

# *Holy Angels Catholic School*

## *Student Handbook*

**2022 - 2023**



*211 Cooper Street  
Woodbury NJ 08096  
856-848-6826 (phone)  
856-251-0344 (fax)  
[www.holyangelswoodbury.org](http://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 Catholic School 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, should 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 Catholic School 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 Church's teaching mission, they will be engaged pastorally in an attempt to resolve the differences by explaining the Church's teaching and the reasons for the teaching, and kindly encouraging the parent or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.**

### **Important Notice**

**The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook says limits the Principal's authority to Interpret and apply the rules.**

**Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the Principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.**

## **MESSAGE FROM THE PRINCIPAL**

Dear Parents and Guardians,

Welcome to Holy Angels Catholic School. We are a formed community of faith, educating children Pre-K through 8<sup>th</sup> grade.

Our qualified and dedicated staff members share a wealth of experience and gift their students. They strive to inspire and nurture our students cognitively, spiritually, physically and socially through a variety of instructional methods.

Our curriculum is provided by the Diocese of Camden, is aligned with the New Jersey Core Standards and includes instruction in religion, language arts, math, science, social studies, physical education, technology, fine arts, and foreign language.

We recognize and respect the role of our parents as the primary educators of their children and pledge to work side by side with them to develop the God-given talents in each.

We are thankful for the blessings of our volunteers, both parents and benefactors, for they often are the factors in making our dreams become reality.

As we walk through this year together, we ask God's grace and blessings as new experiences are created.

God Bless,  
Mrs Patti Paulsen

### **FACULTY AND STAFF**

Mrs Patti Paulsen	Principal
Miss Madison Kain	Pre- School Teacher
Mrs. Maria Good	Pre- School Aide
Miss Alli Sanders	Pre-School Teacher
Mrs. Arlene Zappala	Pre-School Aide
Ms. Gina Donovan	Kindergarten
Mrs. Regina Stone	Kindergarten Aide
Miss Megan Ezekiel	Grade 1
Mrs. Donna Mandos	Grade 2
Mrs Catherine Rieger	Grade 3
Mrs. Christina Klose	Grade 4
Mrs. Kristin Leftridge	Grade 5
Miss Nicole Pizzo	Grade 6
Mr. Matthew Tornese	Grade 7
Mrs. Margaret Trainer	Grade 8
Mrs. Christina Ortiz	Advanced Math/Stem
Ms. Jennifer Drees	Music
	Physical Education
Miss Ashley Kowlakoski	Art
Miss Joy Walters	Secretary
Miss Ashley Kowlakoski	Advancement Director
Mrs. Donna Mulholland	School Nurse
Laura Diezmos	School Nurse

***We set the pace for educational excellence!***

Rev. E. Joseph Byerley	Pastor
Rev. Peter Gallagher	Parochial Vicar
Rev. Nick Dudo	In- Residence

## **Children Learn What They Live**

If children live with criticism,  
they learn to condemn.

If children live with encouragement  
they learn to be confident.

If children live with hostility,  
they learn to fight.

If children live with acceptance,  
they learn to find love in the world.

If children live with fear,  
they learn to be apprehensive.

If children live with recognition,  
they learn to have a goal.

If children live with pity, they  
learn to feel sorry for themselves.

If children live with sharing,  
they learn to be generous.

If children live with ridicule,  
they learn to be shy.

If children live with honest and  
fairness, they learn what truth  
and justice are.

If children live with jealousy,  
they learn what envy is.

If children live with serenity,  
they learn to have peace of mind.

If children live with shame,  
they learn to feel guilty.

If children live with tolerance,  
they learn to be patient.

If children live with approval,  
they learn to like themselves.

If children live with security,  
they learn to have faith in  
themselves and in those around  
them.

If children live with friendliness,  
they learn that the world is a nice  
place in which to live.

***Let us work together to form confident, young Christian ladies and gentlemen.***

**Vision Statement for the  
DIOCESE OF CAMDEN**

We, the Catholic Church of South Jersey, envision growing ever more into a dynamic community of faith, hope, and love wherein we reveal the mind and heart of Jesus through our actions and worship.

Empowered by baptism, inspired by the Holy Spirit, and formed by the Word of God and the sacraments, especially Eucharist, we will – with Jesus living in us – reach out with love:

To proclaim and teach the truths that save,  
To welcome back those who have left our family of faith,  
To forgive and seek forgiveness,  
To care for our sisters and brothers in need,  
To work for peace within our families and communities,  
To promote respect and justice for all people,  
To strengthen unity within our diversity,  
And to celebrate the sanctifying love of God that heals and transforms our world.

***Mission Statement for***

***Holy Angels Catholic School***

***Is to inspire academic excellence through teaching, living and proclaiming  
God's  
values with justice, respect and compassion.***

## **ADMINISTRATION**

The Pastors of the sending Parishes are the spiritual leaders and administrative heads of their Parishes. At the same time, they are the Directors of the school. It is their duty to see that the educational program of the school is implemented and that the regulations promulgated by the Superintendent are strictly observed. They are also responsible for the financial maintenance, adequate custodial care, and improvement of the school.

The Principal has the major responsibility of the educational effectiveness of the school and coordination of all work in all departments. She is responsible for maintaining a wholesome and reasonable spirit of discipline throughout the school.

