

# **St Angela School Student- Parent Handbook 2021-22**

St. Angela School operates under the auspices of the Archdiocese of Chicago. As such, the school administration and staff are bound to implement and follow all policies and procedures of the Archdiocese and Office of Catholic Schools. This handbook provides information about school procedures and scholar conduct to ensure a positive, productive learning environment. Ultimately, each scholar's gain from St. Angela School will be in direct proportion to the effort he/she puts forth. To assist each child in achieving educational success, a cooperative effort between parents/guardians and school personnel must be maintained. Since directives and rules in this handbook cannot anticipate every situation, statements in this handbook are subject to amendment with or without notice. Some changes might be made immediately due to unforeseen circumstances. Parents/guardians will be given notification if changes are made.

## **School Information**

St. Angela School  
1332 N. Massasoit  
Chicago, IL 60651  
Phone: (773) 626-2655  
Fax: (312) 777-5322  
Website: [www.saintangela.org](http://www.saintangela.org)

Recognized and approved institution by: Archdiocese of Chicago Illinois State Board of Education  Member of Nation Catholic Education Association (NCEA)
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### **Office Hours**

8:00 AM until 3:00 PM

### **School Colors**

Blue and Gold

### **Nickname**

Wildcats

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Handbook

### **Mission Statement**

"St. Angela School is a Catholic-Christian school dedicated to providing a quality education for all students to be successful in the high school of their choice and beyond while learning to be active citizens and leaders in our community and future world."

Scholars, parents, faculty, and staff serving as the faith community of St. Angela Catholic School work together to:

- Proclaim our belief in the values and teachings of Jesus Christ and the Catholic faith, while respecting the reality that our scholars come from diverse faith traditions
- Implement a value-oriented curriculum based upon Catholic principles that meet the challenges of today and those of the future
- Promote an atmosphere of mutual respect, personal responsibility, service to others, and a continuous journey toward justice and peace
- Provide a dynamic, supportive environment that recognizes the abilities of each scholar and provides opportunities and skills necessary to become life-long learners, responsible citizens, and Christian leaders

### **Philosophy of Education**

Parents have the primary responsibility for the education and Christian formation of their children. The school complements this responsibility by being a faith community. Our philosophy teaches Christian habits of mind, heart, and work. The teachers and staff members continually model Christian faith and values by word and example.

Teachers are the facilitators of learning and work to accomplish the following:

- Foster a holistic development of each individual
  - Embrace religious content and spiritual formation
  - Cultivate and expand scholars' recognition and appreciation of diverse cultures
  - Affirm the contributions of African-American and other ethnic groups
  - Encourage moral development including internalization of values, self-discipline, good citizenship, cooperation, and social responsibility
  - Prepare scholars for life as a contributing member of family, Church, civic, economic, and global communities
  - Champion academic achievement focusing on age-appropriate mastery of content, basic skills, higher level thinking, and habits for lifelong learning
- 2019-20

- Promote the growth and development of each child by keeping communication open between the home and school

The philosophy for St. Angela School provides for a sound, Christian-based education within a safe, secure environment.

### **Expectation for Excellence**

Scholars of St. Angela School are challenged to acquire certain qualities over their educational career at this school that epitomize what a graduate of St. Angela should be. Scholars build upon these qualities throughout their educational experience at the school. These benchmarks of a graduate will make them successful scholars beyond St. Angela and guide them to be the leaders of tomorrow.

As a graduate of St. Angela, I will be:

- an **INDEPENDENT LEARNER**. As an independent learner, I will exhibit knowledge and skills in math, reading, critical thinking, and problem solving, that are necessary for college and beyond. I will also know how to research, analyze, and synthesize information effectively and express those skills through writing.
- an **EFFECTIVE COMMUNICATOR**. As an effective communicator, I will be able to formulate opinions and articulate my point of view to others. In order to communicate, I will use precise language in my speech and writing to express my ideas clearly and professionally. Also, I will listen respectfully to other's perspectives.
- a **PERSON FOR OTHERS**. As a person for others, I will show respect for the diversity of others and take responsibility for my own actions and for the welfare of others. In order to be in solidarity with others, I will engage in active service in my local community.
- a **RESPECTFUL CITIZEN**. As a respectful citizen, I will choose to make more, ethical and healthy choices in my daily life. I will cultivate meaningful and respectful friendships and peer relationships. I will make informed decisions to aid me to become a community leader and active citizen.
- a **FAITH-FILLED INDIVIDUAL**. As an individual of faith, I will have an appreciation for the stewardship of God's creation by caring for the environment and by participating actively in my faith community. By showing justice, compassion, and integrity as a citizen of this global community, I also pledge to engage in active service in local community activities as well.

### **Scholar Rights and Responsibilities**

Scholars are expected to respect every scholar's right to learn and be safe.

Each scholar at St. Angela School has rights that are expressed in the “Scholar Bill of Rights”

### **Scholar Bill of Rights**

As a scholar of St. Angela School, I have the right to be protected from any physical harm or any form of mistreatment from either the words or actions of other scholars. Therefore, I have the right:

**TO BELONG**...to feel welcomed, to be greeted by others, and be included in class and school activities.

**TO BE RESPECTED**...to be free from teasing about race, religion, gender, appearance, dress, interests, or other things that make me different.

**TO BE HEARD**...to be free to express my ideas and opinions without being interrupted, put down, or laughed at.

**TO LEARN**...in a safe environment free of distractions from others. If these rights are violated, I have the right to receive help from a supportive and caring adult.

### **Notification of Parental Rights under FERPA**

Notice is hereby given of St. Angela School’s FERPA (Family Educational Rights and Privacy Act) policy and parent’s rights under the Act.

