



***Our Lady of the Angels  
Catholic School***

***404 Cherry Street  
Columbia, PA 17512  
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[www.ourladyoftheangels.org](http://www.ourladyoftheangels.org)***



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Dear Parents:

There is much to be excited about as we prepare for the upcoming school year. The faculty and staff of Our Lady of the Angels are very happy that your child is attending our wonderful school, and we are looking forward to an enriching and productive year! As the principal, I am looking forward to hearing about your wonderful summer, visiting with our returning families, and meeting the newest members of our OLA family.

It is truly a privilege to be the Principal of Our Lady of the Angels. I look forward to the excitement of the students and all the wonderful possibilities of a new year to come.

On behalf of the faculty and staff, welcome to the new school year.

Peace and Blessings,

Mrs. Amanda Young  
Principal

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## **MISSION STATEMENT**

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Our Lady of the Angels Catholic School, established in 1998 with the consolidation of Saint Peter and Holy Trinity Schools, serves Columbia and surrounding communities. We exist to preserve the tradition of Catholic Christian education by developing the “whole child” spiritually, academically, emotionally, socially and physically.

As a united community we strengthen the covenant between home and school by proclaiming the Gospel message in a constantly changing world.

We, the parents/guardians and faculty of Our Lady of the Angels School believe:

- We provide an academic environment that fosters a lifelong love of learning.
- We are partners in educating our children/students.
- We recognize each child as a unique individual who learns differently and achieves at different levels and rates.
- We provide our children/students with a sense of service and well-being for all God’s people.

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## **CODE OF CHRISTIAN CONDUCT**

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The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally-based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school’s handbooks. It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school’s handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship. In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenrollment a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

Our Christian principles provide that all members of our school community:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/ or threatening electronic, written or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property

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## **PARENTS/GUARDIANS AS EDUCATORS**

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Parents/Guardians have a serious obligation first and foremost of providing and supervising the education of their children. The family is the first school but it needs assistance from society and from the Church in developing values, attitudes, as well as a love of Christ and man. Consequently, parents/guardians must create a family atmosphere filled with love and respect for God and man, in which a well-rounded personal and social education is fostered.

The Catholic School is an extension of the education that begins in the home. By the time a child enters school, he/she is not beginning his/her education – but continuing it, and needs the help of his/her parents/guardians.

Your attitude toward the school and the teacher is most important and it will be reflected in the attitude of your child.

When and if problems between teachers and students surface, parent/guardian judgments should be reserved until such time that a conference with the teacher can be arranged. Problems should first be addressed to the classroom teacher. If a resolution cannot be reached there, the next step is to meet with the principal.

If disciplinary action toward a student excluding corporal punishment is necessary, the school must have the full support of the parents/guardians.

As partners with parents in the education of children, we will notify parents of concerns about student life or behaviors even when the issues may take place outside of school.

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## **PHILOSOPHY & OBJECTIVES OF EDUCATION**

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Inspired by Christ's words, "I came that they might have life and have it to the full" we dedicate our apostolate to the education of others and of ourselves. Fully aware of the accelerating changes in society, we work diligently to set our students on an unending pursuit of truth, goodness and beauty.

Motivated by the love of Christ and committed to the pursuit of excellence in the apostolate of Christian education, we the faculty of Our Lady of the Angels School strives to achieve the following objectives for our students:

1. To transmit the Christian message and to educate our students to achieve a mature personal relationship with Christ.
2. To help our students to integrate religious truths and values with life in contemporary society and our world of technology.
3. To foster in our students a positive self-image and a spirit of inquiry and discovery that will inspire them to attain a mastery of curriculum commensurate with their potential.
4. To provide our students with fundamental knowledge and usable skills sufficient to prepare them for life's work, and to develop a sensitivity to cultural and aesthetic experiences.
5. To extend the interest and concern of our students beyond themselves into the total community, thereby fostering in them a sense of responsible freedom and a desire to acquire those qualities of heart and mind necessary for the effective services of others.
6. To give witness to the meaning of Christian Service by our dedicated effort to instill Christian truths and values in a community of faith, creating a climate of warmhearted concern, mutual respect and joy.
7. To use our abilities and aptitudes, our time and talents in a way that best serves others seeking for ourselves and our colleague's opportunities for professional enrichment.
8. To initiate those changes and innovations in our school, within diocesan guidelines, which will improve the education of our students to better prepare them for life in today's changing world.
9. To respect and appreciate the cultural, social, and ethnic differences of those in our apostolate and to respond sensitively and effectively to the challenges of race, poverty and religion.
10. To encourage the involvement and active cooperation of parents/guardians as partners in education, regarding them as vital members of the school's community.

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# CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING

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As a parent/guardian of a student in a Catholic School, I understand and affirm the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extra-curricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all the principles and policies that govern a Catholic school.

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## ABSENCES/TARDY

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**Policy Number: 107 OLA**

**Series:** 100 (Students)  
**Policy Title:** Attendance  
**Effective Date:** May 3, 2017  
**Replaces Policy Dated:** May 11, 2016  
**Version:** 1.3

### 1.0 Purpose

Our Lady of the Angels Catholic School establishes this policy to ensure the maintenance of adequate record keeping to verify the attendance of all students and to enforce compulsory school attendance requirements as defined by the Pennsylvania Department of Education. Schools in the diocese shall abide by the regulations of the Commonwealth governing school attendance.

### 2.0 Applicability

This applies to all students attending Our Lady of the Angels Catholic School.

### 3.0 Policy

#### 3.1 Attendance

- 3.1.1 Regular school attendance is state mandated.

- 3.1.2 Students must receive no less than the minimum 180 days of instruction as required by the Pennsylvania Public School Code.
- 3.1.3 Students must be in the school by the designated start time. A student who arrives after the designated start time will be marked tardy.

### **3.2 Excused Absences**

3.2.1 The following reasons for absence may be considered excused.

- 3.2.1.1 Personal Illness: The student is ill and the parent or guardian contacts the school of the day(s) of absence(s). A medical doctor certificate is required when a student is absent for three (3) consecutive days due to illness.
- 3.2.1.2 Family Illness: Absences can be excused for up to three (3) days when the student's presence at home is necessary for family stability.
- 3.2.1.3 Death of Immediate Family: Absences will be excused for up to three (3) days. An immediate family member is defined as father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household. Additional time off will be considered on a case-by-case basis depending on circumstances. Absences for other relatives or close non-family members will be considered on a case-by-case basis.
- 3.2.1.4 Quarantine of the Home: A physician's statement documenting the need for quarantine is required.
- 3.2.1.5 Observance of Religious Holidays: This would pertain to children attending Our Lady of the Angles Catholic School who are of another faith.
- 3.2.1.6 Family Emergency: Absences can be excused if there is a family emergency or set of circumstances which, in the judgment of the principal, constitutes a sufficient cause for absences from school.
- 3.2.1.7 Inclement Weather: Student safety is our number one priority when inclement weather occurs. A decision is made by the school and the media is notified at that time.
- 3.2.1.8 District Bus Problems: Absence may be excused due to a bus problem beyond the student's control and there is no other transportation to school.
- 3.2.1.9 Other School Activity: Absence will be excused for authorized school activities (e.g., choir) or other educational travel (e.g., state capitol).
- 3.2.1.10 Vacation: Vacations during the school year are discouraged. Parents who have no option other than to take their children out of school for vacation incur the responsibility, along with the student, to make up the necessary school work.