The Head Teacher shares the duties and responsibilities in conjunction with the Principal. They work hand in hand in seeing that the mission statement is professed in word and action. Various duties will be undertaken to serve in both a supportive and educational role.

The Teachers work with the parents in educating our children according to Diocesan and State Guidelines. It is expected that the parents will support and cooperate with the authority of the school. Teachers or their methods should never be discussed critically in the child's presence. This weakens the respect toward and the authority of the teachers.

## **ADMISSIONS**

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.

### **Tuition Policy**

Holy Angels Catholic School bases its tuition collection on a 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 may 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. (see Holy Angels School Delinquent Tuition Policy on p. 32)

#### **Registration and Re-Registration**

All registrations for the following school year will take place at a designated time in the current school year. The exact date is announced via the school newsletter. To be eligible for admission, Kindergarten children must reach the age of five by September 30. No exceptions will be made. This is in accordance with Diocesan regulations. Pupils registering for the first time must present the following:

1. Certificate of Birth
2. Certificate of Baptism
3. All students entering Holy Angels Catholic School for the first time are required by State Law to submit a record of immunizations from their doctor, clinic, or previous school. Immunization requirements are as follows:
  - a) D.P.T. – 4 doses with 1 dose after the 4<sup>th</sup> birthday
  - b) Polio (OPV or IPV) – 3 doses with 1 dose after the 4<sup>th</sup> birthday
  - c) Measles – 2 doses with both doses after the 1<sup>st</sup> birthday
  - d) Mumps – 1 dose after the 1<sup>st</sup> birthday
  - e) Rubella – 1 dose after the 1<sup>st</sup> birthday
  - f) The above 3 vaccines may be given as a combined “MMR”
  - g) Hepatitis B series
  - h) Varicella (chickenpox) – 1 dose after the 1<sup>st</sup> birthday (Kindergarten and those from out-of-country or state) or a statement from doctor or parent of student having had the disease.

Students transferring in from out-of-country or state from certain areas require proof of a PPD (Mantoux) tuberculin test given within the 6 months prior to the first day of school. Nurse will notify if applicable.

**Physical Exam Requirements:**

4. Kindergarten students are required to submit proof of a physical exam by a licensed physician or nurse practitioner that was performed within the 12 months prior to the first day of school. Kindergarten students are also required to submit proof of a dental exam performed within the 12 months prior to the first day of school.
5. Records from previous school. Children entering grades 2 – 8 will need a copy of his/her latest report card and the dates of their sacraments.
6. Pertinent information relating to the child's school performance. The parents should have this released to the school.

**Transfer of Pupils to Holy Angels Catholic School**

Pupils transferring to Holy Angels Catholic School from another school must:

- Present a transfer slip from the sending school
- Request that the sending school mail a duplicate copy of the scholastic records including standardized test materials and a duplicate copy of the health records
- 

**Transfer of Pupils from Holy Angels Catholic School**

Parents are asked to notify the Principal in advance and in writing of the date of the transfer. The following must be given:

- Name of child
- Reasons for transfer
- New address, if the transfer is due to change of address
- Name and address of the school that the child will attend
- Last date the child will attend Holy Angels Catholic School

Only upon receipt of the above information will a transfer card be issued and, upon written request of the receiving school, we will send the scholastic records providing that:

- All text and library books have been returned to the school
- All tuition and any other outstanding debt has been paid in full

If tuition has been paid in advance, tuition paid for any succeeding full months will be refunded. In the event that complete payment of tuition or fees has not been made, only health records will be released.

**Refund Policy**

Student withdrawals made after August 1<sup>st</sup> of the academic year are eligible for a tuition refund when tuition has begun. The amount of the refund is determined by the date that the school office receives an official letter of withdrawal according to the following:

- Student withdrawals made during July and August of the current academic year are eligible for a refund equal to the full amount of tuition paid for the current academic year less \$100.00 per student withdrawn. Student withdrawals after these months are refunded accordingly.

- No refund will be granted for student withdrawals after January 1 of the academic year.
- No refunds will be granted for processing fees paid or late fees assessed.
- Any penalties or fees still owed the school will be deducted from any refund amount due to the family.
- If tuition or other fees are delinquent and sufficient payments have not been received to meet the above minimum tuition obligations plus any outstanding fees, those funds necessary to meet the minimum tuition requirements plus any related fees will remain an obligation of the family prior to records being released.

### **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.

## 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 Catholic School 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 Catholic School 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 Catholic School 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.

## **ACADEMIC POLICIES**

### **Spiritual Program**

The fostering of Christian values in our children is the first priority at Holy Angels Catholic School. The program is designed to provide a deepening discovery of God as the child progresses. Through daily prayer, religion classes, special Liturgies, para-liturgical services, and occasions of Penance, the child has the opportunity to grow in the knowledge and love of God.

Our religious education program is required for all students, whether Catholic or Non-Catholic. Each child must attend liturgical celebrations with attention and respect. We further encourage the practice of these Christian virtues:

Honesty  
Integrity

Sincerity  
Obedience

Humility  
Courtesy

Acceptance  
Respect

### **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 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.

### **Academic Program**

The academic program at Holy Angels Catholic School follows guidelines recommended by the Diocese of Camden. There exists a built-in flexibility within these guidelines and an emphasis in certain areas accordingly in different grades. National and State Core Standards are incorporated within Diocese Guidelines.

