue, chest discomfort, stuff nose, and/or sore throat) must remain home until the symptoms have resolved.
- Chicken pox: Anyone with chicken pox may not return to school until the last area is scabbed over.
- Head lice: Anyone with head lice must not return until thoroughly treated. Clinic personnel must check student before he/she is cleared to return to the classroom. The student must be free of nits before returning to school.

If a child is sent home from school with a fever, vomiting, or diarrhea, they must be free of illness for at least 24 hours before returning to school. This policy is necessary to prevent the spread of illness to other students and staff as well as for the protection of the ill child.

Dismissal Due to Illness

When a child becomes ill or injured during the school day and needs to be sent home, parents must make arrangements to have the child picked up within 30 minutes. Students will not be permitted to dismiss themselves by calling home. No student may go home alone. Students will be dismissed only to

parents/guardian or the emergency contact people listed on the Health Clinic Information Card. There will be no exceptions. Everyone will be asked to show identification when picking up a student.

Medication Policy

Queen of Angels' Health Clinic personnel can administer medications only when a specific procedure is followed. A Medication Permit Form must be completed for each medication that is to be administered at school. This includes prescription and non-prescription medications. These forms are available in the Health Clinic or on line. The completed and signed form must accompany the medication when it is brought into the Health Clinic. Students may not have prescription or non-prescription medications in their possession. A parent must bring medications to the front office or clinic. Please do not send in medication with your child. It must be hand-delivered by an adult to another adult. Should your child carry medication in school and take or pass it on, the parent will be held liable.

All medications shall be kept in the school clinic. A physician's note requesting an inhaler stay with the child is required. The parent may supply an additional inhaler to be kept in the clinic. A waiver is to be signed by the parent to assume responsibility of the consequences should it be misplaced or lost.

Medications dispensed by the Health Clinic personnel will follow these guidelines:

- All medications, prescription and non-prescription, must be kept in the Health Clinic and furnished by the parents.
- Only authorized school personnel will be permitted to dispense medications to any student. Authorized personnel include the Health Clinic personnel and other Queen of Angels Catholic School Faculty as designated by the Health Clinic personnel for special circumstances; e.g. teachers on a field trip.
- A completed Medication Permit Form must be brought to the Health Clinic with the medication. This completed form must include the full name of the child, the name of the medication and the dosage, the time it is to be given, reason for the medication, special instructions if applicable, the physician's signature and phone number, and the parent or guardian's signature. NO medications will be administered without this completed form.
- Prescription medications must be in a labeled container from the pharmacy. The label must include the child's name, name of the medication and dosage, administration instruction, and prescribing physician's phone number. A physician's signature will be

required on the Medication Permit Form for all prescriptions (note: when having a prescription filled, a request can be made for a second bottle to be labeled for school purposes).

- Non-prescription medication must be in a sealed original container and labeled with the child's full name and any administration instructions. Medications will not be accepted or administered if they are not sent in the original labeled container and accompanied by a doctor's signature.
- During the final week of school, any remaining medication should be picked up and signed out by the parent or guardian only. The clinic will not release any medication to the student.
- Any medication remaining in the clinic on the last day of school will be discarded.
- In no event is any representative of the school to assure a parent that anything more than a reasonable effort will be made to assist the student in taking a medication.

Substance Abuse Policy of the Archdiocese of Atlanta for Catholic Schools

The school shall provide programs for intervention/prevention of substance abuse in their curricula and shall establish and publish disciplinary policy/regulations regarding drug and alcohol possession and/or abuse on parish/school premises. Support and referral procedures shall be available for students. Parents have a responsibility to require, promote and model sage, ethical, and legal behavior in regard to tobacco, drugs, and alcohol use.

Substance abuse is considered behavior that is detrimental to the welfare, safety, or morals of all students and school personnel. Promoting a healthy and safe environment in the Catholic school tradition with respect for mind and body, all schools shall have a drug education program. It is considered a serious offense for any student to possess, use, abuse, sell, distribute, or procure or be under the influence of alcohol, drugs, or any controlled substances. Any prescription or non-prescription drug not taken as prescribed is also considered substance abuse. This policy shall apply to any student on or off school property during a school-sponsored activity.

Specific Consequences of Substance Abuse at Queen of Angels Catholic School

Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the student's return to school. Intervention by trained professionals may be required as a condition for the student to remain at Queen of Angels Catholic School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Welfare, Health, & Safety Policy of the Archdiocese of Atlanta for Catholic Schools

The state of Georgia requires by law that any principal, teacher, counselor, nurse, or other school administrator report all cases of suspected abuse of children less than eighteen years of age. Georgia Law, Code Section 19-7-5, requires the report of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

All students who are new to the school will undergo Safe Environment training. The teacher will contact you when this occurs.

Asbestos

Our school does not contain any asbestos in any form. All reporting procedures, as required by AHERA, are executed annually. Our management plan is available upon request.

Family/Custodial Situations

Relationship with the School

Queen of Angels Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families, it is understood that both parents are living at the same address unless we have been notified otherwise. Queen of Angels Catholic School personnel will, therefore, send home notices, communications, etc. with the child. It is understood that both parents are communicating regarding the child and that all information is shared *by* and *between* the parents. This information includes but is not limited to conference appointments, report cards, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to the parent who currently has primary physical custody of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently affects a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. Queen of Angels Catholic School personnel will not proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree, the administration is to be informed of the custodial arrangement. A copy of the first page of the decree bearing the case number, the pages referring to

custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. In the case of an actual divorce decree involving clear *custody by one parent*, the administration is to be informed by the custodial parent of this fact unless the decree indicates otherwise, school communications will be sent home to the parent with primary physical custody.

Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. Queen of Angels Catholic School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, and health records. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is expected that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents unless written divorce decree states otherwise.

Regarding parent conferences in all custody situations: It will be the general procedure that *one* conference appointment be scheduled 'jointly' if both parents wish to be present. It is expected that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, or misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by Queen of Angels Catholic School's legal counsel. Every effort will be made to keep communications open with both parents while at

the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation occurs at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

Please note that should any member of the Queen of Angels Catholic School faculty and staff be subpoenaed to appear in court, a parent may become responsible for the cost of that appearance.

If there are questions concerning this re-statement of procedures, or circumstances you feel necessitate other arrangements, please contact the principal.

School's Right to Amend

The administration of Queen of Angels Catholic School retains the right to amend the handbook at any time. Parents will be notified in writing if changes are made. The administration reserves the right to waive any disciplinary regulation.

APPENDIX A
UNIFORM REQUIREMENTS 2016-2017
NO OUTSIDE CLOTHING MAY BE WORN ONCE THE SCHOOL DAY BEGINS

GIRLS (K-4TH GRADE)

GIRLS (K-4th GRADE) SUMMER UNIFORM

SHIRTS	Blue Short Sleeve Knit Shirt with QA Logo on left chest
SKORTS	Navy WRAP Skort. Skorts may not be more than 2" above knee
HAIR ACCESSORIES	Plaid Headband, Scrunchie, or Bow on Barrette (Optional) – School Colors only: white, blue, yellow/gold
SOCKS	White Crew Socks (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

GIRLS (K-4th GRADE) WINTER UNIFORM

BLOUSES	Blue Short Sleeve or Long Sleeve Peter Pan Blouse with QA Logo on left collar
SWEATERS	Navy Sweater (Any Style) with Embroidered QA Logo
FLEECE	Navy ½ or Full Zip Fleece Jacket with Embroidered QA Logo
JUMPERS	Plaid Jumper. Jumpers may not be more than 2" above knee
HAIR ACCESSORIES	Plaid Headband, Scrunchie, or Bow on Barrette (Optional) – School Colors only: white, blue, yellow/gold
SOCKS	Navy or White Crew or Knee Socks (No Logos, Designs or Trim on Socks- No Half Socks)
TIGHTS	Navy or White Tights
SHOES	Dark Brown or Black Dress Tie Shoes (any brand) OR Bucs OR Solid black or navy leather Mary Janes (any brand)* ; No Sperry's or Sperry-style

* Mary Janes must have rubber soles and no embroidery, prints, appliques, etc.