### **3.3 Unexcused (Unlawful) Absences**

- 3.3.1 Absences for any other reason than those listed above shall be considered unexcused.
- 3.3.2 Parents will be notified that the absence has been listed as unexcused.
- 3.3.3 Truancy on the part of the student, without the parent's knowledge, is also an unlawful absence.
- 3.3.4 Absences shall be treated as unlawful or unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

### **3.4 Absence Notification**

- 3.4.1 The parent or guardian is to contact the school office by the designated start time on any day that a student will be absent.



- 3.4.2 Notification can be provided outside regular office hours by leaving a message on the answering machine or emailing administration and the teacher.
- 3.4.3 If the student is absent more than one (1) day, the parent or guardian must call the school each morning that the student will not be in attendance.
- 3.4.4 If the parent or guardian knows that the child will be absent for a specific number of days (e.g., surgery), that information can be reported on the first day of the absence with no additional calls will be necessary during the time period originally reported. After a student's surgical procedure and/or hospital discharge, a medical report from the hospital or attending physician must precede or accompany the student on his/her return to school.
- 3.4.5 A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require a medical doctor certificate.

### **3.5 Student Support Team (SST) or Administration Monitoring**

- 3.5.1 Student attendance is monitored by the Student Support Team (SST) in conjunction with administration. Attendance is taken at the beginning of each school day prior to the first period of instruction.
- 3.5.2 The administration will notify parents/guardians of a student who accumulates three unexcused days of absence. Any subsequent days of unexcused absence could result in fines as required by Pennsylvania State School Law.
- 3.5.3 Should a student's absence exceed ten (10) days, contact may be made to the parent/guardian by the Student Support Team (SST) or administration.
- 3.5.4 After a total of twenty (20) days of absence, scholastic time will be required to be made up outside of the regular scheduled school day. For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by administration.
- 3.5.5 A high absence rate of thirty (30) days in one (1) year may affect student promotion to the next grade level. Each case will be considered on an individual basis.
- 3.5.6 A student may not take part in any school sponsored activities on a school day unless the student was present in school at least two hours during the day.

### **3.6 Students Leaving School Prior to Regular Dismissal**

- 3.6.1 When it is absolutely necessary for a student to be excused from school due to medical or dental appointments (e.g., no evening appointments), a note, email, telephone call or completion of the Excuse Note Form is required and provided to the office and/or teacher regarding early dismissal. The Excuse Note Form is available on the school website.
- 3.6.2 Students are not permitted to leave the school building prior to regular dismissal without parent/guardian permission.
- 3.6.3 If there is a family emergency that requires the student to be taken out of school, please call the office to arrange for the student's release.
- 3.6.4 Students will only be released to the parent/guardian or to another person designated by the parent.
- 3.6.5 The student will be called to the school office and will meet the parent there for early dismissal.

### **3.7 Tardiness/Lateness**

- 3.7.1 Whenever a student is late for school, the student is to report to the school office for an admission slip. This applies even in cases whereby a student is excused--such as a bus being late.



- 3.7.2 If a student will be late due to a professional appointment (e.g., medical, dental), a telephone call, email or the Excuse Note is required stating the reason and the expected arrival time. Proper written verification (i.e., excuse note) or email should be provided to the school office upon arrival to school.
- 3.7.3 Students who are not at school by the designated start time, other than for reasons stated above will incur a “Tardy” and may receive a lunch time detention.
- 3.7.4 Parents will be notified in writing if a student has accumulated five (5) or more late unexcused arrivals.
- 3.7.5 Parents will meet with administration if a student has accumulated ten (10) or more late unexcused arrivals.

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## **ACCEPTABLE USE GUIDELINES**

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Our Lady of the Angels School Principal, along with the Technology Instructor, will review the curriculum for changes and/or improvement on a yearly basis.

Therefore, Our Lady of the Angels School, along with Diocesan End User Policy adopts the following guidelines.

### **Purpose:**

Computers are a valuable tool for education at Our Lady of the Angels; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the guidelines below. No student will be able to use the Internet without this agreement signed and on file with the technology instructor.

### **Goals:**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills which will be needed in this increasingly electronic and global society

### **Responsibilities of User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Our Lady of the Angels’ students and staff and all those who use the school’s computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

## **General Guidelines for use of Technology:**

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- The Network Administer or computer teacher has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security, (Hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. The e-mail is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Our Lady of the Angels without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- Students may, with explicit written permission from the Administration and their parents, bring iPads, Kindles, Nooks or other electronic reading devices instead of books to use for classroom educational purposes only. This permission will be granted on an age-appropriate case-by-case basis.
- Additional rules and restrictions may be added at any time.

## **Internet:**

Our Lady of the Angels will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*“The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.”*

## **Privacy:**

Our Lady of the Angels reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Users have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates guidelines, policy, law and/or compromises the safety and well-being of the school community.

### **Computer Use Rules:**

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

### **Sanctions:**

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Penalties may be imposed up to and including the loss of system access, suspensions and termination. Further disciplinary action will be determined by the Principal and Technology Instructor.
2. Disciplinary or legal action may be taken by the school or other interested parties.

### **Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . .”

“ . . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five

years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . .”

## **WEB 2.0 TOOLS**

### **Use of New Web Tools**

Online communication is critical to our students’ learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

### **Blogging/Podcasting Terms and Conditions:**

- The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tool. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class’s blog or wiki. Example: personal MySpace or Face book pages.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), student need to realized that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else’s blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting
- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)

### **Internet Safety Rules for Minors**

- Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If someone says something to you that makes you uncomfortable or if someone sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

## **TECHNOLOGY TERMINOLOGY GLOSSARY**

### **Web 2.0 Tools and Technologies**

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. It's about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 tools is that the majority of them are free.

### **Podcasting**

If an individual was interested in video games, they might search a podcast submission Web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio, or video produced by traditional media such as radio and television or by individuals passionate about a particular subject.

### **Blogs**

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog or Weblog, is a chronological, online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

### **RSS**

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication), is a method for delivering regularly changing

Web content. Many blogs and Internet publishers syndicate their content as an RSS Feed to allow people to subscribe to it easily.

### **Social Bookmarking**

This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are Web sites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

### **Social Networking**

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games - You are now 'social networking'.

The above is from: <http://www.webreference.com/promotion/web20/>.

