

Our Lady of the Angels Academy
Parent-Student Handbook
2023-2024



Bonitas Veritas Pulchritas

Our Lady of the Angels Academy

Society of Saint Pius X

Arcadia, CA

2023-2024

Parent/Student Handbook

TABLE OF CONTENTS

1.	Introduction	p. 2
2.	Mission and Philosophy	p. 2
3.	Admissions	p. 2
4.	Collaboration Between the Family and School	p. 3
5.	Spiritual Formation	p. 4
6.	Daily Schedule	p. 4
7.	Arrival, Departure, and Dismissal Policy	p. 5
8.	Attendance Policy	p. 5
9.	Calendar	p. 6
10.	Meal Policy	p. 6
11.	Health Policy	p. 7
12.	Grade School Curriculum	p. 7
13.	Grading and Academic Discipline	p. 8
14.	Honor Roll	p. 9
15.	Homework Policy	p. 9
16.	Uniform Policy	p. 11
17.	General School Rules and Guidelines	p. 12
18.	Discipline Policy	p. 14
19.	Field Trips	p. 15
20.	Appointments and Contact with School Personnel	p. 15
21.	Emergency Procedures and School Closings	p. 15
22.	Tuition, Fundraising, and Financial Aid	p. 16
23.	Withdrawal, Transfer, and Readmission	p. 16

OUR LADY OF THE ANGELS ACADEMY

INTRODUCTION

Our Lady of the Angels Academy, a private Catholic school for grades K through 8 and a 501(c)(3) non-profit organization, operates under the guidelines of the United States District of the Society of St. Pius X. This handbook is provided as a reference to school parents and students regarding school policy. Our Lady of the Angels Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration and hiring of personnel, admissions, or any other school administered programs.

MISSION & PHILOSOPHY

Our Lady of the Angels Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

The Catholic school exists to cultivate a soil in which the Faith and the love of God might grow. The teachers at Our Lady of the Angels Academy serve this end by helping form in the child lasting qualities of the mind and heart through exposure to the true, the good and the beautiful across the entire curriculum. In the study of literature and the humanities, they reveal to the child the nobility of the human soul, which is ever thirsting for the absolute, and all their effort as teachers is to awaken this same thirst in the child's own soul. Throughout the various disciplines, they draw the child to rectify and strengthen his natural faculties in harmony with his created good so that he might have the desire and the strength to embrace, freely and with confidence, the supreme Good, God Himself.

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than a mechanistic, quantitative filling up. Although the school will strive continuously to provide teachers and students with the best possible tools and resources in terms of texts and an integrated curriculum, it will be the obvious love which the teacher has for the subject matter, his mastery of it, and his talent in communicating that knowledge and love, which will spark a fire in the children, fostering in them a lifelong love of learning.

ADMISSIONS

Admission packets are available through the school office. Kindergarten applicants must be 5 years old by September 1.

School personnel will review academic, testing, and behavioral records from previous schools, and will administer entrance exams if necessary to prospective students before initial grade placement.

Parents must notify the school of any learning, emotional or behavioral handicaps prior to admission. The Academy reserves the right to deny admission due to limited special education facilities and resources.

Religion is integral to the education offered at Our Lady of the Angels Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and **participate in all scheduled activities**. As a matter of policy, new students automatically remain on academic probation for at least a semester.

New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes. The following are required for new student enrollment:

- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school
- All academic, standardized test, and behavioral records
- Completed registration forms
- Registration and book fees paid, along with the first month's tuition
- Physical examination, including hearing and vision screening, with physician documentation
- Baptismal and sacramental certificates
- Official custodial documents, when applicable (notarized copies)
- Updated / completed immunization record.
- Meeting with the Principal

Returning Students

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation
- All registration forms completed and turned in by deadline
- Currency in fee and tuition payments
- Registration and book fees, along with the first month's tuition
- Updated / completed immunization record.
- Updated health records. Physicals, including hearing and vision screening, are encouraged for students entering K, 1st, and 7th grades.
- Custodial / legal documents provided and up to date (as applicable)

COLLABORATION BETWEEN THE FAMILY AND SCHOOL

In the effort to provide a true Catholic formation, Our Lady of the Angels Academy needs the cooperation of the parents of its students. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development. Without parental reinforcement—initially entrusting the school with educable children and supporting school policy and procedures throughout the educational process—the school can accomplish little lasting impact. With this in mind, the school urges parents to observe the following:

Communication

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on this unity among educators and so is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

Moral Formation

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and the Faith. It is imperative, therefore, that parents provide a balanced and joyful home life, in which the child may receive his first experience of the nourishing authority and protective affection of his heavenly Father. The home environment should foster a respectful and affectionate docility in the child, based on his confidence in the love and wisdom of his parents. This docility is absolutely vital for his education and for his healthy development as a human being and a child of God.

