

# HOLY ANGELS SCHOOL

*Be Praised, My Lord.*



## PARENT/STUDENT HANDBOOK

*Holy Angels School educates children through a quality and challenging curriculum based on Catholic values in the Franciscan tradition and encourages students to grow into spiritual, moral, intelligent, and socially responsible adults.*

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July, 2009

Dear Parents and Students,

Welcome to Holy Angels School! It is our hope that here you will find a community of faith with whom you can worship and learn more about God. It is our expectation that students will work hard and use their skills to strengthen the talents they have been given. In addition, we expect that they will become knowledgeable, responsible Christian persons, who will contribute to building community and who will care for those in need. It is our belief that enjoyable experiences are an important part of life and should be a part of life in school as well. Together we seek appropriate ways to achieve this basic need.

In the pages that follow, you will find information about many topics related to school life. We hope it will be helpful to you and provide you with a quick reference when you have questions about policy or procedures. If you have further questions about any topic, do not hesitate to call the school office for assistance.

It is very important that parents review this handbook together with their children. It is ultimately the responsibility and cooperation of the parent(s) that all policies and procedures are followed as stated in the handbook. However, in the total educational process we also expect the child(ren) to develop an attitude of responsibility and cooperation with these policies and procedures.

Thank you for your cooperation!

Sincerely,  
Ms. Denise Winterberger  
Principal

Revised July, 2009

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## **MISSION STATEMENT**

Holy Angels School educates children through a quality and challenging curriculum based on Catholic values in the Franciscan tradition and encourages students to grow into spiritual, moral, intelligent, and socially responsible adults. (Adopted 2005)

## **PHILOSOPHY**

Holy Angels School affirms the relevance of Catholic education in modern life and proclaims the Good News through teaching and modeling Jesus' message of hope. As a community gathered in an atmosphere of faith, we celebrate the Gospel each day throughout our school. In embracing Jesus' call to action, we live the Word within the community by promoting social awareness and encouraging outreach opportunities.

Diocesan and local educational and managerial policies are clearly defined and accessible. The teachers reflect a dedication to Christian values, quality education, self-direction, and a love and understanding of children. Faculty members are responsible for engendering a positive environment. This is accomplished through cooperative learning and age-appropriate experiences that recognize the varied learning styles of the students. Required skills are taught in sequential order to meet developmental needs.

Administrators, staff, and students engage in the process of evaluation for the purpose of seeking continuous improvement in our instructional programs, learning outcomes and the quality of our life together. This process takes various forms, incorporating the use of formal instruments as well as the personal experience of those involved.

The academic aspect of Holy Angels Catholic-centered education includes the balanced development of intellectual, social, personal, and physical growth of our students. Remaining rooted in our spiritual identity, we enable our students to meet the demands facing the global community in the 21st century. The faculty and parish join in partnership with the family in educating the whole child.

Positive relationships are vital to the success of a school community. As students, teachers, and parents, we are challenged to be supportive and caring. Together as Christian role models, we work toward a mutual goal. This goal depends on open communication, cooperation, and respect.

On a personal level, students come to realize their unique qualities and to appreciate life as responsible, caring members of the community. The intellectual nature of students is enhanced when individual learning styles are recognized and addressed. Students' acceptance of their bodies as creations of God encourages them to make right choices regarding their mental and physical health.

Integral to the social development of students is learning to work together to respect others and to accept the obligations of citizenship. Understanding and development of self prepares them for a lifetime of learning.

The spiritual nature of students develops through an intimate relationship with God. This relationship is strengthened primarily through daily participation in communal prayer and secondarily through individual prayer, in understanding and valuing our Catholic Christian traditions, and in identifying with positive role models. This, in turn, equips students to live the Word and to share the blessings of their lives with each other and the world around them.

## **STATEMENT OF NON-DISCRIMINATION**

Holy Angels School will honor the equality of all peoples, avoiding all forms of discrimination and respecting the dignity of each person by providing service without regard to economic status, race, sex, national origin, gender, ethnicity, sexual orientation, age (in accordance with the law) or disabling condition (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated).

## **PARENT'S ROLE IN EDUCATION**

We, at Holy Angels School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the

primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Angels School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Angels School, we trust you will be loyal to this commitment. During these formative years (Kindergarten through 8th Grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests,

service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. *(Adapted with permission from Sarah Wannemuehler, Ed.D.)*

## PARENTS AS PARTNERS

- As partners in the **total** educational process at Holy Angels School, we ask parents:
- To set rules, times, and limits so that your child:
- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and,
- Has a nutritional snack and lunch every day.
- To actively participate in school activities to the fullest extent possible;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student is absent, tardy, has an early dismissal, or a change in dismissal;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policies of the school;
- To treat teachers with respect and courtesy in discussing student problems. *(Adapted with permission from Sarah Wannemuehler, Ed.D.)*

## **ADMISSION**

1. Holy Angels parishioners in good standing\* who already have children in the school.
2. Holy Angels parishioners in good standing\* who are enrolling a child for the first time.
3. Catholics from other parishes who wish to enroll their children.
4. Non-Catholics whose children come with a recommendation from the school principal.

\*Parishioner in good standing – one who participates regularly in the Liturgical life of Holy Angels parish, one who is active in the parish (Lector, Eucharistic Minister, member of one of the Parish Service Committees), and one who contributes regularly to the offertory collection.

## **NEW STUDENT ADMISSION PROCESS**

### ***Kindergarten***

1. Application forms are available in the school office or the web-site after Christmas vacation.
2. Copies of Birth and Baptismal Certificates are required.
3. A pre-admission screening is required. Parents will be given an appointment at the time of application.
4. An application fee is due when all required paper work is returned.
5. The child must be 5 years of age by August 30<sup>th</sup> of that school year.

### ***Grades 1 through 8***

1. New registrations for grades 1 – 8 are held during the month of March.
2. Application forms, available in the school office or on the web-site.
3. The following information must accompany the application form:
  - a. A copy of latest report card.
  - b. A copy of standardized test scores.
  - c. Any other information that may assist us in knowing about your child.
4. The child must be grade/age appropriate for the grade they are entering.

