OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL

Family Handbook
2020-2021

Updated September 2020

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

2046 Mar Vista Drive, Newport Beach, California 92660
P: 949.644.1166 | F: 949.644.6213 | info@olqa.org | www.olqaschool.org
facebook.com/ourladyqueenofangelsschool

*The Our Lady Queen of Angels (OLQA) School Reopening Plan supersedes the OLQA Family Handbook. Policies may be amended from time to time and therefore students and families should review the most current online version for any updates. Any amendments will be published on our website and shall supersede wholly any prior versions of the policy(ies). OLQA endeavors to present an accurate overview of the programs, policies, and procedures of OLQA School in this handbook. However, OLQA School reserves the right to alter any program, facilities, or fees, described below or in other publications without notice or obligation.

Family Handbook

TABLE OF CONTENTS

2020-2021 SCHOOL PERSONNEL	3
MISSION STATEMENT, PHILOSOPHY, SLEs	4
CODE OF CONDUCT	5
ADMISSIONS	5
TUITION AND FEES	7
HEALTH AND SAFETY	8
CURRICULUM	9
ONLINE LEARNING	10
TECHNOLOGY	11
HOMEWORK	11
AWARDS/RECOGNITION	11
FAITH LIFE	12
EXTRACURRICULAR	13
BEHAVIOR/DISCIPLINE	13
DRESS CODE/UNIFORMS	18
HEALTH/WELLNESS	22
SAFETY PROCEDURES/TRAFFIC	23
SAFE ENVIRONMENT	24
COMMUNICATION	24
INCLUSION	25
ATTENDANCE	26
SCHEDULES	27
PARENT INVOLVEMENT	27
GENERAL INFORMATION	29
APPENDIX	30
REOPENING PLAN	31
VICKI MARSHA UNIFORMS	53

ADMINISTRATION

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

OFFICE STAFF

Jennifer Lefebvre	Director of Advancement and Admissions
Monique Lai	Director of Finance
Nicolle Boyle	Tuition Management & Finance Assistant
Marisa Villamor	Administrative Assistant
Julie Pick	Receptionist
Fatima Farfan	Nurse
Christian Soria	Facilities

TEACHERS

Lynda Donovan	Transitional Kindergarten
Jaeanne King	Kindergarten A
Ann Larkin	Kindergarten B
Anna Wardell	Kindergarten/1st/2nd/Online Teacher
Brianna Engle	Grade 1A
Stephanie Christensen	Grade 1B
Susan Swanson	Grade 2A
Stephanie Rinker	Grade 2B
Molly Novell	Grade 3A
Kelly Mallon	Grade 3B
Alex Baxter	Grade 4A
Nancy Hua	Grade 4B
Lyndsi Lewan	Grade 5A
Leigh Nguyen	Grade 5B
Elizabeth Coussa	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	Kindergarten and TK Music
Diane Sawyers	Music
Beth Thomas	Director of Technology
Dr. Jen Mann	Coordinator of Online Instruction and Teacher
Kristin Sanford	Makerspace/Online Teacher
Lily Westhart	Science (6-8)
Susana Bertagni	Spanish (TK-2)
Alicia Wickwire	Spanish (3-8)
Lynda Blahnik	Art
Katie Cincotta	Learning Support Coordinator (TK-4)
Dr. Ruben Cortez	Long Term Substitute, Learning Support Coordinator
Joe Konrad	Learning Support Coordinator (5-8)
Dr. Jenni Krogh	Writing Coach/Online Teacher
Sarah Donovan	Math Coach/Online Teacher

STAFF

Marcy Morimoto	Counselor
Katie Walker	Instructional Assistant/Extended Day Director
Carrie Huntington	Instructional Assistant/Extended Day
Jane Watson	Instructional Assistant
Catherine Chan	Instructional Assistant
Laura Gaughan	Instructional Assistant
Christalle Nuval	Instructional Assistant
Julia Hunter	Instructional Assistant
Izzy Coughlin	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:

- 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.
- 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.
- 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.
- 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 Transitional Kindergarten and 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

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 to schedule a school tour

b. Submit a completed application with required documents via our website, pay the $70 application fee and schedule an appropriate admissions assessment.

c. 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. parent driver's license
7. utility bill verifying address

d. 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 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 2020-2021 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

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, account balance notice will be sent from the Tuition Management Department.
2. 45 Days - If no response is received, the account will be referred to the Principal and Finance Director 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 the 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 2020-2021 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.

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.

HEALTH AND SAFETY

Symptoms All parents are responsible to screen their student(s) daily to ensure they are free of ALL the COVID-19 symptoms listed below:

Daily Checklist

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptom Response

- **If your child has any of the symptoms when screened, they are to stay home.**
- If your child has known close contact with a person who is lab-confirmed to have COVID-19, **they are to stay home.**
- If your child is experiencing any symptoms at school, he or she will be sent to the office who will call parents to pick up immediately.
- Any student, faculty, or staff member living with someone who is experiencing COVID19 symptoms should self-quarantine for two weeks.

Temperature Checks
If the student's temperature is 100.4 or higher, he/she may not attend school.

- If using the early morning drop at 7:30 a.m., please walk your child to the parish hall door for a temperature check.
- Morning drop off will begin at 7:45 a.m. to allow enough time to be able to screen all students before coming on campus.
- No walk-ins will be allowed for drop off and/or pick up to ensure the safety of all who travel beyond the school gates.
- Staff will be present at drop-off and will take student temperatures with a contactless thermometer before they leave the vehicle.
- **If the student's temperature is 100.4 or higher, he/she will remain in the car and will be sent home with the parent/guardian.**
- Once the student is screened, they will exit the vehicle wearing a mask, gaiter, and/or protective face shield and can proceed directly to the classroom.
- Classrooms will be open daily beginning at 7:45 am. School begins at 8:10 a.m.
- Families are encouraged to allow extra time for extended carline time due to new safety protocols and procedures.

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 the Virtual 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, Transitional 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)
- Spanish

ONLINE CURRICULUM

Diocese of Orange and National Standards and Benchmarks will guide instruction in Religion, English Language Arts, Math, Social Studies, and Science with electives offered such as art, music, etc.

- Religion
- English Language Arts
- Math
- Social Studies
- Science

ONLINE LEARNING

OLQA Online Learning offers a rigorous and comprehensive virtual learning program including teacher-led live classroom instruction with engaging discussions, real-time collaboration with students and teachers, participation in online study groups, technology innovation, video conferences with teachers, and ongoing assessments to guide instruction and measure student learning outcomes.

- Official School Day 8:00-2:30
- Daily schedules will be guided by grade-level.
- Morning Check-In
- Live teacher-led instruction.
- Students will receive real-time feedback through Canvas, Google and Forms, quizzes, and other tools and activities.
- Social-emotional learning and executive functioning focus.
- Regular video conferences.
- Attendance will be taken each class period to hold students accountable and keep them on track.
- Students are expected to follow all OLQA policies.
- Grades will be posted in the FACTS gradebook.
- Every student has the same school-issued device and tools creating equity and consistency.
- Students will be expected to wear an OLQA uniform shirt.

ONLINE LEARNING STRUCTURE

Daily Morning Check-In: Teachers and students will begin the day with prayer, goal setting, and more!

Synchronous (Live Lectures) Teachers will meet with students during their scheduled class time. During these live meetings, teachers can share their screen, engage, display a PowerPoint or any other resources just as they would in the classroom. Students have the ability to ask questions in real-time, connect with their teachers and classmates and work in small groups.

Asynchronous (Group and Instructor-Led Classwork): When teachers are not conducting live lectures during class time, students will be encouraged to utilize the time for group and independent work. Instruction and learning do not happen at the same time for all students. Students may access learning at a time that works for them and their families.

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.

Communication and collaboration between the school and home are paramount in ensuring student success!

Homework includes studying for tests, daily reading and math 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.

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: Awarded to students in grades 6-8 with A or A- in Religion, language arts, math, social studies, science, and Spanish (exception for online students not taking Spanish) throughout a trimester and a 3 or 4 in Responsible Behavior and Personal Success Skills.

Academic Second Honors: 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, Personal Success Skills, and specialty subjects.

The HALO (Helping and Loving Others) Program will allow students to model the Our Lady Queen of 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*

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 TK-8 attend Mass every Thursday morning at 8:30 a.m. Mass. TK begins attending Mass monthly in Advent.
- 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
- 3 or 4 average in responsible behavior for the 1st and 2nd trimesters
- 3 or 4 average in personal success 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.

- Harassment and bullying are unacceptable.
- 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.
- 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.
- 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.

- 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.
- No students are allowed in any classroom or building including the Parish Center without an authorized adult.
- Defacing or destruction of school property (e.g. writing on or scratching desks, inappropriate use of science lab materials, defacing bathrooms, 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)
- Permission from the Administration and/or school authority is needed for students to leave campus.
- When traveling through the school courtyards during instructional time, students are expected to do so in a quiet manner.
- 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.
- Students are responsible for their belongings. If items are left out after 3:00 P.M. they will be taken to lost and found.
- 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. Courses taken online are held to the same integrity of in person classes.

• Copying or Borrowing - Copying is using another student's or teacher's written material to complete any assignment/homework.

Consequences:
First - "No Credit" on test/assignment, detention, parent/guardian contact
Second Offense - "No Credit" on test/assignment, 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, and referral to Administration.
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:
Detention and/or suspension, parent/guardian conference with Administration, and based upon the nature and seriousness of the incident as defined by the school 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. May 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
• 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
• Using the camera for photography or videoing peers or school employees without consent

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:
Detention, parent/guardian contact, loss of computer privileges on campus, parent/guardian conference, may result in suspension or expulsion

Cell Phones/Personal Digital Devices
Students are not 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, to contact parents/guardians 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. All phones should be turned in to the homeroom teacher. The school is not responsible for the loss or damage to these devices.

Consequences:
First and Second Offense – Detention, confiscation of device and forfeit of privilege to bring device to school. Continued offenses in this area may result in suspension or expulsion.

Detention

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

- Detention is a disciplinary procedure taken by any member of the faculty, staff, or member of the Administrative Team.
- 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 will result in a disciplinary referral.
- Detention will be 45 minutes in length.

Referral

A referral is a disciplinary action taken by the Administrative Team member for major infractions. Major infractions that may warrant an immediate referral include, but are not limited to, the following.

- disrespect toward administrators, teachers, staff, and visitors
- 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
- stealing or damaging property of the school or of another student, visitor, or school personnel
- using unacceptable conduct or language (verbal or written) at school or at a school-sponsored event
- 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)
- entering a building unaccompanied without permission by an authorized adult

Referrals issued during after-school activities in which the children represent the name and reputation of the school (e.g. after-school sports, 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 student
- Incorrigible 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.
- 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
- Incorrigible 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
- 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.

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

*** See appendix for Vicki Marsha's complete list**

Footwear (ALL GRADES)
Required: solid socks, white, navy or black ONLY.
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 is 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

Immunizations

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. Per the Diocese of Orange, students must also be screened for tuberculosis. Students entering 7th grade and above must have received the booster for pertussis on or after their 10th birthday.

Health Program

Hearing and vision screening is required each fall in grades 1, 3, 5 and 7 and for all new students. Scoliosis screening is required annually in 7th grade for girls and 8th grade for boys.

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.

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 vomit/lice free for a full 24 hours before returning to school. Must be fever-free for a full three days, without fever medication, before returning.

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).

8. 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 7:45 a.m. and close at 8:10 a.m. For late start, the main lot gates open at 8:35 a.m. and close at 9:00 a.m.

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.

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 Marisa Villamor (mvillamor@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 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

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.

1. 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.
2. The student must report to the office for a tardy slip in order to enter class.
3. 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.

The following steps will be followed should students be excessively tardy to school.

- 5th tardy - Letter will be sent to the parent requiring a signature
- 6+ tardy – Formal comments 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 mvillamor@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.

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 the school website for exact dates.

MASS
Students attend 8:30 a.m. Mass together every Thursday either in person or virtually. 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 will be 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 2020-2021 school year are September 14-25, January 11-22, May 10-24. It is important that students are in attendance these days.

PARENT INVOLVEMENT

VOLUNTEER PROGRAM
1. We are waiving service hours for the 2020-2021 school year.
2. Ongoing volunteer opportunities will be available and posted in the weekly update and on the school website under the Parents page.

PARENT TEACHER ORGANIZATION

The purpose of the PTO is threefold:

- To build community
- To provide service to the school
- To fundraise

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.

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.

PTO meetings are held once a month.

ADVISORY SCHOOL BOARD

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.

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.

The board is comprised of seven different committees:

- Strategic Planning
- Communications/Public Relations
- Finance
- Catholic Identity
- Plant/Facilities
- Curriculum
- Development
- Safety
- 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. Items such as water bottles will be thrown away due to new health and safety guidelines.

LUNCHES
Lunch is provided by Choicelunch at school Monday through Friday. If students are not participating in the lunch program, they are to bring their lunch with them in the morning. Bringing lunches after school begins is not permitted.

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

RESPONSIBILITY & SAFETY
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. Due to new health and safety guidelines, items may not be brought to school after school begins.

FIELD TRIPS/RETREATS (Suspended until further notice 7.7.2020)
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.

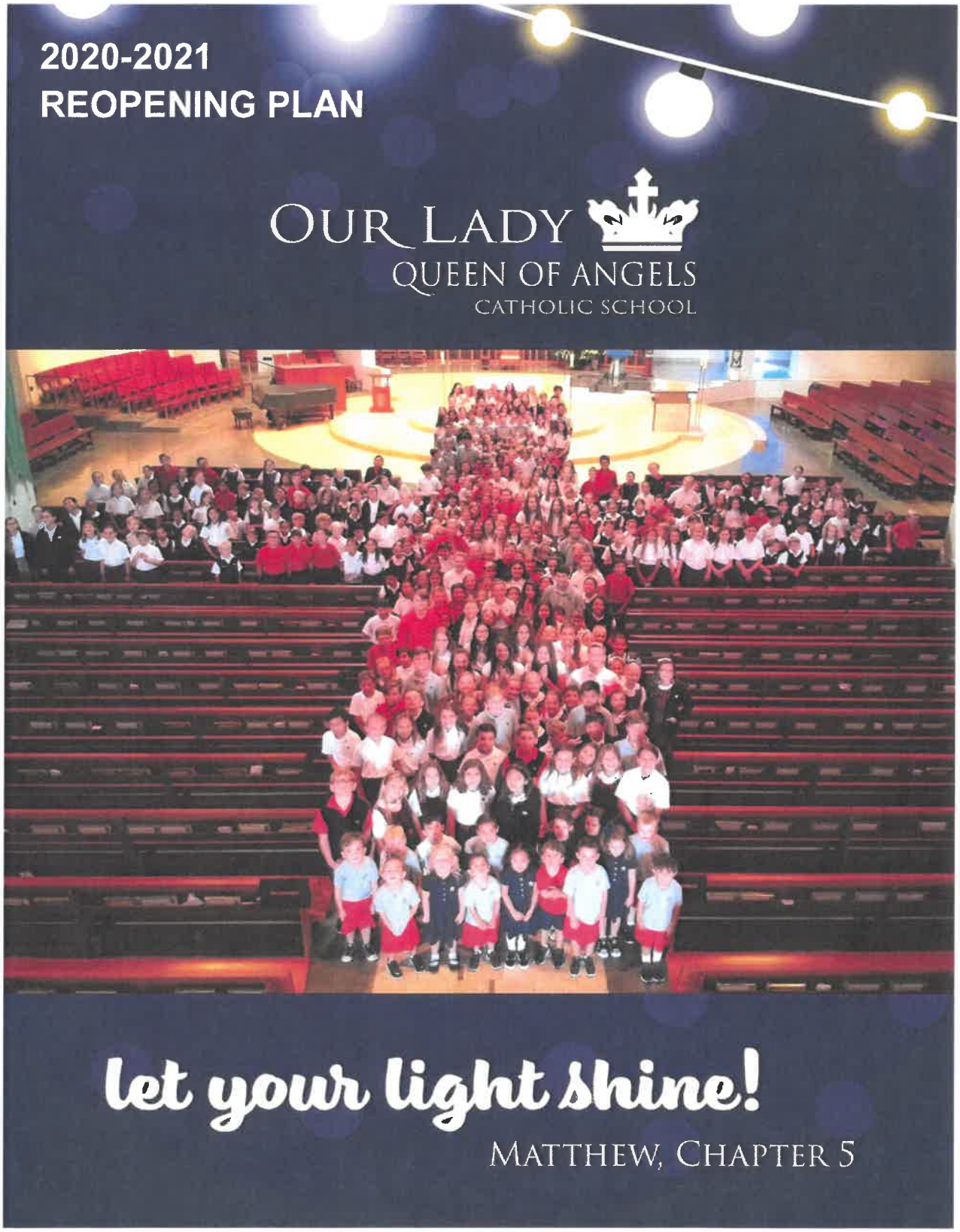

2020-2021
REOPENING PLAN
OUR LADY
QUEEN OF ANGELS
CATHOLIC SCHOOL
let your light shine!
MATTHEW, CHAPTER 5

TABLE OF CONTENTS **PAGE**

INTRODUCTION.....4

MISSION STATEMENT.....5

PURPOSE OF PLAN.....5

DIOCESE OF ORANGE GUIDING PRINCIPLES.....5

I. PROMOTING A HEALTHY SCHOOL ENVIRONMENT.....6

A. HEALTH & SAFETY
- Symptoms
- Symptom Response
- Diagnosis
- Closing Protocol
- Identification and Tracing of Contacts
- Testing of Students and Staff
- California Department of Public Health Recommendations
- Temperature Checks

B. PROTECTIVE EQUIPMENT
- Face Coverings
- Safety Dividers

C. CLEANING AND DISINFECTING MEASURES

D. HEALTHY HYGIENE
- Personal Sanitization
- Education

II. SCHOOL SAFETY PROTOCOL.....11

A. CAMPUS
- Visitors
- Deliveries
- Facilities

B. SCHOOL OFFICE PROCEDURES

C. IN THE CLASSROOM
- Classroom Configurations
- School Supplies

III. DAILY SCHEDULE.....13

A. DROP OFF PROCEDURES

B. DISMISSAL
C. LUNCH
D. RECESS / PE
E. EXTENDED DAY
- Program Overview
- Program Hours
- Modifications

IV. ACADEMICS.....16

A. INSTRUCTIONAL MODELS
B. ONLINE LEARNING
- Curriculum
- Upgraded Training for Teachers
- Students
- Parents

V. SOCIAL EMOTIONAL SUPPORT.....19

VI. COMMUNITY EVENTS & STUDENT ACTIVITIES.....19

A. SCHOOL MASS/CATHOLIC IDENTITY
B. FIELD TRIPS
c. AFTER-SCHOOL ACTIVITIES
- Athletics & Enrichment
- Events

VI. COMMUNICATION.....19

A. NEWSLETTERS
B. WEBSITE
C. CONTACT INFORMATION

VIII. ONGOING MONITORING OF THE PLAN.....20

IX. APPENDIX CAMPUS MAP.....21

INTRODUCTION

Dear Parents,

We have been diligently working on our OLQA Reopening Plan to provide safe options for our students to continue their Catholic education. Our plan was developed adhering to the guidelines of the Diocese of Orange, as well as from national, state, and local agencies. This COVID-19 pandemic is fluid and unpredictable; therefore, our plan remains subject to change as new information becomes available. A great deal of time and resources have been committed to planning for the future as we prepare for the 2020-2021 school year.

Our Reopening Committee members have contributed their time and expertise discussing protocols, policies, and scenarios for the reopening of OLQA School and we thank them for their participation. Please know student safety is always at the forefront of our decisions. We remain committed to a proactive approach to provide for the spiritual, physical, intellectual, and well-being of our students and their families.

We remain grateful for the continued support and commitment of our OLQA families to the mission as we prepare for the upcoming school year. We greatly value your feedback and we are here to provide the very best for our Angels.

Our OLQA Reopening Plan is designed for students to return to campus with safety and health considerations front and center. The 2020-2021 school year is comprised of four unique schedules to support health, safety, and learning.

- Virtual – Online learning for all students
- Hybrid/Blended– Simultaneous on-campus and online learning instruction
- In-person– All students on campus with in-person instruction
- Fully Online All Year (or by trimester) online learning option available

Our plan focuses on health and safety, academic validity, operational vitality, Catholic identity, and communication. We will continue to provide a rigorous and relevant high-quality academic experience rooted in our Catholic faith. Now, more than ever before, we need your support and partnership to keep our community safe so that we can continue to live our OLQA mission.

We will be sending a link to each family to commit to on-campus (face-to-face, hybrid, or online following Diocese of Orange directives) or virtual learning for the 2020- 2021 school year. Parents are asked to make this decision by August 21st.

Your families remain in our prayers and we greatly look forward to seeing you soon!

Father Steve Sallot
Pastor

Mrs. Julie Tipton
Principal

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.

PURPOSE OF PLAN

The purpose of this plan is to reopen Our Lady Queen of Angels Catholic School campus for the 2020-2021 school year on September 8, 2020, for on-campus and virtual learning as safely as possible. Our goal is to provide a Catholic, student-centered safe environment nurturing spiritual formation and fostering academic excellence for all students.

Our reopening plan focuses on the academic, social, spiritual, and emotional well-being of all of our students, staff, and faculty. We are committed to providing the best possible plan for our school community, recognizing that we must remain flexible as guidelines and recommendations made by the Diocese and other local and state agencies may require modifications at a future date. Any changes to this plan, once it is approved, will be communicated to the community, and the most current plan will remain posted on our school website for the entire school year.

DIOCESE OF ORANGE GUIDING PRINCIPLES

All guidelines are subject to change based on future conditions and/or recommendations by public health officials and the Diocese of Orange. While the safety of our community is of primary importance, we will meet the spiritual, academic, social and emotional needs of our students as we continue to provide excellence in Catholic education. OLQA has worked diligently to put reopening plans in place designed to protect our students, families, teachers and staff. As we prepare to safely reopen our campus, our plans are based upon the **FOUR FOUNDATIONS** set forth by the Diocese of Orange.

MONITOR AND RESPOND TO STUDENT, FACULTY AND STAFF HEALTH

Daily health precautions

- Face coverings, frequent handwashing, temperature checks and wellness screenings.
- Protocols from the OC Health Agency and California Department of Public Health will be followed if a student or staff member tests positive for COVID-19.
- Students, faculty/staff will receive ongoing education on safety and protective measures.

LIMIT AND ELIMINATE UNNECESSARY OR RISKY ACTIVITIES

Student activities and athletics

- Events will be modified in compliance with public health officials or held virtually. Mandates from public health officials will be followed.
- Activities and Campus Ministry offices will provide programming in line with social distancing guidelines.
- Field trips and travel are cancelled until further notice.

Practice physical distancing including:

- Increased space between desks and reconfigured spaces to promote distancing, to the extent possible, staying 6 feet apart.
- Use of various schedules to minimize movement on campus.
- Use of clear plastic dividers on desks.

BLENDED/ONLINE LEARNING READY FOR PLANNED OR UNPLANNED SHUTDOWNS

Distance learning plan

- OLQA has contingency plans in place to quickly transition to remote, blended or full on-campus instruction, when permitted.
- Canvas Learning Management System Implemented.

REVISED CLEANING AND DISINFECTION PROTOCOLS

Comprehensive cleaning and disinfecting protocols including:

- Sanitizing and disinfecting common touch points, high-traffic areas and surfaces.
- Campus signage and equipment installed promoting protective measures.
- Ongoing handwashing and focus on personal hygiene.

I. PROMOTING A HEALTHY SCHOOL ENVIRONMENT

A. HEALTH & SAFETY

Symptoms

All students, faculty, and staff will self-screen daily to ensure they are free of ALL the COVID-19 symptoms listed below:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptom Response

- **If your child has any of the symptoms when screened, they are to stay home.**
- If your child has known close contact with a person who is lab-confirmed to have COVID-19, they are to stay home.
- If your child is experiencing any symptoms at school, he or she will be sent to the office who will call parents to pick up immediately.

- Any student, faculty, or staff member living with someone who is experiencing COVID19 symptoms should self-quarantine for two weeks.

Diagnosis

- If the individual has a diagnosis from his/her doctor regarding the illness that is not COVID-19, they may return to work/school if at least 3 days have passed since the resolution of fever without the use of fever-reducing medications.
- If a lab-confirmed case of COVID-19 is positive, school confidentiality will be maintained, but the school will notify OCDE, teachers, staff, and families of all students that have been in close contact. (Please see the Diocese of Orange policy under closing procedures).
- If diagnosed with COVID -19, the individual will remain out of school until:
    - 3 days have passed since the recovery
    - Improvement of respiratory symptoms
    - At least 10 days have passed since symptoms first appeared

Closing Protocol

In all cases, the goal will be to limit the disruption to the greatest extent possible while erring on the side of being overly cautious.

- Our Lady Queen of Angels Catholic School will follow current health agency guidelines and the Diocese of Orange directives for evaluating school closure.
- The principal, in collaboration with the pastor, will consult with the Department of Public Health and the Diocesan Office of Schools.
- All decisions will be communicated to school families as soon as is reasonably possible. In the event of partial or full closure, students continue learning through virtual platforms.

Identification and Tracing of Contacts

- If a student or staff member is confirmed to have COVID-19, the school will immediately notify local health officials. These officials will help administrators determine a course of action. The school will likely dismiss the exposed students and staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school and for custodial staff to clean and disinfect the affected facilities. The school will work with the local health officials to determine appropriate next steps, including whether the extended dismissal duration is needed to stop or slow further the spread of COVID-19.
- An infected employee should consult with their health care provider immediately and follow the directives provided to them by their health care provider. The infected employee should follow CDC recommended steps, and not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments. Currently, the

CDC's criteria for discontinuing home isolation require that the employee experience all of the following:

(1) 3 days with no fever,
(2) Respiratory systems have improved (e.g. cough, shortness of breath),
(3) 10 days have passed since his/her symptoms first appeared.

- The school will review symptoms with employees and parents of students. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and be sent home as soon as possible. Students who have symptoms should be kept home. Anyone who experiences these symptoms at school will be separated from well students and staff until the sick person can be sent home.
- Employees and students with an underlying medical condition, and who are concerned, should consult their health care provider.

Testing of Students and Staff

To ensure the safety of students and staff, surveillance testing will be implemented. The school will test staff periodically, as testing capacity permits and as practicable.

- When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended.
- School employees and students who need testing, should either go to their health care provider or state-operated or other community testing site.
- The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including school staff.
- In addition, tests are available at community testing sites throughout the state.

California Department of Public Health Recommendations

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?
*See chart provided.

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	• Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open	• No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	• Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open	• Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	• Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open	• School community notification of a known case
4.	Tests negative after symptoms	• May return to school 3 days after symptoms resolve • School/classroom remain open	• Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Temperature Checks

- If using the early morning drop at 7:30 a.m., please walk your child to the parish hall door for a temperature check.
- **Grades 1-8** Morning drop off will begin at 7:45 a.m. to allow enough time to be able to screen all students before coming on campus.
- No walk-ins will be allowed for drop off and/or pick up to ensure the safety of all who travel beyond the school gates.

- Staff will be present at drop-off and will take student temperatures with a contactless thermometer before they leave the vehicle.
- If the student's temperature is 100.4 or higher, he/she will remain in the car and will be sent home with the parent/guardian.
- Once the student is screened, they will exit the vehicle wearing a mask, gaiter, and/or protective face shield and can proceed directly to the classroom.
- Classrooms will be open daily beginning at 7:45 am. School begins at 8:10 a.m.
- Families are encouraged to allow extra time for extended carline time due to new safety protocols and procedures.

B. PROTECTIVE EQUIPMENT

Face Coverings

Students
Age Face Covering Requirement

- 2 years old – 2nd grade will be strongly encouraged**
- Face coverings are required whenever six feet of distance may not be maintained
- 3rd grade – Jr. High will be mandated unless exempt

As per the Diocese of Orange Schools Office, masks and/or face shields will be worn by all the faculty, staff, and visitors while on campus.

- Face coverings must be used in accordance with CDPH guidelines
- Teachers will review and reinforce use of face coverings
- Students and staff will be frequently reminded not to touch the face covering and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training will also include policies on how people who are exempted from wearing a face covering will be addressed.
- **Face coverings are strongly encouraged for young children between two years old and second grade, if they can be worn properly.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced.
- Student face coverings WILL BE REQUIRED
    - *when students are unable to physically distance from one another, and/or*
    - *per the government/health agency mandate.*
- Students are to use a gaiter or mask with lanyard during arrival, dismissal, and all passing periods where physical distancing cannot easily be maintained.

- Gaiters or masks on a lanyard are **PREFERRED** face coverings at OLQA as they will remain **ON** their person and will be less susceptible to removal, dropping, misplacing, or excessive handling.
- The school will provide a disposable mask should the student's mask become lost and/or soiled during the school day.
- Children who cannot tolerate masks due to a health condition can request a waiver form from their doctor. Anyone with a waiver will be required to wear a face shield instead of a mask (provided by the family) for the safety of all.
- Students may wear a mask/gaiter of their choice consistent with "free dress" policies per 2020-2021 OLQA Family Handbook.
- Failure to follow face covering requirements will result in being dismissed from school for the remainder of the school day. Parents will be notified to pick up the student from the school office.

Safety Dividers
Individual student safety dividers have been purchased for each student to be used on their desk and tables.

C. CLEANING AND DISINFECTING

Extensive cleaning of the school is a priority.

- Each night, the campus will be deep cleaned and disinfected with an electrostatic mister *with a disinfectant mist that will remain on surfaces and disinfect for up to 24 hours.*
- All high touch areas will be cleaned and disinfected each evening, as well as consistently throughout the day.
- Restrooms will be cleaned throughout the day.
- Cleaning will be ongoing throughout the day for high touch areas with cleaning supplies readily available at all times.

D. HEALTHY HYGIENE

Personal Sanitization

- There will be access to hand sanitizer throughout the day.
- There will be regularly scheduled handwashing times.
- Hand sanitizing dispensers have been installed inside every classroom door.
- Electric soap and towel dispensers have been installed in every classroom.

Education on proper hygiene will be taught including:

- Proper and frequent handwashing
- Not touching your face particularly eyes, nose, and mouth
- Maintaining social distancing

- Proper wearing of masks (covering that covers nose and mouth)

II. SCHOOL SAFETY PROTOCOL

A. CAMPUS

Visitors

- Only essential personnel will be on campus.
- The campus will be closed to visitors and parents.
- Anyone on campus will be required to wear a face covering.
- Deliveries will be arranged through the Parish Office during select times to minimize contact.

Deliveries

- During the initial reopening phase, no deliveries will be received during the school day, including lunch.
- If a student leaves something at home, the school will be flexible in working to resolve the issue.
- There will be no class parties or shared snacks, including birthday treats, until further notice.

Facilities

- HVAC units are individual to each classroom and have been cleaned to increase outside airflow as permissible.
- Doors and windows will be opened to increase airflow as much as possible.
- Hand sanitizing stations will be at each entrance of the breezeways and in front of the school office.
- Water fountains will be closed. Water bottle refill stations will be accessible.
- Restrooms will be cleaned multiple times a day, limited by number of students and cohorts, and occupancy will be staggered.
- The campus will be deep cleaned and disinfected every evening with an electrostatic mister.
- Hygiene posters will be placed throughout the campus.

B. SCHOOL OFFICE PROCEDURES

- Entrance to the school during school hours will be limited to the main school gate. The parish door to the school office will only be utilized for school deliveries.
- If your student is dropped off after the gates have been closed, please walk your child to the gate closest to the office (main gate) and wait until your child's temperature is taken before leaving.
- Non-essential visitors, volunteers, and guests will not be permitted on campus.

- Upon arriving at school to pick up a student for a medical appointment, illness, early release, etc., the parent will call the office (949) 644-1166 from their cell phone and request their student is brought to the school gate in front of the office.
- Visitors and volunteers on campus will be by appointment and/or invitation only. All visitors are required to enter through the main office and pass the safety screening and temperature check before proceeding further on campus. All visitors on campus will be required to wear a mask and maintain social distancing.

C. IN THE CLASSROOM

Classroom Configurations

- Desks will be arranged facing in one direction as distanced as possible.
- Each student should have their own personally labeled container to keep their supplies.
- Individual student safety dividers have been purchased for each student to be used on their desk and tables.
- Students will not travel to change classes whenever possible. Teachers will go to the student's Homeroom classroom.
- Windows can/will be opened at all times feasible.
- One door of the classroom will be the entrance, and one door will serve as the exit. There will be one direction of travel in and out of the classrooms
- Students are encouraged to remain in their seats while in the classroom.
- All supplies will be individual, not shared.
- Weather permitting, as many activities as possible, will be held out-of-doors under canopies, in the courtyards, and on our playing fields.
- Junior High Lockers will not be used during the first trimester.
- During phase one of reopening, students will be in cohorts by grade-level.

School Supplies

- Students will not share supplies.
- Each student should keep an extra clean mask in his/her backpack.
- Each student should keep a personal hand sanitizer in his/her backpack.
- Please label all personal belongings (including clothing, water bottles, and personal masks) clearly.
- Students are individually assigned technology devices and will not share.
- Disinfectant wipes are available for iPads and computers.

III. DAILY SCHEDULE

A. DROP OFF PROCEDURES

To provide social distancing there will be three entry points: * *see map appendix*

1. Parish Office - *Red Line*
2. Main Parking Lot - *Blue Line*
3. Domingo Gate - *White Line*

- Early morning drop off will begin at 7:30 a.m. at the parish hall.
- You will be assigned to the red, blue, or white drop off morning line.
- Students will quickly have their temperature taken upon arrival by a staff member using a non-contact infrared thermometer.
- Once the school staff has verified temperature is below 100.4, the student will exit the vehicle and go straight to the classroom wearing their mask/gaiter at all times. Please be patient!
- Parents are not permitted to walk students into school.
- If a family has a TK/K student and older siblings, please pull through the line to drop off students in grades 1-8. Then park in the designated area until the line begins at 8:15 for the TK & K students.

B. DISMISSAL

To provide social distancing there will be four locations: * *see map appendix*

1. Parish Office Entrance - *Red Line*
2. Main Parking Lot - *Blue Line*
3. Church Lot - *Angel Line*
4. Domingo Gate - *White Line*

- You will be assigned to the red, blue, white or angel line for dismissal pickup.
- For safety reasons and to maintain as much social distancing as possible, students will be dismissed wearing their mask/gaiter at all.
- Early Dismissal begins at 12:15 p.m. and Full-Day Dismissal begins at 2:40 p.m. for all students.
- Students with walking passes will be dismissed first.
- Face coverings are required until students get into the parent/guardian vehicle.
- Parents picking up in the carline will be invited into the parking lot at 2:30 p.m.
- Staff will communicate by walkie-talkies and are available for assistance if needed.
- Parents may not exit their vehicles at any time during carline pick up to ensure the safety of all.
- No walk-in pick up is allowed during dismissal.

D. LUNCH

- Each student will be required to bring lunch from home or purchase through Choice Lunch (online preselected, individually bagged, and labeled).
- Each student should bring a full water bottle (labeled with name) each morning.

- Lunches must be sent with students when they come to school. Lunches will not be allowed to be dropped off at school.
- Each cohort will eat lunch separately, outdoors or in the classroom, at different times to reduce interaction.
- Students should bring a snack from home daily.
- There will be no class parties, birthday treats or shared snacks.

E. RECESS / PE

- Recess will be staggered with only two grade levels outside at the same time. The recess will be further divided by grade-level cohorts.
- Activities provided will encourage social distancing.
- Students will not share outdoor equipment and equipment will be cleaned intermittently and at the conclusion of each school day.
- Regular disinfecting of playground equipment (The playgrounds will be open and cleaned per guidelines from the Orange County Health Department).
- Students are not required to wear masks/gaiters while playing outside.

D. EXTENDED DAY

Program Overview

Our Lady Queen of Angels School is offering three extended day plan options for the 2020/2021 school year. A separate registration form must be submitted to the office.

1. Hourly Rate Plan - registered families
2. Flat Rate (Unlimited hours)
3. Drop-in Rate - non-registered families (not available at this time)

Extended Day will be divided by cohorts and socially distant utilizing the parish hall, parish annex, and youth ministry room, school library, and classrooms as needed.

Program Hours

Full day in-person 2:45 p.m. to 6:00 p.m. (includes early dismissal)

IV. ACADEMICS

Our school is equipped and prepared to provide the following instructional models and will continue our tradition of excellence during the 2020-2021 school year. The decision to move from one model to another will be based upon an analysis of environmental conditions, recommendations, and adherence to government mandates. All models fully leverage our traditional faculty, staff, and program support capabilities. Our highly

trained faculty and staff are ready and prepared to provide a quality education experience that facilitates mastery of all National and Diocesan Standards.

A. ONLINE LEARNING OPTION

- Families that are not comfortable returning to campus may choose to enroll in our OLQA Online Learning Program.
- Families may choose to remain in this online instruction program for one, two or three trimesters, or the whole school year (see tuition schedule).
- Families may choose to return to in-person instruction at the start of a new trimester, notifying the school office two weeks before the end of the trimester.
- Students will participate virtually in their assigned cohort, receiving live instruction from their teacher each day.

B. INSTRUCTIONAL MODELS

100% ON-CAMPUS INSTRUCTION	**BLENDED/HYBRID INSTRUCTION**	**ALL SCHOOL 100% ONLINE LEARNING INSTRUCTION**	**YEAR-LONG (or by trimester) ONLINE OPTION**
• Five days a week with on-campus instruction • School Hours 8:10-2:40 *Late start on Wednesday* With Extended Day • All health and safety protocols in place. (For example, daily temperature checks, masks required during all passing periods and when unable to maintain social distancing, regular hand washing, portable acrylic desk dividers for all students, hand sanitizer stations in each classroom, etc.) *Subject to change throughout the school year per the Health Agencies & Diocese of Orange **CURRENT** guidance and directives • 4 Guiding Principles • Health and Safety Protocols • Cleaning • Daily Screening • Diagnosis • Academic Scenarios • Lunch/recess Plan • Day-to-day operation • and much more!	• Students will attend classes on campus or virtually based upon an A/B group designation attending classes on campus 2 days and online 2 days. This model allows for greater social distancing with fewer children in the classroom at one time *This model will be used per a directive from our local Health Agencies and/or Diocese of Orange to maintain 6 feet at all times • School Hours 8:10-2:40 *No late start on Wednesday* With Extended Day **MONDAY-THURSDAY** Students will attend classes on campus and virtually as assigned **FRIDAY ONLY** Students will attend classes virtually as assigned • Enrichment and Specialty Classes •Open for students to make up tests • Instructor office hours for additional assistance • This day provides the opportunity for the campus to be further sanitized and disinfected • PD for Teachers	• School Hours 8:00-2:30 *Schedules (TBD) will be guided by grade-level *Potential Extended Day for working families only *This model will be used per a directive from our local Health Agencies and/or Diocese of Orange • Live teacher instruction • Real-time feedback through Canvas, Google and Forms, quizzes, and other tools and activities. • Real-time collaboration • Social-emotional learning and executive functioning focus • Attendance will be taken each day/class period • Canvas Learning Management System •Regular video conferences •Grades will be posted in the FACTS grade book •Every student has the same school-issued device and tools creating equity and consistency	• School Hours 8:00-2:30 *Schedules (TBD) will be guided by grade-level • Live teacher instruction • Real-time feedback through Canvas, Google and Forms, quizzes, and other tools and activities • Real-time collaboration • Social-emotional learning and executive functioning focus • Attendance will be taken each day/class period • Canvas Learning Management System •Dedicated teacher to monitor and guide instruction and progress •Regular conferencing •Grades will be posted in the FACTS grade book •Every student has the same school-issued device and tools creating equity and consistency • