

Holy Angels School
Parent/Guardian Handbook
2010-2011



Holy Angels School
720 Kensington Place
Aurora, IL 60506

Phone: 630-897-3613
Absentee Line 630-897-8233
Fax: 630-897-8233

Website: www.holyangelsschool.net

Mission Statement

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

Philosophy

Each child is formed in the image and likeness of God.

Each child deserves respect as an individual and, in turn, should respect all with whom he/she comes in contact.

Every student in Holy Angels School should be given the opportunity to mature spiritually, intellectually, culturally, socially, and physically.

Excellence in education can only be achieved when there is total cooperation among parents, teachers, and students.

Each child should be challenged to be the best he/she can be:

- In learning and living his/her faith;
- In using talents effectively, and in recognizing limitations;
- In becoming self-motivated in striving for excellence in education;
- In taking advantage of expertise of dedicated staff and a well-planned academic program;
- In participating in class activities to the fullest extent;
- In respecting the traditions and cultures of a diverse student body.

Certification

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

Objectives

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

The specific objectives for the 2010-2011 school year are as follows:

- Promote respect and good manners in the school community;
- Differentiate lessons to meet the needs of all learners;

- Foster articulation between grade levels;
- Consistently enforce all rules and regulations

Administration Holy Angels School is in the Diocese of Rockford and therefore under the administration of the diocese. The administration of Holy Angels School consists of the Pastor, Monsignor Martin Heinz, the Principal, Mrs. Tonya Forbes, and Assistant Principal/School Counselor, Mrs. Jeanine Williams.

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

School Secretary – Mrs. Ann Baki
Administrative Assistant – Mrs. Dana Cosenza
Extended Daycare – Mrs. Ann Wegman
Extended Daycare Aide – Mrs. Julie Kombrink
Preschool/Kindergarten Teacher – Mrs. Kathy Timm
Kindergarten Teacher – Mrs. Elaine Hylton
Kindergarten Aides – Mrs. Sandy Gonzalez, Mrs. Nancy Boedewig
First Grade Teacher – Mrs. Theresa McCrea
First Grade Teacher – Mrs. Paola Doyle
First Grade Aides – Mrs. Connie Binot, Mrs. Mary Zidek
Second Grade Teacher – Mrs. Ann Classen
Second Grade Teacher – Mrs. Lindsay Catich
Second Grade Aides – Mrs. Susan Jerwers, Mrs. Lisa VanScooter
Third Grade Teacher – Mrs. Bridget Stanislo
Third Grade Teacher – Mrs. Jennifer Conover
Fourth Grade Teacher – Mrs. Deb Mueller
Fourth Grade Teacher – Ms. Jane Rickert
Fifth Grade Teacher – Mrs. Karen Robinson
Fifth Grade Teacher – Mrs. Robin Watgen
Sixth Grade Teacher – Mrs. Roberta Camp
Sixth Grade Teacher – Mrs. Lynn Kaminski
Seventh Grade Teacher – Mrs. Sheridan Gurbal
Seventh Grade Teacher – Mrs. Laura Waegner
Seventh Grade Teacher – Mrs. Kelly McCarney
Eighth Grade Teacher – Ms. Nancy Nardone
Eighth Grade Teacher – Ms. Karen Heintz
Eighth Grade Teacher – Mrs. Carol Kaspar
Reading Resource Teacher – Mrs. Jen Berg
Art Teacher – Mr. John Omiatek
P.E. Teachers – Mr. Gerry Glosson, Ms. Deb Wagner
Technology Teacher – Mrs. Nancy Horton
Music Teacher – Mrs. Jodi Taylor
Band Director – Mrs. Cherai McCauley
Librarian – Mrs. Erica Cox
Building Maintenance – Mr. John Richard

Admission Holy Angels accepts children who are eligible and can function in its educational setting. Holy Angels welcomes students of any race, religion, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. At all times, Holy Angels School reserves the right to refuse students whose individual needs cannot be met by the school's educational program.

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

For any child entering Holy Angels for the first time, a certified birth certificate and a baptismal certificate must be presented. To enter kindergarten, a child must be five years old by September 1 of the school year.

Physical examinations and immunization records are required prior to entrance into kindergarten or first grade and in sixth grade. Physical examination forms may be obtained from the school secretary or physician. Any objections to immunizations must be directed to the Rockford Diocese. The Diocese shall determine the validity of such objections. Students entering kindergarten and any child entering school for the first time must have a recent vision exam. A recent Illinois dental examination for kindergarten, second grade, and sixth grade must be completed prior to entry. Yearly physical exams are required of all athletes before they may begin athletic practice.