Designation of Directory Information: Parents are advised that St. Angela has designated the following information contained in the education records of its scholars as “Directory Information” for purposes of FERPA: the scholar’s name, address, telephone number, date of birth, year of school, dates of attendance, participation in officially recognized activities and sports, photographs (including identification pictures), videos depicting and/or concerning life at St. Angela, degrees and awards received and previous educational institution(s) attended. Directory information may be disclosed without consent. Any parent wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of St. Angela School.

Parental Rights for Educational Records: FERPA affords parents certain rights with respect to scholar’s educational records. Regardless of custody, both parents have the following rights:

- A. The right to inspect and review the scholar’s education records within 45 days of a written request to the Principal of St. Angela School.
- B. The right to request in writing an amendment of the scholar’s education records that the parent believes are inaccurate and to a hearing if the requested amendment is denied.
- C. The right to consent to disclosures of personally identifiable information contained in the scholar’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school

official is a person employed by St. Angela School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or a company providing degree verification services to the School); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Angela School to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Academic Expectations**

### **Admissions**

#### Age Requirement

- By September 1<sup>st</sup> a child entering PK-3 must be three years old
- By September 1<sup>st</sup> a child entering PK-4 must be four years old
- By September 1<sup>st</sup> a child entering Kindergarten must be five years old
- By September 1<sup>st</sup> a child entering First grade must be six years old

#### Documentation

- A parent must provide an official copy of the child's birth certificate
- A parent must provide a copy of the child's social security card
- A parent must provide a record of compliance with local and State of Illinois health requirements
- If transferring, a copy of the scholar's previous year's report card must be provided

**Non-Discrimination Policy:** As an Archdiocesan school, St. Angela does not discriminate on the basis of gender, race, color, or national and ethnic origin in admissions or administration of education policies, financial assistance program, athletics, or other school-administered programs.

Scholars entering grades one through eight are tested prior to admission to determine academic readiness. All incoming scholars as transfer scholars will be

accepted on a probationary basis for one quarter; if the scholar has not performed satisfactory in that time, they may be asked to seek enrollment at another school more suitably configured to assist the scholar.

Non-Catholic scholars are accepted at St. Angela School provided these scholars and their parents understand that participation in Catholic religious instruction and prayer experiences related to the Catholic identity of the school are required.

### **Registration**

Printed applications for new students are available from the school office. It can also be downloaded from our website. An Application (one per family) and the Emergency Contact Form (one for each student) are required to register.

Required documents for transfer students:

- Birth Certificate
- Completed application -- one per family.
- Records and transfer form from previous school
- Emergency contact information form -- one for each student.
- Transfer students will be tested so that we're sure we can accommodate their needs.

### **Calendar**

A calendar listing important dates is distributed at the beginning of the school year and is located on the school website. The calendar will be updated as needed throughout the school year. Parents and scholars should stay current on school events.

### **Communication and Interaction**

Communication between home and school must be a positive exchange so that a respectful and responsible working relationship is maintained. School personnel and parents/guardians are expected to be courteous and respectful when communicating with each other in person, by phone, or in writing.

If a parent is uncooperative with the rules and regulations of the school or is disrespectful or argumentative with teachers and/or administration, the immediate withdrawal of the family may be required, or future registration may be denied. If a scholar is exerting a negative influence or does not comply with the standard and/or spirit of the school, his/her immediate withdrawal may be required, or future registration may be denied.

Teachers are willing to meet with parents when there is a need. Teachers can be available as early as 7:30 AM. Afternoon conferences must begin by 3:15 PM. Conferences are not arranged during teaching time. Parents are asked to schedule an appointment prior to meeting with the teacher.

## **Notes for Parents**

When a note is sent home from a teacher, a scholar is expected to show the note to his/her parent/guardian and return it the next school day with a written response from the parent/guardian.

## **Conflict Resolution**

The administration and faculty attempt to keep parents informed and provide the rationale behind decisions and actions. The goal is to minimize the possibility of misunderstandings. If a difficulty should occur that cannot be resolved at the local level, the regional-area superintendent from the Archdiocese Office of Catholic Schools can be contacted for assistance.

## **Daily Schedule**

7:45 AM	Bell to enter the building
7:55 AM	Tardy bell
2:50 PM	Pre K Dismissal
3:00 PM	K-8 Dismissal from school

Scholars are to promptly exit the building in a quiet, orderly manner. Scholars may not go elsewhere in the building or re-enter the building without permission. Scholars must leave the school grounds immediately, unless they are participating in the Extended Day Program. Supervision of school grounds is not provided. Scholars are expected to behave appropriately while coming to school and when returning home.

## **Grading Procedures**

St. Angela School utilizes a quarter system whereby Report Cards are issued in grades K-8 at the end of each quarter. Preschool issues Report Cards 2 x year at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter respectively.

The following grading scale is used for PreK classes:

Traditional grades are not issued in PreK. PreK Teachers indicate how often they observe a skill or concept as follows:

Never

Sometimes

Often

The following grading scale is used for Grades K-2:

NC= Not Covered At This Time

NI=Needs Improvement

D=Developing

ME=Meets Expectations



P=Proficient/Above Grade Level Expectation

The following grading scale is used for Grades 3-8: *Note: Grade 3 uses this scale, but does not recognize GPA*

93-100%	A	Excellent	Grade Point of 4
85-92%	B	Above Average	Grade Point of 3
76-84%	C	Average	Grade Point of 2
70-75%	D	Below Average	Grade Point of 1
Below 70	U	Unsatisfactory	Grade Point of 0

Honor Roll: Those scholars whose GPA (grade point average) is above a 2.6 will receive Second Honors and those above a 3.4 GPA receive First Honors. Academic subjects used to determine the GPA for honor roll status for scholars in Grades 4-8 are Reading, English, Math, Social Studies, and Science. In addition to the GPA portion, student behavior may prevent a scholar from achieving honor roll status.