The curriculum consists of Mathematics, Religion, English, Phonics (Kindergarten through Grade 3), Spelling, Penmanship, Social Studies, Science, Art, Physical Education, Technology, Music, and Spanish. Remedial assistance in Mathematics, Reading, Corrective Speech, and Language Problems is available when needed. Guidance lessons are also a part of our curriculum, and counseling is available when necessary.

An STEM Program is offered to children in Grades K through 8. An Accelerated Mathematics course is offered to children in Grades 6 through 8 based on IOWA, COGATS, and final average in Mathematics. Algebra is offered to those eighth graders enrolled in the accelerated course.

**Standardized Testing**

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

**Child Study Team Evaluation**

Upon recommendation from a teacher or parent, a child exhibiting difficulties in learning may receive confidential diagnostic testing through the Gloucester County Special Services School District. This comprehensive evaluation by a team of specialists is at no expense to the parents. This evaluation of the child’s ability and performance may yield specific areas of improvement and qualify them for extra class support services. It is important to note that testing of any sort is a tool for evaluation. It should be viewed together with a child’s total performance and accomplishments. It should never be seen solely as the measure of a child’s ability.

**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 report card. A parent/teacher conference will be held in October. Parents will be given a password to access report cards posted on “Renweb” website. 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. Tests will be sent home, parents sign and return. Test return policies will be discussed at Back to School Night.

**Grading**

The diocese of Camden has a uniform grading scale for all the schools in the Diocese. The grading scale and marking code are as follows for Grades 3 through 8:

<u>MAJOR SUBJECTS</u>		<u>MINOR SUBJECTS</u> (grs. 3-8)		<u>MINOR SUBJECTS</u> (grs. 1-2)	
A+	97-100	E	Exceeds grade level	E	Exceeds grade level
A	93-96		expectations		expectations
B+	89-92	G	Good	P	Passes grade level
B	85-88	S	Satisfactory		expectations
C+	81-84	NI	Needs Improvement	F	Fails grade level

C	77-80	U	Unsatisfactory	expectations
D+	74-76			
D	70-73			
F	Below 70			

Grades 1 and 2 utilize progress indicators as follows:

- E Growth is self-motivated, exceeding grade level expectations
- G Growth exhibited to build knowledge and skills, meeting grade level expectations
- P Early stages of development, progressing toward grade level expectations.
- I Initial stages of development, needs assistance. Kindergarten and Pre-K 3 and 4 have their own report cards in conformity with Diocesan regulations. All tests for students in all grades must be signed and returned to school. Pre-K -3 and 4 will send home report cards.

### **Honor Roll**

- Principal's List – All A+'s and A's
- First Honors – All A+'s and A's except for one B+'s or B's
- Second Honors – All A's, B+'s and B's
- Students must have an E, G, or S in conduct and minor subjects to be eligible for the Honor Roll

### **Promotion/Retention Policy**

A student is promoted upon successful completion of his or her grade. Successful completion constitutes not only academic performance but evidence of emotional and social growth. It is imperative, therefore, that a student maintain a passing average throughout each marking period. A student who fails a subject for a marking period must work to improve this grade through more concentrated efforts and possibly tutoring. A student who fails a subject for the year must receive 15 hours of tutoring throughout the summer before moving to the next grade. If a student fails two or more major subjects for the year, retention will be necessary. Students who demonstrate a gross social immaturity or have had long or frequent absences may also be retained. Parents will be notified by the school by January 31<sup>st</sup> if their child is in danger of retention. If efforts in assisting the child in his or her progress and performance are not successful, parents will be notified by the end of May of the school's decision.

### **Homework Policy**

Homework is assigned regularly to reinforce, and master content of lessons presented in class. The assigned work is both written and studying for tests. It may also take the form of long-range projects. Completion of all homework is the responsibility of the student as is the budgeting of time required to complete long-range projects. Students are responsible for submitting their homework to parents for their approval. Parents should check homework for neatness and thoroughness on a daily basis. A student, therefore, should take pride in the neatness and

completeness of all homework assignments. Parents can easily assess the student's quality of academic performance by the quality of the homework.

Homework must be handed in on time in order to receive full credit. Late assignments other than when absent (see Absence Policy) will not be accepted after one day of lateness. A special homework assignment book is required of all students. It is hoped that this will assist in good study habits and organizational skills. This book will be provided in school. Homework assignments are also posted on each Teacher's class page.

The following is a recommended time allotment for homework:

Kindergarten – 1	10 – 15 minutes
Grade 1	15 – 30 minutes
Grades 2 – 3	30 – 60 minutes
Grades 4 – 5	60 – 90 minutes
Grades 6 – 8	90 – 120 minutes

The value of homework to a child depends upon his or her interest in continuing his or her learning experiences. He or she gains values from homework when he or she understands these facts. Homework has a definite function in enriching and extending what he or she has learned in the classroom.

The various types of homework are as follows:

- Homework provides practice on the skills learned in school that day. Homework is a review of class work in both the written and study form.
- Homework is a preparation for the next day's activities and preparation to share with others what he or she has discovered, read, or learned.
- Homework may provide a creative means of expressing concepts and skills.
- Homework may ask a student to extend to different situations what they have learned.