Students that transfer to Holy Angels need to present an official certification of grade level such as a report card or transfer slip from the former school. Student records may be requested before a student is officially accepted. Students may undergo placement testing for math and reading skills before acceptance. Proof of physical examinations and immunizations (or objections) is required for transfer students.

Parents should notify the school office if they plan to transfer their child/ren from the school. All financial obligations need to be met. Textbooks, library books and any school property should be returned.

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

All students arriving by car are to be dropped off in front of school using curbside service provided by junior high students from 7:40 – 7:55 A.M. Students walking to school are to use the furthest east crosswalk at Kensington and Russell. Doors open at 7:45 A.M. Preschool, kindergarten, and first grade students will enter the building first. All other students will be ushered into the building by assigned teachers.

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

Band students will enter the building through the rear gym door prior to 7:40 A.M.

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

Attendance In the event of illness, parents are asked to call the school on the absentee/fax line **630-897-8233** by 8:15 A.M. If no call is received, the secretary will attempt to make contact with the parents. Inability to make contact will result in an unexcused absence for the student.

Upon return to the classroom after an illness, students are to present to the classroom teacher a note signed by the parent indicating the reason for the absence. All missed work must be made up. As a general rule, a student has the same number of days to make up work as were missed. It is the student's responsibility to contact the teacher regarding this work.

A student who has been absent five days or more may be asked to present a physician's statement to be readmitted to class. Excessive absences/tardiness (35 days) may be a cause for retention. Students missing more than 18 days in a calendar year may be subject to investigation by the Kane County Truancy Office. Parents will be notified in writing when ten or more absences and/or five or more tardiness are recorded. Students participating in an after-school contest/event must attend school the full day in order to participate. The principal may make exceptions.

Children who arrive late must report immediately to the school office for a tardy slip. The office will determine if the tardy is excused or unexcused. Any student with more than one unexcused tardy in a quarter will be subject to a tardy detention to be held on Tuesdays from 7:15 A.M. – 7:45 A.M.

Holy Angels discourages scheduling doctor and dentist appointments during the school day. However, if the need arises, all doctor and dentist appointments during school hours require a written note prior to the appointment. Children will report to the office before leaving and upon returning from such an appointment.

Parents must enter the building and sign children out. Upon return, students must report to the office.

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

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

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

Bus Regulations West Aurora School District 129 provides free bus service to students of Holy Angels. Students must reside within District 129 boundaries, live more than 1.5 miles from Holy Angels School, or be forced to walk a hazardous route (as determined by state standards) to get to school.

All bus riders must sign a conduct agreement prior to admittance on the bus. Additionally, a permission to release form for all serious medical conditions, should be signed to provide pertinent medical information to the bus drivers. In the event that medical information will not be released, a signed waiver is required. All forms are available in the school office.

Holy Angels School or District 129 reserves the right to suspend bus service based upon misconduct.

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

Communication Frequent and professional communications about a child's academic and social development is encouraged. The preferred method of communication with teachers is through email. Teacher email addresses are available on the school's website. Voice mail messages may also be left through the office. Teachers will not meet with parents unless an appointment has been scheduled in advance.

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

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

Students are not allowed to use cell phones during the school day. Any violations result in confiscation of the phone and a \$25 fee to have it returned. Confiscated cell phones are sent to the office and returned only to parents.

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

Curriculum A well-rounded curriculum is provided and monitored by the administration, teachers, and staff at Holy Angels School. The curriculum is based on student need, which will incorporate a large range of materials, as well as a variety of instructional strategies that will focus on continual growth and progress. Teachers repeatedly work to see that the curriculum is based on state standards, consistently builds from one year to the next, and is in accord with the Catholic faith, seeking to incorporate spirituality and faith life into every aspect of the regular curriculum. The core curriculum consists of religion, reading, English, spelling, math, science, and social studies. The junior high curriculum is departmentalized in grades 7-8, where students will have the opportunity to experience different teachers for specialized subject matter. In addition, all students participate in technology, art, physical education, music, and library time.