### **Homework and Daily Reading**

Parents do their part to ensure that homework is an effective educational practice when they:

- provide suitable study conditions (desk/table, light, supplies)
- provide adequate connectivity to use school provided electronics
- reserve a time for homework
- show interest in what their child is doing but not do the work for him/her
- check to see that the homework is complete and well done

Daily Reading: In addition to daily homework, **scholars are expected to read every day for at least 30 minutes.** Parents/guardians of younger children should read to them for at least 20 minutes per day. All scholars should also have a public library card.

Make-up Homework from Absence: Scholars will have the number of days they are absent to complete the work that is missed. If the scholar is absent for an extended period of time, the teacher(s) will work out a plan and due date for the make-up work. If the scholar does not make up the absence work in the allotted amount of time, the missing homework policy will go into affect.

Missing Homework: Grade level appropriate guidelines will be followed. If a scholar fails to turn in homework on the day that it is due, the homework is due the following day with a specified amount of points taken off of the homework as stated by the teacher. If the homework is not returned after two days, the scholar will receive an appropriate disciplinary action at the teacher's discretion until the work is returned; the grade for the homework will be determined by the teacher.

## **Instruction**

The curriculum department of the Office of Catholic Schools has approved the textbooks used in all major subject areas. Scholars are responsible for the care of all books issued to them. All hardcover books **must be kept covered** and carried in a book bag. No marks should be made on the cover or the pages of hardcover books. Scholars must pay for school-issued books that are damaged or lost.

Special classes are attended a minimum of once a week. For PE classes, scholars are required to bring their gym attire on the day of gym classes; no scholar is excused from gym unless parents present a doctor's excuse. In addition, cursive handwriting is taught; beginning in Grade 3 and scholars are expected to complete all assignments in cursive handwriting.

## **Religious Education**

Christian virtues and values along with the difference between appropriate and inappropriate behavior are taught following the doctrines and teachings of the Catholic Church. Religion class is taught on a daily basis. The Catholic liturgical year is observed.

## **Scholar Progress and Achievement/Check-in Days**

Skills of scholars are assessed differently at different grade levels:

PK-3, PK-4, K: oral testing and other educational strategies assess the skills of these pre-primary scholars. Teachers communicate with parents whenever there is a concern.

Grades 1-8: oral and written tests are used as assessments, such as i-Ready, along with the ability to follow directions, mastery of homework assignments, participation in class discussion, board work, and other appropriate assessment strategies.

Promotion Policy: Scholars are not double promoted at St. Angela School. Retention of scholars is a serious matter; however, promotion of a scholar who has not demonstrated mastery of the minimum skills for his/her present grade is an even more serious matter.

Pre-School/Kindergarten Promotion—Scholars in preschool or kindergarten who demonstrate a serious difficulty in learning will be monitored. Parents will be notified of any serious concerns and are expected to adhere to the recommendations of the teacher and administration. If a parent chooses not to follow these recommendations, the parent needs to seek another educational program for their child.

Grades 1-2 Scholars who earn a failing grade for fourth quarter report card in Reading and Math will be required to repeat the grade.

Grade 3-8 Scholars who earn below a 1.4 GPA in the first or second quarter may be required to return to the prior grade. Scholars who earn below a 1.4 cumulative GPA for the third and fourth quarters will be retained in the current grade.

### Graduation

Scholars in 8<sup>th</sup> grade must pass with a cumulative GPA of 1.4 for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. Participation in any graduation activities requires that a student's account must be paid in full.

Scholars in Preschool and Kindergarten must also have their accounts paid in full if their child is to participate in the Preschool Celebration or Kindergarten graduation ceremony.

### **Summer School**

Scholars who are required to attend an approved summer school program and do not attend may not be enrolled at St. Angela School the following year. A parent who does not agree with any of the above may be asked to enroll their child in another educational program for the next school year.

Those scholars in the grades below that fit the following requirements will need to attend an approved summer school program (must be approved by the principal).

- Kindergarten – based on teacher recommendation
- Grade 1-2—Scholars will be required to go to summer school if he/she earns a NI (Needs Improvement) or D (Developing) in reading or math on the fourth quarter report card.
- Grades 3-7— Scholars who earn a D or a U in Reading, Math, or English on the third or fourth quarter report card must attend summer school.

### **Supplies**

A school supply list will be posted on the school web site for each grade level. Scholars are expected to have the proper school supplies each day including a fully charged Chromebook/iPad. Permanent markers and “white out” are not permitted in school.

### **Testing**

The iReady Diagnostic will be administered three times per year to scholars in grades K-8. These test scores help to compare scholars at St. Angela to those throughout the country. The significance and value of the test lies in its year-to-year progression for each scholar and for the class as a whole.