Parents have the responsibility to provide a place that is quiet and conducive to study and to exhibit a real interest in the accomplishments of their child.

### **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. Class dues of approximately \$150.00 are collected from eighth graders. This amount covers 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 30<sup>th</sup>.

### **Attendance/Absences**

Regular attendance at school is necessary for the continuity of the learning process. A child must be present two full hours of each session to be counted present for that session. If your child will not be in school on a particular day, parents must notify the school by 8:15 a.m., or earlier using the school's answering service. If a child leaves before 10 a. m., they are absent for the day. Requests for homework should be made when phoning 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 may require that the student be retained in that grade. The policy also states that parents of students who have missed 10 or more cumulative days of school be notified in the following manner:

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

If absenteeism continues, the decision to request a student's withdrawal may occur. Twenty-four (24) absences can impede the learning process and may result in retention when a student's grades/performance are affected.

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 8:10 a.m. to guarantee being on time. When the bell rings, students will pray as a community, recite the pledge and sing a patriotic song and adjourn to class at 8:15 a.m. **When a child arrives late, a parent needs to walk them into the main office. A late child should never enter on their own.** This is to guarantee that the child reports in and is admitted.

We ask parents to make every effort to see that children arrive on time. After five late arrivals, a detention will be given within one marking period. Habitual lateness will be dealt with in a way which best helps the parent fulfill the responsibility of getting their child to school on time.

### **Vacations**

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 no vacations be planned during these weeks.

### **Conferences (Parent/Teacher)**

The school is always interested in maintaining contact with the parents of our students. We ask parents not to come in to meet with teachers without a prior appointment. If parents wish to consult with a teacher, a note or email to the teacher or a call to the school should be the means of arranging an appointment. **A teacher will not meet with a parent if the parent or guardian walks in without an appointment or prior arrangement.** Classes or a teacher's assigned duties may not be interrupted for the purpose of a conference, nor should teachers be contacted at home with regard to school business.

Please go through the proper channels to express concern. Contact the teacher first in writing and establish a time to discuss the concern with him or her. If the situation remains unresolved, the matter should be brought to the attention of the Principal.

### **Communication**

All school communication including a bi-monthly newsletter containing important school information, will be sent via email on Wednesdays of each week. This serves as an important means of communication between home and the school. Please ensure that the Office has a valid email address so that you receive all school communication and newsletter. If you do not have access to a computer, please notify the office so they can send you a paper copy of any information.

## **CUSTODY (CUSTODIAL AND NON-CUSTODIAL)**

### **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 specially stating that a non-custodial parent is denied access to that information.

## **DISCIPLINE CODE**

### **Discipline Policy – Student Conduct Code**

Holy Angels Catholic School will employ various disciplinary measures including suspension and expulsion for behavior that is not consistent with the proper atmosphere for a Catholic School. This section of the handbook explains the types of disciplinary action typically imposed for various types of misconduct and prohibited behavior. Please be aware that similar disciplinary action may be taken for violations that are not listed here if the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. In addition, while this section explains typical disciplinary procedures, the Principal and the Pastors have the authority to alter these procedures as warranted in a particular situation.

### **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 (See Appendix – Diocesan Bullying Policy)**

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-bullying 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 inquiries 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 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.

**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.

1. Holy Angels Catholic School is dedicated to an environment that is conducive to academic success as well as moral and Christian development of ethically sensitive and responsible persons. In general, all students are entitled to enjoy the basic rights for persons of their own age and maturity.

Holy Angels Catholic School seeks to achieve these goals through a sound educational and Christian program and through regulations and policies governing student life that encourage independence, maturity, and respect for the rights and viewpoints of others. The goal of Holy Angels School is to create a safe school community that believes in and practices non-violence in resolving differences. All students are expected to maintain the highest level of discipline and decorum at all school functions and be a good representative of Christ to all of the student body.

2. Holy Angels Catholic School takes a positive approach to violence prevention by offering incentives for good behavior such as recognition and reward system for good school citizenship and Christian behavior.
3. School is responsible for:
  - a) Protecting the health and safety of the student body, staff, and visitors
  - b) Maintaining and protecting school property or personal property located on school property.
  - c) Keeping records
  - d) Sponsoring or supervising non-classroom activities such as lectures, concerts, athletic events, and social functions.
4. This Code represents a compilation of important regulations, policies, and procedures pertaining to student life. It is intended to inform students of their rights and responsibilities during their association with this school and to provide general guidance for enforcing those regulations and policies essential to the educational Christian missions of the school. The school rules of conduct and discipline are established to achieve and maintain order in the school.

### **Student Conduct Code Policies**

1. Procedural fairness is basic to the proper enforcement of all school regulations.
2. Collaborative development by administrators, teachers, parents, and students helps ensure that a policy will be respected and enforced. Periodically reviewing the policy for appropriateness, effectiveness, and completeness maintains its usefulness over time.
3. Copies are given to administrators, teachers, parents, and students. Students may also have the rules explained to them in an assembly or a classroom to be sure they understand the purpose of the rules, the parameters of acceptable behavior, and the consequences of infractions.

### **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 School Board is

responsible for the support and backing of all rules and regulations. 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 than 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.

