

# OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL



## Family Handbook

**Updated August 2019**

Accredited by the  
Western Association of Schools and Colleges 2018  
Co-accredited by the Western Catholic Educational Association 2018

A 2001 National Blue Ribbon School

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# Family Handbook



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## **2019-2020 SCHOOL PERSONNEL**

### **ADMINISTRATION**

Fr. Steve Sallot.....Pastor  
Julie Tipton .....Principal  
Laura Ismerio .....Assistant Principal

### **OFFICE STAFF**

Jennifer Lefebvre.....Director of Advancement and Admissions  
Monique Lai.....Director of Finance  
Marisa Villamor.....Admin. Assistant  
Gina Jensen.....Receptionist  
Jim Keating.....Receptionist/Volunteer  
Fatima Farfan.....Nurse  
Christian Soria.....Facilities  
Nicolle Boyle.....Tuition Management & Finance Asst.

### **TEACHERS**

Gabriele Szeibert.....Kindergarten A  
Ann Larkin.....Kindergarten B  
Brianna Engle.....Grade 1A  
Stephanie Christensen.....Grade 1B  
Susan Swanson.....Grade 2A  
Stephanie Rinker.....Grade 2B  
Megan Dillon.....Grade 3A  
Kelly Mallon.....Grade 3B  
Alex Baxter.....Grade 4A  
Nancy Hua.....Grade 4B  
Lyndsi Lewan.....Grade 5A  
Leigh Nguyen.....Grade 5B  
Kendall Atkins.....Grade 6A  
Kevin Ricks.....Grade 6B  
Nicole Hennessy.....Grade 7A  
Piper Taylor.....Grade 7B  
Rey Landero.....Grade 8A  
Clare Mang.....Grade 8B  
Erin Carlberg.....Middle School Math & Religion

Brice Fristed.....Athletic Director & Physical Education  
Maggie McCoy.....Physical Education  
Carol Hoppe.....Kinder Music  
Diane Sawyers.....Music  
Beth Thomas.....Director of Technology  
Lily Westhart.....Science (6-8)  
Susana Bertagni.....Spanish (TK-3)  
Mayra Valez.....Spanish (4-8)  
Lynda Blahnik.....Art  
Katie Cincotta.....Learning Center (Reading Specialist)  
Teresa Gabriel.....Learning Center  
Joe Konrad.....Learning Center  
Kristin Sanford.....Makerspace

### **SUPPORT STAFF**

Dr. Jenni Krogh.....Writing Coach  
Sarah Donovan.....Math Coach  
Albert Cortes .....Librarian  
Marcy Morimoto.....Counselor  
Katie Walker.....Instructional Assistant/Extended Day Director  
Carrie Huntington.....Instructional Assistant/Extended Day  
Karlye Liedtke.....Instructional Assistant/Extended Day  
Jane Watson.....Instructional Assistant  
Catherine Chan.....Instructional Assistant  
Laura Gaughan.....Instructional Assistant  
Christalle Nuval .....Instructional Assistant  
Julie Pick.....Instructional Assistant  
Vanessa Powers.....Instructional Assistant  
Jeneé Gregory.....Instructional Assistant  
Terri Ross.....Instructional Assistant

## **MISSION STATEMENT**

Our Lady Queen of Angels Catholic School is a transitional kindergarten through eighth grade parish school. We are committed to nurturing spiritual formation and fostering academic excellence for all students. Our school provides a student-centered safe environment rich in faith and educational success.

## **PHILOSOPHY**

Our Lady Queen of Angels Catholic School is a Catholic community. We acknowledge that each student is a unique creation of God with diverse abilities. As ministers of Catholic education, we work to discover and develop the gifts God has given each child so that she/he will be prepared to live in and contribute to the world of tomorrow. In cooperation with the parents, who are the primary educators, we strive to live this out by providing programs that stress Catholic values and promote self-worth, respect, responsibility, independence, and leadership.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

### **A FAITH-FILLED CATHOLIC WHO:**

- Demonstrates basic understanding of the Catholic faith and traditions
- Builds a personal relationship with God.
- Respects Christian moral values including tolerance, justice, and respect for the dignity of life
- Responds compassionately to the needs of others

### **A LIFE-LONG LEARNER WHO:**

- Exhibits a solid foundation in basic skills
- Applies critical thinking and problem-solving skills
- Takes personal initiative and is self-directed
- Uses technology effectively and ethically as a tool for learning and communication
- Develops and promotes an appreciation for the arts

### **A RESPONSIBLE CITIZEN WHO:**

- Respects oneself and the rights of others
  - Makes good choices and accepts responsibility for these actions
  - Develops an awareness of global issues and respects diversity in others
- Understands the importance of good physical, mental, emotional, and spiritual health as it relates to total growth and well-being

### **AN EFFECTIVE COMMUNICATOR WHO:**

- Displays competence in oral and written expression

- Uses resources to gain, analyze, and apply knowledge
- Listens and responds appropriately to the views of others
- Participates in cooperative and collaborative learning experiences

## **CODE OF CHRISTIAN RESPONSIBLE BEHAVIOR**

1. The students' interest in receiving a quality, morally based education can be best served when students, parents, and school officials work together. The school strives to work collaboratively with parents/guardians to help students embody the code of responsible Christian behavior. The school may find it necessary, at its discretion, to require parents/guardians to withdraw their child/children.

2. It shall be an expressed condition of enrollment that students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school at its discretion.

3. It shall be an expressed condition of enrollment that the parents/guardians of students shall also conform themselves to the standards of responsible behavior that are consistent with the Christian principles of the school.

4. These Christian principles further include, but are not limited to, the following:

a. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

b. Any misgivings that a parent might have regarding a teacher, homework, student behavior, uniform, etc. should not be discussed in front of the child, but rather discussed at a Parent-Teacher or Parent-Administrator Conference. Parents are expected to support the administration, faculty, and staff in their efforts to enforce the policies of the school and preserve and promote the positive environment of Our Lady Queen of Angels School Community. Any form of harassment towards an administrator, a teacher, another parent, or one of our students may be grounds for dismissal from the school.

c. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, and/or divisive.

d. Any parent, guardian, or other person who insults or abuses any teacher or administrator is guilty of a misdemeanor. (California Education Code, sections 44810, 44811)

## **ADMISSIONS**

Our Lady Queen of Angels Catholic School seeks students of exemplary character who demonstrate the ability to thrive in an academically demanding program, who show potential for engagement in leadership and service opportunities, and whose parents' goals align with those of the school. The Admission Committee evaluates each applicant on a variety of factors, including academic records from current schools, student and parent questionnaires, recommendations from current teachers, interviews and performance on standardized assessments. Children applying to Kindergarten participate in a developmental screening and playgroup. In all divisions, the admission process is rooted in finding the best match between prospective families and OLQA School. Identifying a school that is the best fit for a child, one that will provide the best intellectual, artistic, athletic and spiritual growth, can be a challenging task. We look forward to helping you navigate this process and welcome your questions throughout the admission procedures.