Regulation of Electronic Media

Television, electronic games, and recreational internet use not only impede the intellectual and spiritual progress of the student but pose potentially severe moral risks. By their nature, they work directly against the goal of education, which is to draw the child into reality. Parents are urged to minimize exposure to these media in the home to the greatest extent possible. **Movies and TV should be thoroughly screened for content and spirit and forbidden on school nights.** The **Academy strongly discourages** the creation, hosting, or maintenance of personal websites, and participation in on-line social networking. Further, all infractions listed in the Handbook apply to physical as well as electronic and cyber environments: students will incur the same punishment for lying online, for example, as in the classroom.

Students Use of the Internet

It is inappropriate for students to be communicating with one another via the internet by way of instant messaging, or via **Instagram** or **Facebook** accounts or **similar venues**. **If it is discovered that a student is communicating with another student using one of these or similar internet methods, the student will be told to stop communicating. If the student persists, the student will be suspended.** Remember it is unlawful for a non-high school student to use Facebook, etc. (see their terms of use).

The internet is a source of grave immodesty for children besides linking good children to the spoiled children of the world. The above exception would be for email only (**but not between boys and girls**). Email, however, **must be monitored**. Hence, you need to have software that does not permit your child to delete his or her emails, so that you can monitor them. If you cannot guarantee this, then do not permit its use. Computers must be secured from bad websites.

Conflict Resolution

Antagonism frequently arises as the result of poor communication and misinformation. Parents are asked to exercise discretion

and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that it could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Principal. Direct recourse to the Principal is justified when an issue relates directly to overall school policy, or to some matter difficult to present discreetly to the teacher or to the Vice Principal. In any case, parents are to please ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is deadly to the formation and healthy development of the child.

Discretion

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff, with or in the presence of students. Beyond being an objective source of scandal, this spirit of morbid criticism severely undermines the operation of the school and destroys in the children their confidence in any authority.

Homework Supervision

Parents are expected to supervise homework to ensure completion and accuracy. This daily investment of the parents' time is the strongest proof they can give to the child of their respect for what he is learning and their desire for his good.

Paternal Participation

As an extension of God's authority and Catholic hierarchy, and as heads of families, fathers must take an active interest in the education of their children in matters of subjects and curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child." (IIa IIae q. 154, a. 2, c.) As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes. May these reflect the truth and charity of God.

Financial Obligation

Parents must fulfill to the best of their ability all points of the tuition contract, including the support of official fundraisers. This is a question of justice towards teachers and students alike.

Registration and Attendance at Mass

It is highly encouraged for those enrolling at the Academy to be registered practicing SSPX parishioners. Further, parent(s) must accept and foster (in their children) beliefs, positions, practices, and doctrine of Traditional Roman Catholicism, which beliefs, positions, practices and doctrine are also held by the Society of Saint Pius X.

SPIRITUAL FORMATION

Students will attend the Holy Sacrifice of the Mass at 11:15 on Tuesday and Thursday mornings of each week as part of their regular schedule.

In addition to attending Mass, students will recite daily prayers before and after school, and at mealtimes. Students will observe seasonal devotions throughout the Liturgical Year.

Students will have the opportunity to go to confession two times each month during school hours. All students must have their own missals and rosaries. Girls must also have their own white chapel veils.

DAILY SCHEDULE

General Schedule

The school day for all grades consists of classroom instruction, recess, and lunch. School is in session Monday – Friday. All Students (incl. Kindergarten) will be required to be in attendance at Mass on Tuesdays and Thursdays only. **When school is in session on Fridays, there will be a noon-dismissal.**

General Schedule

8:00 a.m.	Academy Doors Open* [<i>Breakfast may be eaten by those attending Mass</i>]
8:25 a.m.	School Day Begins. Attendance Taken
8:30 a.m.	Morning Classes
10:30 a.m.	15 min. recess (Grades K-4)
12:00 p.m.	Holy Mass (Tuesdays/Thursdays)
12:25 p.m.	Lunch (Dismissal on Fridays)
12:45 p.m.	Afternoon Classes
2:55 p.m.	Students recite a decade of the Rosary and are then dismissed
3:00 p.m.	Student Dismissal
3:15 p.m.	Academy Doors Closed (<i>all students must be off of school property</i>)