5. An application fee is due when all required paper work is returned.

## **ACADEMIC PROGRAM**

All students enrolled in Holy Angels School participate in the Religion program and liturgical celebrations. The Diocese of Wilmington mandates the basic Religion curriculum. It provides for instruction of the traditional doctrines of the Roman Catholic Faith. The curriculum provides a comprehensive, holistic approach to understanding and reverence for human sexuality and respect for all life, consistent with Catholic values. Development of a personal prayer life and outreach to community service are important elements of the Religion program.

Celebrating the traditions such as Mass and the sacraments of the Catholic Faith are vital in reinforcing the teachings as well as developing the child's faith.

The Language Arts curriculum includes reading, literature, phonics, grammar, written expression, spelling/vocabulary, penmanship, and speaking and listening skills. Holy Angels offers a Parallel Reading Program for those students in grades 1 to 3 that show difficulty in reading and would benefit from small group instruction.

The Math program follows Diocesan and State guidelines. A particular emphasis is placed on developing reasoning and problem solving skills as well as a strong foundation in the basics. Holy Angels offers a Pre-Algebra and Algebra program in grades 7 and 8 for those students who meet the criteria set by the Diocese. There is also a Parallel Math program stressing small group instruction for those students in grades 5 to 8 who are experiencing difficulty in the large classroom setting.

The Science program is inquiry based which develops science process skills through hands-on experiments and activities.

Social Studies includes the study of history, geography, current events, cultural differences, and respect for diversity.

In addition to the basic academic curriculum, students have the opportunity to participate in several special areas of learning including Music, Art, Library, Computer, and Physical Education. The school guidance counselor organizes programs that assist students in everyday social and behavioral skills as well as providing programs about physical, emotional and social health related issues.

## **ATTENDANCE**

Regular attendance is an important part of the student's academic progress. Yearly attendance is recorded on the student's permanent record.

In accordance with Diocesan Policy #5120, absence of twenty days (or more) a year may be used in the determination to retain a student. The primary consideration in a retention decision is the ability of the student to effectively participate in the program of instruction at the next level. Whenever a student is absent, a note from the parent is required when the student returns giving the reason for the absence. A phone call does not fulfill this requirement. For communicable diseases, a note from the doctor is required upon returning to class.

Students are expected to make up class work and homework missed because of absence. If a student is absent for a day or two, the work may be obtained from another student over the phone or upon return to school, from the teacher. If a child's absence will be extensive (more than three days), the parent should communicate with the teacher to arrange for obtaining the assignment and a timeline for completion.

When a student is absent due to vacation during school time, the teacher is not obligated to provide work in advance. The student should arrange with another student to obtain work missed while absent. School calendars are published in advance of each new school year; therefore, vacations can be scheduled accordingly. The school maintains that absence due to vacations can negatively affect the student's academic progress. It is the responsibility of the student and her/his parents in collaboration with the teacher(s) to determine how and when the missed work will be made up.

If a student will be unable to attend school for an extended period of time, the parent may wish to contact the Guidance Counselor for information regarding the availability of a Homebound Program.

Students should arrive at school between 7:35 and 8:00 a.m. Students who need to arrive before this time should be enrolled in the Before Care Program. Students are considered late if they are not physically present in their homeroom by 8:05 a.m.

Dismissal is at 2:55 p.m. Any car riders who cannot be picked up by this time should be enrolled in the AfterCare Program. Any student not picked up by 3:10 p.m. will be sent to AfterCare and parents will be charged accordingly. All changes for dismissal must be reported to the homeroom teacher and office in writing. Students will not be permitted to leave with another child unless a written note is sent to school. In the event of an emergency, please phone the school office.

## **BEFORE AND AFTER CARE PROGRAM**

Before Care is available beginning at 7:00 a.m. AfterCare is available until 6:00 p.m. Further information is provided at the time of registration and re-registration. You may also call the school office. Please read the After Care handbook for more specific policies and regulations.

Students exhibiting inappropriate behavior will lose the privilege of staying in the Before/AfterCare Programs. Discipline problems will not be tolerated.

## **BULLYING**

Holy Angels also has a zero-tolerance for bullying other students.

## **CHANGE OF INFORMATION/EMERGENCY INFORMATION**

Parents are requested to complete emergency information cards at the beginning of each school year. It is important that changes to this information are immediately communicated to the school office. Any change of address or telephone number should be reported to the school office as soon as possible.

All unlisted numbers should be so specified. Be sure to clarify if a custodial guardian is not the parent of the child.

If the parent(s) are away for any reason and your child is being cared for by a relative or another adult, please inform the school office. The name and phone numbers of this person must be on file in the office.

### **CLASSROOM VISITS**

No one may go to the classroom at any time during the day or at dismissal without first reporting to the office. Visits to the classroom must be prearranged with the teacher at least two days before the visit. This is for the safety of our children. It also prevents disruptions to the class.

Adults entering the building for a visit or to volunteer must sign in at the office and wear a visitor's badge while in the building. This policy assists us if an emergency arises and there is a need to know who is in the building. This also promotes a safe environment for all in the school building.

Groups that have permission to utilize a classroom after school must wait until 3:15 p.m. to enter the room. This gives the teacher the opportunity to prepare the classroom for the next day.

### **CODE OF BEHAVIOR/RULES OF RESPECT**

The quality of life at Holy Angels School is governed by the rules of Respect, adopted in September 1992:

- Respect yourself, others, and all property.
- Everyone is special; encourage one another.
- Speak and walk quietly through the school.
- Patience with self and others.
- Everyone sets a good example.
- Care for each other's feelings.
- Treat each other kindly and with RESPECT.

Specific rules for classroom, playground, lunchtime, and other areas of school life are derived from these basic values.