## **NON-DISCRIMINATION POLICY**

Every person, as a child of God, regardless of race, color, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, or national origin. The school does not discriminate against students with disabilities if, with reasonable accommodations, the student can meet program requirements. Mindful of its primary mission as an effective instrument of the educational ministry of the Church and as a witness to the love of Christ for all, the school does not discriminate in its admission of students on the basis of gender, race, or national origin. The school does not discriminate in the administration of its educational policies, scholarship, athletic, and other school programs.

## **APPLICATION PROCESS**

Thank you for considering Our Lady Queen of Angels Catholic School! Parents wishing to enroll their children in Our Lady Queen of Angels Catholic School must agree to actively support the spiritual, educational, and financial goals of the school and must support all school policies and regulations. Active and faithful support of OLQA parish is emphasized and expected.

### **I. Admissions**

- a. Email [admissions@olqa.org](mailto:admissions@olqa.org) to schedule a school tour
- b. Obtain a student application form either in person at our school office or online via our website.
- c. Submit completed application, \$50 application fee and required documents (below) to our school office and schedule appropriate admissions assessment.
- d. Required documents:
  1. child's birth certificate

2. child's baptismal certificate
  3. most recent report card or progress report
  4. recent family photo
  5. immunization records
  6. assessment results
  7. parent driver's license
  8. utility bill verifying address
- e. Parent, family and child information will be obtained, as necessary
  - f. You will be notified by email regarding acceptance status.

## II. Priority Considerations

When class openings occur, consideration for admission will be based on the following priorities:

- a. Siblings of currently enrolled or previously enrolled students whose families are registered and active OLQA parishioners
- b. Siblings of currently enrolled or previously enrolled students whose families are registered and active in other parishes
- c. Children of registered and active OLQA parishioners
- d. Children of families registered and active in other parishes
- e. Other applicants

## III. Active Parishioner Considerations

For those who are registered and active parishioners at OLQA Church, additional consideration will be based on the following criteria:

- a. Length of time the applicant's parents have been registered in our parish

## **TUITION AND FEES**

Our Lady Queen of Angels Catholic School operates solely on funding received through tuition and fundraising income. Each family is expected to honor the signed tuition agreement and keep tuition and all other fees current.

Annual tuition and fees (per child) for 2019-2020 are as follows:

Tuition: \$11,435 per student

Discounted Catholic Tuition: \*\$8,435 per student

\*Please note: Baptism certificate of child is required for Catholic Tuition rate.

Registration Fee \$350 per student + \$50 per family



All tuition will be processed using the FACTS Tuition Management System. Tuition is due via Direct Debit (EFT) in 10 monthly payments (July-April), two semi-annual payments (July & January), or one annual payment (July) based upon the contract plan you select through FACTS. If a student enrolls after August 1st, the number of installments will be calculated based on the number of months attending the school, with the final installment due in April.

### **DELINQUENT TUITION POLICY**

If payment is not received by the due date, the following steps will be taken:

1. 30 Days - If payment is not made, a letter from the Principal requesting an immediate response will be mailed home.
2. 45 Days - If no response is received, the account will be referred to the School Finance Committee for confidential review. In addition, families with accounts delinquent for two months may be asked to transfer to another school.
3. At the conclusion of first and second trimester, families with accounts more than 45 days delinquent will be required to meet with administration in order for the student to return to OLQA for the following trimester.
4. All tuition and fees must be paid by May 20th of the current year. In addition, participation in extracurricular and other special programs or events will be subject to all accounts and service commitments being current
5. Accounts delinquent by 90 days will be charged a collection fee.
6. The school reserves the right to deny readmission to any family delinquent in tuition, fees and/or fines. If a family's financial commitments are not up-to-date, registration will not be completed. Class lists will be compiled of children registered at the time, and vacancies will be filled from the school's waiting list.
7. Effective with the 2019-2020 school year, all families must be on FACTS automatic debit regardless of the payment option chosen at registration. There will be up to a \$50 enrollment fee. OLQA School would prefer our families to be on the FACTS system but those families remaining on invoice for the 2018-2019 school year must maintain a current status. If families on invoicing become delinquent during the 2018-2019 school year, they will be required to either pay the remainder of the years' tuition in full upon request or be moved to automatic debit for the remainder of the year.

**RETURNED CHECKS** Should your check be returned by our bank for any reason, the check must immediately be replaced by cash or money order plus a \$25.00 returned check fee.

**FINANCIAL ASSISTANCE** It is our desire that every student has the opportunity to attend a Catholic school. Limited need-based financial aid is available. Our Lady Queen of Angels School uses an external Grant and Aid Assessment Program managed by our tuition company,

FACTS, to assist us in the determination of need and recommended assistance. If your family is in need of financial assistance, please visit the FACTS website to apply for assistance. The tuition assistance process is as follows:

1. All applications must be submitted by May 1 for the following school year to be considered.
2. All unpaid balances must be brought current by March 1.
3. Non-refundable registration fees must be paid for accepted students.
4. During the month of May, our external provider reviews each application and provides an evaluation to the school. Based on this evaluation, the funds available for aid, and the number of families applying, a decision is made by the School, following consultation with the School Finance Committee, on the amount of tuition assistance granted.
5. This decision is communicated to each family. Families must then sign a contract with the school stating the amount to be paid.
6. All families requesting aid must reapply each year if tuition assistance is needed, with the understanding that the funds are limited and not guaranteed.

If a financial emergency arises outside the above Financial Assistance time period, please contact Principal, Julie Tipton at [jtipton@olqa.org](mailto:jtipton@olqa.org).

## **CURRICULUM**

Our Lady Queen of Angels ascribes to the philosophy that student participation and involvement are vital to student success. Teachers develop their curriculum to ensure that instruction is student-centered. Curriculum may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study; it also embraces the development of the whole child insofar as this is within the scope of the school. The school will assist the child in forming the right understandings, attitudes and habits, not only in connection with the subject matter areas, but also in each and every school experience. Please also refer to the grade level back-to-school night information that is distributed annually at Back-to-School Night and posted to the school website for more detailed information. The school curriculum is standards-based and aligned to the standards of the Diocese of Orange, Common Core State Standards, Next Generation Science Standards, and The National Standards for Effective Catholic Elementary Schools.

The subject areas for all grades, Kindergarten through Eighth, at Our Lady Queen of Angels School include:

- Religion
- English Language Arts (Includes Composition, Spelling, Vocabulary, Phonics, Grammar, and Literacy)

- Mathematics
- Science
- Social Studies/History and Geography
- Music
- Art
- Physical Education and Health
- Technology/Integrated STEAM (Science, Technology, Engineering, Arts, and Math)

## **TECHNOLOGY/INTEGRATED STEAM**

At Our Lady Queen of Angels Catholic School, our vision is to enhance learning through the integration of technology, which will enable our students to become lifelong 21st-century learners. With this vision, teachers will design curricula that prepare students to meet the demands of the future. Using technology at Our Lady Queen of Angels is considered to be only one part of the learning experience and like all learning tools is used judiciously.

To further augment technology integration, OLQA School has chosen to employ iPads (TK-grade 8) and Chromebooks (grades 3-8) as personal learning tools for students. These devices were selected because of its portability, user-friendliness, touch-technology, wide range support for apps, and low system maintenance.