### **Daily Regulations for Students**

- All students should eat lunch at the table assigned for their grade.
- At lunchtime, no food should be taken into the bathrooms or classrooms or be taken outside.
- All students should finish eating and drinking and clean their area before leaving the table.

- All students will go outside and remain outside until the bell rings signaling the end of recess.

The following are exceptions to the above:

- A student who is being detained by a teacher.
- A student who has brought a note from home requesting permission to remain inside due to illness.
- Inclement weather days when the Principal has directed that all students must stay inside.
- Students who are not dressed adequately for the weather.

By State law, students are not permitted to drink soda for lunch or for snack. **Gum chewing is not permitted in any place in the school building or on the grounds at any time before, during, or after school hours. There is to be no running in the school building at any time except when directed by the teacher to run during a supervised gym period.** All contact sports or rough playing is not permitted on the school yard. There is to be no wrestling, tackle football, or grabbing and tackling in “Keep Away.” No bats, baseballs, or footballs are permitted. Students should report all injuries, lost items, and infractions of the playground rules to the adult supervising on the playground. **Students are not to attempt to enter the building without permission.** Any game or plaything considered a safety hazard or a distraction will not be permitted. Articles will be confiscated until claimed by a parent. Students are not permitted to leave school grounds once they have arrived at school or while they are waiting for their bus to arrive.

### **Extra Curricular Activities**

A wide variety of extra curricular programs, other than the athletic program, will be available. A list of available offerings will be shared with students at the beginning of the school year. Extra curricular activities will be offered depending upon student interest and availability of staff and site.

### **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. A telephone call or fax will not suffice in lieu of the signed form. Upon the return of students to school, classes will resume as scheduled. For this reason we ask that early dismissals not be requested when returning

## **BUS POLICY**

Bus conduct should be reflective of our Catholic school standards of behavior. All of the rules and regulations governing a student’s conduct are in place to ensure student safety on the school bus. School bus drivers are responsible for the well-being of all children, and it is their duty to maintain proper conduct and report discipline problems. It is also the responsibility of students riding the bus to respect the rights of others.

Students must wear seatbelts on buses that have them. Parents will be notified whenever the bus driver reports a child for any infraction of bus rules. **The first offense will result in a**

**written warning. The second offense will result in an after school detention and parent conference with Principal and child.** The third offense will result in suspension of bus Privileges subject to Principal discretion and a mandatory conference with Principal, student, and bus driver.

As per insurance regulations, parents or teachers may not grant children permission to ride other buses. This permission must be acquired from the public school district bus coordinator. Bus programs may enforce their own discipline policies.

## **GENERAL PROCEDURES**

### **Care of Property and Books**

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.

### **Change of Address and Telephone Number**

Parents are requested to notify the office and teacher immediately in writing whenever there is a change in address or telephone number so that our records may be correct at all times. This is important so that we may update our emergency card if there are any changes. Parents are required to fill out the emergency card when given out and return it the next day.

### **Faculty Meetings**

Faculty meetings are held one afternoon per month, often on the first Friday of the month. Student are dismissed at 12:30 p.m. on these days. Please check your calendar every month for the dates, indicated by the “/” line.

### **Fire Drills/Emergency 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.

### **Lost and Found**

All items that are found are to be turned into the office. If no one claims the object when announced, it is placed in the lost and found bin in the closet for a short period of time. It is strongly suggested that all clothing, lunch boxes, book bags, etc. have the name of the child written clearly on them for quick identification.

### **Lunch**

A nutritional hot lunch program is available for students to purchase lunch each day. Duke Catering will be our provider. Orders are to be placed monthly.

### **Party Invitations**

Invitations to any parties may not be distributed at school unless the entire class is invited or when girls invite all the girls or boys invite all the boys. This has been a source of hurt feelings and unnecessary quarrels at school. We realize it is often necessary to limit the number of children who may attend a party. Therefore, in the interest of all students, please find other

means of distributing party invitations. Students are asked not to discuss party details in front of uninvited classmates. There will be a class contact list composed by the head room parent with parent permission. This list can be used for mailing or emailing invitations. **If you would like to provide a pizza lunch for your child on their birthday, it can only be done on a half day and after checking with your child's teacher.**

### **School Bags**

All students in Pre-K 3 through Grade 8 must use a school bag. The best bag for security is the clear book bag (while not mandatory, those are preferred). If choosing a book bag on wheels, please be advised that small suitcases are inappropriate. To ensure the safety of all children, handbags for classroom use are not permitted.

### **Snow Emergency Procedures**

As winter approaches, be mindful of predicted snowstorms. In the event of snow closing, you will be notified through the Remind App, Email, Facebook, Instagram or you can view Channels 3, 6, or 10 for our school. If your District closes but Holy Angels Catholic School remains open, parents will be responsible for providing transportation for their child. In the event of a storm that is predicted to start early in the day, please have arrangements made for your child to be picked up from school. The Principal will call and email you and your emergency contacts. Please note: busing districts determine early closures. All bus students may be transported home early. If you do not want your child bused, please notify the school immediately. On these days, After School Program will close early.

### **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. If parents wish their child(ren) to have a cell phone with them for emergencies, students at Holy Angels School may have one in their backpacks. 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.