GIRLS (K-4th GRADE) P.E. UNIFORM

SHIRTS	Gold Gildan Short Sleeve T-Shirt with Navy QA Logo on Left Chest
SHORTS	Navy MESH Shorts with Gold QA Logo on Left Leg
SWEATSHIRT	Navy Soffee Crew Sweatshirt with Gold QA Logo on Left Chest or QA Fleece
SWEATPANTS	Navy Soffee Sweatpants with Gold QA School Logo on Left Leg (open or elastic bottom)
SOCKS	White Crew Socks ONLY (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

NO OUTSIDE CLOTHING MAY BE WORN ONCE THE SCHOOL DAY BEGINS

Girls (5th Grade)

GIRLS (5th GRADE) SUMMER / WINTER UNIFORM

SHIRTS	Blue Short Sleeve or Long Sleeve Knit Shirt with QA Logo on left chest
SWEATERS	Navy Sweater (Any Style) with Embroidered QA Logo
FLEECE	Navy ½ or Full Zip Fleece Jacket with Embroidered QA Logo
SKORTS	Plaid WRAP Skort. Skorts may not be more than 2" above knee
HAIR ACCESSORIES	Plaid Headband, Scrunchie, or Bow on Barrette (Optional) – School Colors only: white, blue, yellow/gold
SOCKS	Navy or White Crew or Knee Socks (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES (Summer)	ALL White <u>Low</u> Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)
SHOES (Winter)	Dark Brown or Black Dress Tie Shoes (any brand) OR Bucs OR Solid black or navy leather Mary Janes (any brand)*; No Sperry's or Sperry Style

* Mary Janes must have rubber soles and no embroidery, prints, appliques, etc.

GIRLS (5th GRADE) P.E. UNIFORM

SHIRTS	Gold Gildan Short Sleeve T-Shirt with Navy QA Logo on Left Chest
SHORTS	Navy MESH Shorts with Gold QA Logo on Left Leg
SWEATSHIRT	Navy Soffee Crew Sweatshirt with Gold QA Logo on Left Chest or QA Fleece
SWEATPANTS	Navy Soffee Sweatpants with Gold QA School Logo on Left Leg (open or elastic bottom)
SOCKS	White Crew Socks ONLY (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

NO OUTSIDE CLOTHING MAY BE WORN ONCE THE SCHOOL DAY BEGINS

BOYS (K-5TH GRADE)

BOYS (K-5th GRADE) SUMMER UNIFORM

SHIRTS	Blue Short Sleeve Knit Shirt with QA Logo on left chest
SHORTS	Uniform Navy Shorts (No Cuff); must be purchased from Guardian Gear.
BELTS	Navy Stretch Belt (Magnet Clasp Belt Recommended K-1 st Grades) OR Black or Brown Leather Belt
SOCKS	White Crew Socks (No Logos, Designs or Trim on Socks – No Half Socks)
SHOES	ALL White <u>Low</u> Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

BOYS (K-5th GRADE) WINTER UNIFORM

SHIRTS	Blue Short Sleeve or Long Sleeve Knit Shirt with QA Logo on left chest
SWEATERS	Navy Sweater (Any Style) with Embroidered QA Logo
FLEECE	Navy ½ or Full Zip Fleece Jacket with Embroidered QA Logo
SLACKS	Uniform Navy Pleated or Flat Front Slacks
BELTS	Navy Stretch Belt (Magnet Clasp Belt Recommended K-1 st Grades) OR Black or Brown Leather Belt
SOCKS	Navy or White Crew Socks (No Logos, Designs or Trim on Socks – No Half Socks)
SHOES	Dark Brown or Black Dress Tie Shoes (any brand) OR Bucs; No Sperry's or Sperry Style

BOYS (K-5th GRADE) P.E. UNIFORM

SHIRTS	Gold Gildan Short Sleeve T-Shirt with Navy QA Logo on Left Chest
SHORTS	Navy MESH Shorts with Gold QA Logo on Left Leg
SWEATSHIRT	Navy Soffee Crew Sweatshirt with Gold QA Logo on Left Chest or QA Fleece
SWEATPANTS	Navy Soffee Sweatpants with Gold QA School Logo on Left Leg (open or elastic bottom)
SOCKS	White Crew Socks ONLY (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

NO OUTSIDE CLOTHING MAY BE WORN ONCE THE SCHOOL DAY BEGINS

GIRLS (6th – 8th GRADE)

GIRLS (6th-8th Grade) SUMMER UNIFORM

SHIRTS	Blue Short Sleeve Knit Shirt with QA Logo on left chest
SKORTS	Plaid WRAP Skort (Style # 907) (Color #57) Skorts may not be more than 2” above knee
HAIR ACCESSORIES	Plaid Headband, Scrunchie, or Bow on Barrette (Optional) – School Colors only: white, blue, yellow/gold
SOCKS	White Crew Socks (No Logos, Designs or Trim on Socks – No Half Socks)
SHOES	ALL White <u>Low</u> Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

GIRLS (6th-8th Grade) WINTER UNIFORM

BLOUSES	Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse with QA Logo on pocket
SWEATERS	Navy Sweater (Any Style) with Embroidered QA Logo
FLEECE	Navy ½ or Full Zip Fleece Jacket with Embroidered QA Logo
SWEATSHIRT	**8th GRADE ONLY – Gray Soffee Sweatshirt with Embroidered QA Logo and “ Class of ” **8th Grade may wear their “class sweatshirt” with any uniform classification.
SKORTS	Plaid WRAP Skort. Skorts may not be more than 2” above knee
HAIR ACCESSORIES	Plaid Headband, Scrunchie, or Bow on Barrette (Optional) – School Colors only: white, blue, yellow/gold
SOCKS	Navy or White Knee Socks (No Logos, Designs or Trim on Socks – No Half Socks)
TIGHTS	Navy or White Tights
SHOES	Sperry Linen Oat (Intrepid or Bluefin 2 Eye style)

GIRLS (6th-8th Grade) P.E. UNIFORM

SHIRTS	Gold Gildan Short Sleeve T-Shirt with Navy QA Logo on Left Chest
SHORTS	Navy MESH Shorts with Gold QA Logo on Left Leg
SWEATSHIRT	Navy Soffee Crew Sweatshirt with Gold QA Logo on Left Chest or QA Fleece
SWEATPANTS	Navy Soffee Sweatpants with Gold QA School Logo on Left Leg (open or elastic bottom)
SOCKS	White Crew Socks ONLY (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

NO OUTSIDE CLOTHING MAY BE WORN ONCE THE SCHOOL DAY BEGINS

BOYS (6th – 8th GRADE)

BOYS (6th-8th Grade) SUMMER UNIFORM

SHIRTS	Blue Short Sleeve Knit Shirt with QA Logo on left chest
SHORTS	Uniform Khaki Shorts (No Cuffs) must be purchased from Guardian Gear.
BELTS	Black or Brown Leather Belt
SOCKS	White Crew Socks (No Logos, Designs or Trim on Socks – No Half Socks)
SHOES	All White <u>Low</u> Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