### **Code of Conduct**

As a scholar of St. Angela, I know that I am expected to:

- respect God, others and myself at all times
- show pride in my school by respecting personal, school, and other's property
- conduct myself in a quiet and orderly manner
- perform to the best of my abilities
- exhibit cleanliness, good grooming, and proper uniform at all times

### **Attendance**

Success in school requires regular attendance. A scholar who is needlessly absent misses valuable continuity of instruction, and her/his work is affected for some time. However, a child should not attend school when it is detrimental to his/her own health or to that of others. **Parents should call the school before 8:00 A.M. to notify the school if their child is home for the day.**

**Whenever a scholar is absent, the absence must be explained in writing.**

On the day that he/she returns, **the scholar should bring a note from a parent or guardian (and a signed note from a medical doctor, if applicable)**, which will be placed in the scholar's school file. It is expected that scholars will miss fewer than fifteen days over the course of the year due to absence. In the case of any scholar who has more than fifteen absences during the year, the school administration will consider retaining the scholar and/or requiring the scholar to transfer out of the school at the end of the year.

### **Tardy Policy**

Frequent tardiness interferes with the continuity of a scholar's education, and interrupts the school day of scholars and teachers. For this reason, unexcused tardiness cannot be tolerated at St. Angela School. In cases of doctor's appointments that require a scholar to arrive late, families are requested to notify the school beforehand in writing that the scholar will be late.

The school's policy on tardiness states that any scholar who arrives to school after 7:55 will receive a tardy slip, which will be kept in his/her school file. Scholars may be late no more than five times each quarter. **If a scholar arrives late to school on five occasions in one quarter, the scholar will be warned by his/her teacher, and a Tardy Alert form will be sent home to notify the family of the problem.** This policy applies to scholars of all grades.

**Medical Absences:** Absences due to medical conditions must be certified by a physician's note and turned into the School Office upon return to school. Scholars with a medical emergency requiring a hospital visit must have a physician's note authorizing that the scholar is able to return to school. Extended

absence due to an illness or injury will be treated on an individual basis. Parents should notify the school as soon as possible when a medical emergency occurs.

**Anticipated Absence:** An anticipated absence requires that the parent or guardian write a note, in advance, notifying the School Office of a scheduled anticipated absence. Vacation, shadow days, and other such activities should be scheduled after reviewing the school calendar so as to not to conflict with school attendance. Upon returning to school, the scholar should follow the regular absence policy for return note. Please note that an anticipated absence is not necessarily an excused absence. **Teachers are not responsible for providing scholars with homework before they leave.** Missing work will be made up upon the scholar's return to school. We will follow the make-up work policy in all such instances.

### **Dress Code**

#### **Preschoolers DO NOT wear uniforms**

##### Boys:

- Navy blue slack (dress or corduroy)
- 4-8<sup>th</sup> wear a plain black belt (no decorative buckles)
- Long or short sleeve white shirt with a collar
- St. Angela vest
- Navy blue or white socks (no designs)
- Black or brown dress shoes
- No turtleneck shirts are acceptable

##### Girls:

- K-5<sup>th</sup> wear a navy blue jumper or skirt
- 6-8<sup>th</sup> wear a navy blue skirt
- Long or short sleeve white blouse or polo shirt
- St. Angela vest
- Navy blue or white sock/tights (no leggings and no designs)
- Black or brown dress shoes
- Navy blue slacks (dress or corduroy) may be worn Nov.1<sup>st</sup>-March 31<sup>st</sup>
- No turtleneck shirts are acceptable

For all scholars: The dress code is to be followed by scholars when on school premises including before and after school care and other activities. St. Angela School personnel reserve the right to enforce the school dress code.

##### General rules for Dress Code:

- Navy blue cardigan sweaters may be worn.
- Visible writing on body is not allowed.

- Headbands that are an obstruction or distraction to scholars may not be worn, including those with flowers and bows. Only simple, solid colored headbands may be worn.
- No bandanas
- No designs can be shaved into heads
- Hairstyles should be simple, neat, clean, and pulled off the face.
- No extreme, unusual, or fad styles are acceptable.
- Braids should be simply secured
- Hair color alteration is unacceptable.
- Inappropriate haircuts and/or hairstyle must be corrected immediately; the scholar must remain home until the haircut and/or hairstyle meets uniform guidelines. School personnel determine suitability of haircut/hairstyle.
- Jewelry, ornamental buttons, nail polish, acrylic or gel fingernails, lip gloss, or make-up are not permitted. The only acceptable jewelry is one small gold or silver ball-type earring in each ear. Hoop earrings are not allowed even on non-uniform days. Hats, caps, or scarves are not worn in the building.

### **Gym Uniform**

Scholars will have gym class for 30 minutes every day.

- K-3<sup>rd</sup> will not change for gym but must bring gym shoes to wear daily.
- 4-8<sup>th</sup> must wear the Saint Angela gym uniform consisting of white or gray t-shirt/sweatshirt and gray or navy blue shorts/sweatpants with St. Angela logo. A white and royal blue  $\frac{3}{4}$  sleeve shirt with St. Angela logo may also be worn. Ordering information can be found on the school website under Parent Resources.
- Socks must be white or navy blue
- Gym shoes must be worn to participate

### **Out of Uniform Days**

Out of Uniform and Spirit Days are privileges. On these days, the following rules apply:

- No open-toed shoes or flip-flops
- Shorts should be a reasonable length-fingertips rule applies (the shorts should reach the fingertips of the scholars when arms are placed on the scholar's side)
- No hoop earrings
- No tight-fitting clothes
- No boots or shoes above the ankles
- No spaghetti strap shirts
- No strapless tops or dresses
- Appropriate writing on t-shirts
- No holes in pants/shirts
- No exposed mid-drift tops

## **Spirit Wear Days**

- First Friday of every month
- Only solid colored **blue** jeans may be worn (no holes)
- A spirit shirt or white collared shirt with St. Angela vest
- Gym shoes
- The Saint Angela gym uniform (sweatpants/sweatshirt or shorts/t-shirt with logo) may be worn
- Any school activity/club shirt may be worn (i.e. NJHS t-shirt, sports jersey with shirt underneath)

Any scholar in violation will lose the privilege of the next Out of Uniform or Spirit Day.