Our Quality of Life/Code of Behavior is based on the concept of developing responsible behavior among our students. We work to ensure that all students have an understanding of the rules. Students are led by their teachers to establish classroom rules at the beginning of the year that foster a respectful environment for all.

Students are expected to "own" their behavior. When misbehavior occurs, the questions asked of them are:

- What did you do?
- What rule did you break?
- What did you want to happen as a result of your behavior?
- How could you have received what you wanted using acceptable behavior?"

According to Diocesan Policy #5150, the purpose of discipline in Catholic schools is to enable students to move from externally imposed discipline to self-discipline to discipleship. Children must first learn expectations for behavior from parents and staff. As they mature, they need to be encouraged to govern conduct so that they learn to be responsible.

Frequent misbehavior is addressed within specific, limited parameters with regard to the number of misbehaviors and the time frame. The student is not asked to "be a better student from now on," but rather to refrain from calling out in class for one day, one week, etc. The objective is to give the student the assistance needed in order to succeed and thereby correct the misbehavior.

Specific and consistent consequences are utilized as needed. For example, if a student neglects to do homework and has been given several opportunities to turn it in the next day, but fails to do so, the student could be required to stay in at lunch recess to finish the homework. When the homework is finished, the student goes to recess.

Students in grades 6, 7, and 8 have a daily calendar in their assignment books that notifies parents of behavior and effort in all classes. Parents are required to sign this calendar each week. There will be a year-end incentive trip for those students who have not served an after school detention.

Students who have four or more violations within the month will serve a one hour after school detention. Students in grades 6, 7, and 8 should refer to their assignment books for a more detailed explanation of the Middle School discipline policy.

Consistent rules, regulations, and consequences for misbehavior are established in grades K to 5 that are developmentally appropriate for the specific grade level. They are developed at the beginning of the year in collaboration with the students and their homeroom teacher.

If a student's misbehavior is continuous or of a serious nature, it is necessary for the parents, the teacher(s), the guidance counselor, the principal, and the student to meet. During this conference, all parties will collaborate to name the behavior that is unacceptable, indicate what behavior is expected of the student, and at what point the student will be removed from the classroom.

If a student is removed from the classroom for any misbehavior, the student is expected to complete any work missed. The teacher will contact the parent and some form of behavior modification plan will be established and implemented by the teacher, with cooperation from the parent(s) and the student. If these modifications do not change or correct the behavior, a conference with the principal and/or the school counselor will be necessary.

## **COMMUNICATION WITH SCHOOL PERSONNEL**

It is important for parents and school personnel to be in communication with one another. There are provisions for formal conferences at the time of report cards. In addition, school personnel will initiate phone calls and/or written communication throughout the year as necessary.

Parents are encouraged to do the same. If you wish to speak to anyone concerning your child, please send a note or leave a message at the school office. Questions regarding academic progress or other concerns in the classroom should be discussed with your child's teacher. If there is need for further discussion, an appointment can be scheduled with your child's teacher and the guidance counselor and/or the principal. Each teacher can

also be contacted through e-mail. Please allow at least a 24-hour response time.

## **CURRICULUM AND INSTRUCTIONAL METHODS**

The curriculum at Holy Angels School follows the guidelines set by the Diocese of Wilmington and the State of Delaware. Methods of instruction are determined in light of the philosophy and mission of the school. Teachers use a variety of strategies to address the needs of each child as best as possible. They strive to create an atmosphere in which each child can feel secure and confident, thereby achieving optimum learning potential. Inherent in all of this is the belief that opportunities for living and learning our Catholic faith are integral to every aspect of school life.

## **DISMISSAL**

Each day, we attempt to have one pick-up at dismissal. In order to do this, we will utilize the center of the Upper Lot (Lot A) for those with disabilities or rational reasons where they may be restricted from getting out of their cars if they were parked in the other two lots. Dismissal can be a hectic time for all involved, and everyone is asked to please treat each other with respect and cooperation.

The Parking Lot Procedures are as follows:

- **Lot A: Upper Lot / HA Parking Permit (only)**  
Reserved for or those with disabilities or those that may have two or more toddlers in the car and are unable to get out of their cars. The school will grant them a special Upper Lot Parking Permit. These persons can enter from Possum Park Road but must arrive by 2:45 p.m. **PLEASE POST PERMIT IN CAR WINDOW.**
- **CHURCH CIRCLE:** We ask that parents arriving early fill the driveway in front of the church first. Form two lines around each side of the circle and then two lines down the driveway. Once the driveway is full, please **MOVE on to the LOWER LOT.** Do not block the back driveway.

■ Lot B: **DRIVEWAY LOWER LOT**

We ask that you fill the driveway and lower lot starting on the field side and form five (5) rows of cars through the lot. Two lines in the driveway, three lines on the field side and two lines on the side nearest the church.

**Parents in Lot B must get out of your car and meet your child(ren) at the sidewalk outside the front doors of the school. Students may NOT wonder through the parking lot looking for you. Gather your child(ren) and move promptly to your cars.**

**DO NOT USE THE FACULTY PARKING LOT FOR PICK-UP. THIS LOT IS RESERVED FOR TEACHERS AND AFTERCARE STAFF.**

Dismissal will begin when everyone is in his/her car. Please cooperate with the faculty, staff and crossing guards that are assisting in the driveways.

**Our goal is that everyone is safe at all times. Please follow these additional rules to ensure a smooth dismissal procedure for all involved.**

- Use the Old Possum Park entrance at all times.
- Please arrive before 2:50 p.m. for dismissal.
- Do not move your cars until directed by the teachers and staff in the lot. Please respect their assistance.
- Do not use cell phones while driving through the school property.
- Stay alert and keep your speed below 10 mph at all times.
- **Do not use the faculty parking lot behind the school for any reason.** This is reserved for teachers, staff, and AfterCare employees only. This driveway is not to be used for entering the lower lot or to park & pick up your child.
- Students not picked up by 3:10 p.m. will be sent to AfterCare and will be charged for their services.
- If there is an emergency and your child(ren) can not be picked-up on time on a particular day, please phone the school office to inform us.