### **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.

### **Nursing Services and Medication Policy**

Our nurse will handle routine medical affairs, provide first aid for minor accidents, and administer vision tests, hearing tests, height, weight, and blood tests in addition to scoliosis screening for children in Grades 5 through 7. In compliance with Chapter 14 of the State Sanitary Code, all children attending school must be immunized against polio, DPT, measles, mumps, and German measles (Rubella), Varicella, and Hepatitis B Series or documented proof of chicken pox virus. Information or clarification regarding immunizations is available from the school nurse. If the parent fails to obtain the required immunizations for the child, the child will not be able to attend school. If your child is on medication which is to be administered during school hours, New Jersey law states that "Medication shall be administered only with the written order of a physician and the written note of the parent." The school nurse is the only person permitted to administer medications as per New Jersey law. A written order from the physician shall include the following:

1. Diagnosis.
2. Dosage. Changes in dosage and time of administration will be made only with written physician order.
3. Time to be given.
4. Length of time.
5. Purpose and need for medication to be given during the school day.
  
6. Parent's written request shall give permission to administer medications as prescribed by the physician and shall release school personnel from liability.
7. The medication prescribed should be brought to school by a responsible adult. The medication must be in the original container labeled according to standards.
8. The only medications given will be those that the school nurse has a written physician's order for.

If a child becomes ill, the school nurse will notify the parent/guardian. No child is ever sent home without notifying the parents or those designated by the parents as an emergency person. The office must have the name of the parents and the name and telephone number of the person

who can be contacted in cases of emergency. PLEASE NOTE: A CHILD MUST BE FEVER FREE FOR 24 HOURS IN ORDER TO RETURN TO SCHOOL.

### **HSO**

The function of the Home School Association is to cooperate with the Pastors and Principal in all matters pertaining to the school. All parents are members. Dates and times of meetings will be posted in the newsletter. These meetings are informative and serve as a forum for communication. The HSO also sponsors “fun”raisers throughout the year to offset the costs of special programs and events.

### **Athletic Association**

The members of the Athletic Association, which include coaches and other interested parties, are appointed by the Principal to assist in providing a sound sports opportunity for our children. Learning proper attitudes, values, and moral behavior are also important aspects of the sports program. All must be at least 18, CAPPED, and certified. All students in grades 6-8 must have the state mandated physical and proper forms completed prior to any practices/play.

### **Fundraising**

Fundraising is coordinated by the Fundraising Committee, but falls under the auspice of the Advancement Director.

### **RECORDS**

The Family Education Rights and Privacy Act of 1975 gave parents the right of access to records. Opportunity for review of records will be provided in the Main Office upon written request. Holy Angels Catholic School also abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **FINANCE BOARD ROLE**

The Finance Board acts and serves to assist the Pastors and School Principal with the administration of sound policies and procedures for the future of our school. Official meetings will be held on a regular basis. Information regarding dates, times, and sites will be available on the school website and school newsletter.

### **PARENT/SCHOOL PARTNERSHIP**

It is critical that parents and guardians support the mission of the school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook. As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his or her parents or guardians are to register necessary complaints with the appropriate teacher and/or administrator and to cooperate with the school’s procedures for addressing and resolving such

complaints. The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or whose parent or guardian engages in conduct which is detrimental to the school.

### **Guidelines for Parents**

Parents must weigh seriously their obligation to educate their children in an atmosphere which emphasizes the message of Christ, community, and service. Parents assist our educational partnership by:

1. Attending weekly Mass and significant religious services with their children.
2. Assisting their children in academic and moral development by reviewing report cards carefully, supervising home study, and cooperating with the school concerning activities, recreation, and discipline.
3. Talking about the school with their children.
4. Providing a suitable time and place for homework.
5. Monitoring television viewing and use of electronic devices.
6. Reading aloud to their children.
7. Attending school programs with their children.
8. Sharing hobbies and interest with their children.
9. Trying to discover their children's interests and talents so they can be developed in cooperation with classroom teachers.
10. Taking an active role in the school's Parent/Teacher Association.

## **SCHOOL UNIFORM POLICY**

### **Uniform 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. Pre-K 3 and 4 wear Holy Angels gym uniform daily.

### **School Uniform Policy** **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

**Uniform**  
(First day-10/31 & 4/1-end of year)

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**  
(11/1-3/31)

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<sup>th</sup> – 8<sup>th</sup>**

- 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<sup>th</sup>- 8<sup>th</sup>

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 (11/1-3/31)**

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



\*Crew socks

### **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, lip gloss, 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. No other hair accessories are permitted.
9. Girls may wear one set of earrings, no dangling or large hoop earrings. Cartilage piercings are not permitted.
10. Boys are not permitted to wear earrings.
11. Students are not permitted to wear trench coats.
12. Boys' hair should not touch the collar of their shirts and should be above eyebrows and mid ear.
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.

### **Casual Days**

Casual Day attire should be appropriate for a Catholic elementary school. Shorts and skirts must be the same length as our uniform.

- Short shorts, pajamas, baggy pants, and hip hanging pants are not permitted.
- Sleeveless shirts, inappropriate images, wording or themes are not permitted.
- Flip flops, sandals or open toed or open heeled shoes are not permitted.
- Pants must fit appropriately. Leggings or yoga pants must be worn with tunic length (longer) shirts.
- Any skorts/skirts/shorts may be no shorter than the tips of fingers.