## **Harassment**

Harassment on the basis of any protected characteristic towards an individual is strictly prohibited. This includes any verbal or physical conduct that shows hostility or aversion towards any individual or her/his relatives, friends, or associates because of race, color, religion, sex, sexual orientation, age, national origin, marital status, veteran status, citizenship or disability that:

- has the purpose or effect of creating an intimidating, hostile, or offensive school environment
- has the purpose or effect of unreasonably interfering with an individual's performance in school
- otherwise adversely affects an individual's school experience.

Harassing conduct includes, but is not limited to:

- epithets, slurs, or negative stereotyping
- threats, intimidating, or hostile acts
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on school premises where it could be viewed by others or circulated by any means in the workplace.

Sexual harassment in particular is strictly prohibited. Government regulations define sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- when submission to such conduct is made a condition of a scholar's continued attendance at St. Angela School
- when submission to or rejection of such conduct is used as the basis for decisions affecting a scholar
- when such conduct has the purpose or effect of unreasonably interfering with the scholar's performance or creating an intimidating, hostile, or offensive school environment."

Employees or scholars who violate this policy against sexual and other forms of harassment will be subject to corrective action up to and including termination or expulsion.

Any scholar who believes that she/he has been the subject of sexual or any other form of harassment by anyone at St. Angela should bring the matter to the attention of a teacher, administrator, or counselor at St. Angela. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

Complaints of harassment will be treated as confidential. St. Angela will not retaliate in any way against any current, potential, or former scholar who, in good faith, reports harassment or participates in the investigation of such a complaint or report. Retaliation in any form against an employee or scholar who exercises his or her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or scholar, who knowingly makes false charges against an employee or a scholar in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

### **Personal Property**

The school is not responsible for loss of or damage to personal property. Please do not allow your child to wear expensive and/or popular jackets, shoes, hats, gloves, etc.

Scholars should not bring any type of personal electronic device to school (i.e. radio, iPod, MP3 player, game system, etc.). See cell phone policy for cell phone exception.

No type of toy that could be construed as a weapon should be brought to school. If a scholar does bring such items to school they will be taken and kept in the office until a parent comes for them.

Any personal money a scholar brings to school must remain on his/her person at all times.

## **Discipline**

### **Discipline**

The educational purpose of the school is best accomplished in a climate where scholar behavior is appropriate and conducive to the teaching/learning process. The school and each classroom teacher have realistic and reasonable guidelines for all scholars to follow so that learning can take place without disruption. Scholars are held accountable for their actions. If a parent would have any questions about a disciplinary action, the parent should contact the adult who handled the situation. The principal is the final recourse in all disciplinary situations.

To grow, children must be guided, at times encouraged and rewarded, at times corrected and disciplined. The discipline procedures at St. Angela School seek to provide clear guidelines for behavior, positive reinforcement as well as



consequences for unacceptable behavior and guidance for those adults who influence the lives of our scholars.

Because of the age difference of the scholars, the consequence of poor behavior will vary depending on school level of the scholar (Primary Level—Pre-K/3 through 2<sup>nd</sup> grade; Intermediate Level—3<sup>rd</sup> through 5<sup>th</sup> grade; O'Rourke Prep—6<sup>th</sup> through 8<sup>th</sup> grade). See Phases of Infractions and Consequences for Different Actions for more information.

### **Anti-Bullying Policy**

Bullying behavior causes short and long term negative consequences for both the victim and the bully and is contrary to Christian principles. **Bullying behavior of any kind is not tolerated.**

School personnel intervene daily in the lives of scholars, reminding them of school rules, establishing limits, and imposing consequences when appropriate. However, because bullying behaviors are malicious, and usually repeated over time, dealing effectively with such behavior demands a consistent school wide response.

#### Definition of Bullying:

Bullying is defined as a persistent, repeated, and/or chronic pattern of aggressive physical, verbal, and/or psychological behavior that is intended to harm another. Included in this definition are alternate forms of aggression to include relational, indirect, and social aggression.

Relational aggression: includes acts that “harm others through damage (or the threat of damage) to relationships or feelings of acceptance, friendship, or group inclusion.”

Indirect aggression: allows the perpetrator to avoid confronting his/her target.

Social aggression: is intended to damage self-esteem or social status within a group.

#### Strategies for Intervention:

If a scholar is inflicting any type of bullying aggression towards another scholar, a strategic intervention plan will be implemented to correct that behavior by the administration and the counseling department; parents will also have a meeting with the administration and counseling department to be part of this plan of action. A system for responding to scholars who bully should take into account that bullying behavior among children ranges from an isolated incident to chronic and persistent. The ultimate goal of the intervention plan is to change the child's behavior. The plan uses specific strategies including reflective activities, social learning activities, and restorative activities to help scholars who have been involved in bullying incidents. All of these activities will be used in conjunction

with our discipline policy and will be planned in collaboration with the administration, counseling department, and teachers.

Reflective activities: encourage a scholar to think about what happened and the role he/she played in the incident.

Social learning interventions: engage a scholar in positive social interaction with his/her peers. This will provide the scholar opportunities to make a positive contribution to the climate of a school, reconcile with the scholar he/she has mistreated, and learn and practice positive social behaviors.

Restorative activities: allow the scholar to make reparation for any harm he/she may cause.

