Holy Angels Catholic School
Parent & Student Handbook
2026 - 2027

211 Cooper Street
Woodbury NJ 08096
856-848-6826 (phone)
856-251-0344 (fax)
www.holyangelswoodbury.org

Introduction:

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Holy Angels is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

Catholic School Environment:

As a community whose primary mission is the teaching of the Faith, Holy Angels maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

Human Sexuality:

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (Catechism of the Catholic Church, 2393). Holy Angels strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

Authority of the Principal:

The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner the principal believes to be correct. Nothing in this handbook shall limit the principal's authority to interpret and apply these rules. The principal reserves the right to change and update this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

Holy Angels Mission Statement:

The mission of Holy Angels Catholic School is to support parents in their role as the primary educators of their children. Our classical Catholic approach sparks each student's natural desire for wisdom and virtue. By fostering a love for truth, beauty, and goodness, we seek to form disciples of Jesus Christ who realize their full potential through living joyfully in accordance with the truth revealed by God through nature and the Catholic Church.

Classical Catholic Renewal:

Classical Education speaks to the philosophical origins of this ancient tradition that was taken up and refined by the Catholic Church. It can be a helpful term, but it does not capture the Christocentric nature of its application in Catholic education.

A more complete term is "Catholic liberal education," which speaks to the end–the purpose–and expresses the irreplaceable role of the Church. Liberal comes from the Latin liber, which means free. Catholic liberal education, then, is an education for freedom: freedom in Christ as he reveals Himself through His Church. This formation does far more than prepare a student for a job. It frees us to know, to love, and to live joyfully in the Truth of Jesus Christ.

Our school renewal is aimed at the recovery of the Church's rich heritage in the formation of the whole person in the image of God. And although some private and charter schools have looked to the classical tradition, too, those efforts are incomplete without Christ, the Logos, at the center.

Faculty & Staff

Fr. Joseph Byerley	Pastor
Mr. William Hennessy	Principal
Mrs. Christine Belotti	Pre-School Teacher
Mrs. Maria Good	Pre-School Aide
Mrs. Arlene Zappala	Pre-School Teacher
Mrs. Kathleen Blanchet	Pre-School Teacher
Ms. Michelle Pascarella	Kindergarten
Mrs. Regina Stone	Kindergarten Aide
Mrs. Megan Niewinski	Grade 1

Mrs. Sheryl Bordenga	Grade 2
Mrs Catherine Rieger	Grade 3
Mrs. Christina Klose	Grade 4
Mrs. Kirsten Green	Grade 5
Mr. Zachary McShane	Grade 6
Mrs. Christina Hennessy	Grade 7
Mrs. Kristin Leftridge	Grade 8
Mr. David Green	Advanced Math, STEM, & Science
Ms. Beth Pirolli	Music
Mr. Jeffry Heckman	Physical Education
Ms. Olivia Dunn	Art
Mrs. Alix McCormick	Latin & Art
Ms. Joy Walters	Secretary
Mrs. Gianna Vennell	Advancement Director
Mr. Matthew Soldano	Academic Dean
Mrs. Donna Mulholland	School Nurse

Admissions & Enrollment:

- ☐ **Admission Policies and Requirements**
  - ☐ Pre-Kindergarten
    - Children may be admitted to our three-year-old pre-kindergarten program at any time on or after their third birthday.
    - Children may be admitted to our four-year-old pre-kindergarten program if they have turned four years old by September 30 of the school year in which they will participate in the four-year-old pre-kindergarten program.
    - All children admitted to Holy Angels' pre-kindergarten program must be able to use the toilet without assistance. Assistance may be available if the student has documented health or developmental condition and accommodating the condition does not place undue burden on the school.

  - ☐ Kindergarten
    - Children may be admitted to our Kindergarten program if they have turned five years old by September 30 of the school year in which they will participate in Kindergarten.
    - Any child who will turn five years old after September 30 whose parents seek enrollment in Kindergarten must be examined by a recognized professional (approved by the Diocesan Schools Office) to determine his/her readiness for Kindergarten. A copy of the examination must be forwarded to the Diocesan Superintendent who will make a judgment on the report. The principal must have a letter from the Superintendent of Schools indicating that the child may be accepted.

☐ Transfer Students

- Students who request admission to Holy Angels must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought.
- Students seeking admission must show evidence of successful completion of the previous grade.
- The individual seeking admission to Holy Angels must show identification and, if applicable, relevant documentation that he or she is the custodian of the child.
- A civil birth certificate, evidence of required immunizations, and any other health information as required by the state of NJ for school enrollment are required for admission to Holy Angels.
- Catholic students must provide a copy of the baptismal certificate and dates of the reception of the sacraments of First Communion, First Reconciliation, and Confirmation, if applicable.

☐ Terms Of Enrollment

The decision regarding who is admitted to Holy Angels at any grade, including pre-kindergarten, shall rest within the sole discretion of the school.

Nondiscrimination Policy:

Holy Angels Catholic School admits students of any race or color, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and/or ethnic origin, or gender in the administration of its educational policies, in its admissions policies, or in its athletic and/or school-administered programs.

Continuing Enrollment and Re-Enrollment:

Enrollment and re-enrollment at Holy Angels are contingent upon the ongoing cooperation of both students and parents with the school's mission, policies, and expectations. As a Catholic school, we strive to create a learning environment rooted in the Gospel, Catholic teachings, respect, and academic excellence. To maintain this environment, continued enrollment is subject to the following conditions:

- Parents/guardians are expected to support the school's mission, uphold its policies and this Handbook, and maintain respectful and collaborative communication with faculty, staff, and administration.
- Students and parents/guardians must demonstrate behavior consistent with the values and expectations of the school community, including respect for others, self-discipline, and adherence to the school's code of conduct.
- Students are expected to maintain satisfactory academic progress. The school will work with families to support student growth, but significant or ongoing academic underperformance without evidence of improvement may jeopardize continued enrollment.
- If, at any point, the administration determines that a student's educational, behavioral, emotional, or social needs exceed the resources the school can reasonably provide, the school reserves the right to recommend or require withdrawal.
- Decisions regarding continued enrollment are made at the discretion of the administration and are final. Our priority is to ensure that every student in our care is in an environment in which they can flourish.