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

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

Discipline Proper behavior, grounded on the Christian principles of respect for others and respect for self, is expected of all students at Holy Angels. The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities. In the event of a violation of those standards, the school reserves the right to invoke appropriate disciplinary steps including, but not limited to: fines, detentions, suspension from extracurricular activities, suspensions, and expulsion. The goal of these steps is to redirect inappropriate behavior. The level of discipline

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

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

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

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

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

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

The school's discipline policy is cumulative from August through June. The following are incremental steps of consequences that students may receive for more than one detention per year:

- 2nd detention – notice sent home, signed and returned; no penalty from all extracurricular activities.
- 3rd detention – notice sent home, signed, and returned; suspension from all extracurricular activities for one week starting on day of issuance.
- 4th detention – notice sent home, signed, returned; suspension from all extracurricular activities for two weeks starting on day of issuance.
- 5th detention – notice sent home, signed, returned; suspension from all extracurricular activities for one month starting on day of issuance. No monies will be refunded for suspension of extracurricular activities due to behavior.
- Further infractions may result in suspension and/or expulsion.

A student who receives a detention must report to an assigned room, on the date assigned, immediately following dismissal. Parents will be notified with a *Detention Notice* prior to the detention and will be expected to provide a method of transportation home. Parent signatures on disciplinary forms indicate a parent's awareness, and not necessarily their agreement, with actions taken by school personnel. Failure of a student to serve a detention will result in the issuance of another detention.

If a student is suspended, he/she will not be allowed on school property for the duration of the suspension. He/she will be required to complete all homework assignments and complete any missing tests. They will, however, receive one grade lower than their results warrant for each subject. Attendance at, or participation in, school-sponsored activities or organizations is forfeited for the time of the suspension.

As soon as it becomes evident that expulsion of a particular child might be necessary, the administrator will notify the pastor, diocesan superintendent, and the parents of the child. Possible reasons for expulsion include:

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

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

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

Students will exit the main doors or the library doors. They will only cross at the crosswalk directly in front of the main doors. Only those students living within walking distance of the school as indicated on emergency forms will be allowed to walk home.

Once all children are gathered, dismissal from the parking lot will commence. At this time, any unclaimed students will be held in the *Safety Zone* until the parking lot is emptied. Parents of these children may be instructed to pull forward and wait until school personnel release the students in the *Safety Zone*.

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

Dress Up/Down Days On Dress Up/Dress Down days, students are expected to dress in conservative clothing and follow all other rules that apply to hair and makeup. The students of Holy Angels School must represent themselves in appropriate dress with modesty at all times. No sleeveless tops, tight fitting, low neckline, spaghetti straps, shoulder baring, midriff baring or showing, open back shirts, or writing of any kind that is contrary to Catholic teaching, or overly short apparel (all lengths must be no more than 3 inches above the knee) will be permitted. Only school sanctioned school shoes or gym shoes are permitted. No sweat pants or athletic shorts are permitted. If the dress code for Dress Up/Dress Down Days is not followed, parents will be called immediately to provide proper clothing. Students will not be allowed to return to the classroom until properly dressed. Administration and staff will determine the appropriateness of clothing.

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

On days when the weather turns severe while school is already in session, or in other emergency situations, parents must make certain that someone on the

contact list can be reached at all times. Children will not be released unless the office has been in contact with a parent or person on the emergency list.

Emergency Contact Information Parents are required to complete an *Emergency Information Form*. The form with a parent's signature will remain on file in the school office. A student will not be able to attend school without a current form on file. In case of illness or an emergency, parents are contacted first. In the event that a parent cannot be reached, a person designated by the parent will be contacted. All contact persons, including parents, need to be available to respond within 20 minutes of Holy Angels School. Parents must notify the school office regarding any change of address, phone number, cell phone number, or e-mail.

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

Extended Day Program Holy Angels Extended Day Program is a self-supporting organization that operates from 6:30 A.M. – 5:30 P.M. and is located at the school. There is a \$25.00 non-refundable registration fee per family. Participation in the program is for students attending Holy Angels School. The school reserves the right to dismiss families from the program. For further information, refer to the *Extended Day Program Handbook*.

Extracurricular Activities There are a number of extracurricular activities students may join during the year. Athletics, choir, band, student council, dances, Spanish club, math club, Lego League, history fair, science fair, drama club, yearbook, art and essay contests, spelling competitions, altar servers, and scouts are some of these activities. Different organizations will set specific guidelines for students to follow. Students are encouraged to join these activities as long as they do not negatively affect their academic standing in any class.

