



School Policy Book-2009-2010
Holy Angels School, 720 Kensington, Aurora, IL 60506
630.897.3613 FAX & Absence Number 630.897.8233

This handbook explains the policies and the general operation of Holy Angels Catholic School. Policy statements are necessarily general and the administration reserves the right to make a specific application as circumstances arise. We ask that you read this handbook carefully and keep it for reference during the school year. You are asked to return the receipt indicating that you have read the handbook and that you agree to its contents. Any material in **BOLD** print is new for this school year.

Please use the school calendar to make a note of dates of additionally scheduled meetings, athletic events, etc. throughout the school year. Please note that the **weekly** newsletter (**holyangelsschool.net**) will contain any **changes** to the schedule.

We hope that you have a great year at our school!

Norb Rozanski, Principal

Mission Statement of Holy Angels Parish School

Rooted in the gospel of Jesus Christ, our school is committed to spiritual formation that nurtures the Catholic faith and inspires its practice. Our school is committed to academic excellence that fosters the growth of each individual. Our school strives to meet the intellectual, social and ethical challenges of living in a technological, global and culturally diverse society.

Philosophy and Goals

Our school believes:

- That each child is formed in the image and likeness of God.
- That each child deserves respect as an individual and should respect others.
- That each child should be given the opportunity to mature spiritually, intellectually, culturally, socially and physically.
- That excellence is achieved when there is total cooperation among parents, teachers and students.
- That each child should be challenged to be the best s/he can be:
 - ✓ In setting up personal goals that will enable him/her to live as an exemplary Christian and Catholic,
 - ✓ 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 the expertise of dedicated staff and a well-planned academic program.
 - ✓ In participating in class activities to the fullest extent, and
 - ✓ In respecting the traditions and cultures of a diverse student body.

Our school believes that religious education is the most important facet of our broad educational program. We continue to offer the opportunity for quality education to all students in our school and in all areas of the curriculum. We encourage well-rounded students with emphasis on the spiritual and academic aspects of human growth. We will create an atmosphere that will foster excitement and desire for learning in each student. **Here we try to live as Jesus would want us to live and to learn our lessons as best we can.**

Objectives for 2009-2010

During this school year:

- **To have better articulation between grades. Feedback from previous year's teachers to current year's teachers regarding strengths & weaknesses in student preparation to make us more knowledgeable about all our students.**
- **To develop a writing curriculum with goals for each grade, specific materials and time frames with outcomes.**
- **To continue work on a strong reading program for K to 4th grades.**
- **To make a conscious effort to be frugal in the use of materials, supplies and resources.**

Academic Honesty

We expect each child to do his/her own work in all situations, i.e., tests, homework, projects, etc. We expect the students to make their best effort on all work. Cheating, in **any** form, tests, homework, projects, etc., is a serious offense at our school and will not be tolerated. A grade of “**zero**” will be given and a detention will be issued. **Special care in citing sources should be given on material found on the Internet.**

Any behavior that can be defined as dishonest represents a violation of the mutual trust and respect essential to a Catholic education. Students who are dishonest in any way should expect to be confronted by their teacher and be subject to appropriate consequences.

Admission Policy

Children entering kindergarten must be five (5) years of age on or before September 1. Baptismal and birth certificates must be submitted for children entering school for the first time and registration is not official until this is done. Originals will be returned—copies will be kept on file.

A physical examination and immunizations are required by state law **PRIOR** to entrance into kindergarten or first grade and in the sixth grade. Physical examination forms may be obtained from the school (usually physicians will have these in their offices). Upon admission or transfer, the child must present a report card and a transfer slip from the school previously attended. Proof of immunization is required for **any** transfer students.

Students are admitted to our school based on the following priority:

1. Registered active Catholic families with other children presently enrolled in our school.
2. Registered active Catholic families without other children presently enrolled in our school.
3. Active Catholic families not living in Holy Angels parish whose home parish has no Catholic school (with permission of pastor).
4. Non-practicing Catholic families living within the boundaries of Holy Angels School.

Our school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

Arrival

Doors open at 7:45 a.m. Students who arrive **before** 7:30 must enter at the Extended Day entrance and will be required to be registered in the Extended Day program. As buses arrive, the

bus students may go to the main hall in inclement weather or they may enter the playground door at 7:45. All students arriving by car are to be dropped off in front of our school, except band students on band days who enter through the southwest gym door. The normal school day is **8:00 a.m. until 2:30**. Students not picked up by **2:35** will be sent to Extended Day unless they have a legitimate school activity.

Athletics/Extra Curricular Activities

Opportunities for participation in athletics are available for both boys and girls from 5th-8th grade. Athletes and those involved in Extra Curricular activities are expected to keep grades above a passing level (70%). Eligibility slips are sent home with the student on Monday (or the 1st school day of the week). Parents are expected to **SIGN** these sheets and return them the **NEXT** day. Detentions will be issued for eligibility sheets that are not returned when requested. Students who are not passing the same subject(s) two or more weeks in a row will be ineligible for **participation** in athletic contests, performances, field trips, assemblies, etc. Students, may however, at the discretion of the parent, attend practices in these activities. Failure to improve the grade to a passing average will result in continued ineligibility.

Our school offers football (boys), volleyball (girls), basketball (boys & girls), soccer (boys & girls), cheerleading (girls) and track (boys & girls). Band, Chorus, Student Council, Newspaper and other extra curricular activities are also offered.

Attendance

Parents are to call the school on the absentee/fax line, **897-8233 and NOT the regular school number**, by **8:15 a.m. every** day their child is absent. If parents do not call, the secretary will call the parent. This is a safety measure for the children and a courtesy to the school personnel. On return to school after an absence a student is to present to the teacher a **written note** signed by a parent/guardian indicating the reason for the absence. A student who has been absent five (5) or more days in a row will be asked to present a physician's statement to be readmitted to class. Students participating in an after-school contest/event/practice must attend school the **FULL** day in order to participate. Only the **principal** can make exceptions. **Families will receive a letter from the office when ten (10) or more absences are recorded. Families will also receive a letter if a student is tardy (5) times.**

Children who arrive **LATE** must report immediately to the school office for a tardy slip. Except for **extraordinary** reasons, a tardy student will serve a detention after school on Wednesdays. **Traffic congestion and/or weather-related problems are usually NOT acceptable reasons for tardiness.**

As much as possible doctor and dentist appointments need to be scheduled **AFTER** school. If a student must keep a doctor or dental appointment during school hours, a note from the doctor is expected when the child arrives back to school. Children are to report to the office before leaving and upon returning from such an appointment. **Parents must sign children in and out.**

Family trips during school time are discouraged; however, if a student must be away, a letter is to be sent to the principal. When children are away from school, they are required to make up the work they have missed. Teachers will **NOT** give assignments in advance for those students who will be absent unless it is a medical excuse. Teachers will allow the student the equal number of days to make up missed assignments due to vacation **unless** the assignment has been given prior to the student's departure. **In that case, the assignment(s) will be due when the student returns.** Report cards are distributed on specific dates listed on the calendar. They will **NOT** be given out prior to these dates.

Birthdays/Celebrations

In keeping with an emphasis on better eating habits, **no** food items may be sent for birthday celebrations. The children enjoy non-food items such as pencils or erasers. Parents may decide to donate, in honor of the child, a book, educational game or appropriate video to the classroom or our school. For Christmas and St. Valentine's Day, **small**, appropriate parties will be held at the discretion of the teacher.

Bus Regulations

Holy Angel's students are entitled to free bus service from home to school and back as provided by District 129. Students must reside within School District 129 boundaries, must live more than 1.5 miles from Holy Angels School or be forced to walk a hazardous route to get to Holy Angels. This last criterion is based upon state standards that are applied by District 129 officials to individual circumstances.

All bus riders must sign conduct agreements that are to be in school hands before the first day of bus service. In addition, parents must notify Holy Angels of their child's serious health condition(s) and changes in these conditions. The school will then pass on this information to District 129 bus officials so that individual bus drivers can be aware of possibilities. All information and permission to release form are to be signed by parents and in school hands before the first day of bus service. Parents not wishing to give health information to District 129 must sign a release to that effect before the first day of bus service. All forms are available in the Holy Angels school office.

Holy Angels school or District 129 may restrict the use of bus service if students act inappropriately.

Cell Phone Policy

. Students are asked **NOT** to bring electronic devices to school during the school day—this includes Gameboys, Walkmans, and Ipods. If a cell phone is needed for some legitimate family reason, the cell phone must be kept in the student's locker during the course of the day and may be only used after school and at no other time. Cell phones that are found on a student during the school day will be confiscated and a **\$25** fine will be assessed to have the phone returned.

Parents will need to get the cell phone from the office after the fine has been paid.

Calculators may be brought only if required by a teacher.

Classroom Placement

We appreciate parental thought on the placement of their child in a certain teacher's class for the 2009-2010 school year. However, many factors are considered in determining class lists but the administration makes the final decision.

Change of Name, Address, Phone, Cell Phone, e-mail

Parents are to notify the school office **immediately** concerning any change of name, address or phone number(s) including cell phones. E-mail changes should be told to the school also. Accurate records must be kept in the school and parish offices.

Conduct/Discipline/Detention

Courtesy, respect, loyalty, cooperation and orderliness are expected in every classroom. It is the responsibility of each student to learn the specific regulations that his/her teacher might require.

Our disciplinary regulations are designed:

- ✓ To maintain order, not regimentation, wherein an atmosphere for study can prevail;
- ✓ To teach respect for the rights of others;
- ✓ To develop good character traits;
- ✓ To provide opportunities for the development of leadership;
- ✓ To form the intelligent and virtuous Christian citizen and
- ✓ To help students form Christian values and to appreciate the dignity of everyone.

Exemplary behavior is expected in corridors, lavatories, the gym, during assembly programs, at athletic events, at all religious functions, on the playground and at any school-sponsored event or activity. Teachers, staff and volunteers have the authority to discipline any student or group of students regardless of the student's age or grade. Student lunch helpers are also to be respected.

The school reserves the right to establish and enforce reasonable standards of behavior for all students involved in educational and recreational activities—whether during regular school hours, on school premises, in connection with school activities or otherwise. The level of discipline appropriate for a violation is set by the administration of the school and determined by the severity of the misconduct, the student's **prior** academic & **behavioral** record, etc.

Parents will be notified in writing if children are not following the rules and directives of our school. Failing to comply with school regulations **and** the school's philosophy will result in after-school detentions or more serious consequences up to and including suspension and/or expulsion. Parents may appeal an expulsion to the pastor.

When students attend events in the evening, they must have an adult with them.

Detentions will be on Wednesdays from **2:35-3:05 p.m.**

At the end of this handbook are specific Diocesan regulations for Drugs & Alcohol, Gangs & Gang-Related Activities, Inspection Policy and Possession of Weapons. **The principal is the final recourse in all discipline situations and may waive any discipline rule for just cause at his discretion. In serious situations, i.e., suspension, expulsion, the Pastor's approval is required.**

Dances

One way that our school helps students mature is to allow them to participate in social activities. In these activities students learn how to show respect to each other and proper manners and procedures when put in situations that are not specifically considered "school". One of these social occasions is the junior high dance open **ONLY** to 7th and 8th grade students. These guidelines will be followed:

- ✓ Dances will be scheduled from **2:45-4:45 p.m.** There **may** be one evening dance.
- ✓ The Principal will approve music before the dance.
- ✓ Appropriate attire will be expected. "Appropriate" is defined as clothing that is **NOT** too tight, **NOT** too revealing, **NOT** too suggestive, etc. If in doubt, don't wear it! Students appearing at the dance in non-approved clothes will **NOT** be allowed to change and re-enter but will be asked to call home for a ride.
- ✓ Students will act appropriately in language and will show respect to peers and adults.
- ✓ No inappropriate dancing will be permitted.
- ✓ Students are to be picked up promptly at **4:45 p.m.** (or at 8:30 if an evening dance)
Parents should wait in the parking lot in front of school for their student.
- ✓ No guests from other schools are permitted.