School Operations:

Daily Schedule:

7:00 a.m.	Doors open and Morningcare begins
8:05 a.m.	Doors are closed
8:10 a.m.	Morning prayer & announcements. Classes begin
11:00 a.m. – 12:45 p.m.	Recess/lunch (two sessions)
2:30 p.m.	Dismissal and Aftercare begins

Student Safety and Building Security:

☐ **Child and Youth Protection**

All employees and adults who volunteer, including athletic coaches and chaperones, must comply with all child and youth protection policies, practices, and procedures defined by the Diocese of Camden Office of Child and Youth Protection (OCYP). This includes required background checks and safe environment training.

☐ **Safety Drills**

- ☐ Students are instructed by classroom teachers concerning procedures used in all drills which are conducted monthly. STUDENTS MUST REMAIN SILENT DURING ALL EMERGENCY DRILLS. Visitors in the building are also required to leave by the nearest exit during a fire drill. Emergency drills will be conducted once a month as per state regulation.

- ☐ **Emergency Closings/Delayed Openings**
  - ☐ In the event of an emergency closing, or delayed opening, you will be notified through the Remind App and Email
- ☐ **School Property**
  - ☐ Children are expected to take care of and respect all property belonging to the school as well as other children. Students and their parents will be responsible for any damage to any building, equipment, or furniture. A fine will be levied on children who damage their books by writing in them or tearing pages. If a book is no longer usable or lost, the student must pay to replace it.

- ☐ **School Issued Electronic Devices**
  - ☐ All school-issued devices remain the property of Holy Angels. Chromebooks are loaned to the student for educational purposes throughout the school year. The student is responsible for the device, including its physical care, and proper use.
  - ☐ The school maintains ultimate authority over use of electronic devices and maintains the right to revoke or suspend electronic devices on a case by case basis.
  - ☐ **Acceptable Use Policy (AUP) Adherence:** Use of the school-issued device is governed by the district's Acceptable Use Policy (AUP). Students must only use the device for its intended educational purposes. Unauthorized use, including but not limited to:
    - Accessing, creating, or transmitting inappropriate, offensive, or illegal content.
    - Violating copyright laws or sharing copyrighted material without permission.
    - Using the device to bully, harass, or intimidate others (cyberbullying).
    - Attempting to bypass, disable, or modify school network filters, security settings, or administrative software.
    - Sharing or providing access to their device or login credentials to any other person.

- ☐ **Personal Property**
  - ☐ To maintain a safe, orderly, and Christ-centered learning environment, Holy Angels reserves the right to inspect and search student belongings, including but not limited to backpacks, lockers, desks, electronic devices, and personal items brought onto school property or to school-sponsored events.
  - ☐ As a private institution, Holy Angels retains the authority to conduct such searches at any time, with or without prior notice, when there is reasonable cause or concern related to the health, safety, conduct, or well-being of the student or school community.
  - ☐ The school will notify parents if a significant issue arises from a search, or if disciplinary action is taken as a result.
  - ☐ By enrolling at Holy Angels, students and parents acknowledge and accept the school's right to conduct such searches as part of its duty to protect and promote a safe and faithful school community.

Uniform Policy and Description:

1. The colors for Holy Angels Catholic School are navy blue and gold.
2. The official uniform supplier is Risse Brothers located at 901 E.Clements Bridge Rd. Runnemede NJ 08078 – (856) 751-0175
3. Shoes, socks/tights/knee highs, belts, and gym uniform may be purchased at any retailer.
4. The long pants and shorts for all grades are khaki.
5. The vest for all grades is Navy blue embroidered with the school logo in gold.
6. The golf shirt for all grades is navy blue with the school logo embroidered.
7. Students have the option of wearing short or long sleeves at any time of the year.
8. During the 'Winter' students must keep their vests on throughout the day.
9. The optional cardigan is not to replace the vest during the 'Winter'. It is an option provided for children who tend to be chilly and the cardigan does not have to be worn all day as the vest does.
10. Any young lady whose skirt is deemed to be inappropriately short, will be required to wear navy tights to avoid embarrassment.
11. Preschool students will wear Holy Angels gym uniform daily.

Official Uniform Supplier:
Risse Brothers
901 E Clements Bridge Rd
(856) 751-0175
rissebrothers.com

Uniform Exchange:
Gently used uniforms are available through our school's Uniform Exchange program. For more information, please contact school office

Summer & Spring Uniform

Ladies: K-4:

- Sweater with embroidered Holy Angels logo, jumper with Peter Pan collared shirt, brown leather shoes (Mary Jane, lace up, or loafer), knee high navy blue socks or navy tights.

Ladies 5-8

- Pleated skirt, sweater with Holy Angels Logo, white oxford shirt, brown leather shoes (Mary Jane, lace up, or loafer), navy blue tights.

Gentleman: K-8:

- Long khaki pants, navy blue golf shirt with embroidered Holy Angels logo, belt (black or brown), brown leather shoes (lace up, or loafer), navy blue socks.
- Khaki shorts, navy blue golf shirt with embroidered Holy Angels logo, belt (black or brown), brown leather shoes (lace up, or loafer), navy blue socks.

Winter Uniform

Ladies:

K-4:

- Jumper with Peter Pan collared shirt, brown leather shoes (Mary Jane, lace up, or loafer), knee high navy blue socks or navy tights.