\*If students do not adhere to the Casual Day dress code on any given Casual Day, they will lose their privilege for the rest of the year. Parents will be notified to bring appropriate clothing. If parents are unreachable, the student will spend the day in the office. Students dressed inappropriately will be given clothes from the uniform exchange to wear.

### **USE OF SCHOOL FACILITIES AND GROUNDS**

#### **Smoking and Alcoholic Beverages**

Smoking on school grounds, especially when children are present, is strictly prohibited. Alcoholic beverages are strictly prohibited at any school function unless it is a licensed fundraising activity.

It has become necessary to implement the following policy regarding folding equipment:

- A responsible adult should examine any equipment that is moved, taken down, or set up.
- No child should ever dismantle the folding tables. This should be handled by supervising adults. This will guarantee that the equipment is properly opened and all safety locks or braces are in place. To keep these “safety brackets” properly working, no adult or child should ever sit on folding tables, opened or closed, or on stacks of chairs. This will weaken the legs and could cause the equipment to fall on our children or visitors. The safety of our children must come first and foremost.

## **SCHOOL HOURS**

Children may report to the school no earlier than 7:00am. They may read or talk with their friends. We discourage children from doing homework assignments in the morning as they must be isolated from classmates to prohibit the “sharing” of work. Children should be monitored at all times for their safety.

The main door will be locked at 8:05 a.m. Prayers will be said in the classrooms at 8:15 a.m. We rely on parents to see that the children are on time.

7:00 a.m.	Students may begin arriving
8:05 a.m.	Doors locked.
8:15 a.m.	Prayers & announcements
8:15 a.m.	Classes begin
11:00 a.m. – 12:30 p.m.	Recess/lunch (two sessions)
2:30p.m.	Dismissal
12:30 p.m.	Early Dismissal
Before School Care:	Students may arrive at 6:45am.

## **VOLUNTEERS/PARENTAL CONDUCT**

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement, and improves student behavior and attendance. We appreciate the priceless service that you provide us. We ask your cooperation with the following guidelines.

### **Application Process**

Please fill out all of the information requested on the Volunteer Application that will be sent home. Sign and date and return to the Main Office. All volunteers who have regular contact with our children MUST be fingerprinted through a school process and attend the Child Assault Prevention Workshop. This includes lunch volunteers, room parents, coaches or athletic helpers, scout leaders, or anyone wishing to chaperone Field Trips.

### **Confidentiality**

**A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children’s actions, responses, progress or problems at school**

**are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers, or any parent/teacher for that matter, should not discuss these conversations inside or outside of the school. Refer any concerns to the Administration. Besides being unchristian, any defamatory talk or writing (social media included) that can ruin the reputation of a child, other parent, teacher, staff, or administrator can be considered libel or slander and legal matters may ensue.**

### **Sign-in Procedure**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/volunteers are required to wear a designated badge or sticker that may be picked up in the office. Visitors and/volunteers are to return the badge and sign out at the time of departure.

**Please note:** While you are in the building, you must be present only in the area in which you are volunteering. The same for lunch volunteers, classroom volunteers, etc. If you are bringing younger children, which is not advised, your child must stay in the room where you are. If you are volunteering as a room parent, no siblings may come, there just is not room in the classroom for other children besides the students. Thank you for your understanding in this matter.

### **Volunteer Dress**

Holy Angels Catholic School has very detailed expectations for student dress. Although volunteers do not have dress code requirements, it is expected that volunteers reflect the image of Holy Angels Catholic School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops.

## **DISMISSAL POLICY**

At 2:30 p.m., bus riders will be dismissed. Car riders will be dismissed in an orderly fashion. Students who have not been picked up by 2:50 p.m. (or 12:45 p.m. on half-days) will be brought to the After School Program. Parents will be charged the full \$12.00 fee, which must be paid that day.

## **REQUEST FOR EARLY DISMISSAL**

A parent or guardian must submit a written request for early dismissal stating the reason for the request. The note must be given to the homeroom teacher who will then forward it to the Principal. Parents must report to the school office to meet and sign out students. If at all possible, appointments with doctors, dentists, eye doctors, etc. should not be made during school hours.

## **Holy Angels Catholic School Delinquent Tuition Policy**

### **Policy**

Timely tuition payments are critical to the continued success of our school. Unpaid tuition payments can place our school at financial risk. Holy Angels Catholic School recognizes that families may encounter temporary financial difficulties. This policy discusses acceptable procedures for making and collecting tuition payments.

### **Procedure**

The following guidelines have been established for making payments to the school.

1. Tuition payments begin in July and continue through May. Payments are to be made through FACTS before the pre-arranged due date. Late payments are subject to late fees.
2. At the end of each month, any family that is two payments in arrears will receive a letter stating the account is delinquent.
3. At the end of each month, any family that is three payments in arrears will receive a certified letter stating that the student will not be permitted to return to Holy Angels Catholic school after the 14<sup>th</sup> day of the following month unless payment in full is received.
4. Any family with an outstanding balance will not be permitted to start a new academic year until the account is paid in full.
5. The registration, technology, and supply fees must be paid prior to the first day of school. If the registration, technology, and /or supply fee is not paid, the student will not be permitted to enter school on the first day.
6. Documents including, but not limited to graduation notices and transcripts, will not be provided if you have a delinquent balance with the school.
7. In the event that you foresee difficulty meeting your financial obligation to the school, immediately contact the Principal. Special payment arrangements may be made subject to the approval of your Parish Priest.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Parents are the first to communicate the Catholic faith to their children and the first to educate them. The school and parents/guardians must work hand-in-hand to communicate our Christian faith and values. For this reason, the school must have the full support of the parents/guardians.