BOYS (6th-8th Grade) WINTER UNIFORM

SHIRTS	Blue Short Sleeve or Long Sleeve Oxford Cloth Blouse with QA Logo on pocket
SWEATERS	Navy Sweater (Any Style) with Embroidered QA Logo
FLEECE	Navy ½ or Full Zip Fleece Jacket with Embroidered QA Logo
SWEATSHIRT	**8th GRADE ONLY – Gray Soffee Sweatshirt with Embroidered QA Logo and “Class of ” **8th Grade may wear their “class sweatshirt” with any uniform classification.
SLACKS	Uniform Khaki Pleated or Flat Front Slacks; must be purchased from Guardian Gear.
TIES	#18 Stripe Tie- <i>Queen of Angels Tie to be worn daily with winter uniform and at “All School” Masses.</i>
BELTS	Black or Brown Leather Belt
SOCKS	White or Khaki Crew Socks (No Logos, Designs or Trim on Socks – No Half Socks)
SHOES	Sperry Intrepid Dark Tan or Sperry Tarpon 2 Eye Tan

BOYS (6th-8th Grade) P.E. UNIFORM

SHIRTS	Gold Gildan Short Sleeve T-Shirt with Navy QA Logo on Left Chest
SHORTS	Navy MESH Shorts with Gold QA Logo on Left Leg
SWEATSHIRT	Navy Soffee Crew Sweatshirt with Gold QA Logo on Left Chest or QA Fleece
SWEATPANTS	Navy Soffee Sweatpants with Gold QA School Logo on Left Leg (open or elastic bottom)
SOCKS	White Crew Socks ONLY (No Logos, Designs or Trim on Socks- No Half Socks)
SHOES	ALL White Low Top Tie Athletic shoes ONLY (No Velcro; No other colors permitted on the all white shoes)

APPENDIX B

ACCEPTABLE USE POLICY FOR TECHNOLOGY¹

Queen of Angels Catholic School

PURPOSE

Technology is a valuable and real world educational tool. Our school is committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal **outside** use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

GOAL

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

RESPONSIBILITIES OF USER

Queen of Angels Catholic School will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. At Queen of Angels Catholic School, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

Respect One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online.

Respect Others. Users will refrain from using technologies to bully, tease or harass other people.

Protect One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

Respect Intellectual Property. Users will appropriately cite any and all use of websites, books, media, etc.

Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use

- School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.
- Unsupervised use of any computer-related equipment is strictly prohibited. Use of the printers must be authorized by the teacher.
- **Students must keep devices flat on desk – visible to teacher when in use.**

¹ Adapted from the Acceptable Use Policy for Technology, Catholic Schools of the Archdiocese of Philadelphia, May 2011.

- Proper care of the equipment will be taken at all times. No food or beverages are permitted near school technology at any time. Fees will be charged for the repair and/or replacement of computer-related equipment damaged by a student.
- The use of personal storage devices, such as DVDs flash drives, or zip drives, is permitted under the direction of the classroom teacher. If applicable, such devices must be scanned prior to use in school.
- Students will login with their personal login name and password and will refrain from sharing this information with other students.
- Students will use only school supported search engines. Access to the internet is limited to educational sites approved by the teacher.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, bully, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the Principal.
- Take photos or videos during school hours unless instructed to do so by the teacher.
- Use of the recording feature of electronic devices to record a teacher without his/her permission.
- Create any site, post any photo, image or video of another except with express permission of that individual.
- Attempt to circumvent system security, alter the school's computer system and/or network, delete files or programs, or install unauthorized games or copyrighted software.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, copy CDs/DVDs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- **Use devices during transition time between classes.**

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Electronic and Mobile Devices, Cellphones: Users must adhere to school policy that further defines uses of mobile devices, such as cell phones and electronic readers. Please reference the appropriate section of the Parent-Student Handbook for policy regarding use of such devices at school.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user, or any violations of the school's Acceptable Use Policy.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, Queen of Angels Catholic School reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Instagram.

- Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.
- 'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site.**
- Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

- Users who post information that reflects adversely on the school and/or members of the school community are subject to disciplinary measures as outlined in this policy.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, suspension, expulsion, and/or legal action by the school, civil authorities, or other involved parties.
- Homeroom social networking accounts (including, but not limited to Facebook) are not endorsed or encouraged by Queen of Angels Catholic School. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups is not permitted.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Queen of Angels Catholic School

2016/2017 School Year

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and Queen of Angels Catholic School.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for Queen of Angels Catholic School*. (Each student K-8 needs to sign.)