- ✓ Parents are rarely chaperones; teachers and staff will chaperone the dance(s).
- ✓ The school does not sanction dances held off of school property.
- ✓ The entrance fee is \$4.00 + a can of food which helps pay for the 8th Grade Recognition Night and helps support our Parish Food Pantry.
- ✓ **A permission slip will be sent home and must be signed and returned one day prior to the dance!**

Dress Down or “Non-Uniform” Days

When students are allowed to have a non-uniform day (and these are usually announced over the P.A. and **occasionally** in a newsletter), the following guidelines are to be followed:

- Any clean, neat shirt or blouse may be worn. It should **NOT** be tattered or have any writing on it that would be considered inappropriate by Catholic standards. Students may wear college/professional team shirts. Polo shirts (with collar) would be appropriate. Shirts or blouses **MUST** have sleeves.
- Neat, clean jeans, khaki pants, Capri’s (girls) **OR** dress shorts are allowed. No skin-tight jeans shorts or “short-short”-type shorts are allowed. Shorts/jeans should **NOT** be ripped.
- Any appropriate clean gym shoe.
- Socks should be worn.
- Students dressed inappropriately will earn a detention and parents will be called to bring a change of clothes.
- Excessive jewelry or make up for the girls are **NOT** allowed.
- Workout clothes, basketball shorts or sweats are not permitted.
- Dress down days are **NOT** held on Mass days!

A good rule to follow overall is “if in doubt, don’t wear it.”

Education and Formation

The school benefits from the expertise and the support of the Home/School Association and the School Advisory Committee. The Home/School Association works to provide programs and activities of benefit to parents and children. This organization is open to all parents.

The School Advisory Committee serves as an advisory committee to the principal. Both of these groups work with the administration to enhance educational facilities and programs, always striving for excellence.

Eligibility for Participation in Extra-Curricular Activities

Please see “Athletics/Extra Curricular Activities.

Emergency Closing

Emergency closing is a rare occurrence. If information is to be announced, listen to WGN (720 AM) or WBBM (780 AM or www.holyangelsschool.net), call **847.238.1234**, or Online: www.EmergencyClosings.com. Our automated calling system will also notify you. Please be sure you have given the office **any new phone number** you may have.

Emergency Drills: Fire, Tornado, and Intruder Drills

The safety of the children is ensured through drills and precautionary measures that are to be followed in the event of disaster from fire, storm, tornado, civil defense or intruder alerts. Enter through the Main Door only! Our plans for these drills are practiced with the students. If a drill or emergency occurs at dismissal students will be dismissed to parents at the discretion of the Administration with the safety of the children a first priority.

Eucharistic Celebrations

A school Mass is held weekly. This gives the children the opportunity to take part in the Mass in many different ways. Parents are invited to attend school Masses at 9:00 a.m. on Wednesdays. Children also participate in Adoration, Benediction, Rosary and Stations of the Cross.

Extended Day Program

We provide a service for families attending our school who desire additional, quality supervision for their children in grades PreSchool-8 before and/or after school.

Program Structure:

1. Time—during the school year, all days we are in session. On days that are ½ day we will have Extended Day, except for Grandparents Day and the day before Thanksgiving, Open 6:30-7:45 a.m.
2. Hours of Operation: 6:30 a.m.to5:30 p.m.
3. Because of the long day involved, each day parents should send play clothes and an extra set of clothes should be in the child's backpack in case the child would need to use them. We do ask parents throughout the year to send in snacks for all of the children when we will be with the larger Extended Day group.
4. Parents must enter the building through the library doors each day to sign their child in and out and record the time each child is dropped off and picked up. If you need to pick your child up between 10:45 a.m. and 2:30 p.m., please go to the front door and the office will let you in. Please sign in at the office and they will direct you where to go.
5. Parents are expected to be here by closing time, 5:30 p.m. An additional fee of \$1.00 per child for each minute will be charged for all late pick-ups.
6. Payment will be due at the end of each week unless other arrangements are made. Parents whose payments are more than three (3) weeks late will forfeit the use of Extended Day services.
7. A registration fee of \$25.00 per child will be charged and this fee is non-refundable. Payment due at time of registration. Also, there is an additional \$20.00 for a mat for the child to rest on. The mat will be given to you at the end of the school year.
8. If you need to reach the Extended Day program after the school office closes, you may call 630.897.3613 Ext. 109 which will ring in the library and Extended Day staff will answer. If you know you will be running late please call and let us know.

Any student who is not picked up by 2:35 p.m. will be sent to Extended Day.

Field Trips

Each teacher may take up to two (2) field trips a year. Permission slips must be signed ahead of the planned trip. If forms are not returned, children will **not** be permitted to go on the field trip. Verbal permission is **not** acceptable. Volunteer drivers must have all forms required by the Diocese on file to drive on these trips. Field trip expenses will be kept to a minimum. Trips are

planned from September through early May. An all-school picnic is held at the end of the school year. Eighth grade students are not allowed at this picnic.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Forgotten Lunch/Homework/Projects

While all of us forget things from time to time, too often lunches, homework assignments and projects are brought in during the course of the day. You are asked to **CLEARLY** mark the student's name and **room number** on the forgotten material and **SIGN** in at the table that will be located to the right of the main office. Students will be called to the office to pick up forgotten items.