Teachers and students use integrated technology for research, writing, foster good digital citizens, study skills, assessments, tech computational thinking, and self-paced learning. Technology also encourages students to foster their creativity and appeals to diverse learners.

## **HOMEWORK**

Our Lady Queen of Angels School believes that homework serves as one of the vital components of an instructional program when it is relevant, reasonable and reinforcing. These types of homework assignments assist students in practicing previously taught skills, extending thinking about a topic of study and developing responsibility.

Homework assignments will:

- a) have a specific purpose;
- b) focus on mastery of essential concepts and skills;
- c) emphasize quality over quantity; and
- d) exhibit a direct connection to classroom learning.

Our long-term goals in assigning homework are for students to (i) practice (ii) deepen intellectual understandings and (iii) build confidence as learners.

Homework includes studying for tests, daily reading and math facts practice as well as other assignments. Homework completion times vary with each student. Students are responsible for the completion of homework assignments, both study and written.

If a student is consistently experiencing difficulty completing assignments within a reasonable time frame, please communicate with the teacher to determine appropriate modifications. Communication and collaboration between the school and home are paramount in ensuring student success!

### **AWARDS & RECOGNITION**

Our Lady Queen of Angels School believes not only in academic recognition but also in recognizing students' social and spiritual growth. In all grades emphasis is placed on enhancing each child's self image within academic, social, and spiritual contexts.

Academic First Honors will be awarded to students in grades 6-8 with A or A- in Religion, language arts, math, social studies, science, and Spanish throughout a trimester and a 3 or 4 in Responsible Behavior and Personal Success Skills.

Academic Second Honors will be awarded to students in grades 6-8 with no grade lower than B in Religion, language arts, math, social studies, science, and Spanish throughout a trimester and a 3 or 4 in Responsible Behavior and Personal Success Skills.

The HALO (Helping and Loving Others) Program will allow students to model the Our Lady Queen of Angels School's Schoolwide Learning Expectations (SLEs); Faith-filled Catholic, Life-long Learner, Responsible Citizen, and Effective Communicator. Students will be acknowledged for:

- **Heart of Inclusion** *Christ calls us to welcome*
- **Heart of Service** *Christ calls us to serve*
- **Heart of Compassion** *Christ calls us to love*
- **Heart of Leadership** *Christ calls us to inspire*

### **ACADEMIC DECATHLON**

Each year, OLQA School selects 7th and 8th graders to represent our school in the Academic Junior High Decathlon hosted by the Diocese of Orange. The students are chosen for their academic excellence, collaborative spirit, cooperative learning skills and drive for success. The Decathlon Team challenges themselves with extracurricular studies in the subject areas of Logic, Math, Science, Religion, Literature, English, Fine Arts, Social Studies and Current Events. In the months of preparation prior to the event, the students dedicate themselves to study advanced

material in an effort to showcase their subject mastery on the day of competition. Parents of decathletes are asked to actively participate, coach, write practice questions, and help ready the students throughout the preparation process.

## **FAITH LIFE**

### **Weekly School Mass**

- Mass is an extremely important part of our life as Catholics. It is a celebration of the central mysteries of our faith and, thus, is essentially a mini-Easter. Mass, and especially the participation in the Eucharist, is a commemoration of the Lord's passion, death and resurrection. Connecting with Christ through the Eucharist allows our relationship with Him to strengthen, allows our faith to grow and allows us to see more
- Students in grades K-8 attend Mass every Thursday morning at 8:30 a.m. Mass attendance is a portion of the each student's Religion grade.
- Students have the opportunity to participate as lectors, altar servers, gift bearers, cantors and choir members.

### **Completion of Sacraments**

At OLQA we have an extensive sacrament program. Although we believe that parents are the primary educators, our teachers communicate what it means to do service for the Church as well as live a holy life as a faith-filled Catholic. Students are taught to live their Baptism by making good choices as Christians. They make their First Reconciliation and First Holy Communion in second grade. In preparation for this, second graders attend an off-campus retreat where more is learned about the Liturgy of the Eucharist, including how the Last Supper was the First Mass. These and other activities help our students fulfill the sacraments and teach them to live as disciples of Christ.

### **Liturgical Observations and Celebrations**

- In accordance with the liturgical calendar of the Catholic Church, our school faithfully observes holy days of obligation and feast days (with special regard for those pertaining to our school's namesake, the Blessed Virgin Mary), as well as occasions including Advent, Ash Wednesday and Lent, the Easter Triduum, and the Ascension of the Lord.
- Special school traditions are upheld throughout our liturgical year. To name a few: Advent is a glorious season during which students in K-4 perform for their families at a Christmas luncheon in the parish hall and at an all grades participate in an evening musical in the church. During the Lenten and Easter seasons, on-campus retreats and gatherings are conducted to remember Christ's sacrifice and to honor His resurrection and our salvation. Marian celebrations occur multiple times throughout the year (including on Mary's birthday, on the Feast of the Immaculate Conception, during her coronation in

May and on Mother's Day) with the setup of a campus shrine, to which students bring colorful bouquets.

## **EXTRACURRICULAR ORGANIZATIONS AND ACTIVITIES**

- Altar Serving -- Students in grades five through eight are trained by a delegate of the Pastor and receive their schedule for Sunday Masses.
- Athletic Teams -- The opportunity to participate in afterschool sports is open to boys and girls in grades five through eight. Emphasis is placed on cooperation, good sportsmanship, and team spirit. The fee for participating in a sport is \$50 per sport and is due by the first game of the season. (This includes the fee assessed by the Diocese of Orange). This money helps to defray the cost of Referees.
- Cantors -- Students in grades five through eight are eligible to audition for the ministry of cantors. Auditions are held in September and students rehearse weekly during school. Cantors lead the singing for the weekly school Mass.
- Children's Choir -- The Children's Choir is a parish-sponsored organization, which is open to all children in grades three through eight. The choir rehearses on Wednesdays in the Parish Center from mid-September through May. The choir is divided into two groups by age -- Gaudete (grades 3-4) and Cantate (grades 5-8). Those in grades 5-8 also ring handbells as part of the program. The calendar of events includes singing for occasional school and Sunday Masses, as well as community events.
- Student Government -- The purpose of student government is to promote good citizenship, encourage school spirit, demonstrate the practical application of democracy, and to advance the welfare of the school and its members. Our organization is affiliated with the California Association of Student Councils and is under the guidance of faculty advisors.

Eligibility requirements to run for office:

- Must be in 4th through 8th grade at the time office will be held
- C grade average in academics for the 1st and 2nd trimesters
- B grade average in responsible behavior for the 1st and 2nd trimesters
- B grade average in work habits & study skills for the 1st and 2nd trimesters

## **BEHAVIOR AND DISCIPLINE**

At Our Lady Queen of Angels School, our staff strives to work in a positive way with our students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Teachers and staff incorporate the philosophy found in the Love and Logic program which emphasizes the dignity of the person, building relationships, and

the importance of accountability.

### **Behavior**

Behavioral expectations apply to students at every level. Behavioral expectations and examples of infractions (minor and major) include, but are not limited to, the following.