An optional band program is available, and students from grades 5-8 have the opportunity to participate in woodwind, brass, or percussion. Students meet in small groups once a week during the school day. Concert band, jazz band, and beginner bands meet before school. The band fee is paid twice a year at the beginning of each semester.

Faith Experience Spiritual formation is the cornerstone of Holy Angels School. Mass is attended by each child in grades 1-8 with his/her class once a week. Generally, the school Mass is held on Wednesdays at 8:15 A.M. Students have the opportunity to plan a liturgy and to take part in it by singing, reading, and praying with their classmates and teacher.

Students also participate in the following faith-building activities:

- Divine Chaplet – 2nd Wednesday of each month after Mass
- Exposition – 4th Wednesday of each month after Mass
- Adoration – 4th Wednesday of each month throughout the day
- Rosary and Benediction – 4th Wednesday of each month at 1:45 P.M.
- Reconciliation – During the seasons of Advent and Lent
- Stations of the Cross – During the season of Lent
- Nursing home Masses – Scheduled throughout the year
- Junior High Retreats – Scheduled during the spring
- May Crowning – Scheduled during the month of May

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

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

Students in seventh and eighth grades are required to perform ten hours of community service. Failure to complete service hours will be reflected in the student's final religion grade.

Fee Day Parents will be notified during the summer of the date for Fee Day. On this day, parents are asked to provide emergency contact information, health forms, volunteer forms, pay tuition fees, and order milk. In addition, parents and students will meet their teacher for the upcoming year.

Field Trips Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements.

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

Forgotten Items With the exception of forgotten lunches and/or medications, students may not call home for forgotten homework, projects, gym clothes, permission slips, etc.

Lunches should be brought to the table outside the office with the student's name and homeroom clearly marked on it. Medication must be left with the secretary or nurse.

Fundraising Fundraising efforts help maintain lower tuition costs and fund different programs at Holy Angels. There will be three major fundraisers during the course of the school year. These include the magazine drive, Super Raffle, and Seraphim Ball.

Magazine Drive – Holy Angels sponsors a magazine drive where students earn prizes and the school earns a profit based upon the number of magazine subscriptions sold.

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

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

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

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

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

Grading System The following marking codes are used by all Catholic elementary schools in the Rockford Diocese:

<u>Level</u>	<u>Code/Achievement</u>												
K,1,2	3 – Proficient in skill 2 – Developing the skill 1 – Needs to develop skill at this time												
3.8	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">A (95%-100%)</td> <td style="width: 50%;">A- (94%-93%)</td> </tr> <tr> <td>B+ (92%-91%)</td> <td>B (88%-90%)</td> </tr> <tr> <td>B- (86%-87%)</td> <td>C+ (84%-85%)</td> </tr> <tr> <td>C (78%-83%)</td> <td>C- (76%-77%)</td> </tr> <tr> <td>D+ (74%-75%)</td> <td>D (71%-73%)</td> </tr> <tr> <td>D- (70%)</td> <td>F (Below 70%)</td> </tr> </table>	A (95%-100%)	A- (94%-93%)	B+ (92%-91%)	B (88%-90%)	B- (86%-87%)	C+ (84%-85%)	C (78%-83%)	C- (76%-77%)	D+ (74%-75%)	D (71%-73%)	D- (70%)	F (Below 70%)
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D+ (74%-75%)	D (71%-73%)												
D- (70%)	F (Below 70%)												

Conduct & Effort

3 - Good

2 - Satisfactory

1 – Needs Improvement

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

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

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

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

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

Health A nurse is available from 9:30 A.M. to 1:30 P.M. If a child becomes ill, the teacher will send him/her along with the proper paperwork to the nurse during these hours or to the office at all other times. If the child needs to be sent home, the nurse or secretary will notify the parent or emergency contact person for pick up. The nurse or secretary will notify the teacher that the child is being sent home. All head injuries will be reported to the child's parents.

According to state law, teachers are **not** allowed to dispense medication of any kind, including aspirin and cough medicines. A student who needs to take prescribed medication must keep it in the nurse's office, with the exception of inhalers (and possibly epi-pens and diabetic supplies) as then a doctor's prescription is required regarding self-medication. State law allows students to carry the inhaler on their person. However a form is required to be completed by both parent and physician. The prescription medication must be in the original pharmaceutical container clearly marked with the child's name, dosage, and time on it. A note from the physician must accompany the medication indicating dosage and time. It is the responsibility of the student to come to the nurse or office for this medication. Any child taking medication containing codeine or other narcotic painkillers may not attend school.