**Anyone arriving earlier than this time may go to the Chapel until 8:00am but will not be under Academy supervision.*

ARRIVAL, DEPARTURE AND DISMISSAL POLICY

Hours Of Operation

School is considered “in session” from 8:25 a.m. until 3:00 p.m. It is important that students arrive on time every day for maximum learning to take place. On early dismissal days, students will be dismissed at 12:00 p.m., unless otherwise noted.

Pickup/Dropoff

The Academy doors open at 8:00 a.m. The Academy will not accept responsibility for any student who arrives before these times. When picking up your child, please enter the lot off Duarte Rd. When departing, please exit the Temple City Blvd. exit.

When dropping off your child(ren), parents are to ensure their child is let off at the sidewalk next to the stairway and watch them to see that they safely enter the school.

If you attend morning Mass or are waiting in the lot to drop off a child, it is better to walk them to the stairwell, rather than have them run across while other students are being dropped off.

Departure

With the exception of the noon dismissal on Fridays, school dismissal typically is at 3:00 p.m. Students will wait in a designated area for parents to pick them up. Parents must pick up students promptly, and in no event after 3:15 p.m. The Academy is no longer responsible for your child(ren) after 3:15pm; should parents arrive late for pickup; their children will be sent to the secured vestibule until their transportation arrives. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, students are considered under that parent’s care and supervision. **When dismissed, students are to go directly to their car for the sake of safety.** Maintaining order and discipline on school property is a priority for the students and Academy.

Early Departure

Parents must inform the school office in advance—and in writing—of any instance when a student needs to leave the school premises before the usual dismissal time. This written notice must indicate the reason for dismissal (doctor or dentist appointment, etc). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must contact the school office to pick them up. The school requires advance written notice if someone other than the parent will pick up a student for an appointment.

Early Dismissal

On occasion, school may be dismissed early for special events that occur in the evening. This is done to compensate for travel time and other obligations. Parents will be notified of these early dismissals in advance.

ATTENDANCE POLICY

Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year *may be retained in the same grade or denied a diploma* for excessive absenteeism. The Principal will make the final decision in these cases.

Absence

In the case of an unforeseen absence, parents need to notify the school office by 9 a.m. and provide an explanation.

In the case of an extended absence, parents must make arrangements with the school for schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the homeroom teacher. Absence due to sickness exceeding five consecutive academic days requires an explanatory note from a physician.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the teacher's discretion.

Students who are at school less than 2 hours on a given day will be marked "absent" for that full day. Students who must leave school before completing 4 hours will be marked absent for a half day. Students absent for more than half a day may not participate in any extracurricular activities on that same day, including musical and play rehearsals, or sports practice.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of Incomplete.

Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences of more than one day (for special occasions such as out-of-town weddings or funerals, etc.) require further permission from the Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families must plan vacations outside of the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

Tardy Policy

Students are to be in the Academy building no later than 8:25 a.m. Any student who enters the Academy after this time will be marked "tardy" for the day.

Barring the occasional difficulties that all experience, seeing that students arrive at school on time is a matter of justice—toward the teacher, whose activities are planned; toward the other students, whose learning is disrupted or delayed by tardiness; and especially for the late student who begins the school day out-of-sync with the rest of the class and may be embarrassed by the tardiness.

CALENDAR

The school distributes a monthly and yearly academic calendar and will notify parents of any changes should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Participation in functions noted on the school calendar (including occasional evening activities such as music performances) is mandatory unless explicitly indicated otherwise.

MEAL POLICY

Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

Food Allergies

Parents must notify the school of any and all food allergies, as well as their specific nature and severity.

Lunch

All students are to bring lunches to school each day. Please mark all containers with the family name. Good manners are expected at the table. Please go over manners with your children. During the first few minutes of lunch, students are to eat silently while classical music is playing. These minutes of silence help to ensure that the students eat the lunch provided for them.

Meals at School

Teachers will not be able to heat up your child's breakfast or lunch, due to limited time. Parents are asked to send meals that do not need to be heated or to use a container that will help retain the heat for the food. Any utensils and napkins must be provided by the child's parents and carried in the child's meal container.