**DRESS CODE**

All students are to be in complete uniform from the first day of school unless the day has been designated a “dress down” or “casual dress” day.

Gym uniforms will be the uniform for all grades on their gym day. Students are to wear socks and sneakers for gym. The sneakers are to be tied at all times (clog, opened toed sneakers or those with wheels are not permitted). Velcro straps or others types are to be secured at all times. Gym pants and shorts are to be worn on the waist and T-shirts may be worn on the outside of the shorts. Gym shorts may not be shortened or hemmed for any reason. Gym uniforms are available from Rush Uniforms located on Route 13 in New Castle.

**All uniforms are to be purchased at Rush Uniforms. Other brand names are not permitted.**

***Kindergarten***

Appropriate play clothes and sneakers or shoes (no sandals, clogs, open sneakers or shoes, or sneakers with wheels). Kindergarten students are to wear their gym uniforms with sneakers on their designated physical education day.

***Warm Weather Uniform***

Optional — September, October, May, and June

Grades 1-8 — Boys and Girls

- Walking Shorts (Navy or Khaki)
- Golf Shirt (long- or short-sleeve) with logo (Navy, White, or Light Blue)
- Socks (White or Navy Blue)
- Belt (Black or Brown)
- Solid Black Sneakers or Black School Shoes (tied at all times)

## ***Standard School Uniform***

### Grades 1-6 — Boys

- Slacks (Navy or Khaki)
- Turtleneck (Navy, White, Light Blue)
- Golf Shirt (long- or short-sleeve) with logo (Navy, White, or Light Blue)
- Socks (White or Navy Blue)
- Belt (Brown or Black)
- Solid Black Sneakers or Regulation Black Shoe

### Grades 7 and 8 — Boys

- Slacks (Navy or Khaki)
- Oxford Shirt (White or Light Blue) (Long or Short Sleeve)
- Tie (Appropriate for School)
- Socks (White or Navy Blue)
- Belt (Brown or Black)
- Solid Black Sneakers or Regulation Black Shoe

### Grades 1-4 — Girls

#### Option 1:

- Plaid Jumper with white Peter Pan collar blouse or white turtleneck
- Navy Blue Tights or Navy Blue Knee Socks; or,
- Slacks (Navy or Khaki)
- Golf Shirt (long- or short-sleeve) with logo (navy, white, or light blue)
- Turtleneck (navy, light blue or white)
- Belt (brown or black)
- White or Navy Blue Socks
- Solid Black Sneakers or Regulation Black Shoe

### Grades 5-6 — Girls

#### Option 1:

- Skort (Navy or Khaki)

- Golf Shirt (long- or short-sleeve) with logo (navy, white, or light blue)
- Turtleneck (Navy, Light Blue, White)
- Navy Blue Tights or Navy Blue Knee Socks; or,

#### Option 2:

- Slacks (Navy or Khaki)
- Golf Shirt (long- or short-sleeve) with logo (navy, white, or light blue)
- Turtleneck (Navy, Light Blue, White)
- Socks (White or Navy Blue)
- Belt (Black or Brown)
- Solid Black Sneakers or Regulation Black Shoe

### Grades 7 and 8 — Girls

#### Option 1:

- Skort (Navy or Khaki)
- Oxford Shirt (White or Light Blue)
- Navy Blue Tights or Navy Blue Knee Socks; or,

#### Option 2:

- Slacks (Navy or Khaki) With
- Oxford Shirt (White or Light Blue)
- Socks (White or Navy)
- Belt (Black or Brown)
- Solid Black Sneakers or Regulation Black Shoe
- Optional: Navy Blue Sweatshirt with Logo or Navy Blue Cardigan Sweater, Vest, Pullover Sweater

### Gym Uniform – all grades, all students

- Gray/Blue T-shirt (may be worn outside shorts)
- Navy Blue Mesh Shorts
- Navy Blue Sweat Shirt
- Navy Blue Sweat Pants
- Sneakers and Socks

### **General Appearance**

- Students are to come to school clean and in neatly groomed attire.
- Girls' hair must be appropriately styled, cleaned, well groomed, and of natural color.
- Boys' hair must be cleaned, trimmed, of natural color, and styled so that it is not below the eyebrows, not fully covering the ears, and is to be above the top of their collar.
- Small pierced earrings are permitted: post or small hoops less than the diameter of a nickel (only one per ear).
- No dangling earrings.
- No large necklaces, bracelets, or chokers are to be worn. Students are permitted to wear a religious medal or cross, a watch, and one small ring.
- Only one "cause" bracelet may be worn; i.e. "Livestrong," "Cancer Awareness," etc.
- Only clear nail polish is permitted. Fake nails are not permitted.
- No make-up is to be worn, including colored lip-gloss.
- No temporary or permanent tattoos or body piercing are permitted.
- Shoes and sneakers must be tied at all times (or Velcro attached).
- Shirts and blouses are to be tucked in at all times.

The school reserves the right to determine the inappropriateness of dress, hair, or other deviations from the dress code. Notices will be sent home if a child is in violation of the proper dress code. In grades 6 – 8, three violations will warrant a check on their calendar.

### **Casual Dress Days**

On these days students need not wear uniforms, may not wear jeans and sneakers, but may wear comfortable casual clothes; i.e., slacks, skirts, collared shirts or blouses (no open back, low front blouses, or tank or tube tops) and other appropriate casual clothes. Sandals, crocs, or clogs may not be worn. Logos and prints on all clothing should not be contradicting of our Christian values.

### **Dress Down Days**

On these days, students may wear jeans (regular fit), sneakers and socks, appropriate t-shirt or sweat shirt, gym uniforms, or other appropriate clothing. Students may not use their dress down coupons on days when liturgies and prayer is scheduled in church.