Students may wear navy blue cardigan with embroidered logo over their uniform

5-8:

- Skirt with oxford white blouse, navy blue vest with Holy Angels logo, brown leather shoes (Mary Jane, lace up, or loafer), knee high navy blue socks or navy tights.

* skorts/skirts/shorts may be no shorter than the tips of their fingers.*

Gentlemen:

K-4:

- Long Khaki pants, navy blue golf shirt with embroidered Holy Angels logo, belt (black or brown), brown leather shoes (lace up, or loafer), navy blue socks.

Students may wear navy blue cardigan with embroidered logo over their uniform

5-8:

- Long khaki pants, white oxford shirt, plaid tie, navy blue vest with Holy Angels logo, belt, brown leather shoes (lace up, or loafer), navy blue socks

Gym Uniform

All students must wear navy shorts with school logo, navy sweatpants with school logo, navy t-shirt with school logo, white crew socks, and sneakers. Students may wear navy blue sweatshirt with school logo over their navy blue t-shirt with school logo in case they become chilly.

Winter Uniform

All students wear navy sweatpants with school logo, sweatshirt with school logo, and sneakers. Students may wear a navy shirt with the school logo under their sweatshirt in case they become too warm.

General Appearance

1. Light colored shirts t-shirts only may be worn under uniforms, no shirts with graphics or logos should be worn.
2. Pants must be worn on the waist not hips.
3. Girl's skirts must not be rolled, and should be no shorter than their fingertips.
4. Shirts must be tucked in at all times.
5. No nail polish is to be worn, students will be asked to remove polish in the nurse's office.
6. No artificial nails.
7. Make-up, tinted chapstick or lip balm are not permitted.
8. Girls are permitted to wear headbands or small barrettes that are white, black, brown, red, navy blue, or School plaid.
9. Girls are permitted to wear navy blue or School plaid bows the size of a fist or smaller.
10. Girls may wear one set of earrings, no dangling or large hoop earrings. Cartilage piercings are not permitted.
11. Boys are not permitted to wear earrings.
12. Students are not permitted to wear trench coats.
13. Hair should be neat and well groomed. No fad haircuts are permitted (extreme color, spikes, shaved designs or patches). Hairstyles deemed extreme must be modified within two days.
14. Hair coloring is not permitted.
15. Students are permitted to wear one ring on each hand. No jewelry is permitted to be worn on gym day. Religious medals and/or chains may be worn inside shirt. Choker necklaces are not permitted.

16. Visual body piercing or tattoos are not permitted.
17. No grooming products, hair sprays, gels, perfumes etc. are not to be brought to school or used on school grounds due to students' allergies.
18. No extreme contact lenses may be worn.

Visitors/Parents:

For security reasons, all doors are locked during the school day. All visitors to school must use the entrance near the office. Visitors must report to and sign in at the office, and no one may enter a classroom without the Principal's permission and a visitor's badge.

Discipleship And Formation:

Making intentional Disciples of Jesus Christ in our children is the first priority at Holy Angels Catholic School. Catholic means "universal," and Catholic liberal education is an education for everyone. Students of all abilities and backgrounds flourish as they develop tools of thinking and discover wondrous connections across the curriculum and within the world God made. It is as powerful in the 21st century as it was in the 16th, because it is based in the nature of reality and the nature of the human person. These students are forming habits of mind and heart that will serve them through life, helping them grow in the theological, intellectual, and moral virtues. Parents want their children to thrive. They grasp the value of this deeply human formation that nurtures the souls, not just the minds, of their children.

The Sacraments:

Parents are the foremost educators of their children, and they are expected to share in their child's religious formation. A more intense participation of parents is required in their home parish in preparation for the Sacraments of Holy Eucharist, Reconciliation, and Confirmation. The Parish Community will provide informative meetings and classes to help parents share more fully in the preparation of the child for the Sacrament. While instruction for Reconciliation and the First Holy Eucharist takes place in Grade Two curriculum and Confirmation in Grade Eight Sacramental reception is a Parish celebration, and all students in Grade 2, and Grade 8, must follow the guidelines established within their home Parish. We ask that the school be informed upon the reception of a Sacrament. Please note the name of the Parish, date and sacrament received.

Liturgies:

All are welcome to attend monthly, and weekly, school Liturgies that take place on a designated day each month and on special occasions. Advent and Lenten Penance Services will be held for Grades 3 through 8. Special assemblies and worship experiences will be provided as well.

Classical Academic Program

At Holy Angels, we strive to go beyond teaching skills and facts — our mission is to form the hearts, minds, and souls of our students.

Our vision is to give families a truly transformative education, rooted in the Catholic intellectual tradition and guided by classical pedagogy.

Our curriculum is designed to raise up wise and virtuous disciples who can think clearly, speak with eloquence, and engage the world with purpose.

As students move from pre-school into the elementary years, they are immersed in the classical liberal arts curriculum built on the Church's vast educational tradition. Here they begin to engage the Great Books and encounter the riches of history, philosophy, literature, mathematics, science, the arts, and, at the center, our Catholic faith. Class discussions, narration, and writing foster habits of thought and expression ordered toward truth and virtue.

By uniting Montessori-inspired foundations with a rigorous Catholic classical education, Holy Angels offers a seamless path from Preschool through 8th grade. This integrated approach builds strong intellects and steadfast character, grounding students in the wisdom of Western civilization and preparing them to live purposeful lives, always pursuing what is true, good, and beautiful.