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

Communicable diseases or conditions (strep throat, lice, chicken pox, etc.) shall be reported to the nurse and/or office so that appropriate notification can be sent home to parents by the office. For suspected cases of head lice, the school nurse will check all students of the affected class along with the teacher and teacher's aide.

Students should be fever free (without medication) for twenty-four hours before returning to school.

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

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

Homework Work done at home will be reinforcement of material taught, completion of incomplete assignments, make-up work, or reading for pleasure. On occasion, long-range assignments or group assignments may be done at home. Students are expected to complete all homework according to the teacher's directions. The use of an assignment notebook is encouraged.

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

Parents are encouraged to make arrangements with a child's peers to obtain homework if the child is absent. However, the office can arrange for homework to be sent home.

Honor Roll The Honor Roll is special recognition given to those students who excel in all academic subjects and is determined by grade point average. Honor Roll recognition will be announced quarterly and names of students will be published in the weekly newsletter, principal's blog, and the Sunday church bulletin.

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

Ineligibility Ineligibility will be handled on a weekly basis in grades 5-8 as needed for the purpose of participation in all extra-curricular activities including: sports practices, band practices, band sectionals, club activities, chorus, guitar, performances, etc. The first time a student's average in a subject falls below passing, the student will receive a warning note to be signed by a parent. If the average for that class falls below passing a second time during the quarter, the student will be ineligible to participate in all extracurricular activities from Tuesday to the following Tuesday. Parents will receive a written notice of this. Three ineligible evaluations in the same subject will result in a conference with the student's parents to formulate a *Plan for Success*. The plan will include steps for remediation and may include the student not being able to participate in the activity for the remainder of the season or quarter if band and/or chorus. No monies will be refunded based upon ineligibility.

Internet Access Access to the Internet must be related to education and research and be consistent with the educational objectives of the school. The school reserves the right to monitor student use of school computers, including a student's Internet use. Students have no expectation of privacy in their use of school computers or the Internet.

Learning Disability Services Administration reserves the right to refuse admittance or readmittance to students with learning disabilities that would be better served in a public school setting.

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

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

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

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

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

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

The lunch period is divided into two shifts:

11:15-11:35: Grades 1-4 eat in classrooms
 Grades 5-8 play on playground

11:35-11:55: Grades 1-4 play on playground
 Grades 5-8 eat in classrooms

All lunch bags and boxes should be marked with the child's name. Fast food may not be dropped off at the office for students. Pop or any carbonated beverage is not allowed. Milk is available for purchase each semester.

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

The following rules will apply to lunchtime and recess periods:

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

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

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

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

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

Newsletter A newsletter is posted on the school's website on Thursdays. Additional notices may be sent home with the youngest child in each family each Thursday. School updates are also available on the principal's blog (<http://hatrojans.blogspot.com/>).

Open House An evening open house is held in the fall of the year in conjunction with the first Home/School meeting. An open house is held during school hours in the winter during Catholic Schools Week.

Parental Cooperation Agreement A child's best hope of reaching his/her potential is when the parents and school educators work in tandem. Parents are asked to read and sign the *Parental Cooperation Agreement* at the end of this document to attend Holy Angels School.

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

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

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

Preschool Program Holy Angels offers a preschool program for students four years of age by September 1. The program is offered from 11:45 A.M. – 2:30 P.M. each day. Parents may opt for additional extended daycare services for mornings or after school.

Doors open at 11:30 A.M. Children enter through the library doors and are met by student helpers who escort the children to their classroom. Students arriving late should enter the main entrance. District 129 does not provide bus service for preschool children. All other preschoolers may be dismissed with older siblings.

Registration For planning purposes, preregistration is held in late winter for returning families. A non-refundable \$75.00 fee along with required paperwork is required per family at this time. Registration of new families occurs shortly thereafter.

Report Cards/Progress Reports Report cards are issued four times a year. Following each nine-week grading period, parents and students will have

an indication of student development in academic, personal, and social growth. These student evaluations, which are diocesan policy, will measure student growth and progress in the areas of religion, reading, English, mathematics, science, social studies, spelling, handwriting, physical education, music, art, and technology. An achievement, effort, and conduct grade will be given in each subject area as well. Letter grades are assigned in academic areas in grades 3-8. The manila report card envelope is to be signed and returned to the classroom teacher in a reasonable time frame.