Forgotten Lunch

Children who forget their lunch will be given a sandwich. Lunch deliveries are not permitted.

HEALTH POLICY

Communicable Disease

A student suffering from a contagious illness will not be allowed in school.

Parents must report all instances of communicable disease to the school office. Communicable diseases or illnesses include but are not limited to: chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the school office before sending a child to school.

Illness and Injury

The school will notify parents immediately in the case of a serious, non-emergency illness or injury that occurs at school. In such cases, children will be sent home only in the care of a parent, or a person designated by the parent. In emergency situations, the school will contact emergency medical services and parents (or designated personnel) in parallel.

Immunizations

State law requires that children enrolled in a California school be immunized against certain diseases. The Catholic religious objection is not allowed except for those vaccines that are grown on cell-culture lines obtained from aborted human tissue. Parents must therefore submit a pupil immunization record upon enrollment, and provide updates as required.

Medications

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the school office, must be completed, signed, and dated in every applicable case:

- Request for Prescription Medication to be Administered During School Attendance
- Request for Non- Prescription Medication to be Administered During School Attendance
- Permission for Self-Administration of Medication for Anaphylactic Reactions or Asthma
- Asthma Action Plan
- Food Allergy Action Plan

Parents should administer medication at home whenever possible and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

GRADE SCHOOL CURRICULUM

The curriculum for kindergarten through eighth grade includes the following subjects: Religion, Language Arts (Learning to Read and Write, English Grammar, Dictation, Literature, Composition), Latin, History, Geography, Mathematics, Nature Study and Science, Music, and Physical Education. These will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry and singing, along with creative projects and presentations in all subjects.

Religious Instruction

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian Doctrine, the life of Our Lord, the Mass, the Liturgical Year, Bible History, and the Lives of the Saints. The child is taught to memorize his catechism, and at the same time to see behind these truths the Face of Our Lord, calling him to a life of holiness in union with Him.

Thus, the students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

Literature and Language Arts

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord knew when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience—vicariously yet profoundly—circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essentials of the written word and to express himself with clarity and elegance.

Other Subjects

The other classroom subjects likewise harness the curiosity and strengthen the nature of the young learner. Latin opens to the child the world of Rome, giving him a sense of that ancient civilization which is his heritage; math teaches accuracy, order, and logic; science teaches children about the beauty of God's plan in the natural world; history reinforces the study of human nature and the world by bringing to life real heroes and important events; geography teaches students about the world and helps to develop a truly Catholic perspective.

GRADING AND ACADEMIC DISCIPLINE

Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

Academic Discipline/Probation

Report cards are issued at the end of each quarter and updated at the midterm. These grades are to be accessed on the FACTS Family Portal.

Grades are awarded to students according to the percentage scale. A score of 65% or above constitutes a passing grade. In order to be advanced to the next grade, students must maintain at least a composite weighted average of 65% in all subjects and must not receive a "D" or less in three or more classes.

Students in 5th grade or higher who fail one or more courses in one academic year will be required to remediate the coursework missed, according to the parameters set by the academy. Failure to successfully remediate according to school guidelines will necessitate a review and possible testing before the student can be promoted.

Any student receiving a "D" or an "F" in three or more classes will be placed on academic probation for the following quarter. Should no progress be made during that time, the principal will determine the proper course of action, which may include expulsion.

Tutoring may be available. If so, a fee will be paid to the teacher in cash at the time of tutoring. If it is determined that the student is not working, on account of an attitude problem, tutoring will be discontinued.

Students must understand that extensive paraphrasing, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will provide thorough critiques of papers and drafts, taking special care to elucidate the nature of legitimate research. Teachers will alert the Principal of suspected plagiarism. In confirmed cases, the Principal in cooperation with the teacher will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the Principal.

Progress / Deficiency Reports

Progress reports may be viewed at any time on FACTS after the 1st Quarter Mid-term.

Deficiency reports (notice of concern) will be sent out after the 4th week of each subsequent quarter for all students doing "D" or "F" work in any subject. Deficiency reports may also be issued when there is a pattern of poor conduct. The report includes comments and recommendations from the teacher.

Parents are encouraged to communicate with teachers about their child's performance, should there be a concern.

Schoolwork envelopes are also sent home twice per month to further the knowledge of the parents concerning their child. Teachers and parents are asked not to write notes to each other on said envelope. Any correspondence between parent and teacher must be in a sealed envelope.