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## **AFTER SCHOOL PROGRAM-ANGEL CARE**

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Angel Care is the extended care program at Our Lady of the Angels Catholic School. It exists to provide a wholesome, Christian environment for children in an after school setting. A combination of both moderator-directed as well as self-directed activities is provided. For additional information about the Angel Care program, contact the school office or visit our website at [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org). Registration fee is \$35.00 and \$10.00 per day in Angel Care. Payment is made through FACTS.

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## **APPOINTMENTS**

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We ask that you try to avoid making dentist and doctor appointments during the school day. If possible, vacation days could be used for these regularly scheduled appointments. If appointments are unavoidable during the school day we ask that 24-hour notice is given in writing or email to the office or principal. Students leaving for appointments during the school day will meet their parents/guardians at the school office and they will be signed out. Upon returning to school, students are to report to the office for an admission slip and should have a form from the appointment. Students are responsible for making up any missed work. See Attendance Policy 107OLA.

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## **AUXILIARY SERVICES**

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The same health service available to the public schools is extended to Our Lady of the Angels School by the school district.

### **HEALTH SERVICES PROVIDED INCLUDE:**

1. Planning and assisting with required physicals of pupils in grades kindergarten and sixth.

2. Providing vision screening tests each year.
3. Hearing screening tests to grades K, 1, 2, 3 & 7.
4. Interpreting the health status of the pupil to parents/guardians and school personnel.
5. Planning and assisting with required dental exams of pupils in grades kindergarten, three and seven.
6. Scoliosis screening testing in grades six and seven.
7. Evaluation of students with symptoms of communicable diseases or conditions.

**SERVICES PROVIDED BY INTERMEDIATE UNIT 13:**

1. Remedial – Math and Reading
2. Speech Therapy
3. Guidance
4. Psychological Services

**FEDERAL PROGRAMS:**

1. Title I Reading

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## **BAND INSTRUCTION**

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Instrumental music lessons are provided for students in grade 4 through 8. They are available during the school day on a weekly basis. Violin lessons are offered to third graders. Information is sent home at the beginning of the school year.

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## **BIRTHDAYS**

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Due to allergy concerns and the Wellness Policy, birthday treats are **not** to be sent to school. If you wish, you may donate a book to the classroom or school library. A special book plate will be placed in the birthday book. Birthday invitations may not be distributed at school unless the **entire** classroom is included.

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## **BOOK CARE**

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Book bags must be provided to carry books to and from school. Every child is responsible for the proper care of his/her books. All textbooks must be covered at all times. Writing in hard cover books is not permitted. All lost and damaged books must be paid for by the student. The students receive their secular textbooks on loan from the Commonwealth of Pennsylvania.

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## **BOOK FAIR**

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There is an annual Book Fair (the date is on the school calendar) when students are provided the opportunity to purchase books. All proceeds benefit our school library.



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## BUSING

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Public School systems provide busing for our students in grades kindergarten through eight. Children who ride the school buses must do so in an orderly fashion and must follow instructions of the bus driver in charge. Riding the bus is a privilege; therefore, riders who fail to comply with the rules will be subject to disciplinary action. ***Questions and concerns should be directed to your local school district.***

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## CANCELLATIONS

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School cancellations and delays are announced via the One Call System, Parent Square and WGAL TV. **Students who are bused are to follow their districts' schedule.** Our Lady of the Angels makes every attempt to follow the majority of districts that it serves.

When weather conditions during the day warrant early closings, school children will be dismissed following their school district's dismissal schedule. Radio and television are advised of these decisions. Students who are normally car riders, regardless of their school district, are encouraged to follow Our Lady of the Angels delay schedule.

***Parents/Guardians should have a plan in place for their children if early dismissal occurs and no one is at home.***

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## CODE OF CONDUCT

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As a child of God and a student of Our Lady of the Angels School –  
I will act in a responsible manner and accept the consequences for my actions.

I will practice self-control.

I will observe school rules.

I will show respect for self and others.

I will respect school property.

I will use my time wisely.

I am capable and will help to connect to others in a positive and Christian manner and contribute to our school.

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## COMMUNICABLE DISEASES & CONDITIONS RESTRICTIONS & RULES

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The health of your child is most important. Regulations to exclude a student when symptoms of communicable school disease or condition are present are for the purpose of protecting the health of all our school students, faculty, and staff.

Students with evidence of a communicable disease will be excluded until the disease state is no longer considered contagious. The school nurse can be consulted for decisions regarding exclusion and return.

Students with evidence of pediculosis (head lice) infestations will be excluded. The school maintains a “no nit” policy. Students excluded for head lice will be checked for nits by the school nurse before they are permitted to return to school.

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## COMPUTER LAB

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The computer lab at Our Lady of the Angels School plays an integral role in our curriculum by connecting the students to the constant advances in technology. Each student will participate in weekly computer classes. The goal of these classes is to improve the students’ interest, ability and confidence in using technology.

Our computer lab consists of twenty-four PCs with internet access. Students use the lab for research, improvement of word processing skills and class projects. Students are also given the opportunity to use a variety of educational software and websites.

Students and parents are required to adhere to the Acceptable Use Guidelines (see page 6). Failure to comply with this policy will result in consequences for the student and their use of technology.

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## CONFERENCES

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Parents/Guardians – teacher conferences are held in November to coincide with the distribution of grade reports. Parents/Guardians may request a conference at any time with the teacher. This is to be done by a phone call, email or written communication. In order to avoid class interruptions, conferences are not to be impromptu. Conferences must be prearranged. ***Telephone calls to teachers’ homes are strongly discouraged.***

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## CURRICULUM

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The school curriculum is determined by the Department of Education of the Diocese of Harrisburg and is available on the Diocesan website ([www.hbgdiocese.org](http://www.hbgdiocese.org)).

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## **DAMAGING SCHOOL PROPERTY**

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*(also see Suspension)*

Restitution is expected for any damage done to the school property. If the damage is great and/or done willfully, disciplinary action will be taken.

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## **DETENTION**

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Detention will be held if and when necessary. An effort will be made to notify parents/guardians in advance of the detention. Transportation will be the parents'/guardians' responsibility.

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## **DEVELOPMENT/ANNUAL APPEAL**

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The Development Committee is comprised of parents/guardians and former parents/guardians of students of Our Lady of the Angels School and school faculty members. The main focus of this committee is raising funds to defray the cost of tuition. There are five main areas of concentration: recruitment, a semiannual newsletter, the Hall of Fame, the selling of Food Club/Scrip certificates and the Annual Appeal.

The support of a great many people including current students' families, alumni, parishioners, and local businesses make the Annual Appeal such a success. All funds raised by the Development Committee go toward decreasing the cost to parents and parishes.