The purpose of a progress report is to extend a positive, motivational communication to help encourage academic standing. Progress reports are given to students in grades 4-8 mid-way through each quarter so that parents and students are aware of the progress being made in the core subject areas. These reports allow for students to improve in areas that the teacher has indicated as necessary. These reports are to be signed and returned to the classroom teacher in a reasonable time frame.

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

Safety All parents and adults must report to the office upon entering the building to sign in, forfeit their car keys for the duration of the visit, and obtain a visitor's badge. Any visitor in the building without a badge will be asked to return to the office.

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

Shadow Days/High School Open Houses All three of the Catholic high schools in Aurora schedule open houses throughout the year for prospective students. Individual shadow days are not encouraged and must not be taken on the day of a scheduled test. All missed schoolwork must be made up. A note must be submitted to the office for prior approval at least one week in advance.

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

Sports Program Holy Angels regards participation in sports as a privilege not a right. The sports program is designed to promote friendly rivalry, improve playing skills and build good sportsmanship. As an athlete, the privilege of

wearing the Holy Angels uniform carries with the responsibility of being a Christian on the field, at school, and in the community.

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

Fall: Boys' football, girls' volleyball, and co-ed soccer.

Winter: Boys' basketball and girl's basketball.

Spring: Boys' track and girls' track.

Students participating in the Holy Angels Sports Program are required to pay a non-refundable fee per sport prior to the first practice. A parent must sign a waiver of participation. No student will be allowed to complete in a try-out, practice, or game unless they have a certificate of physical fitness issued by a physician (dated not more than one year preceding each tryout, practice, or game) on file in the nurse's office. No student will be allowed to participate following a disabling illness or injury without a physician's release. Additional information is provided in the *Holy Angels School Athletics Agreement*.

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

Tuition for the 2010-2011 is as follows:

1 child	\$3210	Each additional child add \$250 for book fees.	
2 children	\$5520	Kindergarten only	\$2310
3 children	\$7510	Preschool (5 days)	\$2310
4 children	\$8560		

Non-parishioners add \$1,000 per family.

Payment schedule is as follows:

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

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

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

Uniforms Students will be required to be in uniform every day to attend classes unless the principal authorizes an exception. Below are the uniform requirements for K-8 grade students. Pre-school students are not required to wear a uniform.

Girls

- Plaid jumpers (below or at the knee) in grades K-4 with plain (no decorations) white, cotton, round-collared blouse, button down oxford shirt, or polo shirt with long or short sleeves.
- Optional forest green, red, or navy cardigan or V-neck pullover in grades K-4.
- Plaid skirts (below or at the knee) in grades 5-8 with plain (no decorations) white, cotton, round-collared blouse, button down oxford shirt, or polo shirt with long or short sleeves. Skirt may not be worn above the knee or rolled up at the waist.
- Optional dark navy uniform pants may be worn from Thanksgiving through Easter. Belts required with pants and must be solid black or dark brown.
- Optional navy uniform shorts may be worn until September 30 and from May 1 until the end of the school year. Must be knee length and not worn on Mass days. Belts required with shorts and must be solid black or dark brown.
- Optional forest green long-sleeved V-neck pullover sweater or V-neck sweater vest in grades 5-8.
- Optional Holy Angels dark green sweatshirts, sized appropriately, and not tied around the waist in grades K-8.
- White over the ankle socks, knee socks, or tights in grades K-8. No frills or decorations.
- Solid black or dark brown loafer, Mary Jane style, or tie style shoes are required with non-scuff soles (not more than 1" heel) in grades K-8. In lieu of laces, Velcro straps are permitted. No frills, bling, or other decorations are permitted. Laces must be the same color as the shoes. No gym shoes, boots, sandals, clogs, open-toed, open heeled, ballet-type slippers, moccasins, wheels, lights, sounds, or stacked heels are allowed.
- One pair of simple non-dangling earrings may be worn on lower earlobes only in grades K-6.
- One pair of simple stud earrings or simple hoop earrings may be worn on lower earlobes in grades 7-8. Only girls in grade 7-8 may wear clear nail polish.
- No make-up may be worn to school, in school, or from school.
- May wear solid dark colored pants under jumper or skirt for recess and going to and from school.

- Gym shorts may be worn under jumpers or skirts but must not hang below the hemline.