### **EARLY DISMISSALS**

A child who must be dismissed early must bring a note stating the time and reason for early dismissal. The note must also identify the person who will be picking up the student. The note must be signed and dated. An adult must sign out a student dismissing early from the school office. Faxes and e-mails to the child's homeroom teacher are acceptable.

Please avoid early dismissals for doctor and dental appointments by scheduling them on school holidays or at a time outside of the school day. Parents requesting early dismissal must pick students up by 2:30 p.m. No student will be dismissed after this time until the regular dismissal.

Students who leave school before 1:00 p.m. will be marked absent for the afternoon session.

### **EMERGENCY DRILLS**

Fire drills are held monthly during the school year. Such drills are necessary for the safety of the students and are required by law. All persons, including visitors and volunteers, within the school building must cooperate with the drill and vacate the building.

Similar drills will be conducted as needed in order to promote a healthy environment in the school building. Such drills could include lockdown, bad weather drills, etc.

### **EVALUATION PROCESS**

Students are evaluated using several methods. Regular testing and drill provide feedback on the mastery of subject matter. Expectations are set in light of a child's ability to learn.

The TerraNova Standardized Test is administered in March to students in grades K through 7.

Student academic progress is tracked using the online database system known as PowerSchool. Parents of students in grades 3 through 8 have online access to the daily progress of their child(ren). Please allow a period of seven days for grades to be posted.

Students receive report cards three times a year. Students in grades 1 and 2 receive an interim progress report between report cards. Any student in grades 3-8 who has a D or F at the mid-trimester will bring home a written notice for possible failure. For all students, a mandatory Parent/Teacher conference is held at the end of the first trimester. An optional conference can be held at the second trimester at the request of the teacher or the parent.

Students in kindergarten, grade one, and two will receive a continuous progress report in all subject areas noted by the following scale:

P	Demonstrates proficiency
G	Very Good Progress
S	Satisfactory Progress
I	Improvement Needed
N	Not yet demonstrated
NA	Not applicable at this time

Students in grades three through eight will receive a letter grade based on the numerical value as follows:

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Students also receive a grade in the areas of conduct and effort. While this grade does not affect the final trimester average, it can affect the student's

ability to be listed on the honor roll. The following represent assessment in these areas:

O	Outstanding
G	Good
S	Satisfactory
I	Improvement Needed

Each report card subject grade reflects a wide range of student experience including but not limited to: oral participation, attentiveness, cooperation, homework, class assignments, tests, quizzes, projects, and quality of work.

### **EXTRA-CURRICULAR ACTIVITIES**

Students have access to participation in a variety of extra-curricular sports through the CYM (Catholic Youth Ministry). Students will be held to the regulations set forth by the CYM office for participation on the sports teams. Schedules and team information is available on the Diocesan website ([www.cdow.org](http://www.cdow.org)). Scouting groups are also active in the parish. Further information can be obtained by calling the parish center at 731-2200.

Students in grades four through eight may participate in the Instrumental Music Program. There is an additional fee for this program. Information is sent home at the beginning of the year. There is a variety of extra- and co-curricular activities that are announced throughout the year.

Students participating in programs directly after school must make appropriate arrangements for pick-up by parents after the activity. Students may not be sent to the AfterCare program unless they are registered to do so. This is in compliance with CYM and school policy. No child may be left unsupervised at any time.

### **FIELD TRIPS**

Field trips provide students with additional learning experiences. Parents will receive information in advance regarding the activity and the cost. Permission slips will be sent home prior to each trip and must be returned to school before the trip in order for a student to be able to participate in

the trip. Only the school form will be accepted as evidence of permission. A verbal permission via telephone is not acceptable. Faxed forms are also unacceptable. A child is marked absent if he is not in school or with the class-sponsored activity. Holy Angels School reserves the right to withdraw a child from the field trip if his/her behavior warrants it.

Please note the following:

1. Students must go to and from the field trip with the class.
2. Students must complete the school day after returning from a field trip.
3. Checks should be made payable to Holy Angels School.
4. Siblings are not permitted to attend trips.

### ***Chaperone Responsibilities***

Parents are invited to accompany class trips for the purpose of assisting the teachers with their responsibility to ensure a safe and productive experience for the students.

If the trip has limitations on the number of chaperones, the teacher will rotate the use of different chaperones. In accepting this invitation, parents agree to the following:

- Each chaperone will be responsible for their designated group (not just their own child) at all times during the trip.
- Switching of groups on the part of students or chaperones is not permitted.
- Chaperones will accompany students to the bathroom, gift shop, etc.
- Chaperones will sit in the same area in the bus as their group and be responsible to remind students if and when necessary about their behavior on the bus.
- At mealtime during the course of a trip, chaperones will sit with their group and direct the students during the clean-up period to ensure that the area is left clean. They will also be mindful of student's table manners and general behavior and remind them of what is appropriate when necessary.

- Chaperones will make other arrangements for younger siblings, who are not permitted to accompany parents on the class trip.
- Chaperone's dress should be in accordance with the student dress and type of activity.

Thank you for cooperating with these important requirements. We welcome and encourage parent participation in class trips, and we appreciate your assistance in ensuring a pleasant, safe, and educational experience for students and adults.

### **GUIDANCE COUNSELOR**

A school counselor is available to students, teachers, and parents. The guidance program is available to aid students in educational, personal, social, and vocational development. Various programs are held throughout the year in each of these areas, sponsored by the guidance program.

The guidance program includes special activities for each of the grade levels, which are aimed at helping students improve self-esteem, and social skills. Small groups and individual sessions are also available to students. The role of the counselor does not include therapy, but arrangements can be made for this service with the assistance of the guidance office. The counselor also facilitates the testing process when a student is having academic difficulty.

The guidance office can be reached at (302) 721-2438.

### **HARASSMENT**

Holy Angels School will not tolerate any form of discrimination or acts of harassment of its employees or students on the basis of age, race, color, national origin, sexual orientation, religion, disability or any other protected status. All employees and students are responsible for ensuring that the school is free from all forms of harassment.