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## **DISCIPLINE**

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The essence of Christian discipline is self-discipline. We at Our Lady of the Angels endeavor to develop this self-discipline. Each teacher is responsible for his/her classroom. It is also the responsibility of each classroom teacher to establish guidelines for classroom behavior. These guidelines will be presented to the parents/guardians and students at the beginning of each school year. It is the responsibility of the teacher to notify the parents/guardians as soon as inappropriate behavior is recognized. By working with parents/guardians it is hoped that serious discipline problems will be prevented.

In consultation with the Executive Pastor, the Principal reserves the right to review any disciplinary case or other grave situation on an individual case basis and, depending upon any extenuating or mitigating circumstances, to present an alternate decision to the one generally prescribed.

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## **E-MAIL**

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All administration and faculty of Our Lady of the Angels School can be contacted by using email. The address for the school is: @ourladyoftheangels.org. This address should be preceded by the first initial and the last name of the person you wish to contact.

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## **EARLY DISMISSAL**

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*(see Cancellations)*

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## **ELECTRONIC DEVICES**

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Students are permitted to bring cell phones to school. The cell phones must be turned off and kept in the book bag at all times. If a student is caught using the cell phone it will be taken away by the teacher and turned in to the Principal. A parent will then have to come in to the school to pick up the cell phone after school. Students are not permitted to have other electronic devices at school. These include but are not limited to electronic games, iPods, and iPads. Therefore, the school will not be held responsible for theft or damage of such items. If students bring any such items to school, they may be confiscated and parents will be asked to pick them up at the office. The Principal may lift these regulations on occasion.

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## **EMERGENCY CARDS/HEALTH HISTORY**

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*(also see Auxiliary Services)*

Emergency cards must be filled out for each student and kept on file in the school office. No child will be allowed to begin school at the start of the school year without an emergency card on file.

### ***ANY CHANGES MUST BE NOTED PROMPTLY.***

This is used as a communication source in case of individual or school wide emergencies. Please note any special health problems on the card. Health histories are kept by the school nurse.

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## **EVALUATION**

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The grading system for grades K-3 is based on:

**E** Exceeds Expectations

**P** Proficient

**I** In Progress

The grading system for grades 4-8 is based on letter grades:

**A** Excellent

**B** Above Average

**C** Average

**D** Below Average

**F** Failing

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## **EXCUSES FOR ABSENCE**

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*(see Absence)*

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## EXPULSION

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*as per Diocesan guidelines, policy 5114(b) (also see Suspensions)*

Students may be expelled for the following reasons:

1. Proven moral delinquency which has a bad influence on other students.
2. Incurable behavior which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the clear promulgation penalty is expulsion. Clear promulgation requires written notification to pupils and parents/guardians.
5. Three suspensions.

The principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

If the parents/guardians choose not to withdraw the child, the principal must inform the parents/guardians in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

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## FIELD TRIPS

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Field Trips are taken, at the discretion of the teacher, by the students as an extension of their curriculum. **A PARENT/GUARDIAN PERMISSION SLIP IS REQUIRED FOR EACH STUDENT.** Parents/Guardians have the right to exclude their child from participation in a field trip with the option to remain at school and complete academically. Field trips are for students and other children are not permitted to attend. When a bus is used for field trips parents are not permitted to drive private vehicles or transport children.

Each trip will be supervised by the teacher and approved volunteering parents/guardians. All volunteers must comply with the diocesan regulations regarding volunteers. Most trips will be made in public, licensed carriers, or school buses. When private vehicles are used for short trips, all vehicle licensing and insurance information must be on file with the school.

There may be times when parents/guardians are asked to help defray the cost of field trips. Teachers reserve the right to deny participation to individual students for academic or behavioral reasons with administrative approval.

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## FIRE DRILLS

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The state requires monthly fire drills in the school. Students should follow the instructions given by their teachers. It is important that students remain quiet during the drill so that they can hear instructions. The fire drills are timed. A fire exit is posted in each classroom.

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## **FUND RAISING**

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Fund raising is important to the operation of the school so that tuition can remain affordable. The majority of fund raising activities are under the auspices of the Home & School Association. All families are encouraged to participate.

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## **GUM**

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Gum and/or gum chewing is not permitted anywhere on school property. An immediate detention will be issued.

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## **HOME & SCHOOL ASSOCIATION**

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Parents/Guardians are urged to become involved in Our Lady of the Angels' Home & School Association. Aside from financial support the objectives of the association are: to promote the ideals of Catholic education; to promote clearer understanding of the mutual educational responsibilities of parents/guardians and teachers; to encourage a greater degree of cooperation in fulfilling their responsibilities; to promote the general welfare and safety of the students of Our Lady of the Angels Catholic School.

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## **HOMEWORK**

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*(also see Make-Up Assignments)*

Each student is given a homework journal. This journal is an integral part of home and school communication. Homework includes both written and study assignments. While students should complete homework independently, parental help and interest are encouraged when needed. Written work should be done neatly and legibly. Studying is most beneficial when done in a quiet place conducive for learning. All assignments are expected to be completed.

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## **HIV/AIDS OR RELATED DISEASES**

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*(as per Diocesan guidelines, Policy 5150)*

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/Guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school's curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

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## **ILLNESS AT SCHOOL**

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In the event that a child becomes ill at school, the parent will be contacted and asked to come to school for the child. Please make sure that your emergency information is up to date and the person named as the emergency contact is available to pick up your child. An excuse will be needed only if the child does not return the following day.

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## **INSURANCE**

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At the beginning of each school year, the Catholic Diocese of Harrisburg sponsors a Student Accident Insurance Program providing the opportunity for parents/guardians to obtain adequate insurance for students in Our Lady of the Angels School.

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## **KINDERGARTEN**

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*(also see Policy 106OLA Entrance into Preschool, Kindergarten and First Grade)*

Our Lady of the Angels School provides a full day Kindergarten program. Our Lady of the Angels School Policy regarding the age of admittance to Kindergarten and above will align with the school district in which the child resides. If a child is accepted for admission in their school district of residence, Our Lady of the Angels will also admit the child.

A Kindergarten handbook is posted on our website in August prior to the start of school.

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## **LIBRARY**

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Each class has a weekly scheduled library period in order to check out books or magazines. There are instructions on the use of the library, time to read silently and do research. A fine of five cents per day shall be paid for books that are overdue. Any book that is lost or damaged must be paid for before the end of the school year.

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## LITURGIES

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Students attend Mass as a school community on Friday. Each class assists with the preparation and participation on a rotating basis. Students also attend Mass on Holy Days of Obligation.

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## LUNCH PROGRAM

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Our Lady of the Angel students are served a balanced lunch daily. Students are allowed to bring their lunches from home (we encourage them to be in compliance with the Wellness policy – they **may not bring soda and lunches are to be from home not fast food establishments**). **Menus are to be returned as soon as possible with payment enclosed.** The school participates in the Federal Lunch Program which allows eligible families to receive free or reduced priced lunches. The success of our lunch program is reliant on participation of families. We encourage families to purchase a hot lunch for their child/ren.