Fundraising

At different times of the year families are **asked** to help us with our fundraising activities. To keep costs down and to not have substantial raises in tuition or other costs, it is important that **every** family do their **fair** share with these activities. Only one (1) fundraising activity is **MANDATORY**—the "Super Raffle". All our fundraising efforts help maintain all the different programs we have at our school.

Grading System

The following grading system is followed in our school:

Level	Code/Achievement	
K-1-2	3—Proficient in skill	
	2—Developing the skill	
	1—Needs to develop skill at this time.	
3 to 8	A = 93-100% (A+ = 98-100, A- = 93)	Conduct & Effort
	B = 86-92% (B+ = 92-91, B- = 86-87)	3 = Good
	C = 76-85% (C+ = 85-84, C- = 76-77)	2 = Satisfactory
	D = 70-75% (D+ = 75-74, D- = 70-71)	1 = Needs Improvement
	F = Below 70%	
	P = Pass	

If a student in Grades 6, 7 or 8 fails two or more quarters of Religion, Science, Social Studies, English, Literature and/or Math, s/he 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.

Please remember that grades are not only determined by natural ability but by how much **effort** a child gives to his studies. This effort must be **consistent** for success! When teachers contact you about your child's grades, please remember that what we all want is what is best for your child. Your role as parent, the primary educator, is crucial for every child's success.

Teachers will **not** return calls during the school day unless they have a planning period. Leave your name and number and they will contact you. Please do **not** drop in on a teacher without first calling or making an appointment. You may e-mail teachers also.

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 our school in general, in an effective, efficient manner, the Aurora Area Board of

Catholic Education has established the following order of people to whom the grievance should be brought:

- **The teacher involved—this usually solves the problem quickly!**
- The Principal
- The Pastor, in a **parish** situation.
- The Area Superintendent
- The Aurora Area Board of Catholic Education
- The Diocesan Director of Education
- The Diocesan Board of Catholic Education
- The Diocesan Board of Arbitration and Conciliation.

Always meet with the people concerned in the order shown above!

Harassment and Bullying

Students who harass or bully another student or staff member are subject to detention(s), **suspension (from one to ten days)** or **expulsion** depending on the severity of the offense. On those **rare** occasions that students are suspended from school, it is the responsibility of the parent to make arrangements for supervision of the student. The school does **not** assume responsibility for a student's behavior while s/he is on suspension. The suspended student may not be on school property while school is in session or attend any after school functions. Work assigned during this time may **not** be made up for credit.

Harassment can occur at any time, on or off school property. It includes, but is not limited to, any or all of the following:

- ✓ Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.
- ✓ Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- ✓ Verbal Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures.
- ✓ Electronic Harassment: Derogatory or hostile comments sent by the Internet (chat rooms, instant messaging, emails, Facebook, etc.) or by cell phones (text messaging); dissemination of private communications in the same manner.
- ✓ Sexual Harassment: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when these occur.
- ✓ This policy was changed on **8/26/09**.

Health/Medication

If a child becomes ill, the teacher sends him/her to the school nurse or school office. If the child needs to be sent home, the **secretary** will notify the parent or person listed on the emergency record. The secretary will notify the principal and the teacher that the child is being sent home. Please be sure your child has been fever free or has not vomited or had diarrhea for **24 hours** before returning to school to avoid spreading the illness to classmates. Students with diagnosed strep throat must remain home for **24 hours** after beginning medication.

Prescription medicines as well as overseeing diabetic checks are taken care of by the school nurse or the school secretary in her absence. Only prescription medicine may be given to the children during the day. A medication authorization form must be on file in the office.

By Illinois law, physical exams and eye exams are required of all children in Preschool, Kindergarten and Grade 6. These must be done by the first day of school. All immunizations must be recorded. If Catholic, religious exemption for immunization is not accepted. Dental

reports are also required for K, 2nd and 6th grade students. Yearly physical exams are required of all athletes **BEFORE** they may begin athletic practice. Kindergarten students must have an eye exam.

Every child **MUST** have an **up-to-date emergency form** on file. These must be updated as changes are made. A student will not be able to attend school or any field trip without a current form on file.

When possible please give medication at home. Please follow the doctor's directions. If your child uses an inhaler please make sure s/he has one in the backpack or in the office. Remember a physician's note is needed for the inhalers. All medications given at school must have a medication form filled out with a parental/guardian signature.

Please **LABEL** your child's medication—first and last name, type of medication, dosage and time to be given. Any child taking medication containing codeine, included in some cough syrups, may **not** attend school.

If your child has had a headache, stomachache, frequent cough, etc. during the night or the morning they probably will not feel any better throughout the school day. Please keep them home. This will help immediately in the decrease of spreading the germs and in not infecting the other children.

School Personnel may not administer medication.