- The first offense for bullying will result in a one-day in-school suspension (focusing on the intervention plan), a meeting with the parents and the implementation of the strategic intervention plan.
- The second offense will result in a two-day in-school suspension (focusing on the intervention plan), another meeting with the parents, and continued implementation of the intervention plan.
- The third offense will result in a two-day in-school suspension (focusing on the intervention plan) with a final warning and a meeting with the parents.
- Any further acts of bullying will result in immediate expulsion of the scholar.

### **Detention**

Detention will be held before school from 7:15 AM-7:45 AM. School personnel who assign detentions will provide prior notice to parents regarding the detention. Parents are responsible for ensuring that the scholar makes it to the detention on time. Scholars will be allowed to study or read during the detention but nothing else. If a scholar misses a detention, the scholar will have “silent lunch” until the detention is made up. If detentions are not served by the end of the quarter, it will result in an in-school suspension.

### **Suspensions**

Suspensions are held in-school. In some cases, the principal or assistant principal may hold the suspension in abeyance and substitute another consequence, such as an out-of-school suspension. Suspensions will be given for the third Phase 2 Infraction or a Phase 3 infraction (see Phases of Infractions below). At some point during the suspension time, the parent and the scholar must come to school to confer with the principal or assistant principal regarding the corrective measures necessary for the scholar to return to school.

A suspended scholar forfeits the privilege of participating in any regular or extracurricular school activities. (After a third suspension, another action violating school policy could result in expulsion from school.)

## Expulsion

Behavior and activities which can result in the immediate expulsion of a scholar include, but are not limited to the following:

- the sale, purchase, or possession of alcoholic beverages, illegal drugs, or controlled substances
- possession of a weapon
- gang activity
- explicit sexual activity
- behavior that demonstrates a flagrant disregard for the rights, property, or well-being of others
- activity away from school that seriously embarrasses the school and/or causes serious disruption within the school environment. **Infractions and Consequences:**

Phase 1	Phase 2	Phase 3
<p>Infractions:</p> <ul style="list-style-type: none"> <li>• chewing gum</li> <li>• talking during instruction</li> <li>• dress code violation</li> <li>• talking in hall</li> <li>• out of seat without permission</li> <li>• destruction of property</li> <li>• inappropriate language</li> </ul>	<p>Infractions:</p> <ul style="list-style-type: none"> <li>• vandalism</li> <li>• disrespect towards a teacher</li> <li>• theft</li> <li>• aggressive physical contact</li> <li>• aggressive verbal interaction</li> <li>• cheating</li> <li>• defiant behavior (rolling eyes towards an adult, huffing, sighing, stomping, pouting)</li> </ul>	<p>Infractions:</p> <ul style="list-style-type: none"> <li>• fighting</li> <li>• continued defiant behavior</li> <li>• insubordination</li> <li>• forgery</li> <li>• bullying</li> <li>• any additional infraction deemed by administration</li> </ul>
<p>Consequences:</p> <p>1<sup>st</sup> Infraction = warning</p> <p>2<sup>nd</sup> Infraction = silent lunch</p> <p>3<sup>rd</sup> Infraction = detention</p> <p>3 detentions in 1 quarter = parent meeting</p>	<p>Consequences:</p> <p>1<sup>st</sup> Infraction = detention</p> <p>2<sup>nd</sup> Infraction = detention and parent contact</p> <p>3<sup>rd</sup> Infraction = suspension (1-day)</p>	<p>Consequences:</p> <p>1<sup>st</sup> Infraction = suspension (1-day)</p> <p>2<sup>nd</sup> Infraction = suspension (2-day)</p> <p>3<sup>rd</sup> Infraction = suspension (2-day) and final warning</p> <p>4<sup>th</sup> Infraction = potential expulsion</p>

Phase 1 infractions are expunged after the end of each quarter.	All suspensions are cumulative for the school year.	
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**Cell Phone Policy**

St. Angela School is not responsible for lost, stolen, or damaged cell phones. If a parent must be contacted while the scholar is on school premises, the scholar is to obtain permission to use the school office phone; if a parent must contact a scholar, the parent should call the school office. Cell phones and Smart Watches are not to be visible at any time on school grounds, and they must be off at all times. If a teacher sees a cell phone, or Smart Watch they have the right to confiscate it. The first time a teacher takes a cell phone, or Smart Watch, the scholars can retrieve it from the School Office at the end of the school day. The second offense, the parents of the scholar will need to come in and retrieve the cell phone or Smart Watch from the Principal. The third cell phone violation will result in a one day in-school suspension.

**Search and Seizure Policy**

School officials are allowed to inspect and search all places on school property, such as desks, lockers, parking lot, and any other school property, as well as personal effects left in those areas by scholars without notice or consent of scholars and without search warrants. Inappropriate items will be confiscated at the discretion of school officials and may require disciplinary action. Parents will be notified of the outcome.

**General Policies**

**Birthdays**

Birthday invitations may not be passed out during school hours. Due to the growing concern over food allergies and reactions, food, cupcakes, and candy for birthday treats will no longer be allowed. Alternatives to food or candy include: pencils, erasers, stickers, or prepackaged healthy snacks. Please note: if a teacher deems a treat inappropriate for a certain age group, the treat will be

returned back to the family. Thank you for your cooperation in this as we try to keep all of our scholars safe.

### **Counseling Program**

The goal of the counseling program is to provide scholars with skills to cope with their everyday lives and to have a positive school experience. This program involves classroom presentations, small group counseling, individual counseling, and consultation with staff and parents. Teachers, parents, or the administration may refer scholars or scholars may refer themselves. If a parent does not want his/her child to participate in counseling services, written notification must be given to the counselor.

### **Emergency Closing of School**

If the Chicago Public Schools close due to severe weather conditions, then St. Angela School will also be closed. Emergency closing for other reasons will be announced using a School Messenger Blast.