**Policy Number: 108 OLA**

**Series:** 100 (Students)  
**Policy Title:** Meal Charges  
**Effective Date:** May 3, 2017  
**Replaces Policy Dated:** N/A  
**Version:** 1.0

### 4.0 Purpose

Our Lady of the Angels Catholic School provides an opportunity for each student to eat a nutritious lunch during the school day. It is also the policy of Our Lady of the Angels Catholic School to comply with all federal program regulations pertaining to the National School Lunch program. The federally governed Child Nutrition Program regulation states that uncollected meal charges constitute a bad debt.

### 5.0 Applicability

This applies to all students attending Our Lady of the Angels Catholic School.

### 6.0 Policy

- 6.1 A school lunch is available for purchase every day or a lunch may be brought from home. Milk is also available for purchase.
- 6.2 Lunch menus are distributed monthly and are posted on the school website.
- 6.3 Lunch prices are posted on each monthly menu.
- 6.4 A special application form for free or reduced cost lunches is available on the school website.
- 6.5 Students cannot be denied a meal according to federal law.
- 6.6 To help improve the schools financial stability, FACTS will help families manage school lunch costs. FACTS is an on-line payment system.
- 6.7 The FACTS system will send out emails to provide you notice (and subsequent reminders) regarding your lunch account.

- 6.8 Our Lady of the Angels Catholic School will no longer manage the payments or accounts for school lunches.
- 6.9 Parent/guardians are not permitted to bring fast food lunches to the cafeteria during lunchtime for their child/children.

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## MAKE-UP ASSIGNMENTS

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It is the responsibility of the student to make arrangements with the teacher for make-up work upon returning to school after an absence. Individual teachers will decide on the amount of time given to complete make-up work. Neglecting to do so will be reflected in the student's grades and may require a parent conference.

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## MEDICATION: ADMINISTRATION IN SCHOOL SETTINGS

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Students are not permitted to carry medications to and from school. Parents are to drop off and pick up medications at the school office. Medication is defined as anything that will make a child feel better (this includes cough drops, chap stick, etc.).

The Diocese of Harrisburg recognizes that parents/guardians have the primary responsibility for the health of their children. Therefore, parents/guardians are requested to administer medication before or after school hours whenever possible.

Only medication in the original container and provided by parents/guardians may be administered to students. No other medication will be administered.

If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed. **Forms are available on the website.**

1. All prescription medication must be in the original, properly labeled container. The container should be "child-proof" and labeled by a pharmacist or a physician. The **original** container is to be accompanied by a form containing the information listed below:
  - a) Student's name
  - b) Signature of physician prescribing the medication
  - c) Name of medication with physician's directions including: amount to be given, time to be given, date(s) to be given, and reason
  - d) Curtailment of specific school activities (if any)
  - e) Other medications which the student is taking
  - f) PARENTAL/GUARDIAN PermissionRequired form is available at the school office or on the school website.
2. For a student on long-term medication, a face-to-face or phone conference with parents/guardians concerning the student's plan of care is required. The plan of care must be written and included as a part of the student's school health record.
3. Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self-administered (by the student himself/herself) with

appropriate physician/parental request and approval. In such cases, self-administration may vary (in terms of needed assistance), depending on age, the degree of chronicity, the nature and severity of the illness, parental consent, and physician recommendation.

4. Since most schools do not have the full-time services of a nurse, the Principal shall designate in writing, the person(s) authorized to administer medication or to *monitor* self-administration of medication in the absence of a school nurse. The Principal is responsible for ensuring that the designated person(s) are thoroughly familiar with the principles of medication administration and the side and desired effects of specific medications which are to be administered.
5. A Medication Log shall be maintained in the school office or Health Room. The physician and parental medication request form shall become part of the student's health record.
6. All medication permission forms are to be retained for the duration of the prescription.

Over-the-counter medication is to be administered only with the written authorization of the parent/guardian and the approval of the Principal/Designee. If it is essential that a student receive over-the-counter medication during school hours, the following procedure is to be followed:

1. All over-the-counter medication must be in the **original** container accompanied by a form containing the information listed below: (forms are available on the website)
  - a) Student's name
  - b) Name of medication with parent/guardian's directions including: amount to be given, time to be given and date(s) to be given.

Medications must be stored in a *locked cabinet* in a secured area which is convenient to the person responsible for administering medication.

Students are permitted to carry on their person prescription medication only with the physician's authorization. Students are not permitted to retain medication in the property assigned for their usage (e.g. desks, locker, etc.).

Specific procedures to implement this policy may be established by the local school.

*Diocese of Harrisburg, Policy 4108 – Adopted: June 14, 1996*

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## **MUSIC PROGRAM**

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Students in grades K-8 participate in a weekly music class. Enrichment activities supplement the music program throughout the school year.

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## **NON-DISCRIMINATION**

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In compliance with the Diocesan Board of Education Policy, Our Lady of the Angels School, mindful of its primary mission as an effective instrument of the educational ministry of the Church and the witness to the love of Christ for all men, shall not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, loan programs, and athletic or other school-administered programs.

Policy of Non-Discrimination Based on Sex: In compliance with the Diocesan Board of Education Policy, Our Lady of the Angels School, mindful of its primary mission as an effective instrument of the educational ministry of the Church, and witness to the love of Christ for all men, shall not discriminate against any student because of sex in an educational program or activity.

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## ONE CALL SYSTEM

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OLA uses the One Call System. You will receive an automated phone call usually between 5:30 and 6:00 a.m. as to the status of school if there is a weather or emergency situation. One Call will also be used in the case of an early dismissal due to an emergency situation. This year the One Call System will also be used to send reminders regarding OLA events. Please make sure that the office has current phone numbers and email addresses on file. You have the option to receive these messages via text, email or phone call. You may opt out of the service as well. Directions for receiving texts are located on our website. Please inform the office immediately if you have a preference for delivery of messages.

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## PARENTAL CUSTODY

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The establishment of custody of children is a matter established by the courts. School personnel cannot deny the rights of any parent to contact or receive information about a child unless a copy of the order denying this is on file at the school. We cannot honor a verbal or written request made by a parent unless a court order is on file.

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## PHYSICAL EDUCATION

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Students participate in physical education classes on a weekly basis. Gym classes are held in the gym or outside during seasonal weather. Students are to wear their Our Lady of the Angels gym uniform to school.

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## PERSONAL BELONGINGS

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All clothing (uniforms, sweaters, coats, shoes), book bags, lunch boxes, and all other personal belongings **must** be marked in some way with the student's name. Please do not bring items of value to school unless they serve an educational purpose. The school is not responsible for any lost items. If items are found they are placed in the lost and found. If they are not claimed within a month they are given to a charitable organization.