How to decide if you should send your child to school:

- **Fever:** if your child's temperature is 100.4 degrees or higher, keep your child at home. While at home, encourage your child to drink plenty of liquids. Your child should be fever-free for 24 hours (without medicine) before returning to school.
- **Lice:** If your child is found to have lice or nits, you will be called to take your child home. Your child will be checked on his/her return and if lice or nits are found, you will be called again until the issue is resolved. Everything that the child has come in contact with has to be washed in very hot water. Head-to-head contact with an already infested person is the most common way to get head lice. Head-to-head contact is common during play at school and at home, sport activities, slumber parties or at camp. Less commonly lice is caused by wearing clothing, such as hats, scarves, coats, sports uniforms or hair ribbons recently worn by an infested person, using infested combs, brushes or towels and/or lying on a bed, couch, pillow, carpet or stuffed animal that has recently been in contact with an infested person.
- **Mild Cough/Runny Nose:** If there is no fever, and the child feels fairly healthy, attending school is encouraged.
- **Bad Cough/Cold Symptoms:** Children with bad coughs need to stay home and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. When the cough improves and the child is feeling better, then return to school. Don't wait for the cough to disappear entirely—that could take a week or longer!
- **Diarrhea or Vomiting:** Keep your child home until the illness is over and for 24 hours after the last episode (without medicine).
- **Sore Throat:** A minor sore throat is usually not a problem but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Keep your child home from school and contact a **doctor**. Your child needs a special test to determine if it is strep throat. He or she can return to school 24 hours **after** antibiotic treatment begins.
- **Earache:** The child needs to see a doctor.
- **Pink Eye (Conjunctivitis):** Keep the child home until a **doctor** has given the okay to return to school. Pink eye is highly contagious and a virus that will not respond to an antibiotic causes most cases. Bacterial conjunctivitis will require an antibiotic; your doctor will be able to determine if this is the case.

- Rash: Child with a skin rash should see a **doctor**, as this could be one of several infectious diseases. One possibility is impetigo, a bacterial skin infection that is very contagious and requires antibiotic treatment.

Be sure you fill in any chronic illnesses on the Medical form—asthma, seizures, etc. that you will be given to you at the start of school.

Home/School Association

This organization exists to promote the various activities of the school year, i.e., Family Fun Fest, the all-school picnic, the open houses, assemblies, etc. All school parents are members of this organization. Notices are sent home on a regular basis as to what help is needed.

Home-School Students

Students who are Home-Schooled may **not** participate in any extra-curricular activities at Holy Angels School. **(Diocesan Policy)**

Homework

It is highly recommended that work done at home should be for reinforcement of material already taught, completion of incomplete assignments and/or make-up work. Long-range assignments may also be given as long as the children understand the assignment.

Because each child is different, the amount of time spent on homework is determined by how well the student uses time given in class for starting homework, the natural ability of the child and the support s/he receives at home in making sure all work is being done. Check assignment notebooks. **The amount of work given by teachers at the same grade level may vary.**

Parents should make arrangements with the child's peers to obtain homework if their child is absent. Have your child exchange phone numbers so that if one friend is absent, s/he can learn of any assignments and could make arrangements to bring books or materials home. Please only call the office for assignments for **EXTENDED**, sick absences of more than two (2) days.

Concerning homework that is not completed on time, each teacher will be informing you of his/her policy. However, late homework will result in a lower grade, homework notice, telephone call home or further action by the teacher.

When a student is absent, homework will be sent to the office after two or more days.

Honor Roll

Grade 5: Students shall be issued a Straight A Certificate when they receive an A for all subjects including Art, Music, P.E. and Technology.

Grade 6-8: Students shall be included on the Honor Roll using the following regulations:

1. Points are give using the following scale; A+ = 12, A = 11, A- = 10, B+ = 9, B = 8, B- = 7, C+ = 6, C = 5 C- = 4, D+ = 3, D = 2 and D- = 1.
2. These grades are averaged as one grade: Technology, Art, Music and Physical Education.
3. Grade Equivalent are as follows:
 - A = 93-100 (A+ = 98-100) (A - = 94-93)
 - B = 86-92 (B+ = 91-02 (B- = 86-87)
 - C = 76-85 (C+ = 84-85) (C- = 76-77)
 - D = 70-74 (D+ = 75-74 (D- = 70-71)

4. Leadership Awards are given to students who achieve honor roll status with no checks, while maintaining all good marks in Effort/Conduct in the major subjects and nothing lower than a “2” in the Specials.
5. Point distribution for Honor Roll: Outstanding = 87-88 points (gold ribbon), First Honors = 76-86 points (blue ribbon) and Second Honors is 64-75 points (red ribbon).

Hot Lunch

Once a month students may participate in the Hot Lunch program. Order forms are sent home well in advance for parents to complete and return on the designated date. Late orders will **not** be accepted. Students may **not** participate in the Hot Lunch program if tuition is **not** current.

Internet-Access Policy & Authorization for Internet Access

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

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

Some examples of unacceptable uses are:

- Using the network for any illegal activity including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
- Unauthorized downloading of software, regardless of whether it is copyrighted.
- Invading the privacy of individuals.
- Using another user’s password or account.
- Using pseudonyms or anonymous sign-ons
- Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School.

A student’s account and password are confidential and must remain so. Do not use another individual’s account and confidential password.

Use of photograph, image or likeness of one’s self or of any other employee or student, parent or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

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

Learning Disability Service

Children who need to be tested for possible learning disabilities are tested through the public schools (District 129). Parents requesting such testing must first discuss the matter with the child’s teacher who then consults with the Principal/Assistant Principal and/or Intervention Team. The parents will be contacted to discuss further evaluation and procedures.

Library

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

Lost Articles

Children are asked to check the “Lost & Found” for articles that may be missing. Properly marked clothing will keep this to a minimum. Every month items in this bin will be given to a charitable organization if not claimed. The bin is located outside the gym by the Main Office.

Lunch Hour

Students should bring a sack lunch. All lunch bags and boxes should be marked with the child’s name. Hot lunches/fast food may **NOT** be dropped off at the office for students. Pop, or any carbonated beverage is not allowed; only milk, juice or water. Gum is **not** allowed at any time. Milk fees are payable at the beginning of each semester. The milk program is available to all students on a semester basis.

On days when outside recess is not possible, alternatives will be set up for the different grade levels.

Missions/Food Pantry

Mission money may be collected during the Lenten season for the St. Vincent DePaul Society. Students collect food, clothes and other items for the needy and for the Food Pantry at various times during the year. Please be generous to these collections.