Lower Grammar
Kindergarten: The Cradle of Civilization
First Grade: The Greeks
Second Grade: The Romans

Upper Grammar
Third Grade: The Medievals
Fourth Grade: The Moderns
Fifth Grade: America

Logic (Middle School)
Sixth Grade: The Ancients
Seventh Grade: Christendom
Eighth Grade: The New World

The Cradle of Civilization
Kindergarten

The story of civilization begins at the cradle of humanity. In Kindergarten, students are introduced to the first great cultures of Mesopotamia, Egypt, Assyria, Persia, and the early Mediterranean peoples. These civilizations pioneered agriculture, writing, art, architecture, and technology — preparing the way for the cultural flowering of Greece and Rome. This study also gives the background needed to understand how Israel, called by God to be His Chosen People, was set apart from the nations that surrounded them. Myths, kings, and ancient art help children see the difference between worldly power and the divine call that shaped salvation history.

The Ancient Greeks
First & Sixth Grades

Ancient Greek civilization is foundational for the West. Philosophy, politics, art, and literature from Greece have inspired and instructed generations. The Greeks sought wisdom about virtue, beauty, truth, and the meaning of a good life. They pioneered mathematics, astronomy, medicine, and natural science. Their myths and epics reveal ideals of courage and nobility, while their political experiments shaped future nations. The eventual spread of Greek thought through conquest made it a permanent inheritance of the Mediterranean world. Into this setting came Rome — and later Christianity — both deeply marked by the Greek mind. Even today, our ways of thinking and learning bear the imprint of Greece.

The Romans
Second & Sixth Grades

The Roman year introduces students to the greatness of Rome, its universal mission, and its role in preparing the world for Christ. Roman ideals of law and nobility, combined with Greece's intellectual gifts, created a civilization ready for the Incarnation. Christ, the "desire of the nations" (Hag 2:7), came in the fullness of time, and in Him Jerusalem, Athens, and Rome converge. The Cross itself bore inscriptions in Hebrew, Latin, and Greek — a sign of God's plan to unite all peoples in His Church. The Roman year begins with Greece and culminates in the birth of the Church, her saints and martyrs, and the unlikely triumph of the Gospel over the empire. In this way, students see how God's providence works through history.

The Middle Ages
Fourth & Seventh Grades

The Medieval centuries are the "Christian Ages," when the Church gathered the remnants of the Roman world and forged a new Christendom from warring tribes. Biblical faith, Greek reason, and Roman order were synthesized into a culture centered on Christ. The Medieval worldview saw all of reality as charged with God's presence. This sacramental vision shaped their cathedrals, monasteries, art, music, and literature. Life was understood as a pilgrimage toward heaven, with chivalry, epic quests, and poetry reflecting this longing. From this worldview grew the first universities and hospitals, advances in philosophy, and enduring cultural achievements. The works of Lewis and Tolkien later drew on this inheritance, showing how the Medieval imagination continues to inspire.

The Renaissance
Fourth & Eighth Grades

The Renaissance renewed many aspects of Greek and Roman learning, while at times turning away from the symbolic cosmology of the Middle Ages. Alongside its magnificent art and architecture, it also prepared the way for the upheavals of the Reformation and the emergence of the modern secular state. Thinkers such as Bacon and Descartes shifted the focus of science to practical control of nature, while Machiavelli and Hobbes replaced noble ideals with politics grounded in power and self-interest. Yet even within this shift, the beauty of Renaissance art and

the genius of its learning left an enduring mark. The encounter of Europe with the New World during this period also extended the reach of the Gospel to the ends of the earth.

America & The New World
Fifth & Eighth Grades

The American Year gives students the chance to understand their own nation in light of its Christian and classical roots. America is unique as the first nation founded upon the idea of the equality of all persons — a vision grounded in the natural law. Students learn the stories, songs, and folklore of the New World, seeing how successive generations of immigrants built a republic ordered to liberty. The Founders, deeply shaped by the heritage of Greece, Rome, and Christendom, declared a "great proposition": that all are created equal. Throughout American history, competing visions of equality and freedom have tested this founding principle. By studying these struggles, students see more clearly the dignity of the human person and the responsibility of preserving a republic ordered to the common good.

Mathematics and Science

The study of mathematics and science should awaken in students a deep sense of wonder at the order, beauty, and intelligibility of creation. These disciplines are not pursued merely for their usefulness but because they reveal the harmony of God's cosmos, teaching students to recognize patterns, relations, and laws that reflect the Creator's wisdom. By engaging both observation and reasoning, children begin to see how number, measure, and natural phenomena are interwoven into every aspect of life—from the rhythm of music and poetry to the structure of plants, animals, and the stars above.

In the classroom, math and science should engage the whole person: hands, eyes, ears, and mind. Young learners discover truths through counting, measuring, building, and experimenting, gradually advancing to more abstract representations in symbols, formulas, and models. Such study not only strengthens analytical and critical reasoning but also inspires creativity and reverence. As students encounter the mathematical precision of nature and the laws that govern it, they come to marvel at the Creator's design and to love the pursuit of wisdom.

Latin:
Why Study a Dead Language?

Until the 20th century, the study of Latin has been a major point of emphasis in Western education, and this was the case even in American public schools up until 1962. As modern education turned toward utilitarianism, Latin study dropped 79% over the next 14 years. However, since 1976 Latin has been on the rise for some of the same reasons it is a big part of our curriculum at Holy Angels.

1. **Mental Discipline**

St. Thomas Aquinas defined wisdom as the ability to "order things rightly." The study of Latin helps us do just that. Latin is so highly and rationally structured and precise that students of Latin

develop precision in higher order thinking. This training helps students discover and make sense of the truth found in all content areas.