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## PICK UP AND DROP OFF PROCEDURE-Main Building

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*Please share this information with relatives and friends who may be picking up your child/ren.*

**Drop Off Procedure**

**Effective immediately the pickup/drop off procedure will be as follows:**

**Each family will be given a name card for their child(ren). This name card must be displayed on the dashboard of any and all vehicles that could potentially be used to pick up your child(ren).**

**If you are in need of more than 1 name card, please contact the office.**

- Gates will open at 7:40 please do not come earlier. We can't legally block the alley way and the streets with vehicles. Cars will enter the alley behind the parking lot via Fifth Street, enter through the gate and pull up as far as you can where children will exit the vehicle and walk directly to the sidewalk. Then proceed directly to their designated table in the cafeteria.
- **Under no circumstances should you get out of your car as this will hold up the line. If you need to help your child get out of the car then you need to pull over to the left of the parking lot.**
- Cars should then proceed out of the parking lot and turn either left or right onto Cherry Street.
- A faculty member will be present in the cafeteria to monitor students.
- If you have business in the school office, please drop your child off at the alley gate and then proceed to the large parking lot where you can park your car.
- Name cards will be distributed the first day of school.
- **NO one is allowed to be dropped off in front of the school it is a bus zone only.**
- **Gates close at 7:55 a.m. After that your child will be late. School promptly starts at 8:00a.m**

### Pick Up Procedure

**You are not allowed to enter the parking lot until 2:35.  
The name card must be visible in the vehicle window.**

- All cars must go into the big parking lot and park in a space. Row 1 will leave first, followed by row 2, row 3 and row 4. Please stay in your rows and wait for your turn.
- The teacher on duty will allow about 6 cars at a time from the rows to go into the small lot. This process will continue until all of the cars have left the big lot.
- You must watch for oncoming for oncoming traffic when you pull onto the street. We can't stop traffic for the cars to go into the small lot.
- Teachers will call the children out to the cars in the small lot as usual from the back door.
- If you need to get out of the car to help your child buckle you are to pull over to the right of the small lot.
- Cars will leave the small lot and either turn left or right into the alley to exit.

### Lines

Our Lady of the Angels Catholic School provides our students with safety patrols. There are 3 walking lines that are provided a patrol. Those include a line that walks up Cherry Street, a line that walks down Cherry Street, and a line that walks up Fourth Street toward Manor

Street. These lines **MUST** only be used for students who walk home. They are **NOT** to be used for students who are being picked up by car.

**STUDENTS WILL NOT BE PERMITTED TO BE PICKED UP AT THE FRONT OF THE BUILDING OR AT THE SIDE OF THE BUILDING.**

*If everyone follows these procedures things will run much smoother and it will prevent accidents from happening.*

Children are permitted to enter the building at 7:40am and report to the cafeteria. If it is necessary for your child to enter the school building before 7:40, those students need to report to the cafeteria **with a note from their parent/guardian indicating the reason for the early arrival and permission from the principal.** For safety reasons the Union Street door is locked shortly after 8:00am.

All children will be dismissed at 2:45pm. Please be prompt.

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## PICTURES

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Students will have their pictures taken by a professional photographer during the year. Sufficient notice will be given as to the dates. There is no obligation to purchase the pictures. Candid pictures are taken of the students participating in classroom or school events throughout the year by the faculty and staff. Photographs of students may appear on the website or in other publications. Parents who do not wish their children's photographs to be placed in public media **must notify the principal in writing at the beginning of each school year.**

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## PLAYGROUND RULES

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1. Students will use the equipment purchased by the school. Students are **NOT** to bring their own playthings to school.
2. Students are to show respect for the teachers and volunteers. They are to follow their instructions at all times.
3. Students are to speak in a Christian manner at all times. Use of foul language will **NOT** be tolerated. **Students heard using foul language will be sent to the office to call their parents and tell them what was said and be issued a detention.**
4. Respect for one another must be displayed in all activities in the yard. **If students are fighting an immediate detention will be issued.** The students will call their parents to inform them of the infraction. After two detentions a conference with the parents will determine future consequences. (A possible suspension)
5. At the end of recess students will freeze in their spot when the teacher blows the whistle. When the teacher blows the whistle a second time they are to line up quietly and orderly in their assigned space. They are to enter the building in silence and observe quiet zones.
6. Students are to **walk** to and from activities. NO wild running around the playground.
7. Running is permitted during organized games such as: football, basketball, baseball and kickball.
8. Students may also run/walk the perimeter of the playground.
9. There is to be **NO HANGING, SITTING OR STANDING** on any railings.
10. Students are not to go after balls that have gone into the alley, street, or neighbors' yards unless they have the permission from the teacher.
11. Students are not to lean or climb on the fence.

12. **Once outside students are to remain outside.** They may go inside the building only if there is an **emergency** and with permission.
13. At the end of recess students are responsible for putting away all equipment neatly in the proper place.

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## **PRAYER**

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Prayer and Scripture readings begin and end our school day. Not only are children taught the traditional prayers of our faith, but also to spontaneously pray from their hearts so that they may develop a deep, personal relationship with our Lord.

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## **PRE-SCHOOL**

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Our Lady of the Angels has both full-time and part-time preschool programs for three and four-year-old children. Information about orientation and class days for pre-school will be sent to parents/guardians after registration.

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## **PROGRESS REPORTS**

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Progress reports for students in grades Kindergarten–3 are used by teachers to keep parents/guardians informed about their child’s progress or grades. These reports are emailed to parents/guardians approximately six weeks before the end of each marking period. Parents/Guardians are encouraged to contact teachers at any time during the year with any questions or concerns. Parents of students in grades 4-8 have open access to their child(ren)’s grades through the parent portal.

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## **RECONCILIATION**

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The Sacrament of Reconciliation is made available to the entire student body at various times throughout the school year.

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## **REGISTRATION**

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*(also see Entrance into Preschool, Kindergarten and First Grade, Policy 106 OLA)*

All students must register in the spring for the following school year. Registration does not guarantee placement. Parents/Guardians will be notified.

1. Children entering Kindergarten must be 5 years old as of the first day of school.



2. Birth and Baptismal certificates and immunization records must be presented at the time of initial registration.
3. A nonrefundable registration fee is required at the time of registration.

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## **REPORTING SYSTEM**

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*(also see Progress Reports, Evaluation and Conferences)*

Grade Reports for grades K-8 and Progress Reports for grades K-3 are issued three times within the school year. Grade Reports and Progress Reports are sent electronically. Every student receives a folder with their work each Friday. The contents of the folders are to be examined and folders returned to the teacher the following Monday.

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## **RESPECT FOR STUDENTS**

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Catholic school employees and volunteers in the Diocese of Harrisburg must respect the individual dignity of all students. The classroom and, indeed, the entire school facility should be a place where students are accepted and protected. Classroom and school rules should strive to develop positive Catholic-Christian values and behavior. All necessary corrective actions must be conducted professionally.

Ridicule and public humiliation are to be avoided at all times. Corporal punishment and physical forms of discipline are forbidden. Reasonable and limited physical force may be used only when it is necessary for the safety and/or welfare of the child, the employee or volunteer, or of other individuals.