Money Collections

No donations and/or money collections are to be taken without the approval of the principal. Money fines are not permitted without permission from the principal. Fines will be collected for damaged property and/or books.

Music Programs

Students have general music. There is also an opportunity for students in grades 5-8 to join Band or Chorus. Guitar and other private lessons are also available.

Newsletter

A newsletter is posted on **the school website on Thursdays**. Occasionally there may be other letters sent home via the students. Please ask your students on a regular basis if they have any notes for you. Please get in the habit of checking this web site.

Notes

Written notes are required from parent/guardian(s) for: absences, appointments during the school day, participation in athletics, dress other than the uniform, field trips and tardiness.

Open House

An evening Open House is held in the fall in conjunction with the first Home/School meeting. An Open House is also held during Catholic Schools Week. There are also New Parent meetings scheduled with the Principal for prospective parents.

Parental Cooperation

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

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

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

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

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled for November. Parents will be notified well in advance as to the procedures to be followed for these conferences. Parents unable to attend conferences during the scheduled conference days should call the teacher for more information. **Additional conferences, other than those scheduled by the school will not be done in November. Parents are encouraged to meet with a teacher prior to the formal conference if there is a need.**

Parking Lot

Parents are asked to drive **slowly** and with caution whenever entering or exiting the parking lot. Cars are not to be driven on the lot during recess times if children are present. **Parents are asked to park in the parking lot at the time of dismissal.** For safety reasons and as a courtesy to our neighbors, parents are **NOT** to park on Hardin, Lancaster, Kensington or Russell—one block in either direction. At the time of parking lot dismissal, any unclaimed students will be called to the "Safety Zone". If parents arrive late, they will be instructed to pull forward and wait until school personnel monitoring the zone release the child. "Curb Service" will be in effect each morning from 7:40-7:55 at the main door. Parents are asked to use this method instead of the parking lot in the morning if possible. On "No Bus Service" days, bus riders use front curb service for morning drop off and use the church parking lot on Hardin & Lancaster for dismissal.

Party Invitations

Unless an entire class or all boys or all girls are invited to a special event, all invitations are to be distributed **OUTSIDE** of school premises. This includes birthday parties. A class list (of students' names only) is available from the classroom teacher.

Photo Usage

As a Catholic elementary school, we may use photographic and electronic images of general school life, events, ceremonies and other activities to advance the mission of the school.

The images may appear in print publications, videos and/or Internet sites associated with Holy Angels, the Parish or the Diocese. The images are not published for commercial purposes and do not violate the privacy of any individual or group.

Photographs of other students may not be taken without permission of that student. No covert photographs taken with cell phones, etc. may be taken at school functions.

Students may not videotape school functions without permission of the administration. Students may not post videos or pictures of other Holy Angel students or activities on the Internet.

Picture Days

Students may wear appropriate attire on these days. No jeans, sweats or shorts may be worn on these days. If students are **not** having spring pictures taken they must be in regular uniform. Appropriate school shoes are required.

Playground

The playground period (recess) is an excellent time for teaching the child good sportsmanship, thoughtfulness and consideration of others. 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 the weather. When it is raining or it is extremely cold, all children are kept indoors. Students who behave poorly at recess will be suspended from recess privileges at the discretion of the Principal.

Pre-School

Payments for pre-school are located under "Tuition". Children will be in class from 11:45-2:30 p.m. Doors open at 11:30 a.m. Children enter through the northwest (library) door between 11:45 a.m. and noon. Late arrivals report to the Main Entrance for admission. Those youngsters going home with older siblings will be dismissed with the regular dismissal at 2:30 p.m. There are NO pre-school bus riders.

Property

Any school property used by the students should be treated with care and respect. All textbooks need to be covered at all times

Registration Procedures

Pre-registration is held in late winter to determine the number of students returning to our school. Registration for new families takes place shortly after this. A non-refundable **\$75.00** fee

is required per family at this time. On Fee Day in August parents bring in health forms, pay fees and order milk. Please turn these in on time.

Report Cards

Reports cards for K-8 are distributed four times a year. Communication between parents and teachers should be done on a regular basis. Please leave a message on a teacher's voicemail or e-mail. Parents are asked NOT to call teachers at home regarding school matters. Progress reports are also sent home as needed.

Retention

Teachers will recommend if a student should be retained in the same grade level for academic and/or maturity reasons. This notice will be given to parents some time in March.

Sacraments

First Holy Communion and First Reconciliation are scheduled for the 2nd grade students. Confirmation is received in eighth grade. Penance services are also held during Advent and Lent.

Safety

Parents are urged to remind children not to accept rides or gifts from strangers and not to accept literature or handbills to distribute to their friends from anyone other than their parents or school personnel. **No snowball throwing is permitted on school grounds.**

Middle school students serve as school safety patrols for our school under the supervision of a faculty advisor. Students should respect the safety patrol students.

Parents/adults must always report to the office upon entering the building (Main Door only) to sign in and obtain a visitor's badge. Any visitor in the building without a badge will be asked to return to the office. All deliveries (lunches, gym clothes, book bags, etc.) must be left at the office; parents may not go to a locker or classroom.

Parents are to pick up their children promptly at **2:30** dismissal. Students who are consistently left unsupervised will be required to enroll in the extended day program.

School Supplies

Parents can find sales in the weeks before school opens. Your supply list will be sent home in May.

Shadow Days and High School Open Houses

All three of the Catholic high schools, and some local public schools, schedule Open Houses during the course of the year for prospective 7th and 8th grade students. Individual Shadow Days are NOT encouraged but if a student attends these days, they should NOT be scheduled on test days. Plan to take any tests prior to missing class. A note must be submitted to the office at least one day prior to these days.

Social Worker

We have the services of a qualified school/home social worker that comes to our school. If you desire these services for your child, contact the administration.