2. **Mastery of English**

In order to master English, one must master the universal structures and principles of language itself. Since 55% of all English words and 90% of two-syllable English words come from Latin, a student's vocabulary is expanded and his range of expression is amplified. "It allows you to adore words, take them apart, and find out where they came from" (Theodore Geisel, aka, "Dr. Seuss")

3. Deepens Our Roots

It's in our "cultural DNA". Latin offers an indispensable lens through which to understand Western society and Christianity, as it is deeply embedded into the fabric of both. As American students wrestle with complex political, social, moral, and existential questions, they gain keen insight into a modern culture built around a Roman/Catholic framework. Christian worship, theological studies, and discipleship formation are also greatly aided by studying what remains the official language of the Church.

4. Foundation For FurtherLanguage Studies

About 80% of the words in the "Romance Languages" (Spanish, French, Italian, Portuguese, and Romanian) find their origin in Latin. For those parents interested in providing their children with an education in a "more practical" language such as Spanish, the study of Latin provides a tremendous foundation

Music Class

The study of music should be to the sense of hearing what the study of art is to the sense of sight. It should cultivate the power of that form of attention known as listening.
The study of music should complement the study of history, e.g., in the movement from Gregorian chant to polyphony.

Children should learn the 'aesthetics of number' and learn to 'hear number' through learning harmony and measure.
Students should learn and experience how music expresses the mystery of God. The spirit of adoration should be cultivated through acquaintance with the tradition of sacred music, chants, and hymnody.

Standardized Testing

Students in Grades 1 through 8 at Holy Angels are given the STAR Test in the fall, winter and spring of each year. Individual results will be shared with parents.

Report Cards and Deficiency Notices

Report cards will be issued four times per year. Report cards represent a composite of daily class work, home assignments, reports, projects, and tests. As per Diocesan policy, a 99% is the

highest average that will appear on a report card. A parent/teacher conference will be held in the 1st and 3rd semesters. Parents will be given a password to access report cards posted on PowerSchool. Check the yearly calendar for the exact dates. Deficiency notices will be issued to students showing deficiencies in any area when needed throughout the marking period. They are to be reviewed, signed, and returned the next school day.

Promotion or Retention

- At the end of a school year, the school will determine a student's risk of retention based on relevant factors, such as but not limited to, assessments, report card grades, standardized assessments, student developmental level, attendance, or other factors.
- Students must receive a final grade of 70% in all subjects to be promoted to the next grade. Those students who fail a course at the end of the year must remediate the failure over the summer at their own expense.
- Eighth-grade students who would be dismissed under this policy will be permitted to attend summer school to remove the failures and be able to receive a diploma after receiving a passing grade.

Field Trip Policies/Forms

Field trips are educational in nature and often planned to meet classroom objectives. Class trips are at the discretion of the teacher and/or Principal. Students must demonstrate a willingness to cooperate, be respectful, and be trustworthy. All students must arrive and depart on the bus**. For insurance reasons, no siblings will be allowed to participate in school trips.**
In advance of the trip, a letter outlining the activity and accompanied by the official Diocesan permission form will be sent home. Only those students who submit the required parent-signed form will be permitted to participate in the field trip.

Graduation

A graduation Mass is held culminating a student's successful completion of the eighth-grade program. Parents and family are invited to attend this Liturgy. Graduation Fees cover caps and gowns, diplomas, pictures (individual and group), and yearbooks. Dues should be paid prior to Easter Break. The cost of the class trip is not included in this amount. All monetary obligations to the school must be met by the first Friday in May. Failure to do so may result in the student not being able to attend the class trip. All financial obligations must be met by May 30th.

Attendance/Absences

Regular attendance at school is necessary for the continuity of the learning process. If your child will not be in school on a particular day, parents must notify the school by 8:10 a.m., or earlier by phone or email. If a child leaves before 10 a. m., they are absent for the day. Requests for homework should be made when phoning/emailing out your child, and the work may be

picked up after 2:30 p.m. A child's absence from school must be for reasons of illness, death in the immediate family, or exceptionally urgent matters. Students who have been absent are responsible for all the work they have missed. Any absence of three or more consecutive days requires a doctor's note upon the child's return. An absent student will be given the same amount of days they were absent to complete missed work. Teachers may amend this amount of time for special circumstances.

In compliance with Diocesan regulations, excessive absences and tardiness may require that the student be required for summer school credit completion

Excessive Absenteeism:

Parents of students who have missed 10 or more cumulative days of school be notified in the following manner:

- After 10 cumulative days of absenteeism, a written warning notice will be sent to the parents. It is expected that the parents will respond to the Principal as a result of this warning.
- After 18 cumulative days of absenteeism, a parent's conference will be scheduled with the Principal to inform parents of appropriate corrective measures.

Excessive Tardiness:

A child is considered late if he or she is not in the building by 8:10 a.m. As prayer is integral to our program, it is very important that students be in class and settled for morning prayers. Car riders should be dropped off no later than 8:05 a.m. to guarantee being on time.

Parents of students who have arrived 20 or more cumulative days late to school be notified in the following manner:

- After 20 cumulative days of tardiness, a written warning notice will be sent to the parents. It is expected that the parents will respond to the Principal as a result of this warning.
- After 24 cumulative days of tardiness, a parent's conference will be scheduled with the Principal to inform parents of appropriate corrective measures.

<u>Vacations</u>

It is hoped that parents will try to work in vacations in alignment with the school calendar. However, when this is not possible, the following procedure should be followed:

- Notification of additional vacation time must be made directly to the school office, as well as the teacher.
- If work is requested ahead of time, to be completed while the child is on vacation, the work must be handed in to the teacher the day the child returns.
- It is the child's responsibility to make up the work missed when he or she returns.

- It is the parent's obligation to see that all assignments are completed and submitted in a timely manner within one week of their return in order to receive credit. This includes all tests that are missed.
- These days are counted as unexcused absences.
- It is imperative that children be present during standardized testing days. Therefore, we ask that no vacations be planned during these weeks.