Boys

- Dark navy blue twill pants in grades K-8 with plain, (no logos) white, polo, broadcloth, or oxford-collared shirt with long or short sleeves. A plain, (free from writing) white undershirt may be worn under the school shirt. Sleeves of the undershirt are to be no longer than the length of the uniform sleeve. Pants may not be cargo pants, flared bottomed, or have decorative stitching on them.
- Optional Holy Angels dark green sweatshirts, sized appropriately, and not tied around the waist.
- Optional red or navy blue cardigan, V-neck pullover, or V-neck sleeveless pullover vest.
- Optional navy uniform shorts may be worn until September 30 and from May 1 until the end of the school year. Must be knee length and not worn on Mass days.
- White or navy over the ankle socks with no logos.
- Solid black or dark brown loafer or tie style shoes with non-scuff soles in grades K-8. Laces must be the same color as the shoe. In lieu of laces, Velcro straps are permitted. No gym shoe types, boots, or sandals.
- Belts should be solid black or dark brown. Belt loops may only be cut off in kindergarten.
- Hair must be above the eyebrows, ears, and collar. No sideburns.
- Must be clean-shaven if necessary.
- No earrings may be worn.

All Students

- Uniform should be neat and clean.
- Blouses and polo shirts must be tucked in at all times.
- No frayed cuffs.
- Collars must be visible.
- Hair must be clean, neat, and conservative. Hair must be the God-given color and free of dye, bleach, and highlights.
- No head coverings, hats, kerchiefs, etc. may be worn in class.
- A watch may be worn.
- One religious necklace/chain and scapular may be worn.
- No perfume or cologne can be worn.
- No tattoos or temporary tattoos permitted.
- Scout uniforms may be worn on days that Scout meetings are held.
- For P.E., all students wear solid green shorts sold only at school. Boys and girls in grades K-4 wear their school shirts. Boys and girls in grades 5-8 wear gray P.E. T-shirts also sold at school. Socks must be worn. No slip-on gym shoes are permitted. In lieu of laces, Velcro straps are permitted.
- No *Silly Bands* allowed.

All jumpers, skirts, shorts, pants, and sweaters should be purchased from the uniform company. All other items may be purchased locally following the above stipulations.

The principal will make a determination on any questionable student appearance.

Volunteers Any parent wanting to help in school or chaperone a field trip must attend a session of *Protecting God's Children* and have a background check. *Protecting God's Children* is offered at various churches in the diocese and the school tries to keep parents up-to-date as to where and when the class is offered by placing the information in newsletters, calendar updates, or website.

PRINTED FAMILY NAME _____ Date _____

Parent Cooperation Agreement

Agreeing that we are the primary educators of our children:

We agree to support Holy Angels through prayer, positive relationships, and the giving of our time, talents, and treasures.

We will attend weekly Mass and be active in our faith as an example to our children.

We will acknowledge the parish's efforts to minimize tuition increases by fulfilling our monetary weekly obligations and supporting the fundraising efforts of the school.

We will be supportive of the school, teachers, and principal in front of our children and parish community.

We will treat teacher correspondence about our child in the spirit that such communication is simply designed to inform us of areas where our child needs to do better and show improvement.

We will contact the teachers to schedule a conference as soon as we feel a problem exists.

We will stay apprised of school events by regularly visiting the school website, principal blog, and/or weekly newsletter.

We will plan medical appointments and family vacations around the school calendar.

We will attend the fall open house, parent-teacher conferences, and sacramental meetings (if applicable).

We will furnish the school with all medical, dental, psychological, and other pertinent information teachers need to best educate our children.

We will strive to provide a balance between academic and extracurricular activities to ensure our children have ample opportunity to complete assignments and get the sufficient rest necessary to perform to their capabilities in school.

We will foster responsibility in our children by not acknowledging their requests for forgotten homework, projects, permission slips, personal belongings, etc.

We will monitor the media influences on our children's lives by scrutinizing their text messages and use of electronic devices, reading materials, as well as what they watch on television, videos, movies, and being aware of the music they listen to.

We will consent and fully support a teacher's recommendation for cognitive testing through the local school district should the need arise.

We accept the school's discipline code, as outlined in this handbook, and view it as a growth instrument for our children and being in their best long term interests by teaching them to accept responsibility for their actions with peers, professional staff, and volunteers.

We have read the Parent/Guardian Handbook, accept the regulations and policies written therein, and agree to discuss appropriate areas with our children.

Parent/Guardian Signature

Parent/Guardian Signature