#### ***Harassment Defined***

Harassment is any unwelcome verbal or physical conduct directed at an individual based upon age, race, color, national origin, sexual orientation, religion, disability or any other protected status which disrupts or interferes

with another's work performance, or which creates an intimidating, offensive or hostile working environment.

### ***Examples of Harassment***

Harassment includes the use of insulting epithets or nicknames; the display of insulting or offensive cartoons, pictures, slogans, symbols or gestures; and intimidation through physical violence or threats of such violence.

### ***Sexual Harassment***

Sexual harassment is a type of harassment which refers to any unwelcome sexual attention, sexual advances, request for sexual favors and other unwelcome verbal, visual, or physical conduct of a sexual nature directed to an individual because of gender. Sexual harassment includes conditioning employment or employment decisions upon granting of sexual favors. It also refers to unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; and the display in the work place of sexually suggestive objects or picture.

## **HEALTH AND SOCIAL SERVICES**

Through state funding and school subsidy, a nurse is available at Holy Angels School five days a week. In addition to providing emergency treatment, the school nurse monitors the records for physical exams and immunizations, which are required by law. The nurse is also responsible for screenings at designated grade levels for hearing, sight, and scoliosis.

## **HOMEWORK**

Generally, students have homework each night appropriate to the grade level of the student. The length, number of subject areas, and policies regarding homework on weekends or holidays varies from grade to grade. Each teacher explains the details of the homework policy to parents each year at the class meeting in September. Where students have several teachers, there is an attempt to coordinate homework policies. Homework is a means of reinforcing the material that students have been learning in class and a way for teachers to assess students understanding of concepts

and skills. It is expected that every child completes all assignments, even when absent from school.

## **HONOR ROLL**

Students in grades 4 to 8 will be recognized for academic achievement by earning recognition through an honor roll program. The following criterion places a student on the Honor Roll.

	<b>Academic Subject</b>	<b>Special Subject</b>	<b>Conduct/Effort</b>
<b>First Honors</b>	All A's	P's and G's	O's and G's
<b>Second Honors</b>	All A's and B's	P's and G's	O's and G's
<b>Principal's Effort</b>	All A's, B's, and C's	P's, G's, and S's	O's, G's, and S's

## **ILLEGAL SUBSTANCES**

Cigarettes, drugs, and alcohol are forbidden. Students may not possess, use, transmit or be under the influence of any illegal substance on the school grounds, on school/activity buses, or at any school-related activity. Violations of this policy will be handled in accordance to the directives stated in Diocesan Policy #5185, which states that students who possess, consume, buy or sell drugs or alcohol and/or be suspected of possession, consumption, buying or selling will be referred immediately to the school administration for appropriate action, including disciplinary sanctions.

## **LATE ARRIVALS**

Any student arriving to school after 8:00 AM must be brought into the office and the parent must sign them in. Please send a note the day before if you are aware that your child will be late due to doctor appointments. Consistent tardiness will be addressed with the parents, student, and principal according to Diocesan Regulation #5120.5.

## **LIBRARY/MEDIA CENTER**

The library/media center is used for finding materials for classroom use, research, or selection of books for enjoyment. It is a quiet place conducive

to study or reading for pleasure. Students using the computers in the library must be in compliance with the internet user policy.

The student must return books on the due date or he/she will not be permitted to select another book. Except for illness, an overdue book fee is charged. Payment for lost or damaged books is required.

## **LITURGICAL CELEBRATIONS**

Holy Angels students and faculty enter into the Church year through the celebration of Eucharist at times throughout the liturgical seasons.

During Advent and Lent, the opportunity to celebrate Morning Prayer is provided weekly. These celebrations are listed on the monthly calendar and parents are always welcome to join with us. Students also have the opportunity to receive the Sacrament of Reconciliation throughout the school year. Each grade, 3 through 8, is assigned a month for reconciliation.

## **LOST AND FOUND**

Be sure to identify all of your child's belongings, including articles of clothing, with his/her name to avoid loss. Book bags and lunch boxes should have names on the inside of the items. Inquire at the school office for the location of the lost and found.

## **LUNCH/SNACK & RECESS**

Parents are responsible for providing snack and lunch daily for their child. Lunch should be packed in a sturdy container labeled with the child's name and homeroom number. Each child is to have a small hand towel to use as a place mat during lunch, which should be laundered frequently. Parents are also responsible for providing drinks for snack and lunch.

Drinks may include water, juice and or milk. Soda or sport drinks are not permitted. Do not send glass or sharp knives. Snacks should be nutritious and healthy. Candy is not appropriate.

Students are required to cooperate with the policies and procedures established for eating lunch in Fremont Hall, the field, and the playground areas.

## **MEDICINES**

In accordance with Diocesan Regulation #5175.3, any medication which has been prescribed by a physician can be administered by the school nurse. The school nurse may also dispense non-prescription medications that accompany a note from the parent. A medication permission must be completed, signed by a parent and physician (if necessary) to be placed in the student's health chart if these conditions exist.

At no time should a child be carrying or using any medication during school. All necessary medication must be kept in the nurse's office. This includes cough drops, inhalers, Tylenol, etc.

A record of all medications given will be maintained by the school nurse.

## **OUTSIDE COLLECTIONS**

No student/parent is permitted to make a collection of money or sell any materials for his/her own purpose or for any organization not approved by the school principal.

## **PROMOTION/RETENTION**

A student is promoted if he/she has successfully completed the requirements of the grade. Students may be retained in grades K-8 by the principal in consultation with the teacher and parents if any of the following conditions exist:

1. Student has not adequately completed the grade work;
2. Student is socially, emotionally, or physically immature;
3. Excessive absence may be a determining factor in connection with the above items.

Diocesan policy recommends that by the end of February if possible, but no later than the second report card, that the school notifies parents of a student whom is in danger of failing a grade.

In cases where parents object to a student's retention, the final decision rests with the school principal. (Diocesan Policy #5130).