Conduct Grades

E - Excellent

S – Satisfactory

N – Needs Improvement

F – Failing

Parent-Teacher Conferences

Parents are required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

HONOR ROLL

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will be ineligible for the Honor Roll.

From the 4th grade on, students are eligible for the Honor Roll as follows:

Summa cum Laude

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-)

Magna cum Laude

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+)

Cum Laude

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B)

HOMEWORK AND HOMEWORK POLICIES

Homework in General

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this undermines both the teaching and the learning processes, and seriously impedes the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

Homework Time Guidelines

In addition to reading at night, reasonable expectations of daily homework requirements:

- **Kindergarten:** 15 minutes
- **1st and 2nd grades:** 30 minutes
- **3rd and 4th grades:** 1 hour
- **5th through 8th grades:** 1 ½ hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above schedule, and the school in no way obliges or encourages giving unnecessary homework – merely busy work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

Homework and Class Work Expectations

Our Lady of the Angels Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

Parents are asked not to copy, retype or scan into a computer, academy exams (tests).

Late Work

Students must complete assignments by the morning of the day they are due. Teachers will penalize late assignments 10 percentage points for each day they are late and will not accept work more than 5 days late. Notes from parents about missed homework for their children will only be accepted in extreme circumstances (not for social activities).

Homework Requests When Students Are Absent

Students are responsible for obtaining missed assignments from their teachers. Parents may call the school office for assignments *no later than the morning of the day the work is desired and* may either pick up assignments at the end of the school day or have them sent home with siblings.

Long-term projects and assignments given prior to a student's absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school.

Homework Notebook

The children must have a homework notebook or worksheet in or on which their assignments will be written daily. This notebook is meant to help students prioritize and organize their homework and special assignments.

Parents are expected to check their child's homework notebook each evening if their child is in one of the lower grades. The same parents should review their child's work to see that what has been assigned has been completed and completed well. Teachers may require parents to sign the homework notebook if the student needs more attention.

Summer Homework

Teachers may assign summer reading, craft or nature projects, or other directed work or projects.

UNIFORM POLICY

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains *uniformity*, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic “letter of the law,” but students aided by their parents should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials but synchronize with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

Hygiene and Appearance

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, **even after school**.

Make-up

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases, students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

Students are **never allowed** to come to school with a **tattoo, whether it be temporary or permanent**.

Jewelry

Jewelry is forbidden, with the exception of a watch and a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single stud earring in each ear (no hoops or dangles). Boys may not wear earrings.

Hair

Fad hairstyles for boys or girls are forbidden. No dyed or tinted hair is permitted. Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears. **Girls are to keep their hair pulled back and out of their faces**. Any ribbons, hair bands, or other hair accessories are to be simple in design and be of colors compatible with uniform colors.

Required Uniforms

The following provides details concerning articles that make up the uniform, including outerwear. Any elements of the uniform that do not match the components available through the Academy are non-regulation.

Girls, K-6

- Two plaid jumpers (Style #8811A) (Plaid #109 Douglas), and three white blouses W/rounded (“peter pan”) collars (two short and one long sleeve) (#80)); one crosstie (Item: 0175PB-900) (Lt. Navy #057); to be purchased from Dennis Uniform Manufacturing Company. Blouses with (“peter pan”) collars may be purchased at www.cookieskids.com.
- Dennis Uniform: 640 North San Fernando Road, Los Angeles, CA 90065 (818)843-8306 or (818)473-8130 or www.dennisuniform.com or National Customer Service: 800-854-6951
- Jumpers and skirts are to extend **4 inches** below the **bottom** of the knee when **standing**. **This length must be maintained throughout the year. Dennis applies an extra charge for this custom length.** Alterations are to be made at parents’ expense.
- Solid white socks; girls may wear solid white or navy-blue tights or knee-high socks in the winter.
- One navy blue cardigan sweater, long sleeve.
- Black shoes, (These should be of kind that can be polished and that have buckles or ties. No black athletic shoes of any type or “slip on” shoes or sandals are acceptable). “Mary Jane Style” is preferred.
- One chapel veil, **white**.