Custodial Agreements and Student Access

It is the responsibility of the parent/legal guardian to present to the school a copy of the official court order determining custody agreements. The copy will be kept in a confidential file.
The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access, when requested in writing to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that a non-custodial parent is denied access to that information.

Code of Conduct and Discipline

Purpose of the Student Conduct Code

As in all Christian ethics, the primary purpose of Holy Angels School's discipline policy is to develop within our students the self-discipline needed to become productive members of their community. Students of Holy Angels School are encouraged to practice Christian charity and courtesy toward everyone. This involves respecting the person as well as their property and rights. Related to this should be their desire to live in a safe world with the understanding that rules often exist for the greater good of the whole.

Basic Courtesy

Our students come to school to develop spiritually, emotionally, academically, and physically. In order to establish pride in themselves, certain basic principles need to be internalized:

- Students will be respectful of all adults who have authority over them including greeting them by proper name and title.
- Students will respect themselves and others, including others' property.
- Students will be neat, clean, and in proper uniform.
- Students will exercise good manners and always use proper language becoming of a young lady or gentleman.
- Students will knock before entering any room, remaining outside until asked to enter.

Bullying and Cyber Bullying

Holy Angels School shall actively seek to provide a supportive, caring environment that is safe for all people from all forms of intimidation including bullying.
Bullying is a form of harassment. It involves repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and /or verbal

intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and /or social isolation. Bullying behavior shall not be tolerated in any form at Holy Angels School or school-sponsored programs and activities. All staff members are responsible for enforcing this policy.
Anti-bulling procedures will be as follows:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. Discussion of bullying and anti-bullying will take place in each class on a regular basis. Holy Angels will continue to communicate anti-bullying messages to students throughout the year.
3. All faculty and staff will treat any report of bullying seriously and take action. If necessary, teachers will discuss bullying at staff meetings and review the reporting and investigation procedures, prevention strategies, and disciplinary approaches.
4. Faculty and staff members will listen carefully to reports of bullying and make sufficient inquires to clarify exactly what has been happening.
5. The person will be assured that they acted correctly in reporting bullying.
6. The faculty and staff member who receives a report of bullying behavior shall make a written summary of the information and pass on to the principal, who will take appropriate action.
7. The principal will thoroughly investigate all allegations of bullying. This may include interviews with students, parents, and staff members as well as review of school records. The victim(s), account of events. Written records shall be maintained of suspected and/or repeated incidents of bullying.
8. Emphasis must be placed on changing the behavior of the bully, while providing care and support for the person who has been bullied.
9. Whenever bullying is reported, the principal or a designee shall give advice to the person on how to deal with any repeated incidents that may happen.
10. The principal or designee shall arrange follow-up discussion with the person at periodic intervals to find out if the bullying has stopped.
11. Whenever incidents of bullying are reported, the school shall contact parents of all students who are involved.
12. Any student who retaliates against another for reporting bullying behavior shall be reprimanded and penalized in accordance with the disciplinary code.

Legal Authority

The faculty is responsible for monitoring and enforcing school rules. The students themselves are responsible for exhibiting proper Christian behavior and self-control. The administration has the ultimate authority on all issues. The Pastors have overall jurisdiction on anything pertaining to the School and will have the final say on any matters of expulsion.
The Diocese of Camden and all of the Catholic Schools have entered into a Memorandum of Agreement with the County Prosecutor and local law enforcement.

Offenses

The following offenses require immediate disciplinary action and will result in immediate suspension, counseling with parents present, and possible expulsion. They include but are not limited to:

1. Illegal creation, processing, cultivation, brokering, or possession of controlled dangerous substances on school property or at school-sponsored or supervised activities. Catholic schools in the Diocese of Camden have entered into "Drug-Free School Zone" agreements with the law enforcement authorities. Students and parents should be aware that "school zones" in New Jersey are considered "safe zones" where illicit drugs and underage drinking have no place. Incidents on school property involving any controlled dangerous substance or drug paraphernalia or the possession or consumption of alcoholic beverages by any person under the age of 21 are police matters. Any suspected violations of the Comprehensive Drug Reform Act or the State laws regarding alcoholic beverages will be brought to the attention of the local law enforcement agency.

2. Possession, use, or threatened use of firearms, ammunition, explosives, dangerous chemical, knives, or any other objects viewed as weapons on school property or at school-sponsored or supervised activities. Students are immediately removed from class. The item is immediately surrendered to the Principal.
3. There will be no age limit on this offense. Weapons are immediately turned over to the police department. There are no exceptions. (Key chain penknives and nail clippers are included.
4. Verbally threatening another student, teacher, staff member, parent or visitor to the school with bodily harm.
5. Possession or consumption of alcoholic beverages on school property or at school-sponsored or supervised activities. It is also an offense against State law for any adult to bring or possess any alcoholic beverage onto school property without the express written permission of the Pastors.
6. Tampering with fire-fighting equipment, turning in a false alarm, calling in a bomb threat, or engaging in behavior that constitutes a significant fire hazard.
7. Smoking and possession of matches or lighters on school property or at school sponsored or supervised activities.
8. Other situations which warrant response will be dealt with according to school law enforcement policies.

The following offenses will result in a suspension or detention based on the seriousness of the offense:

1. Damage, destruction, theft, or unauthorized use of personal property located on school property.
   Unauthorized entry into or use of school property, including facilities, equipment, or resources.
2. Physical abuse or conduct that threatens imminent physical harm or endangers the health or safety of any person on school property or at school-sponsored or supervised activities. (See Bullying Prevention Policy in Appendix)
3. Verbal abuse or harassment on school property or at school-sponsored or supervised activities due to another's person's race, color, gender, national origin, age, religion, disability, or for other reason accomplished by:

a. intentionally subjecting another person to offensive physical contact other then self-defense.
b. specifically insulting another person in his or her immediate presence with abusive words or gestures when a reasonable person would expect that such act would cause emotional distress or provoke a violent response

4. Public display of affection considered inappropriate.
5. Lewd or indecent conduct on school property or at school-sponsored or supervised activities when witnessed by someone in authority including obscene language and obscene gestures.
6. Tampering with or changing grades on tests, papers, homework assignments, etc.
7. Forging a signature of anyone on any school related documents, test papers, demerits, report cards, etc.