### **REQUEST TO REVIEW RECORDS**

Parents may request to review the records of their children by calling or sending a note to the school office to make an appointment to do so.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parent with access to the academic records and to 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. If not informed otherwise in writing, the school understands that both parents have custody and access to student records. (Diocesan Regulation #5140.2)

### **RE-REGISTRATION**

Re-registration is held at the end of February. Please check the school website for specific dates and instructions. The following procedures are followed during the re-registration process:

1. A re-registration packet will be sent home with the youngest child in the family.
2. All bills must be current: tuition, books, offertory, BeforeCare/AfterCare.
3. You must complete all forms and return them to school in the envelope provided with a per family registration fee. This fee will be credited towards your September and February payments in the school year for which you are registering.
4. All financial obligations must be fulfilled by May 15<sup>th</sup> in order to hold a place for the student in the next grade.
5. Please notify the principal in writing if your child(ren) will not be returning.

### **SACRAMENTAL PREPARATION**

Sacramental preparation is scheduled through the Office of Religious Education. Typically children prepare for the Sacraments of Reconciliation

and the Eucharist in second grade and for the Sacrament of Confirmation in ninth grade. Questions concerning the Sacraments may be addressed to the Office of Religious Education at 731-2209.

### **SCHOOL CLOSINGS/SCHOOL-REACH**

During inclement weather (both extreme winter and summer conditions) it is important to stay tuned to your radio for information. The local radio stations (WJBR, WDEL, etc.) will carry information regarding school cancellations, late openings, or early dismissals.

Please do not call the school office or the parish office. We usually get our information from the radio as well (except in the case of early dismissals). The Diocese of Wilmington website will also post all closings, late openings and early dismissals ([www.cdow.org](http://www.cdow.org)) as well as the school web-page ([www.holyangels.net](http://www.holyangels.net)).

SchoolReach is a telephone broadcast system that enables our school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach, which specializes in school-to-parent communications.

When used, the service will simultaneously call all listed phone numbers in our parent contact list and will deliver a recorded message from the principal or another school administrator. The service will deliver the message to both the people answering the phone and answering machines. No answers and busy signals will automatically be retried twice in 15 minute intervals after the initial call. It is important for you to update telephone information with the school office to ensure prompt delivery of such messages.

### **SCHOOL PICTURES**

Individual and class pictures are taken once a year, usually in the fall and are available for purchase. The dates are indicated on the calendar.

Details are provided several days before the pictures are taken. Children should wear appropriate dress clothes for individual pictures or their school uniform. For the class picture, students must be in uniform.

### **SCHOOL-TO-HOME "THURSDAY FOLDER"**

Every child will be issued a special blue folder that will be utilized to bring home all notices and other important communications. This folder will be sent home every Thursday and is to be returned to school on Friday. Using this system should create a more systematic means of communicating to the home and with the school.

To reduce paper usage and waste, general notices will only be sent home with the youngest and only child. The teachers have been encouraged to also utilize this system for communication with you.

Therefore, you should be aware and expecting this folder to come home each Thursday. All communications sent home must have the principal's approval and signature. Please notify the teacher if your child is not bringing the folder home every week. Check the web-page ([www.holyangels.net](http://www.holyangels.net)) for the calendars, special announcements and other general information. The principal's weekly newsletter, "Thursday Thoughts," is posted on the website each Thursday afternoon with important information concerning the school.

If there is a shortened school week, the school-to-home folder will be sent home on the second to last day of the shortened week.

### **STUDENT COUNCIL**

The Holy Angels School Student Council consists of officers that work in conjunction with a representative and an alternate from each classroom in grades 4 through 8. The Council acts as the "voice" of the students and thus represents a "link in the chain" of communication between students, faculty, and community that allows students to take an active part in life at Holy Angels.

Throughout the school year, the Student Council is involved with and organizes philanthropic and social activities that benefit the students,

school, and the community. Through the various activities they sponsor, combined with the caring involvement of all the participants, the Council hopes to build school pride, school spirit, and a sense of belonging to the Holy Angels Community.

The officers of Student Council benefit from their involvement in the Student Council by gaining a variety of leadership skills that they carry into high school as well as a personal sense of satisfaction and accomplishment.

### **SUMMER SCHOOL**

If a student receives two or more "D's" or "I's" in his/her final grades, summer school will be recommended by the child's teacher.

If a student receives "F's" or "N's" in his/her final grades, summer school will be mandatory.

The summer school program must be approved by the principal before the student begins his/her summer studies. Valid proof of successful completion must be presented to the principal in order for the student to be promoted to the next grade level.

### **SUPPLIES**

We have found it very useful to have certain supplies consistent for all students such as, notebooks, assignment books, etc. Therefore, we require that all students purchase some mandatory stationery items each year. All other materials are to be purchased outside of school.

### **TELECOMMUNICATIONS/ACCEPTABLE USE POLICY**

Using school computers, students are able to access the World Wide Web. This access greatly increases opportunities to obtain information.

While Internet Use at school is supervised, all students who have this privilege and their parents must agree to the Diocesan guidelines of acceptable use and sign an access contract.

Students may not bring personal software or discs from home to use on the school's computers.

## **TELEPHONE USE**

Students may use the telephone in case of emergency after obtaining permission from their teacher and office personnel. Forgotten materials or homework do not qualify as emergencies. Students may not call home requesting a change in normal dismissal arrangements.

Students are not permitted to use or possess pagers, cell phones, palm pilots, cameras, electronic games, two-way radios, etc. during the school day. The school is not responsible for any device that is stolen or damaged. Such items will be taken from the student and parents must retrieve them from the principal.

## **TRANSFERS**

Parents transferring children to other schools within or out of the state are asked to notify the school office as soon as possible in writing. An exit interview form must be completed to assist in our record keeping.

School records for a student are mailed to the receiving school when the request for records from the receiving school is acknowledged. Records are mailed and not faxed or given to the parent for personal delivery.

All financial obligations (tuition, books, offertory, BeforeCare/AfterCare) must be fulfilled before records are released.