Tardiness

Students are expected to be in their desk by **8:00 a.m.** so that Morning Prayer, the Pledge of Allegiance and announcements can be said and heard by all present in the building. Students, who are tardy, except in **extreme** circumstances, will be issued a detention. When there is **inclement weather** or **road construction**, parents are asked to please adjust their time of departure to avoid tardiness. **Tardy students should report to the Main Office upon arrival.**

Telephone

Teachers will usually **not** return calls during the school day (unless they have a planning period). Please leave messages on their voicemail or e-mail. If messages are necessary for the children, school personnel will deliver such messages. In case of emergency, children may use the phone with their teacher's permission. Please limit messages to your child during the school day so we do not have to disrupt classes.

Travel/Family Vacations

While family travel is important, usually children cannot afford to miss classes. Teachers do **NOT** give assignments in advance. Make-up work will be given to the children upon their return and students will have the number of days to make up work as they missed. As a courtesy to the school, please inform the school of vacation plans as soon as possible. **It is not the teacher's responsibility to reteach the material if a student is pulled out for vacation.**

Tuition

The Assessments per child are set by the Finance Council. Parents are notified by May regarding fees for the following year... A Fee Day is held in August at which time a Tuition Agreement is signed and assessment fees & other fees are paid.

Tuition for this year is as follows:

1 Child	\$3060	Kindergarten Only	\$2230
2 Children	\$5290	Preschool (5 day)	\$2010
3 Children	\$7170	Preschool (3 day))	\$1510
4 Children	\$8540	No additional charge for fifth child!	

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 due on February 15.
4. Special payment arrangements may be made through the Principal
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 (e.g., Band, Sports, etc.)

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 extra-curricular 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 their tuition and fees are not paid in full by April 15.

To maintain the quality of our school in being able to have three (3) classes at the first through eighth grade levels and to maintain programs such as music, art, etc., it is imperative that **all** families fulfill their obligations to the school **and** the parish in a timely manner and help in **recruiting** students to our school. Please note that our Church subsidizes our school. The real total amount of education for **each** child is close to \$7,000.

Uniform Rules

Uniforms are worn the first day of school and every day thereafter. Parents and students are asked to cooperate fully in regard to wearing the regulation uniform.

Makeup may **NOT** be worn to school, in school or from school. No jewelry may be worn except a watch (no alarms or calculator watches). Girls with pierced ears are the **ONLY** students who may wear ONE pair of small stud earrings in the earlobes. Neither nail polish nor artificial nails are not to be worn. Haircuts and hairdos should be of such a style as not to distract others. No hair spray is to be brought to school. Boys must have hair neatly combed, tapered above the ear and back, no longer than collar length and no sideburns. No tails or shaved heads are permitted; also no long bangs. No fad haircuts or hairstyles, as determined by administration, are allowed. No hair coloring or tinting, streaking or highlighting of any kind is allowed.

The administration will determine any violations of uniform policy. Violation of uniform rules may result in detentions or suspensions. Non-uniform days may be held at the discretion of the administration. Specific guidelines for these days are explained in this handbook.

Girls:

Grades K-4	Jumper	Drop waist
Grades 5-8	Skirt	Choice of two styles: small pleats or 2 large pleats. Hemlines should not be shorter than 1" above the knee.
Grades K-8	Shorts	(Optional) Navy blue uniform shorts may be worn from the 1 st day of school through September 30 and from May 1 until the end of the school year.
Grades K-8	Pants	(Optional) Navy blue uniform pants may be worn from Thanksgiving through Easter.
Grades K-8	Belts	Belts are required with the uniform shorts and pants—solid dark colors only—brown, navy blue or black.
Grade K-8	Blouses	Plain white (no lace, logos, etc.), long or short-sleeved, button-down Peter Pan or pointed collar only. Short-sleeved polo shirts may be worn with uniform shorts and pants only.
Grades K-4	Sweaters	(Optional) Cardigans, V-neck pullover, V-neck sleeveless pullover—colors: forest green, red or navy blue.
Grades 5-8	Sweaters	Forest green long-sleeved V-neck pullover or V-neck sleeveless vest sweater worn November 1-March 31.
Grade K-8	Socks	Only one pair of matching crew length or knee-highs may be worn. Solid colors only—white, navy, or dark green (no lace, logos or colored trim on socks). White, navy, or dark green only tights may be worn. Socks must be visible above ankle bone.

		Socks should be crew socks in style.
Grades K-8	Shoes	Dress shoes in black, brown, white or navy. Open-heeled/open-toed shoes are NOT permitted. White gym shoes; slight trim of any color except neon are permitted—no high tops, mid tops, lights, sounds or wheels in shoes of any kind. No slip-on gym shoes are permitted. Laces must be tied and the same color as shoe. No stacked heels on any shoe.
Grades 1-8	Sweats	In <u>extremely</u> cold weather, girls may wear solid color (black, navy blue, forest green) sweats or solid dark color “pajama pants” to church services. They must be removed when back in school.
Boys:		
Grades K-8	Trousers	Navy blue twill or corduroy only. No jeans, no white stitching, no large patch pockets, no holes, etc. are allowed. No “trendy” pants are allowed.
Grades K-8	Shirts	Plain white (no logos, etc.) Long or short-sleeved polo, broad-cloth or oxford collared shirt.
Grades K-4	Sweaters	(Optional) Cardigan, V-neck pullover, V-neck sleeveless pullover. Colors: red or navy blue.
Grades 5-8	Sweaters	(Optional) cardigan, V-neck pullover, V-neck sleeveless pullover. Colors: red or navy blue.
Grades K-8	Shorts	Navy blue uniform shorts may be worn from the first day of school through September 30 and from May 1 until the end of the school year.
Grades K-8	Belts	Pants with loops, including shorts, must have belts—solid colors only— dark brown, navy blue or black.
Grades K-8	Socks	Navy or white crew socks are to be worn.
Grades K-8	Shoes	Dress shoes in black, brown or navy. Black gym shoes. Slight trim of color except neon permitted—no high tops, mid-tops, lights, sounds or wheels in/on shoes of any kind. No slip-on gym shoes are permitted. Laces must be tied and the same color as shoe. The carbon-rubber soled “running shoes” are not permitted since they mark floors.