All forms of child abuse or sexual misconduct are serious offenses and, perhaps, crimes against children. If employees or volunteers are guilty of any serious child abuse or sexual misconduct, they will be dismissed, after consultation with and concurrence of the Secretary of Education. (Confer Policies #4119A, #4119B, and #4119C.)

If there is a credible allegation that an employee or volunteer seriously abused a child physically, mentally, emotional, or sexually, the employee may be suspended without pay, or the volunteer suspended, pending the investigation and outcome.

Employees and volunteers must also avoid all situations involving even the appearance of sexual impropriety.

While the Diocese of Harrisburg provides liability coverage on its employees and volunteers in the ordinary and reasonable performance of their duties, every employee and volunteer must clearly understand and accept the fact that this diocesan insurance program does not cover lawsuits where there is a credible accusation of any form of child abuse. Furthermore, the employee or volunteer is likewise responsible for his/her own attorney fees and any costs for and from the litigation.

*Policy, Diocese of Harrisburg, Adopted: February 11, 1993*

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## **RETENTION**

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A student is recommended for retention only after careful consideration. Consultation is held with the parents/guardians before a final recommendation is made.

1. Two major subjects failed for the year indicate the student may fail the grade.
2. Parents/guardians are notified in writing at the end of February, of the possibility of retention.
3. Studies have shown that retention is rarely the answer to a student's academic difficulties.
4. The teacher and administration will make the recommendation for retention if they feel that the child will benefit. The final decision is the parents and parents are requested to put their decision in writing.
5. If the child has not successful completed the curriculum of the present grade but would not benefit from retention the child will be assigned the next grade. A letter will be place in the child's file indicated that they have not successful completed the assigned curriculum for that grade.

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## **SAFETY PATROL**

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Patrolmen are provided for the students' safety. Students are expected to respect their authority and obey their instructions. Misconduct will be reported to the Safety Patrol Moderator.

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## **SCHOOL BOARD**

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This group consists of elected parents of students attending Our Lady of the Angels School, as well as an appointed member from both St. Peter and Holy Trinity Parishes. They provide guidance and suggestions in matters related to finance, policy and development. Meeting dates are on the school calendar. The general portion of the meeting is open to all who wish to attend. In order to address the board a request to be placed on the agenda must be submitted to the Principal, the Chairperson of the Board or one of the Pastors at least one week prior to the next scheduled meeting. The board must insure that its policies are consistent with the policies of the Diocese of Harrisburg. The specific duties and functions of the board are listed in the board's constitution and bylaws. School Board information is posted on our website [www.ourladyoftheangels.org](http://www.ourladyoftheangels.org).

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## **SCHOOL CONCERNS**

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It is very important that there be complete unity in authority between the teacher and parent. It is also important to withhold judgment on what appears to be a grievance until you get all the facts.

- a. Get your facts from the appropriate person.
- b. Classroom teachers appreciate being called first when a concern arises.
- c. Discuss your concern with the proper person. In most cases, the concern will be resolved with little difficulty. This act of courtesy is greatly appreciated.
- d. Should the above steps leave the concern unresolved, a conference with the principal may be requested.

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## **SCHOOL SUPPORT SCHOLARSHIPS**

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Monies from Focus and SCRIP are placed in this scholarship fund. Parents must apply for the scholarships by May 15<sup>th</sup> of the previous school year. The committee will review the applications and award the scholarships. An application form will be available on the website.

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## **SELLING ITEMS AND MONEY COLLECTED**

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The sale of any items at school must be approved by the principal. All money collected from items sold is to be sent to the school office.

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## **SNOW DAYS**

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*(see Cancellations)*

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## **SPORTS**

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We are able to provide several athletic opportunities for our students in cooperation with Our Lady of the Angels Athletic Association which sponsors basketball, softball and baseball. Information is normally on the website.

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## **STATIONARY**

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At the beginning of each year the parents pay a stationary fee. The school then supplies all the stationary needs of the students. The student only needs to bring a book bag the first day of school. The fee is \$35 for students in Preschool through 8<sup>th</sup> grade.

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## **STUDENT COUNCIL**

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The Student Council of Our Lady of the Angels Catholic School will fulfill the important responsibility of providing a quality student government for the school. It will promote the following qualities in its members – Citizenship, Scholarship, Leadership, Human Values, and Love of God.

The Student Council, an organized group of elected representatives, meets regularly to serve as the mind, heart and hand of school activities. It consists of an executive board of officers and class representatives. Faculty advisers supervise all activities of the Council and serve as the Principal's personal representative to the students.

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## **STUDENT RECORDS**

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*(also see Withholding of Academic Records/Tuition Reimbursement- Policy 302 and 304OLA)*

Parents/Guardians shall have the rights to review their child's records.

- They must submit a written request to the principal.
- The confidentiality of each student's record's dictates that the parent/guardian must give written permission for release of the records to all persons or agencies except those required by state statute, or in an emergency in which the health, safety or welfare of the student is in jeopardy.
- Transfer records will not be released until a consent form signed by the parents/guardians is received from the other school.
- Upon request the school will release academic records and other school related information pertaining to the child to noncustodial parents/guardians unless the school has previously received a court order prohibiting such release. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Records can be held until overdue fees are paid.

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## SUSPENSION

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*(also see Expulsion)*

Students may be suspended from school for serious offenses (truancy, vandalism, insubordination, etc.). Parents/Guardians will be notified immediately by telephone and mail of this suspension and will be required to meet with school authorities before their child will be readmitted to class. The suspension should be for a definite period of time. At the discretion of school authorities, the student may be asked to remain either at school or at home during the period of suspension. After two suspensions in a single year a student may be expelled for any additional serious infraction of the rules.

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## TARDINESS

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*(see Absences)*

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## TELEPHONE

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The school telephone is a business phone and is not for the use of the students unless authorized by the principal. Students may not call home for forgotten homework, books, or gym clothes. It is the student's responsibility to come to school prepared.

Students are **not permitted** to have cell phones in school. If phones are confiscated parents must come to school to pick them up.

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## TESTING

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A standardized test is administered annually to students in grades three through eight to evaluate student achievement and the effectiveness of the school program. It is imperative that vacations, appointments, etc., not be scheduled during testing.

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## TIME SCHEDULE

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Grades K-8: 7:55 A.M. – 2:45 P.M.

PK3-4: 8:00 A.M. – 2:35 P.M.

Unless children ride the bus or attend Mass, **they are not to arrive at school until 7:40 A.M.**

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## TUITION

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It is a basic principle that all members of the Catholic community share the responsibility for the financial support of the Catholic school. The parish subsidy, therefore, remains an essential element in the financing of Catholic schools in the Diocese of Harrisburg.

It is also understood that those who use the school should be willing to make a sacrifice for the special benefits which their children enjoy. The tuition charge, then, becomes the other major source of funding. Tuition is determined by the School Board at its meetings normally held in the late winter early spring. It is our policy at Our Lady of the Angels School that no child will be deprived of Catholic schooling because of financial difficulties. Parents/Guardians are notified of tuition charges as soon as the school budget is approved.