The following offenses will result in a detention or demerit based on the seriousness of the offense:

1. Disorderly conduct, unreasonable noise, behavior that results in annoyance.
2. Lack of respect and/or lack of cooperation with school or public officials acting in the performance of their duties on school property or at school-sponsored or supervised activities.
3. Talking or disrespect in Church or during Liturgical Services.
4. Failure to conform to emergency drill regulations.
5. Any markings that are anti-Christian or anti-Semitic, swastikas, prejudicial, etc.
6. Misuse of any technology equipment including computers, printers, cameras, CD programs, scanners, Internet services and web sites.
7. Stealing or taking the property of another individual or the school.
8. Defacing or damaging the property of a student, a teacher, or the school (STUDENT WILL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR LOST PROPERTY)
9. Cheating or assisting in cheating in any manner or form including failure to turn in tests when collected.
10. Failure to comply with cell phone/beeper/audio-visual policy. (see p. 23)
11. Leaving the playground without permission.
12. Failure to follow school yard behavior guidelines.
13. Failure to report to a scheduled detention will result in a second detention or in-school suspension.
14. Unauthorized absence from school may warrant an in-school suspension.
15. Chewing gum (incidental).
16. Uniform or dress code policy infraction (incidental).
17. Required parent signatures on papers and notes returned on time (test papers, homework papers, communication papers, homework pads, permission slips, etc.) (incidental).
18. Books not being properly covered (incidental).
19. Unpreparedness for class (incidental).
20. Not completing homework (incidental).
21. Passing or receiving notes (incidental).

22. Leaning back in the chair risking accidental harm (incidental).
23. Any writing on hands and tattoos. Any parent allowing a child to have a tattoo must make sure it is in an area that is not visible and/or it must be covered (incidental).
24. Any other offenses deemed inappropriate by the administration.

Disciplinary Sanctions

1. Any of the above behavioral offenses may result in an immediate detention.
2. A third detention for behavioral offenses, will result in a suspension, and a "U" in conduct on the report card. A grade of "U" on a report card in conduct will result in a student being ineligible for the Honor Roll.
3. When a student receives a detention or suspension, his or her parent will be notified of the date and time of said detention or suspension and may be required to meet with faculty and/or the administration regarding the offense.
4. Detentions will be held after school on Monday through Thursday. At teacher's discretion, students in Grades 1 and 2 will serve ½ hour as necessary. Grades 3 through 8 will serve one hour. All children may also serve a lunch or recess detention. After 5 disciplinary lunch time detentions, the child will serve an after school detention.

5. Four incidental demerits will result in a detention. After a second detention, there will be a mandatory conference with parent/child/teacher. After the third detention, there will be a mandatory conference with parent/child/teacher/principal. Detentions for incidental offenses will not result in a suspension. Demerit/detention record will not be erased at the end of each marking period, but will be cumulative throughout the year.
6. Restitution: A student is required to replace or restore damaged, stolen, or misappropriated property.
7. Community Service: Students may be required to render a designated number of hours of labor in the service of the school or community.
8. Loss of Privileges: Students may not be allowed to participate in any school function or any school-sponsored or supervised activities, including athletics and extra curricular activities.

Each student is responsible for their own safety as well as the safety of their fellow students! Students, like everyone, must recognize the importance of forgiveness in the final outcome of disciplinary sanctions.
If you are unable to arrange transportation or pick-up for your child after serving a detention, he/she will be placed in the After School Program and is subject to pay for time there.

Cell Phones/Other Electronic Devices

Student's use of cell phones and other electronic devices during school hours is prohibited. The school is not responsible for any lost or stolen phones or other electronic devices. Electronic devices, including expensive electronic watches including Apple watches, Fit Bits or wrist devices, are not permitted in Holy Angels School or on the bus to and from school as well as on field trips. Cell phones must be turned off while in school. Phones may not be in student's pockets, pocketbooks or in the school tote bags. If a student has a phone on his/her person, if a

student's cell phone rings or is used during the school day, it will be sent to the office and the student will receive an after-school detention. When cell phones or electronic devices are sent to the office, the parent will need to pick up the phone from the school office.

Telephone Calls

In cases of emergency, students may use the office phone with the permission of the teacher.

Email

Any person having access to parent email addresses related to any organization under the governance of Holy Angels Catholic School, may not use them to correspond for any personal business, disputes, or otherwise.

Contacting Teachers

Teachers are not to take calls during school hours. If it is necessary to contact a teacher, please confine all calls to before or after school hours. You may email the office or the teacher as well.

Often questions that arise concerning early dismissals, school holidays, etc. can be answered by referring to the monthly calendar, newsletter, or website. For changes in your child's usual dismissal routine, please contact the office no later than 1:30 p.m. The school office is often very busy after 1:30 and is involved in dismissal procedures.

School-Requested Withdrawal

Occasionally it may become necessary for the school to request that parents withdraw a child from school because it has become evident that the child has learning needs which cannot be adequately satisfied by the educational program offered at the school. In such a situation, the school will help the parents to secure a more appropriate educational placement for their child. Holy Angels Catholic School further reserves the right to require parents to withdraw their child from school for the following reasons:

- Persistent failure on the part of the parents to cooperate with the school.
- Failure on the part of the parents to meet their tuition payments as stated in the financial policy.
- Serious disruptive behavior on the part of the pupil which may violate the rights of others to appropriate learning conditions and physical safety.
- Other instances of serious nature not stated here but which would, in the judgment of the Pastors or Principal, constitute adequate cause for dismissal from school.