All jumpers, skirts, shorts, pants and sweaters **MUST** be purchased from the uniform company. All other items may be purchased locally, following the above stipulations. Students may wear the approved school sweatshirt over their blouse or shirt. Sweat pants (boys or girls) may NOT be worn during the day. In cold weather, when going to church or at recess, girls may wear SOLID COLOR, (black, dark green, navy blue) sweats.

Scout Uniforms	Girls’ school uniforms with Scout vests and sashes may be worn only on days that Scout meetings are held. Boy Scout shirts may be worn on meeting days with uniform pants.
P.E. Uniforms	Boys and girls wear solid green shorts—sold at school only. Boys (grades K-4) are to wear uniform shirts. Girls (grades K-4) wear uniform blouses; girls & boys (grades 5-8) wear grey T-shirts. Boys and girls must wear white athletic socks. Not wearing the prescribed P.E. uniform could affect a student’s grade.

Disregard of the uniform rules will result in a detention. **All uniforms should be clean and well-maintained at all times.**

Volunteers/Visitors

There are many ways parents can be involved in our school. There are forms that **MUST** be completed before someone can volunteer. The most important of these requirements is attending a “Protecting God’s Children” class. Call the school for more information. All volunteers/visitors must report to the office to sign in/out and receive a Visitor’s badge.

Withdrawals

Parents are asked to notify the principal as soon as they know that they are withdrawing students from our school. When it is possible, they are asked to give the name of the school that the student will attend so that school information and records may be forwarded as soon as possible upon receipt of a request from the new school. School health records will be transferred immediately, but other records will be ***held until all financial obligations have been satisfied.***

The following are Rockford Diocesan Policies. These are part of this handbook and will be enforced as written.

Drugs and Alcohol

Students are prohibited from using or being under the influence of alcohol or drugs while at school or at any school-related function. Included within the prohibitions as set forth in the Policy are the following:

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

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

Gangs and Gang-Related Activities

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

Students are prohibited from participating in any activity related to a gang or secret society while on school property or in conjunction with school-related activities. Activities prohibited by this policy include, but are not limited to, the following:

- Soliciting and/or recruiting others for membership;
- Participating in and/or inciting physical violence;

- Extorting or soliciting money and/or services, requesting any person to pay for protection or the payment of dues;
- Coercing, harassing and/or otherwise intimidating, threatening or causing harm to any person or thing;
- Wearing, possessing, using displaying in any manner, distributing or selling any clothing, jewelry, emblem, badge, symbol, sign or other item commonly associated with membership in or affiliation with a gang or secret society;
- Using any verbal or non-verbal communications (gestures, handshakes, etc.) suggesting or showing membership in or affiliation with a gang or secret society;
- Engaging in any activity where such is intended to promote or further the interest of any gang or any gang activity or secret society including, but not limited to distributing literature, drawing or displaying gang-related symbols on any surface or teaching others to “represent” or act like a member of a gang or secret society;
- Any other activity which violates any law, policy, rule and regulation of the school or the Catholic Diocese of Rockford when such act or activity is taken to further the interests of a gang or secret society.

For purposes of this policy, the school may also consider gang or gang-related activities in which a student engages outside the school and/or separate from school-related activities due to the potential repercussions to the school and other students of such conduct.

Violations of this policy may result, in the school’s discretion, in discipline up to and including expulsion from the school.

Inspection Policy

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

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

- Lockers;
- Knapsacks, briefcases, bags, gym bags or similar such devices brought onto or existing on school premises;
- Vehicles on school premises;
- Clothing (with appropriate safeguards for the individual’s personal privacy);
- Desks;
- Other property (whether school, student or visitor) existing on school premises.

A student’s failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

Possession of Weapons

It is a violation of the school’s policies for a student to possess a weapon on school premises or at any time in connection with school-related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school’s discretion, may reasonably be considered to constitute a weapon.

Violations of this policy may result, at the school’s discretion, in disciplinary action up to and including expulsion from the school.

PLEASE CALL **THIS NUMBER** TO REPORT AN ABSENCE (CALL BEFORE 8:30 A.M.)

630.897.8233

This is also our fax number

Do **NOT** call the school number to report an absence!

When leaving notice of an absence state the child's name, homeroom and reason for absence.

Changes to this handbook will be in the **weekly newsletter** and be made when necessary. The receipt that you have read the handbook and the Internet policy consent form must be turned in the **day of registration**.

Revised: **September 16, 2009**

Msgr. Heinz, Pastor of Holy Angels, Fr. F. William Etheredge, Superintendent of the Aurora Deanery and Sr. Patricia Downey, Superintendent of the Rockford Diocese, reviewed this handbook.

Parent Receipt of Holy Angels School Policy Book, 2009-2010

I have read the Handbook of Holy Angels Parish School and will follow the guidelines in this book. I will also make sure my student(s) understand the rules enclosed in this handbook.

I also understand that the weekly newsletter and other pertinent information is posted on the school's website.

Parent Name (**PRINT**) _____

Parent Signature: _____

Grades and names of children (oldest to youngest): **PRINT**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

If my student(s) ride(s) the bus, I/we agree to abide by the rules of District 129 and Holy Angels regarding proper conduct on the bus.

Parent Signature: _____

Please bring this sheet to Fee/Registration Day.