1. Harassment and bullying are unacceptable.
2. Students may not disrupt the classroom atmosphere by inappropriate behavior. This includes smart remarks to make others laugh, name calling, passing notes, chewing gum, or disruption of any kind.
3. No unauthorized use of school computers including disclosing your log-in information, using another student's login, or inappropriate searching on the internet is permitted.
4. The lunch area and other school areas must be kept neat and clean. Every student is responsible for the neatness of our school. All food must be eaten while seated in designated areas at recess, lunch, and after school, and may not be eaten between classes or in the classroom. All students should remain at the lunch tables for 15 minutes.
5. Students with uniform or haircut violations will remain in the office until their parent brings them the missing part of the uniform and/or takes them for a regulation haircut.
6. No students are allowed in any classroom or building including the Parish Center without an authorized adult.
7. The defacing or destruction of school property (e.g. writing on or scratching desks, inappropriate use of science lab materials, damaging lockers, etc.) is strictly forbidden. Restitution or replacement is expected for destroyed items. Students and their parents shall be held liable for all damage to school property. (California Education Code, sections 48904 and 48905; Title V, section 305)
8. Permission from the Administration and/or school authority is needed for students to leave campus.
9. When traveling through the school courtyards during instructional time, students are expected to do so in a quiet manner.
10. During school, students may not turn on or use cellular phones while on campus. Students may not use cellular phones or any other device that has internet capability, during school or school-sponsored events. Internet capable watches, electronic games, equipment, radios, iPods, laser pointers, etc. are not allowed at school. The school is not responsible for such belongings. The student will receive a detention that counts towards a disciplinary referral for breaking this rule. These items will be impounded and released only to the student's parent(s) if this rule is violated.
14. Students are responsible for their belongings. If items are left out after 3:00 P.M. they will be taken to lost and found.
15. Students are expected to speak in respectful language with adults and each other.

Additional policies and procedures are stated in the classroom by each respective teacher.

### **ADMINISTRATIVE DISCIPLINE PROCEDURES**

The Principal has the ultimate responsibility to observe and evaluate the relationship between each student and Our Lady Queen of Angels School, to determine whether or not the student is reaching her/his full potential, and to ensure the continued safety, quality and integrity of Our Lady Queen of Angels School. As a Catholic school, the administration practices restorative justice which encourages students to accept responsibility for their actions and allows them an opportunity to amend their actions. If it is identified that this relationship is not beneficial to serve the student, then the Principal will recommend to the Pastor and Diocese withdrawal or expulsion of the student.

All behavior inquiries should be directed to the homeroom teacher or the teacher who documents/reports the infraction. Parent/guardian contact is normally initiated by the teacher. The administration team is the secondary contact for issues beyond the classroom.

### **Academic Dishonesty**

Academic integrity and ethical behavior is expected from all Our Lady Queen of Angels students. Academic dishonesty and unethical behavior are contrary and counterproductive to the philosophy and goals of Our Lady Queen of Angels School. Academic dishonesty includes, but is not limited to:

- Plagiarism - Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in written work.
- Cheating - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another's paper, answers and/or pertinent information written on any item, etc.) for any exam, quiz, paper, and/or homework assignment. Presenting previously submitted work from other classes as new work is considered cheating. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating.
- Copying or Borrowing - Copying is using another student's or teacher's written material to complete any assignment/homework.
- Failure to follow a teacher's directions regarding how to complete any assignment, quiz, test, and/or paper may be interpreted as academic dishonesty.

### **Consequences:**

First and Second Offense - "No Credit" on test/assignment, detention, parent/guardian contact

Third Offense - "No Credit" on test/assignment, referral to Administration, detention, parent/guardian conference, student removal from any and all elected or leadership positions,



academic honors and recognition for the remainder of the school year. Continued offenses in this area will result in suspension or expulsion.

### **Harassment**

Harassment in any form, including verbal, physical, sexual, visual, or by use of the Internet, toward any individual, student, faculty, or staff member is strictly prohibited. No student shall knowingly or intentionally by speech, action, gesture, or in writing address another person in such a way that could be interpreted as demeaning, derogatory, harmful, or hateful based upon the person's gender, race, ethnic background, religious orientation, or any other personal characteristic. These activities have no positive attributes and are not permitted as they threaten the safe environment for all students. Often in these cases, the aggressor will claim that he/she was only "joking" or "playing" however, the school will pursue action relative to the victim's reasonable "perception" rather than the aggressor's reported "intent". Harassment can be done in a face-to-face setting or over electronic media.

### **Consequences:**

First Offense - Detention and/or suspension, parent/guardian conference with Administration, and based upon the nature and seriousness of the incident as defined by the school's Administration, can also include: Behavioral Contract/Probation, a written letter of apology, denial of specific privileges, counseling requirements, and involvement of the local law enforcement authorities.

Continued offenses in this area will result in long-term suspension or withdrawal/expulsion and intervention by local law enforcement.

### **Computer Use**

Using school computers or a personal device at school is a privilege. The privilege may be revoked permanently for unacceptable conduct/usage. Unacceptable conduct/usage includes, but is not limited to, the following:

- Accessing the internet without following school use policies
- Accessing or exploring online sites or materials that are inappropriate using a cellular telephone after school. The student must advise a teacher or staff member that he or she is using the phone.
- Allowing another unauthorized student to help, coach, observe, and/or join your activity on the Internet
- Troubleshooting or fixing any software, hardware, or system problem or improving, adding, moving or deleting any programming software, files or other components of a system
- Using personal computers to electronically publish or receive any material considered inappropriate, offensive, immoral, derogatory, sexist, racist, or defamatory to Our Lady Queen of Angels School and any or all employees and students, former and present

- Using the Our Lady Queen of Angels School network for commercial advertising
- Using copyrighted material without permission
- Sending a message while using someone else's name as the sender
- Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language
  - Sending or receiving a message that taunts and/or defames another person, school or organization
- Harassing or bullying another person or engaging in personal attacks, including prejudicial or discriminatory attacks
- Using the network to facilitate any illegal activity
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users; and/or material otherwise considered inconsistent and incompatible with the school's philosophy, mission statement, SLEs, and behavior code

Off-campus Personal Device use is the responsibility of the student's parents/guardians to monitor. Any Personal Device harassment concerns brought to the attention of the school's Administration will be immediately reported to the parents/guardians of all students involved.

Consequences:

First Offense – Detention, parent/guardian contact

Second Offense – Detention, loss of computer privileges on campus, parent/guardian conference

Continued offenses in this area will result in suspension or expulsion

### **Cell Phones/Personal Digital Devices**

Students are permitted to utilize electronic communication devices on school property and at school-sponsored events. However, students are only allowed to use the devices before, during, or after school, with approval from a faculty or staff member. All necessary communication during the school day may be directed through the School Office. It is the student's responsibility to ensure that the device is turned off. If the student's cell phone is heard or seen outside of their locker or backpack by a faculty member it will be considered a violation of this policy. The school is not responsible for the loss or damage to these devices.

Consequences:

First and Second Offense – Detention, confiscation of device

Continued offenses in this area will result in suspension or expulsion. Continued offenses in this area will result in suspension or expulsion.