“Live a life worthy of the calling you have received, with perfect humility, meekness, and patience, bearing with one another lovingly. Make every effort to preserve the unity which has the Spirit as its origin and peace as its binding force. There is but one body and one spirit, just as there is but one hope given all of you by your call. There is one Lord, one faith, one baptism; one God and Father of all who is over all, and works through all, and is in all.” (Ephesians 4:1-6)

Parents/guardians’ responsibilities are:

1. To ensure that the children fulfill their obligation of Sunday and Holy Day liturgies.
2. To be aware of the academic and religious programs offered by the school.
3. To enforce school rules as necessary in the home.
4. To communicate with the teacher regarding the child’s performance or behavior.
5. To report to the school office upon entering the building, to sign in and to receive a pass.
6. To make appointments by phone or letter to the school regarding student performance or behavior.

7. To address all teachers, staff and any visitors to the school with respect.
8. To provide transportation for students immediately following a detention.
9. To support all volunteer programs initiated by the school.
10. To provide absence notes, late-arrival excuses, or early dismissal requests for their children.
11. To return, promptly, any forms or papers issued by the Principal or teacher.
12. To support all policies set by the school
13. To attend meetings of the PTA.
14. To take part in Sacramental programs set by the home parish.
15. To attend parent conferences and acquire progress reports for the student.
16. To call the school immediately if the child develops a communicable disease other than common cold.
17. To notify the school immediately of any change in an address, telephone number, type of transportation or custody status.
18. To make the necessary arrangements for summer school in the event of their child's academic failure in a major subject.
19. To make necessary tuition payments, as well as any other fees required by the school.

## STUDENT RESPONSIBILITIES

### “KNOW WHAT IT IS TO BE A CHILD”

It is to be something very different from the person of today.  
It is to be a spirit yet streaming from the waters of baptism.  
It is to believe in love, to believe in loveliness, to believe in belief;  
It is to be so little that the elves can reach to whisper in your ear;  
It is to turn pumpkins into coaches, and mice into horses, lowliness into  
loftiness and nothing into everything.  
For each child has its fairy godmother in its own soul;  
It is to live in a nutshell and to count yourself the king of infinite space.  
“Shelley” by Francis Thompson

Students' responsibilities are:

1. To be active participants in their Faith development demonstrating Christian Fellowship.
2. To obey all classroom and school rules.
3. To attend all classes and to actively participate.
4. To do all work assigned by the teacher, both in the classroom and at home.
5. To return, on time, any papers issued by the Principal or the teacher.
6. To address all teachers, staff, and any visitors to the school with due respect.
7. To dress according to the school uniform code.
8. To treat fellow students with Christian love and respect.
9. To move about the school, including entering and leaving, in an orderly and organized manner.
10. To observe the rules of the library and computer lab.
11. To remain on school property from time of arrival in the morning until time of dismissal.
12. To obey bus safety rules.
13. To attend any detention issued.
14. To sign in at the office when tardy before reporting to the homeroom.
15. To hand in all messages sent into school by parents/guardians.
16. To accept responsibility for personal belongings and also to have respect for property belonging to others and to the school.

## **TEACHER RESPONSIBILITIES**

“You address me as ‘Teacher’ and “Lord” and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other’s feet. What I just did was to give you an example. As I have done, so you must do.”

John 13:13-15

Teacher responsibilities are:

1. To model and lead in showing Christian love and respect for each student.
2. To be in the school building fifteen minutes before school begins, and for at least fifteen minutes after school has been dismissed.
3. To teach all subjects assigned by contract.
4. To hand in lesson plans to the Principal regularly.
5. To follow the school’s discipline code.
6. To encourage students to act with respect toward peers and authority.
7. To be responsible for the safety of all students while they are in their classrooms or in the school building.
8. To welcome and address fellow teachers, staff, students, and visitors to school with due respect and courtesy.
9. To provide a variety of prayer experiences for students.
10. To attend all meetings required by the school and the parish.
11. To attend all parent/guardian conferences and provide parents/guardians with student progress reports.
12. To inform parents/guardians of those students who are being detained in school for discipline or for other reasons.
13. To teach from prescribed texts and, whenever departing from these, inform the Principal.
14. To notify parents/guardians of those students who must attend summer school sessions for failure in major subjects.
15. To read and be knowledgeable of Diocesan teacher policies, evaluations, and procedures.
16. To perform all assigned teacher duties.

**Holy Angels Catholic School  
Woodbury, NJ**

As indicated by my and my child's signature below, we have read, fully understand and agree to abide by the policies and procedures as outlined in the Parent/Student Handbook and Bullying Prevention Policy of Holy Angels Catholic School.

_____ Child Signature	_____ Grade	_____ Date
_____ Child Signature	_____ Grade	_____ Date
_____ Child Signature	_____ Grade	_____ Date
_____ Parent Signature	_____ Date	