### **Emergency Contact Information**

In case of illness and/or an emergency, each family is required to have a completed emergency information card on file in the school office. It is essential that the school have current home, work, and cell phone numbers. If this information changes during the school year, please contact the office to update the information.

### **Extended Day Program**

The purpose of the extended care program is to provide supervision of scholars. The morning component is held in Cunningham Hall from 6:30-7:45 AM. St. Joseph Services will coordinate extended care after school. Extended Care begins at 3:00 PM and ends at 5:45 PM.

Parents will be billed monthly for the days the scholar has utilized extended care. Payment is due on the 15<sup>th</sup> of the month.. A fee will be charged for late pick-up at the rate of \$1 for each minute interval. A **designated adult must sign out their child before the child can leave.** Scholars enrolled in the extended care program are expected to follow the same standards of conduct as during the school day. Inappropriate behavior may be cause for suspension and/or exclusion from the program.

### **Extra-Curricular Activities**

Scholars may participate in extra-curricular activities if they maintain a 2.0 GPA and receive the approval of the teacher(s). This approval can be rescinded and/or modified if academic or conduct problems develop.

Transportation of scholars for extra-curricular activities is the responsibility of the parents. St. Angela School does not give authorization to anyone to transport scholars in vans or cars.

## **Fieldtrips**

No field trips may be scheduled until further notice due to the pandemic. Field trips are designed to supplement different aspects of the curriculum. Parents receive notice of the field trip in advance of the scheduled trip and are asked to sign a permission form and pay any designated fee; scholars who fail to submit a proper permission form will not be allowed to participate in the field trip. Participation can be denied if academic or behavioral requirements are not met.

## **Health and School Medication Procedures**

Health Records: Physical examinations and a record of immunizations for each scholar must be on file in the school office. All scholars entering PK, K, Grade 2 and Grade 5 must have a new physical exam/record of immunization and dental exam. Scholars entering K must also have an eye exam. A scholar will not be allowed to start school for the year if he/she does not have the required health records on file.

Illness at School: If a child becomes ill at school, the parent/guardian or authorized adult (emergency contact) will be contacted. It is the parent's responsibility to keep phone numbers updated throughout the year. If school personnel determine that a child is seriously ill and/or injured, 911 will be called to handle the situation.

Medication Procedures: Parents/guardians will receive a copy of the following documents:

- School Medication Procedures—a set of directives explaining what forms need to be signed and for what reasons
- Medical Information and Emergency Notification Form—parents/guardians are to complete and return the “Medical Information and Emergency Notification Form” for **EACH** child attending St. Angela School.
- Medication Authorization Form—if applicable
- Physician’s Request for Self-Administration of Medication—if applicable
- Parent/Guardian Permission and Authorization Form—if applicable

No school personnel shall administer any prescription or non-prescription medicine unless a complete **Medication Authorization Form** for the scholar has been received by the administration.

No scholar shall be allowed to possess or consume any prescription or nonprescription medication unless a completed **Medication Authorization Form** for the scholar has been received by the administration.

A scholar with an actual or suspected communicable disease or contagious condition will be excluded from school until a release statement from a physician is presented at school.

Insurance: Parents are expected to have accident insurance for their children. Scholars who participate in school-sponsored sports and activities are required to present proof of insurance.

### **Food Service**

St. Angela's Food Service Program (FSP) provides breakfast, lunch, and snack for each St. Angela School scholar at no charge. If a parent or guardian needs to bring a lunch to school, it should be a healthy lunch and not fast food. Subway style sandwiches are, however allowed.

### **Illinois Child Abuse And Neglect Reporting Act**

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois** Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

### **Lost and Found**

Articles found in and around the school are placed in the Lost and Found Box located on the second floor of the school at the north landing. Parents should contact the school office to schedule a time to check our Lost and Found box.

### **Media Release**

During the course of the school year, St. Angela School and various organizations may wish to write about our scholars and/or take pictures of them for publication. By signing the registration form, the parent agrees to allow images, video, and print of their scholar to be used by the school for publication.

### **Parenthood**

If a scholar (male or female) is becoming a parent, the administration shall use their discretionary authority to determine the most appropriate course of action for the scholar and the school.

### **Remote Learning**

During school closings remote learning may be utilized and will be announced.

### **Safety**

For the common good and for the safety of the individual, it is imperative that scholars only be in areas in the school building for which they have permission.

**A scholar will be suspended if he/she is found in an area for which he/she has not received permission.**

### **Safety Drills**

Regular fire, tornado, and crisis drills are held throughout the school year to evacuate or secure the school safely in a minimum amount of time. All persons, including volunteers and visitors are required to follow the safety procedures when in the building. These drills are practiced in order to assure the utmost safety for our scholars and personnel if an emergency does occur at St. Angela School.

### **Severe Weather**

In an event of a weather emergency and the Chicago Public Schools close, St. Angela will also close. Upon closure, a School Messenger Blast will be issued.

### **School Security**

For the protection and security of the scholars and personnel at St. Angela, the main door to the school is locked at all times, and any visitor must ring the bell for admittance. Any visitor in the building must come directly to the School Office before going to any other part of the school. A visitor's pass will be given to any visitor that checks-in at the School Office so that the scholars and personnel will know that this visitor has permission to be in the school building.

Parents are always welcome in the school, but they must follow this procedure of check-in at the School Office. Visits to the classroom during the school day should be for observation purposes only, and only with proper notification to the teacher and administration. While teachers are most willing to see a parent for a conference, the conference day and time should be prearranged between the teacher and the parent; conferences are not held during class time.

### **Scholar Records**

Scholar records are kept securely in the school office. Parents have the right to inspect those files upon request (see FERPA in "General Information" Section). These requests should be made at least two days prior to the inspection. Files may not be taken from the office. Only the principal may show the file to the parents.

St. Angela School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.



The school may disclose directory information without the consent of the parent of a St. Angela School scholar less than 18 years of age. **If parents of St. Angela School scholars do not want the school to release this information without parental consent, parents must notify St. Angela School in writing prior to the first day of school. In not doing so, the school assumes that parents do not object to the release of the designated directory information.**

## Tuition and Fees

### Financial Obligation Policies

Families are required to enroll in the FACTS MANAGEMENT tuition system. St Angela has partnered with FACTS to handle all of our tuition and financial aid services. If a family wishes to be considered for financial assistance, they must fill out an application with FACTS (a \$25 fee is required). At this time, families may pay their tuition and fees directly to FACTS or if they are using an invoice, they may come into the school and make their payments.

The purpose of these policies is to set guidelines that support families successfully meeting their financial obligations, while also recognizing the need for St. Angela School to meet its obligations to pay teachers, utility bills, etc. The School depends on all its families to meet their financial obligations in order to continue providing excellent academic programs; failure to adhere to these policies impacts not only that family's child but also other scholars and staff.

Parents/guardians are required to adhere to the payment terms.

- Tuition is paid ten (10) times between August and May, and is due by the 15<sup>th</sup> of each month to the School Office. After a one-week grace period and at the School's sole discretion, if tuition is unpaid or partially paid, scholars may be required to participate in a "Tuition Exclusion Day," in which the scholar will be asked to refrain from attending school that day and until appropriate payment is made. Note that the Tuition Exclusion Day is found on the school calendar posted at [saintangela.org](http://saintangela.org).
- If a payment is made via cash or money order, a receipt will be issued by the school office. If payment is in check or credit card, the cancelled check or credit card charge will serve as the receipt.
- Any check returned as NSF must be replaced with cash within two days, plus a \$30 penalty charge. If this is not done, late fees and exclusion rules as stated earlier will be applied. Also, all future payments for the remainder of the school year must be made with cash or money order.
- It is important that families provide St. Angela School with notification of other awards that will be provided by external funding organizations (e.g., external scholarship providers, state programs, etc.) so that we may

properly credit your account when payment is received. Please note that you continue to be responsible for all applicable tuition amounts until we actually receive payment from the external organization(s).

- Families are encouraged to proactively communicate with the School office regarding their payment situation. Advance notice will help us determine to what extent we are able to work with families to address individual situations.
- A per-family registration fee must be paid to reserve a space for the scholar(s) for the following school year. The specific registration fee amount is included in the tuition schedule.
- Scholars who are not current with tuition and fees for the current school year will not be able to register for or start the following school year.
- **Important: Scholarship and tuition agreements between the school and individual families are confidential.** The administration of St. Angela School agrees not to share any financial information provided by families on their scholarship applications. Each family, in accepting their scholarship, agrees not to share individual scholarship information with any outside party.

## **Technology Regulations and Restrictions**

### **Purpose**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and create awareness of context to promote effective learning. Young people should have an entitlement to safe Internet access at all times.

Students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

St. Angela School will try to ensure that students will have good access to technology in order to enhance their learning and will, in return, expect the students to agree to be responsible users.

## **Responsible Use Policy Agreement**

I understand that I must use school technology in a responsible way, to ensure that there is no risk to my safety, or to the safety and security of our school technology or network and other users.

For my own personal safety:

- I understand that the school will monitor my use of computer technology, systems, email and other digital communications.
- I will be aware of “stranger danger”, when I am communicating on-line.
- When on-line I will not disclose or share personal information about myself or others.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will not remove my computer from the school domain or uninstall compulsory software.

### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school technology and network are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the school technology or network for on-line gaming, on-line gambling, Internet shopping, peer-to-peer file sharing.
- I will not use the school technology or network for video or audio streaming (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, distribute or alter images or videos of anyone without their permission.

### **I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my personal hand held / external devices (cell phone, iPad / Chromebook/USB device, etc.) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organization who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a school computer, nor will I try to alter school computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed and safely supervised by a school official.

**When using the Internet for research or recreation, I recognize that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download illegal copies (including music and videos)
- When I am using the Internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead.
- When engaging in discussion boards or other online networks, I will not pretend to speak for others or the school.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behavior, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Responsible Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / Internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Acceptable Use of School Technology by Student  
Parent/Guardian Consent Form**

I/We have read the school technology guidelines, and have discussed them with our scholar(s). In consideration of having access to public networks, I/we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child use of, or inability to use, the system, including, without limitation, the types of damage identified herein.

I/We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including by not limited to the computer system, email system, and other electronic devices and programs. \*

I/We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

\_\_\_\_\_ I/We do give permission for my child to participate in the school's electronic communications system including the Internet and certify that the information contained on this for is correct.

Student: (Please initial in space provided below)

\_\_\_\_\_ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

Name of Student/Grade \_\_\_\_\_

Print name of parents/guardians \_\_\_\_\_

Signature of  
parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

\*Including but not limited to Internet access, fax, e-mail, stand-alone computer, and telephone. The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's internet system.

## Parent/Scholar Acknowledgement

I have received a copy of the 2021-22 Parent/Student Handbook for St. Angela School. I agree to abide by the guidelines and policies found within.

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Parent/Guardian Signature

Date

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Scholar Signature

Date

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Scholar Signature

Date

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Scholar Signature

Date