Student Name _____ Grade _____

Student Signature _____ Date ____/____/____

Student Name _____ Grade _____

Student Signature _____ Date ____/____/____

Student Name _____ Grade _____

Student Signature _____ Date ____/____/____

Student Name _____ Grade _____

Student Signature _____ Date ____/____/____

Parent or Guardian: We ask that you review this policy with your child and sign below:

I hereby release Queen of Angels Catholic School, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology*. I hereby give my permission for my child to use the Internet and will not hold Queen of Angels Catholic School liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet or misuse technology, and that misuse outside of school can have in-school consequences.

Parent/Guardian Signature _____ Date ____/____/____

PLEASE SUBMIT THIS SIGNATURE PAGE TO THE FRONT OFFICE BY WEDNESDAY, JULY 20, 2016.



2016/2017 School Year

Dear Parents,

In the Queen of Angels Catholic School handbook, you will find a great deal of information regarding philosophy, goals, policies, and regulations. While the information contained in the handbook is direct and “legalistic,” it is written as such for the protection of our students and families. It is very important that parents discuss this material with their children and support its implementation.

All parents are required to sign and return this page of the handbook by Wednesday, July 20, 2016, to signify that you have read the handbook and agree to be governed by its provisions.

We look forward to a new school year as we work together to provide a strong Christ-centered school for our students.

Sincerely,

Queen of Angels Faculty & Staff

Children attending Queen of Angels Catholic School: *(Please print first and last name)*

Name _____	Grade 2016/17 _____
Name _____	Grade 2016/17 _____
Name _____	Grade 2016/17 _____
Name _____	Grade 2016/17 _____
Name _____	Grade 2016/17 _____

Print Parent’s Name	Parent Signature	Date
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Print Parent’s Name	Parent Signature	Date
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PLEASE RETURN FORM TO THE FRONT OFFICE by Wednesday, July 20, 2016



Walker/Biker Waiver

2016 - 2017 School Year

Dear Parents,

In order to ensure the safety of our student “walkers and bikers” at dismissal, the following regulations will be in place for the upcoming school year.

1. Walkers will generally be the last to be dismissed, because of the large number of cars in the carpool line, except as indicated below.
2. Any student **who lives within a one mile radius of the school** may **walk or bike home accompanied by his/her parent**. Accompanied walkers/bikers are dismissed with the HOV students. A parent or guardian must be present at the bike rack to serve as an escort.
3. Students in **grades 5-8** may **walk or bike home unaccompanied**. A student leaving the property to walk home must live within a one mile radius of the school. By signing below, the parent acknowledges that the child will be unaccompanied one he/she leaves the QA carpool area. These students are dismissed after carpool.
4. Walkers/Bikers must go directly from Queen of Angels Catholic School to their approved destinations.
5. In the event inclement weather prevents students from walking/biking, parents will be sent an e-mail informing them that their children need to be picked up during regular carpool. If not picked up by 3:30 PM, they will be sent to the Extended Day Program.

Approved Destinations:

- I give my child(ren) permission to walk, accompanied by school staff, to the **BT parking lot** for immediate pick up or after school programs.
- I give my child(ren) permission to walk, accompanied by school staff, to **St. Peter Chanel Church** for after school programs.
- I will **meet my child by the bike rack** to walk/bike from school. **(This option is only available to families who live within a one mile radius of the school.)**
- I give my child(ren) permission to ride a bike and/or walk directly home from school unaccompanied. **(This option is only available to families who live within a one mile radius of the school and only to students in Grades 5-8.)**

I agree to the guidelines mentioned above and will adhere to these standards for the following children:

Name:

Homeroom:

Parent or Guardian Signature

Date

Parent or Guardian Name *(Please Print)*

E-mail Address (for cancellation notification)

PLEASE RETURN FORM TO THE FRONT OFFICE