Girls, 7-8

- Two skirts (#1886A) (Plaid #109 Douglas), three white blouses W/rounded (“peter pan”) collars ((two short and one long sleeve) (#80)); one crosstie (Item: 0175PB-900) (Lt. Navy #057); one vest (Item: 020870-931) (Lt. Navy #057) to be purchased from Dennis Uniform Manufacturing Company.
- 250 S. Flower St., Burbank, CA 91502, (818)843-8306 or (818)473-8130 or www.dennisuniform.com or National Customer Service: 800-854-6951
- Skirts are to extend **4 inches** below the **bottom** of the knee when **standing**. **This length must be maintained throughout the year.** Dennis applies an extra charge for this custom length. Alterations are to be made at parents’ expense.

- Solid white socks (must rise above the ankle – dressy fold over, “Bobbie Socks”). Girls may wear solid white or navy-blue tights or knee-high socks in the winter.
- One Navy Blue Gabardine vest (to be purchased at: Dennis Uniform).
- One navy blue cardigan sweater, long sleeve.
- One chapel veil, **white** (not ivory, beige or silver).
- Black shoes, (These should be of kind that can be polished and that have buckles or ties. No black athletic shoes of any type or “slip on” shoes or sandals are acceptable). “Mary Jane Style” is preferred.
- Note: The white peter pan collar blouses and navy cardigan may also be purchased at Michael’s Uniforms in San Fernando (818-361-2055) or www.cookieskids.com.

Boys, K-8

- All boy’s clothing (except ties) may be obtained at **Sears, Michael’s Uniforms in San Fernando** (818-361-2055), **CKW School Uniforms** (626-287-1994) in Temple City, www.cookieskids.com or at **Dennis Uniform** (see below).
- Plain navy-blue twill pants with black belt must be worn at all times. These must be waist high and full cut with straight cut legs.
- Plain white cotton or cotton polyester shirts (no patterns). Long sleeves are the norm year-round; short sleeves are permitted during warm weather.
- Black, or navy-blue socks (**dress socks**, must rise **above** the ankle). May be purchased at www.cookieskids.com.
- **Black shoes (NO BOOTS of any type and no black athletic shoes of any type)**. They should be a **semi-dressy/casual kind that can be polished**.
- One navy blue cardigan sweater, long sleeve.
- **Plain navy-blue ties** (\$10.00 ea) must be obtained through Our Lady of the Angels Academy.

NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds. Parents, visitors and volunteers are asked to follow these guidelines and expectations as well whenever on campus.

GENERAL SCHOOL RULES AND GUIDELINES

Character training is an important element of the education at Our Lady of the Angels Academy. The school expects loyalty, respect and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. However, the school imposes certain rules to maintain order, and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

Forbidden Items

Teachers will confiscate these and other inappropriate items.

- Cell phones
- Electronic devices including but not limited to CD players, I-pods, tablets, CDs, DVDs, and games
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content
- Any drugs or alcoholic beverages
- Any tobacco or smoking paraphernalia, including matches, lighters, etc.
- Weapons of any kind

General Classroom Behavior

- Students will raise their hands and wait to be called upon before asking or answering questions.
- As a gesture of respect, students will stand to ask or to answer questions, or to read out loud. The teacher may

excuse the student from this obligation in certain circumstances for the sake of convenience (e.g. when it is a question of short answers).

- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Mr., Mrs., Miss, etc.

Lunchroom Behavior

- Students need to bring a bag lunch. Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the cafeteria.

Playground Expectations

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- For safety reasons, the school does not allow rough play or tackle football.
- During inclement weather, recess will take place indoors. Running and horseplay are forbidden inside the school.

Parties and Gifts

- All students (with the exception of K/1st Grade Birthdays) are asked not to give or exchange gifts, including food, at birthdays, holidays, or other events during the year with one another before, during, or immediately after school hours.
- Deliveries of flowers, balloons, gifts, etc. are not to be made to students during the school day.

Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students must realize that though the school assigns desks for their individual use, these are school property and therefore not private. The school may access desks at any time.

General Items

- **Students may not pass personal notes or written communications of any kind.** Invitations to non-school sponsored social events should be distributed outside of school and off campus to ensure parents are aware of such activities, and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may have use of the school phone only in emergencies, and only with permission from the church or academy staff.
- Students may not leave the school premises during the school day without written permission.
- **During or immediately following Academy functions, parents must maintain control of their children.** Students may not run, jump, or roughhouse in the school building, nor may they congregate outside during academy functions without parental supervision. Unsupervised fraternization between the boys and girls is unacceptable. Also, please respect the rights of our neighbors by not allowing running and screaming in the parking lot after evening functions.