*Tuition assistance through the school is available at the time of registration. For information, contact the school office. Financial assistance is also available from the parishes. Contact your Pastor for information.*

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## UNIFORM CODE

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The following is the dress code at Our Lady of the Angels School. We would appreciate your help in complying with this code. Please sign the form on the website indicating that you have read the policy and agree to abide by what is stated.

The old uniform is only allowed for this year 2018-2019.

All uniform clothing is to be worn appropriately. The students are not allowed to wear their sweaters or jackets around their waist. If they are not wearing their sweater in class, it must be hung on the back of their chair or in their coat closet.

### Boys (GRADES K-8)

- Plain khaki uniform pants (NO CARGO PANTS) with light blue short or long sleeved polo with the school emblem purchased from Flynn & O'Hara.
- Coordinated dark-colored belt.
- Navy blue sweater or sweater vest with school emblem from Flynn & O'Hara.

- **Solid** navy blue, black or white crew socks (NO NIKE SWOOSH, DECORATIVE STRIPES, ETC.)
- Khaki shorts (NO CARGO SHORTS) with coordinating dark-colored belt during August-October 31 and April 1-end of school.

### Girls (GRADES K-2)

- Plaid jumper from Flynn & O'Hara with a plain white blouse (long or short sleeves with a Peter Pan collar that is not capped or ruffled). **The white blouse is only to be worn with the jumper.**
- Plain khaki uniform pants with light blue long or short sleeve polo shirt with the school emblem purchased from Flynn & O'Hara.
- Coordinated dark-colored belt.
- Navy blue sweater or sweater vest with school emblem from Flynn & O'Hara.
- **Solid** navy blue, gray or white knee highs, anklets or tights (NO SPORTS SOCKS OR RUFFLED SOCKS)
- Khaki shorts (NO CARGO SHORTS) with coordinating dark-colored belt during August-October 31 and April 1-end of school.

### Girls (GRADES 3-8)

- Plaid skirt or khaki pants (NO CARGO PANTS) with the light blue long or short sleeve polo shirt with the school emblem purchased from Flynn & O'Hara.
- Coordinated dark-colored belt.
- Navy blue sweater or sweater vest with school emblem from Flynn & O'Hara.
- **Solid** navy blue, gray or white knee highs, anklets or tights (NO SPORTS SOCKS OR RUFFLED SOCKS).
- Khaki shorts (NO CARGO SHORTS) with coordinating dark-colored belt during August-October 31 and April 1-end of school.

### Shoes (All Students)

- Sturdy, flat heeled, navy blue, brown or black shoes with regular tie, slip-on, loafers, or buckle.
- **NO sneakers, canvas shoes,** Toms-style, athletic, clogs, sling backs, flip flops, moccasins or shoes with toes out, multi-colored and/or glitter Sperry's, boots of any kind.

### Accessories

#### All Girls

- Religious articles and watches are permitted.
- No Fitbits, Apple watches, etc.
- No facial adornments (nose rings, lip rings, etc.)

- No visible tattoos.
- No makeup, nail polish, specialized manicures.
- **One** pair of earrings may be worn with one on each earlobe.
- No rings

### All Boys

- Religious articles and watches are permitted.
- No Fitbits, Apple watches, etc.
- No earrings are permitted.

## Hair

### All Girls

- Hair accessories are permitted and are to be **conservative** and **coordinated** with the school uniforms in style and color. Acceptable colors are blue, gray, black and white.
- **No dying of hair, highlights, or temporary bright hair colors.**
- No flowers or huge bows are permitted.

### All Boys

- Hair length must not extend below the shirt collar. Bangs are to be above the eyebrows and boys are not permitted to wear hair ornaments.
- **No dying of hair, highlights, or temporary bright hair colors.**
- **No facial hair.**

## Gym Uniforms

### All Students Will Wear:

- OLA gym sweatshirts, t-shirts, shorts, and sweatpants with the school emblem.
- White or black socks that must be above the ankle. (no show socks are not acceptable)
- Sneakers.

## DRESS DOWN DAYS DRESS CODE

### Acceptable

#### Pants:

- Jeans, corduroy, khaki, Capri, skirts, dresses, leggings, as long as you have a shirt that covers your bottom, and during the summer shorts are permitted as long as they come to the knee. Jeans and pants **MUST** be free of holes, etc.

#### Tops:

- Blouses and shirts must fall below the waist and have sleeves.

#### Shoes:

- Sperry's, Moccasins, Sneakers, TOMS, flats, and flat soled boots are permitted.

**Socks:**

- Socks must be worn, crew, ankle, knee high, or tights.

**Not Acceptable****Pants:**

- Shorts not reaching the knee are not permitted, and pants with holes.

**Tops:**

- No sleeveless, tank, or exposed midriffs are permitted.

**Shoes:**

- No heels, open-toed; sandals, flip flops, or open-backed shoes are permitted.

**Make-up:**

- No make-up is permitted
- No nail polish is to be worn, also fake nails are not permitted.

**Jewelry:**

- One small pair of earrings is permitted.
- Watches may be worn.
- Only holy jewelry is to be worn.
- No bracelets are to be worn.

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## VISITORS

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All are welcome at Our Lady of the Angels School. However, visitors may **not** interrupt teachers or students while class is in session. Therefore, all visitors must report to the school office where they must sign in whenever entering the buildings.

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## VOLUNTEERS

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Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extracurricular activities of Our Lady of the Angels School. Since volunteers have regular access to the school children, minimum requirements are established to protect the student, school, and volunteer from health and safety risks. The school must have the following documents before the volunteer can begin his or her support of school activities:

1. Pennsylvania residents: Pennsylvania State Police Check
2. Out of state residents: Pennsylvania State Police Check and FBI Background Check
3. Pennsylvania Child Abuse History Clearance
4. Disclosure Statement
5. View Diocesan Video on the Diocesan website ([www.hbgdiocese.org](http://www.hbgdiocese.org))

The school will maintain a file on each volunteer.

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## WALKING TRIPS

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There are times during the school year when students will walk between the St. Peter Church and Our Lady of the Angels Buildings. Teachers may also be taking students on walking field trips in the vicinity. The students are always supervised by an adult. If you **do not** want your children to participate in these walking trips you are to notify the principal in writing at the start of each school year.

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## WATER BOTTLES

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**Only** Our Lady of the Angels water bottles are permitted. Water bottles may be purchase in the office at a cost of \$2.00. They may be filled with only plain water.

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## SCHOOL POLICIES

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The school policies can be found on the website under the School Board tab.

*The Administration of Our Lady of the Angels School, in consultation with the Executive Pastor and the School Board, reserves the right to amend this handbook as circumstances warrant. Parents will be promptly notified in writing of any such amendment.*