### **Detention**

a. If infractions continue beyond the initial warnings, the subsequent response is detention.

- b. Detention is a disciplinary procedure taken by any member of the faculty, staff, or member of the Administrative Team.
- c. Detention may be assigned for a number of minor infractions, or for any other appropriate reason determined by an instructor. During the detention, students sit quietly and perform age-appropriate tasks assigned by the teacher. Students who are tardy to detention may receive another detention on their record, counting towards a referral; or they may serve the detention on the following week per the Administration's direction. Continual failure to report to detention results in a disciplinary referral.
- d. Detention will be 45 minutes in length.

### **Referral**

- a. A referral is a disciplinary action taken by the Administrative Team member for major infractions.
- b. Major infractions that may warrant an immediate referral include, but are not limited to, the following.
  - i. disrespect toward administrators, teachers, staff, and visitors
  - ii. fighting, provoking a fight between other individuals, or participating in activities which incur physical harm or violence to any person or the potential to incur physical harm or violence
  - iii. stealing or damaging property of the school or of another student, visitor, or school personnel
  - iv. using unacceptable conduct or language (verbal or written) at school or at a school-sponsored event
  - v. deliberate lying and/or the falsifying of information, cheating, plagiarizing, or copying another student's work, (this includes the loss of credit for the assignment or test for the student)
  - vi. entering a building unaccompanied without permission by an authorized adult
- d. Referrals issued during after-school activities in which the children represent the name and reputation of the school (e.g. after-school sports, Academic Decathlon, etc.) may impact the conduct grade on the report card, as well as eligibility to participate in that particular school-sponsored activity.

### **Suspension**

Suspension from school is not an ordinary punishment. Suspension may only be given by the Principal or Assistant Principal or their designee with consultation. It will be used when other corrective measures have failed or when a serious offense has been committed. When a student is suspended, the parents/guardians will be notified of the suspension and the reasons for this disciplinary measure. In some cases, the parents/guardians will also be notified of conditions that must be met prior to the student's return to school.

A student may be placed on suspension for serious misconduct on campus or off campus, during school-related activities, or for continued misconduct after having been placed on probation.

Acts constituting good cause for suspension (or expulsion) include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of the other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Habitual or persistent violation of school regulations
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school related activities
- Leaving the school grounds at any time during the school day without permission
- Use, sale, distribution or possession of narcotics, or alcoholic beverages, or other illegal substances
- Malicious damage or destruction of real or personal property at school
- Theft, extortion, arson
- Habitual truancy
- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items
- Actions, regardless of intent, that result in the physical or mental injury of another student
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract

Consequences:

Official suspension from school may assume various forms depending upon the circumstances:

- The student may attend class but lose the right to participate in any school activity on or off campus.
- The student may be suspended from a particular class and be required to report to an office or alternate classroom on campus during that time as designated by the Administration.
- The student may receive an in-school suspension. This form of suspension requires a student to attend school but refrain from attending his or her regular classes. The student will receive all classwork and homework, as well as additional assignments as required and will complete these assignments in an office or an alternate classroom as assigned by the Administration. Lunch and break times will also be spent in the office or alternate classroom designated by the Administration. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.
- The student may receive an at-home suspension whereby they are sent home for the entire period of suspension. The student will receive all class work and homework, as well as

additional assignments as required and will complete these assignments at home. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.

**Suspension Procedures:**

- The student shall be given oral and written notice of the charges (suspension acknowledgement) against him or her, and a fair opportunity to present his or her side of the story.
- Notice will be given to the parents/guardians by telephone or other appropriate methods within a reasonable time, followed by written documentation which can include a letter.
- A conference with the parents/guardians, student, and appropriate school staff may be arranged.
- In the case of an at-home suspension, a letter of suspension/Parent Acknowledgment form will be prepared and will be signed by the parents/guardians, the student and the Principal. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted.

**Involuntary Withdrawal or Expulsion**

Involuntary withdrawal or expulsion from school is not an ordinary punishment and may only be given by the Principal after consultation with the Pastor. It will be used when other corrective measures have failed or a serious offense has been committed.

There may be an occasion, where after consultation and review of the individual student's needs, it is determined that the school does not have an appropriate program available for that student. In such cases, the parents/guardians will be asked to involuntarily withdraw their student from the school.

The Principal may determine that a student's speech, gestures, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures), has indicated sufficiently, an inability or lack of desire to remain a student at Our Lady Queen of Angels School. In such a case, the Principal, with consultation with the Pastor, will recommend the student's withdrawal/expulsion.

**Expulsion Guidelines:**

- The final decision to expel a student rests with the Principal and Pastor.
- Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Acts constituting good cause for expulsion include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of the other students

- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Habitual or persistent violation of school regulations
- Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school-related activities
- Leaving the school grounds at any time during the school day without permission
- Use, sale, distribution or possession of narcotics, alcoholic beverages, or other illegal substances
- Malicious damage or destruction of real or personal property at school
- Theft, extortion, arson
- Habitual truancy
- Hazing
- Harassment
- Possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items
- Actions, regardless of intent, that result in the physical or mental injury of another student
- Failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract

## **DRESS CODE**

The primary purpose of the dress code is to ensure that each student at OLQA School appears neat, clean and well-groomed. This code will be strictly enforced. It is the parent's responsibility to see that their children are dressed and presented in accordance with this code, and any violations will be handled by the faculty and Administrative Team.

The teacher will alert the parent of any violation of the dress code. The teacher will then record that a uniform violation has occurred. A second uniform violation will require the student to contact his/her parents, requesting the correct uniform be brought to school.

Grooming is an important part of the education of your child. The school endeavors to instill in students the necessity of good grooming.

## **GENERAL GROOMING GUIDELINES**

All

- No extreme hairstyles, dyeing, coloring, or bleaching. Any infractions must be corrected by the conclusion of the following weekend or the student will not be permitted to return to class.

- One wristwatch that does not have internet access, a religious medal and/or a cross is permitted. No smart watches, Fitbits, or other devices that have wifi capability will be permitted.
- All pants and shorts with belt loops must have a solid black, brown or navy belt in grades 4-8.

#### Girls

- Hair accessories should be school or neutral colors - red, blue, white, gray, black, or brown.
- No nail polish, artificial/gel nails, or French manicure (regardless of out of school commitments). Students will be sent to the nurse to remove nail polish.
- No makeup, glitter, tattoos, or visible body piercing
- May wear earrings--one earring per ear lobe. Dangling earrings are not allowed.

#### Boys

- Hair is to be cut above the collar, out of the face, and neatly groomed.
- Pants are to be worn at the natural waistline.

### UNIFORMS

Uniforms are worn at Our Lady Queen of Angels School as a symbol of unity and school pride. The uniform policy creates equity among students, a valuable reminder that all students are equally precious in the eyes of God. The wearing of uniforms is to be a cooperative effort among parents, students, and staff. The school has the responsibility for maintaining a conducive educational environment.