DISCIPLINE POLICY

Our Lady of the Angels Academy applies the principles of Catholic education to student discipline. True charity at times obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

Our Lady of the Angels Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

Minor Infractions

Incidents that are attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Disorderly desks or lockers
- Incomplete uniforms
- Excessive tardiness
- Neglect of school property
- Causing disturbances in class or during line-up
- Neglect or improper performance of academic duties

Teachers will correct minor infractions in the classroom, and may choose to require in-school detention, study hall or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

Incidents of a more serious nature, indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience
- Unexcused absence
- Fighting
- Bad language
- Persistent failure to submit homework
- Failure to show up for a detention or minor (in-school) detention
- Use or possession of tobacco products
- Excessive repetition of minor infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of major infractions may be excluded from extra-curricular activities.

Grave Infractions

Incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school
- Lying, cheating, or any academic fraud, including plagiarism
- Any illegal activity
- Forgery of parent's signature
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol
- Possession, purchase, or selling of weapons or fireworks
- Grave or repeated disrespect
- Theft
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet
- Possession of immoral material
- Communication via Social Internet use.
- Excessive repetition of major infractions such as those listed above.

The Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Work missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsion, once imposed, will last for the duration of the academic year. The Principal may grant readmission at his discretion.

Notice of Disciplinary Action

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principal may request a meeting.

Disciplinary Probation

Any student demonstrating consistently poor conduct will be placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extra-curricular activities. If a student in probationary status shows no substantial improvement in behavior, his or her parents will meet with the Principal to determine a proper course of action, which may include expulsion.

FIELD TRIPS

Field trips can provide meaningful and enjoyable learning experiences for students. The school will inform parents of field trips throughout the year.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and behaviorally.

APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance, by phone, through the school office.

Contact with Teachers

Parents should contact teachers regarding school matters at the school number during regular school hours.

The school will not call teachers out of the classroom, or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

Parents should not contact teachers at their homes, via cell phone or other electronic means, or at parish functions regarding school matters.

EMERGENCY PROCEDURES AND SCHOOL CLOSINGS

In case of severe weather or an earthquake during school hours, students should remain at school. The school will maintain contact with the U.S. Weather Service and Office of Civil Defense for warnings of severe conditions. The academy will monitor the radio emergency broadcasts and if necessary, contact the appropriate emergency services. During an emergency, students will be assembled in the safest locations within the buildings or outside.

Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

Fire/Earthquake Drills and Intruder Alert/Lockdown

Safety drills are mandatory, and the school conducts them throughout the year. During drills, students must maintain silence and behave in a controlled manner to ensure the safety of other students, faculty, and staff personnel.

Inclement Weather and School Closings

The academy will be closed when transportation is dangerous or impossible. The academy will most likely close when the Arcadia School District schools are closed due to inclement weather. We will contact you for school closings or late starts.

TUITION AND FUNDRAISING

Tuition

As it is a matter of justice and for the financial stability of the school, parents must take their tuition obligations seriously. Parents, who for valid reasons cannot meet their monthly obligation as agreed upon in the tuition contract must contact the Principal to inform him of the difficulty and make alternative arrangements, such as a payment plan.

In the absence of special arrangements made with the Principal, the school may apply late fees to missed payments. The school may require parents to withdraw students until they can meet financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Fundraising Obligations

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills in students a sense of ownership and responsibility. **Participation in official school fundraisers is mandatory for all families. Although it is highly encouraged to be involved with these school activities, should parents decide not to actively fundraise, they are obliged to compensate for the minimum required funds by paying the Academy out of pocket.**

WITHDRAWAL, TRANSFER, AND READMISSION

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

Withdrawal Guidelines

In the event of withdrawal from the academy during an academic year:

- Parents should arrange a meeting with the Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents need return all borrowed books and materials to the school.
- Faculty will have at least 3 days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

Transfer

Our Lady of the Angels Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic and standardized test records from the Academy in writing with a transcript release form.

Our Lady of the Angels Academy reserves the right to withhold all records until all financial obligations have been met.

Readmission after Withdrawal

The school will not guarantee readmission to students withdrawn from the academy during an academic year for reasons other than relocation or health. At the discretion of the Principal, the school may impose a one year waiting period before considering a request for readmission. In these cases, the school will consider these children to be new students for purposes of admission and enrollment.