## **TRANSPORTATION**

Car riders may begin arriving at 7:30 a.m. Parents are asked to carefully follow the traffic pattern to ensure the safety of all students. Car-pooling is highly recommended.

## **TUITION & FINANCES**

All money sent to school should be placed in an envelope marked with student's name, homeroom, amount and purpose. Except for tuition payments, parents are requested to make separate envelopes for each child, since record keeping needs to be by individual students in most cases.

## ***Tuition***

Tuition payments may be mailed or dropped off at the school office. They are due the fifteenth of each month from July to May. Your registration fee is credited towards your September and February tuition payments of the school year for which you are registering.

## ***Tuition Policy (effective July 1, 2008)***

Participation in the automatic withdrawal program will be on a voluntary basis and available for 2009-2010. The program will be mandatory for the 2010/2011 school year and beyond. Payments may also be paid with a major credit card also.

Every family must be current with tuition payments by the end of the following deadlines in order for your child(ren) to attend school:

- July and August payments must be made by the final business day in August or your child may not begin class on the first day of school until payment is made in full.
- September, October, and November payments must be paid by the final business day in November in order for your child(ren) to continue attending school on the first school day in December.
- December, January, and February payments must be paid by the final business day in February in order for your child(ren) to continue attending school on the first school day in March.
- All tuition and fees must be paid by the final business day in May to secure placement for the following school year.

## ***Development/Fundraising***

It is necessary to do continuous means of development and fundraising in order to keep our tuition cost within the means of all of our parish families. We ask that all families make a concentrated effort to support and participate in our fundraising activities held throughout the year. However the children should not be going door to door without adult supervision. The Home and School Association has developed a required fundraising participation system offering a buy-out of \$125 or a \$250 sell option. This policy is effective for the 2008/2009 school year.

Holy Angels School also has an annual appeal each year that is a means of requesting contributions from all of our families and parishioners to assist in building a fund for special projects or programs within the school. Many local businesses and companies will also make matching contributions to the school for service hours or other contributions in the name of their employees whose children attend our school. Check if your company offers this benefit. Monies received through these contributions also go into the account for special projects and programs.

### ***Parish Support***

Supporting parish activities, participating in parish life (in particular the celebration of the Eucharist on Sunday) and financial support of the parish is an essential part of the Holy Angels Community. Families that are registered as St. John-Holy Angels Parishioners and have "In-Parish" status for tuition are required to contribute \$15.00 a week in the offertory collection at church.

### ***Education Foundation***

Information regarding the Education Foundation is given to parents at the time of registration. Each family is required to purchase a \$150 bond at the time of registration. The interest from the bond money is used for school purposes. The principle is returned if requested to the parent when the last child graduates or leaves the school. Families are encouraged to donate their bonds to the Education Foundation rather than redeem them.

### ***Additional Fees***

The establishment of additional fees eliminates the need to make frequent requests from the parents for small amounts of money throughout the year. The "Book Fee" is included into the yearly tuition fee. The "Kindergarten Activity Fee" covers field trips and all supplies for each student. The "Science Lab Fee" is used for lab materials in the seventh and eighth grade science classroom. The "Technology Fee" covers the cost of PowerSchool, the school's website, SchoolReach, and other technology expenses incurred.

## **VOLUNTEERS**

In accordance with the Catholic Bishops' "Charter for the Protection of Children and Young People" (Nov. 2002) the Diocese of Wilmington has mandated that all personnel and volunteers have a criminal background clearance before working with children and young people in any capacity.

The Diocese of Wilmington has established a policy and procedure entitled "For the Sake of God's Children." This policy states that all parish and diocesan employees, priests, seminarians, deacons, religious brothers, women religious, and all volunteers (18 or over) that have regular, reoccurring contact with minors will be required to have criminal background checks. Volunteers include: lunch supervisors, classroom or library volunteers, religious education teachers, coaches, mentors and tutors. Once the clearance process is complete, an identification card with clearance will be issued to the volunteer.

Volunteers are always needed and welcomed at Holy Angels. If you have a particular skill or interest that you would like to share, contact your child's teacher or the school office. In addition, each year at re-registration there is an opportunity to volunteer for various events throughout the school year.

We do expect our volunteers to become familiar with our philosophy, to support our RESPECT rules and to cooperate with our efforts in helping our students to develop responsible behavior. It is essential that volunteers refrain from discussing individual students with anyone. Volunteers are always welcome, but should be arranged with the teacher in advance.

## **WEAPONS/THREATS**

Weapons of any kind are forbidden on the school grounds, on school/activity buses or at any school-related activity. Actions or threats of action that endanger the safety of students and staff members will not be tolerated. Violations of this policy will be handled in accordance with Diocesan Policy #5190 which states that a student found with a weapon in his or her possession will be suspended immediately until the situation is investigated thoroughly.

**YEARBOOK**

The Holy Angels School Yearbook is produced annually. The sale of yearbooks is made available to all students to purchase. During the final week of school, the students receive these yearbooks. The signing of the yearbooks while sharing everlasting moments with each other is a special way of ending the year. Students are expected to be respectful while signing others' yearbooks.

**AMENDMENTS TO THE HANDBOOK**

The school retains the right to amend this handbook for just cause at any time. Parents will be given prompt notification if changes are made. This Handbook is intended to provide students and parents with as much information as possible regarding school policies and procedures. However it is not all-inclusive. There will be additional points of information, procedures, and policies that will be communicated throughout the year by way of the newsletter or a special notice.

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**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

My children and I have read the Holy Angels School Handbook together. We agree to abide by its policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

Child(ren)'s Signature(s) \_\_\_\_\_ Homeroom: \_\_\_\_\_

\_\_\_\_\_ Homeroom: \_\_\_\_\_

\_\_\_\_\_ Homeroom: \_\_\_\_\_

\_\_\_\_\_ Homeroom: \_\_\_\_\_

Date: \_\_\_\_\_