Parent/Guardian Responsibilities and Conduct

As a vital part of the Holy Angels community, parents and guardians are expected to model Gospel values and support the mission of the school by conducting themselves with integrity and respect and cooperating with the principal, teachers, and staff in the implementation of the school program. Parents are expected to:

- Uphold and support the Catholic identity, mission, and values of Holy Angels.
- Encourage their child(ren) to live in accordance with Catholic values and virtues, including respect, honesty, compassion, and responsibility.
- Respect the religious formation offered at the school, even if not Catholic.
- Communicate respectfully and charitably with all faculty, staff, administrators, and other families.
- Express concerns or disagreements through appropriate channels (beginning with the teacher or school administration), avoiding gossip, public criticism, or confrontation.
- Use constructive dialogue when addressing school issues; inflammatory language, threats, or harassment of any kind will not be tolerated.
- Cooperate with the school in its efforts to develop students spiritually, academically, socially, and emotionally.
- Ensure that their children abide by the policies contained in this handbook and to support the school in its delivery and administration of all programs and all aspects of student life.
- Attend parent meetings, conferences, and participate in school life as circumstances allow.
- Be truthful and timely in communication with school staff regarding attendance, academics, and other student matters.
- Follow all school safety procedures, including check-in/check-out protocols, parking guidelines, and visitor policies.
- Respect the physical boundaries and roles of faculty and staff—do not enter classrooms, offices, or staff spaces without permission.
- Never discipline another child on school property. Any concerns must be directed to the appropriate school personnel.
- Use contact lists, directories, and school communication tools only for school-related purposes. Do not use school resources to distribute political, commercial, or non-school-related materials.

Violation of the above expectations, including behavior or spoken or written communication, including via social media, by parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, or that is determined to be violent, abusive, recalcitrant, excessively negative, or an attempt to intimidate or harass any member of the school community, will not be tolerated. If reasonable attempts to resolve the behavior are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Social Media Policy For Parents

The use of any school logo on social media or representation of a social media post or page as being an official communication of the school is prohibited.

Parents are prohibited from posting inappropriate comments on any school-managed social media. Inappropriate comments include obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching.

The school reserves the sole right to edit and/or remove any or all comments from a post.

As a Catholic community, Holy Angels expects that parents will not use their personal means of communication, including online and mobile-based communication tools of every type, kind, nature and description to criticize, demean, or publicly disparage the school, its administration, faculty, staff, or students, or to sow discord or undermine the school's mission or Catholic identity.

If reasonable attempts to resolve violations of the school's social media policy are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Audio/Video Recording by Parents

Non-staff use of any type of camera or video or audio recording device, including cell phone cameras and microphones, on the school campus during the school day is prohibited without prior approval. A violation of this policy may result in the device being confiscated and will result in disciplinary action.

Tuition Policy

Holy Angels Catholic School bases its tuition collection on an eleven-month calendar year beginning in July and ending in May. Holy Angels Catholic School utilizes FACTS tuition collection services to act as an agent in collecting payments. The FACTS Program provides flexibility for both the school and parents. Families have the payment automatically deducted from their bank account, invoiced, or charged to their credit card. Late payments are assessed when payment does not get to FACTS by the pay date.

Guidelines for Tuition Assistance (Diocesan/Parish)

- Must be a registered member of the school on a tuition service plan
- Must demonstrate legitimate need as analyzed through FACTS..

- Applications may be completed online through FACTS as early as November of the current year. Failure to do so many result in not qualifying for assistance. Once submitted, the Principal will be notified of a family's need by FACTS and the suggested amount. You will be notified of assistance upon budget approval. If you experience financial difficulties during the school year, please make an appointment to speak with your Principal immediately. Failure to do so may result in your child's ability to continue at Holy Angels School.

Delinquent Tuition Policy

Parents/guardians are obligated to pay tuition and registration and other fees in order to obtain educational services for their children. It is the parent's/guardian's responsibility to maintain their financial commitments to the school. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations, may result in discontinuation of educational services to your child, possibly leading to disenrollment. Unpaid bills may be referred to a collection agency. Costs associated with collection will be added to the parent's/guardian's fees.

Volunteers And Chaperones

Volunteer Requirements

Any adult who wishes to volunteer with Holy Angels in any capacity must sign the Disclosure and Authorization Form and give consent to the Diocese of Camden to conduct a background check. All adult volunteers must complete the Universal Fingerprint Form by IdentGo and be fingerprinted by the New Jersey State Police. Adults cannot have any contact with students in this school until the Principal or Safe Environment Coordinator (SEC) has received a copy of their clearance letter from the Office of Child & Youth Protection. In addition, the Diocese of Camden requires all adults in regular contact with minors to complete a safe environment training session called VIRTUS® Protecting God's Children (PGC). Adult volunteers are required to attend a PGC session within 60 days of initial contact with students. If a volunteer misses this deadline for whatever reason, the adult will not be allowed to volunteer until the PGC requirement is completed.

Volunteer Expectations

Volunteers are vital to our school community and cleared volunteers serve at the principal's discretion. All volunteers must agree to uphold and support Holy Angels' Catholic identity, mission, and values, and adhere to our parent conduct requirements. Violating conduct requirements or safe environment requirements may result in dismissal from volunteer activities temporarily or permanently.

Outside Promotions/Solicitations and Political Activity

Outside promotions and/or solicitations, and all political activity, are prohibited on the school grounds or in any electronic forum related to school activities.