Students and parents share the responsibility for proper dress and grooming. If a student is not in regulation uniform, parents will be called to provide the proper uniform, pick up the student, or the student may be required to change into a uniform provided by the school.

a. Vicki Marsha Uniforms is the only authorized supplier of OLQA uniforms. Vicki Marsha Uniforms, 5292 Production Drive, Huntington Beach, CA 92649, (714) 895-6371, [contact@vickimarsha.com](mailto:contact@vickimarsha.com) PLEASE visit <http://vickimarsha.com/our-lady-queen-of-angels.html> for specific uniform guidelines by girls, boys, and grade levels. See Appendix for detailed Vicki Marsha ordering and uniform requirements.

b. All uniform pieces must be marked with the student's name, either labeled on the interior or embroidered on the exterior.

### UNIFORMS

## **Mass Uniform**

- **GRADES 1-8 Mass Uniform is required on Thursdays** (and other Holy Days or Special Mass Days as communicated)
- No sweatshirts will be permitted at Mass (except TK and Kindergarten)
- All shirts are to be tucked in
- Only navy sweaters permitted

**TK GIRLS:** NAVY Peter Pan Dress with embroidered logo with navy sweater with embroidered logo OR Grey T-shirt with logo and Red Mesh shorts, PE outfit.

**TK BOYS:** Grey T-shirt with logo and Red Mesh shorts, PE outfit. Boys are permitted to wear white or red polo shirt with pull on navy pants or shorts with navy sweater with embroidered logo. No belts.

**K-4<sup>th</sup> GIRLS:** White Round Collar Blouse, Plaid Jumper & Navy Sweater with Embroidered Logo.

**K-4<sup>th</sup> BOYS:** White Polo Shirt, Navy Pants with Belt & Navy Sweater with Embroidered Logo. Red polos are permitted this 2019-2020 school year but may not be readily available at Vicki Marsha until after January.

**5<sup>th</sup> & 6<sup>th</sup> GIRLS:** White Oxford Blouse, Plaid Skirt & Navy Sweater with Embroidered Logo.

**5<sup>th</sup> & 6<sup>th</sup> BOYS:** Red or White Polo Shirt, Navy Pants with Belt & Navy Sweater with Embroidered Logo.

**7<sup>th</sup> & 8<sup>th</sup> GIRLS:** White Girls Mesh Polo or White Oxford Blouse, Heather Grey Skirt & Navy Sweater with Embroidered Logo

**7<sup>th</sup> & 8<sup>th</sup> BOYS:** Grey, Red or White Classic Polo Shirt, Navy Pants with Belt & Navy Sweater with Embroidered Logo

## **Girls Only (All grades)**

Required

- Modesty shorts are to be worn under jumpers and skirts.
- Jumper/skirt length must be no more than 2 inches above the knee.

Optional: solid white, black, or navy blue tights.



### **Footwear (ALL GRADES)**

Required: solid white socks without logos.

Required: shoes are primarily black or white with black or white shoelaces. Shoes must tie up, buckle, or Velcro. No backless or slip-on shoes allowed. No high-tops or glitter shoes allowed.

**Jr. High Option:** Jr. High students may also wear gray shoes/gray laces.

**TK/Kindergarten:** Students are to wear athletic shoes with Velcro, slip-on style, or laces that can be secured. Mary Jane shoes are allowed on days without P.E. Shoelaces are a safety hazard for this age level.

### **P.E. Uniform (ALL GRADES)**

The P.E. uniform is required in Transitional Kindergarten - Eighth Grade and is worn to school on PE days unless otherwise directed in special circumstances. i.e. Ash Wednesday, etc.

- Gray or white PE shirts or any OLQA Spirit Shirt may be worn on PE days.
- PE shorts must be no more than 2 inches above the knee.
- All sweatshirts and sweatpants must be OLQA logo wear.
- No previous year 8th grade sweatshirt may be worn.

**OLQA Out of Uniform Guidelines** Must be Catholic school appropriate. Inappropriate graphics or language are not permitted.

#### **Girls**

- Tops: T-shirt or long sleeve shirts are acceptable. Girls are not permitted to wear tank tops, spaghetti straps, low back or crop tops (shirt must go below belt loops on jeans).
- Bottoms: Jeans (no rips) or walking shorts (to the knee length) are acceptable. Girls are not permitted to wear shorts above the knee or sweat pants. No leggings/yoga pants allowed in grades 4-8.
- Dresses/skirts: Dresses and skirts are acceptable. The dress cannot have a low neckline or be sleeveless.
- Shoes: No backless, slip on, Ugg-style boots or sandals allowed.

#### **Boys**

- Tops: T-shirt or long sleeve shirts are acceptable.
- Bottoms: Jeans or walking shorts are acceptable. Boys are not allowed to wear basketball/workout shorts, swim trunks or sweat pants.
- Shoes: No backless, slip on, Ugg-style boots or sandals allowed.

### **HEALTH AND WELLNESS**

#### **1. Immunizations**

a. According to California State Law, students must be immunized against the following diseases: polio, chicken pox, hepatitis A, hepatitis B, diphtheria, tetanus, Measles, pertussis

(whooping cough), and mumps.

b. Per the Diocese of Orange, students must also be screened for tuberculosis.

c. Students entering 7th grade and above must have received the booster for pertussis on or after their 10th birthday.

## 2. Health Program

a. Hearing and vision screening is required each fall in grades 1, 3, 5 and 7 and for all new students.

b. Scoliosis screening is required annually in 7th grade for girls and 8th grade for boys.

## 3. Illness and Injury

a. If your student is ill and will not be attending school, please email the homeroom teacher and the school office, [mvillamor@olqa.org](mailto:mvillamor@olqa.org).

b. If a child must have medication, the following are necessary:

- The school must have a written notification from the doctor for prescribed medication stating the nature and dosage of the medication.
- The school must have a written notification from the doctor and parent/guardian for over-the counter medication stating the dosage and nature of the medication.
- The medication must be sealed and labeled with the day's dosage and the child's name for storage in the school office.
- The child must come to the office for the medication, including cough drops. A student may be allowed to carry an Epipen and/or inhaler as indicated by the medical professional written directions and will travel with the student worn in a "fanny pack" provided by the family.

c. Should a student be injured or become ill, every effort will be made to contact the parent or persons listed on the child's emergency card.

4. Students must be fever/vomit/lice free for a full 24 hours before returning to school.

5. Students sent home or absent from school may not attend after school activities.

6. Reporting communicable diseases - Parents are to notify the school if a child has a communicable disease such as measles, mumps, chicken pox, fifth disease, pink eye, etc. The child shall be excluded from school and may return only with a signed medical release from the child's attending physician. Upon return to school, the student must report to the office for readmission to class (California Education Code, section 48211).

7. Insurance - All students at Our Lady Queen of Angels School are insured through Myers-Stevens & Co. Inc., 26101 Marguerite Parkway, Mission Viejo, CA 92692-3203, (949)

348-2630. Coverage includes school hours, travel to and from school, and school-supervised activities. Fees are paid by the school.

## **GENERAL SAFETY AND PROCEDURES**

**TRAFFIC** - For the sake of safety, we ask that you faithfully follow ALL directions when driving vehicles onto the school premises. YOUR COOPERATION IS NECESSARY FOR THE SAFETY OF ALL CHILDREN. Cell phones are not to be used while on campus in the carpool line. Please do not bring animals with you when walking up to campus to pick up your children. Animals other than service animals are not allowed on school grounds at any time and must remain in the car.

**Gates** - The main lot gates open at 7:47 a.m. and close at 8:15 a.m. All cars need to be removed from the blacktop area by 8:10 a.m. with the exception of preannounced days such as Special Persons Day. Field trip drivers need to park in the parish office or church lot.

**Reserved Parking Spaces** - Reserved parking spaces may be purchased at the annual auction. This means that only the families whose names appear on the parking plaques are to park in their respective spaces at any time during the school week. Kindly honor this request.

### **Student Safety Rules**

- Children are to use sidewalks when walking on or around campus.
- All off campus walkers and bicycle riders must have a form on file in the office and have a WALKER TAG on their backpack. To be eligible for a tag, the student must live within a 2 mile radius.
- Bicycles must be locked while on school grounds
- Bicycles, razors, rollerblades and skateboards may never be ridden on school grounds
- If a violation of the above is committed, transportation item will be confiscated and returned to parents.
- All safety codes of the State of California, County of Orange, and the City of Newport Beach will be enforced.

## **EMERGENCY PROCEDURES**

Our Lady Queen of Angels School is committed to providing a safe and secure environment for all students. To this end, the following safety procedures are in place on the Our Lady Queen of Angels campus

- In the event of an emergency it is essential that families keep their FACTS information current at all times.

- In keeping with the Diocesan policy, Our Lady Queen of Angels School has procedures in place for handling emergencies. It is the expectation that parents and students will follow the directions of the school in the event of an emergency.
- Safety procedures such as fire drills, lockdowns and earthquake drills are routinely conducted throughout the course of the school year with the students.
- Our Lady Queen of Angels School abides by the U.S. Council of Catholic Bishops' Charter for the Protection of Children and Young People, which mandates training for individuals who come into contact with children and youth and to help recognize, report and prevent child abuse, including sexual abuse.
- As directed by the Diocese of Orange, Our Lady Queen of Angels has a school wide Safe Environment Curriculum for students. This multimedia curriculum integrates a broad variety of resources into a comprehensive program and is presented to the students through a cooperative effort of classroom teacher and school counseling office.

## **SAFE ENVIRONMENT**

The Diocese of Orange requires all volunteers at our school to be fingerprinted and have safe environment training prior to working with our students. For any questions or concerns regarding our school's safe environment, please contact Assistant Principal Laura Ismerio at [lismerio@olqa.org](mailto:lismerio@olqa.org).

1. ALL VISITORS/PARENTS must check-in at the office every time they come to campus during the school day.
2. Fingerprinting is available at Our Lady Queen of Angels every fall. Please contact Gina Jensen ([gjensen@olqa.org](mailto:gjensen@olqa.org)) at our school office (949) 644-1166 to set up an appointment. Fingerprinting through the Diocese of Orange need only be done once.
3. After being fingerprinted, volunteers need to log on to [www.CMGconnect.org](http://www.CMGconnect.org) to complete their safety training in two areas:
  - a. Safe Haven - It's Up to You
  - b. Defensive Driving Curriculum.

A certificate of completion must be printed for both and submitted to the school office. The online safety training program needs to be repeated every 3 years.

4. Upon completion of fingerprinting and safe environment training, parents will check-in and will be issued a name tag to wear while on campus.

## **COMMUNICATION**

### **EMERGENCY**

1. On rare occasions, it is necessary to send children home from school at an unusual time. In order to facilitate this, the school will make every effort to contact each family to come and pick up their children.

2. The school has an automated system which allows the school to contact each parent individually through FACTS with information or updates on such cases as natural disasters, lockdowns, etc. Children whose parents cannot be contacted will be gathered safely until parents can be reached for pick up.

## EMERGENCY CARDS

In case of accident or illness, a child cannot be sent home unless there is someone at home to receive him/her.

1. If you wish to grant permission to other adults to assist in this duty, the adults need to be indicated on your student's emergency card.
2. Names also need to be listed of all adults whom you approve to pick up and drive your child(ren) home.
3. The above information must be kept current at all times.

## PREPAREDNESS

Emergency Preparedness Program - Throughout the school year, fire drills, earthquake drills and lockdowns are practiced to allow the students to learn safety procedures to be employed should the need arise.

## CHANGE OF ADDRESS OR CONTACT INFORMATION

Please contact the office when there is a change of address, home or mobile number, email address or other method of reaching you. It is imperative that this information be kept current.

## WEEKLY SCHOOL INFORMATION

Bulletins are sent home every Wednesday via email.

## PARENT-TEACHER CONFERENCES

Annual conferences are scheduled for each family during the first trimester. Parents are free to make appointments at other times by calling the school voice mail or by emailing the teacher. It is important to keep teachers current with any information that may affect your child's performance or behavior at school, such as illness, loss or divorce.

## REPORTS – ACADEMIC/BEHAVIOR

Parents and students are encouraged to check FACTS regularly to monitor weekly notes, academic progress, behavior, tardies, absences, etc. The ability to access academic progress through FACTS on a regular basis enables communication to help students to improve in needed areas and keeps parents informed of student progress. Communication between the teacher and parent(s) is strongly encouraged throughout each trimester.

## **STUDENT LEARNING ASSESSMENT**

The school uses the Student Learning Assessment format of the Diocese of Orange. Student Learning Assessments (“report cards”) are distributed at the close of each trimester. If a student is failing or barely passing, please check into the matter with your child and his/her teacher to see what can be done. All areas concerned with achievement are considered important when determining letter grades.

## **INCLUSION**

1. “The purpose for the existence of Catholic education is to teach and promote the Catholic faith and the values it embodies. Catholic Inclusive Education is an attitude and a philosophy that supports the acceptance of each and every student at whatever learning level is presented once a commitment is made by a school.” (Diocesan Handbook on Inclusion)
2. “It is understood that the limited resources of Diocesan schools make it impossible to provide an appropriate educational environment for those students needing strong medical, academic, and emotional support systems. Schools, however, are challenged to broaden attitudes and thinking in creating new ways of expanding their parameters to educate all students.” (Diocesan Handbook on Inclusion)
3. OLQA School has implemented an inclusion program for all students. This requires us to develop appropriate academic plans to meet the needs of students so that they can continue their Catholic education. When questions arise regarding the ability of a school to accept or maintain a student within its environment, the decision rests with the school.

## **ATTENDANCE**

As educators, we know that there is a strong correlation between good attendance and academic success. Research has shown that the pattern of regular school attendance is beneficial to a student’s academic development and prepares the student for the adult world after his/her formal education is completed.

The school year is comprised of 180 days of instruction and class work. All students are expected to be present unless they are ill.

Absences - We ask that you please avoid taking your child out of school for medical appointments, long weekends or extended vacations.

The work missed during an extended absence will be given to the student upon return to class. The student has the amount of days missed upon return to complete the work and turn it in to the teacher. Missed tests, regardless of the reason for absence, must be made up according to the

procedure for each grade level.

### Tardiness

Successful school progress is strongly correlated to regular and **punctual** school attendance. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time and remain until class is finished.

- a. Students are considered late if they are not on the school grounds when morning assembly begins at the second bell or are not in line with their class after recess or lunch break.
- b. The student must report to the office for a tardy slip in order to enter class.
- c. There will be a five minute warning bell at 8:05 a.m. (Wednesdays at 8:55 a.m.). Once the 8:10 a.m. (Wednesdays at 9:00 a.m.) bell has rung, a student will be considered tardy and will not be admitted without signing in at the office.
- D. The following steps will be followed should students be excessively tardy to school.
  - 5<sup>th</sup> tardy - Letter will be sent to the parent requiring a signature
  - 6+ tardy – Formal comment will be placed on report card

### .Reporting Procedures

If a child is to be absent from school or will be tardy, the parent is to email the office at [mvillaro@olqa.org](mailto:mvillaro@olqa.org) or call the Absentee Line [(949) 219-1498 ext. #1] by 8:00 a.m. on the day of absence or tardy.

In the event of a tardy due to medical appointments, students are marked with an excused tardy only with verification from a doctor.

To leave campus early (before the end of the school day) for an off-campus (e.g. medical) appointment, a written request must first be submitted to the school by the parent. Please note, however, that such requests are strongly discouraged. Should such a request be granted, however, students will be marked with an excused absence only if an official verification slip from a medical professional is presented upon return to school.

## DAILY SCHEDULES

Late Start - EVERY Wednesday, all grades (TK-8) start school at 9:00 a.m. versus the regular start time of 8:10 a.m.

### School Schedule

TK & K	Grades 1– 4	Grades 5 - 8
8:10 a.m. School begins	8:10 a.m. School begins	8:10 a.m. School begins

9:30 a.m. Recess	9:55 a.m. Recess	10:26 a.m. Recess/Nutrition Break
12:05 p.m. Lunch/Recess	11:30 a.m. Lunch/Recess	12:01 p.m. Lunch/Recess
**2:40 p.m. Dismissal	2:40 p.m. Dismissal	2:40 p.m. Dismissal
2:45 p.m. End of School	2:45 p.m. End of School	2:45 p.m. End of School

\*\*The TK schedule follows the school's schedule except for an opportunity for early dismissal every day at Noon and 1:00.

## SCHOOL HOLIDAYS

For holidays and other school events, check the calendar posted on the school website.

## MINIMUM DAYS

On minimum days students are dismissed at 12:10 p.m. Please check the calendar on school website for exact dates.

## MASS

Students attend 8:30 a.m. Mass together every Thursday. Special Masses are celebrated throughout the liturgical year. Parents are encouraged to join the school in attending these celebrations. To allow all school faculty and staff to attend Mass, the school office is closed from 8:25 a.m. - 9:20 a.m.

## STANDARDIZED TESTING

A standardized diagnostic testing program, Renaissance STAR Testing, is administered three times per school year to grades 1 through 8 and Kindergarten two times per school year. Adopted by the Diocese of Orange, this exam assesses math and reading proficiency.

The three STAR testing windows for the 2019-2020 school year are September 4-18, January 6-17, March 23-April 3. It is important that students are in attendance these days.

## PARENT INVOLVEMENT

### VOLUNTEER PROGRAM

1. Each family must serve a minimum of twenty-five (25) hours of time to the school.
2. Parents can earn hours through such service activities as library help, yard (playground) duty, hot lunch, fundraising assistance and room parent roles, to name a few. Ongoing volunteer opportunities are posted on the school website under the Parents page.
3. Each family is required to report service hours to the school as directed. Any portion of



the 25 hours that are not fulfilled by May 31, 2019 will be auto-debited through FACTS to the school, in the amount of \$20 per unused hours.

## **PARENT TEACHER ORGANIZATION**

1. The purpose of the PTO is threefold:
  - a. To build community
  - b. To provide service to the school
  - c. To fundraise
2. The PTO consists of parents who currently have students matriculating at OLQA School. Roles consist of executive positions and standing committees. Each executive position is a one-year position that can be extended an additional one year term. Each standing position is also a one-year post that can be extended if approved by the nominating committee. A teacher from the school will serve as a representative on the PTO Board.
3. Executive positions include President, President Elect, VP Programs, VP Fundraising, VP Ways and Means Elect, VP Volunteers, Secretary, Treasurer, and Parliamentarian. Standing committee positions include Ambassadors, Athletics, Book Fair, Catholic Programs, Enrichment, Golf Tournament, Hospitality, Hot Lunch, Room Parent Coordinators, School Spirit, Uniform Exchange/Lost & Found.
4. PTO meetings are held once a month.

## **ADVISORY SCHOOL BOARD**

1. Our Lady Queen of Angels Catholic School Board is a consultative advisory board to the Pastor and Principal in the administration of our school. The main purpose of the School Board is to fulfill the mission of the school and to carry forward the goals and objectives determined by the school's strategic plan.
2. All board members are spiritually committed and professionally prepared to provide leadership support as requested and render recommendations based on the interest of the entire student body.
3. The board is comprised of seven different committees:
  - a. Strategic Planning
  - b. Communications/Public Relations
  - c. Finance
  - d. Catholic Identity
  - e. Plant/Facilities
  - f. Curriculum
  - g. Development
  - h. Safety
  - i. Technology

## GENERAL INFORMATION

### BOOKS AND EQUIPMENT

Students will be held responsible for the care of all materials including library books and school equipment. Children must keep textbooks covered to maintain them in good condition. If books or equipment are damaged or lost, the responsible family will be billed through FACTS for the replacement.

### LOST AND FOUND

**All articles must be clearly marked with the child's name and grade.** Lost articles may be claimed in the school office. Periodically lost and found articles are placed outside the school office, and students are encouraged to claim their belongings. Items not claimed are sent to a charitable organization.

### LUNCHES

Hot lunch is provided by Sapphire at School Monday through Friday. If students are not participating in the hot lunch program, they are to bring their lunch with them in the morning. Lunches cannot be delivered to the classrooms once the school day has started and will be placed on a cart in the office. Bringing lunches from outside vendors is **STRONGLY DISCOURAGED**.

### STUDENT TRANSPORTATION

The school is not permitted to release students to third party vendors that offer ride services such as Uber, Zum, Lyft, etc.

### OUTSIDE FOOD

Due to allergies and dietary restrictions, treats and snacks for the class are not to be brought to school, including birthday treats.

### RESPONSIBILITY

We want to teach our students to remember to bring their own lunches, projects, homework, PE/Sports clothes, and musical instruments on the days that they are needed. Therefore, to prevent disturbing the teachers and students during class times, any items will be left on a cart in the office.

**FIELD TRIPS/RETREATS** - Students are allowed educational trips as a regular part of the curriculum. Written permission from the parents is required for children to participate.

1. When a field trip is scheduled for a class, it is considered a regular part of the curriculum and

all students are expected to attend.

2. Field trips/Retreats are a privilege and, as such, can be revoked as part of disciplinary action.

3. Parent drivers, who have been fingerprinted and safety-trained, are required to submit to the school office a current driver's license and declaration page of vehicle insurance at least 24 hours prior to the field trip.

#### PARTIES

Please do not distribute birthday invitations at school. Please refer to the family directory for emails and addresses.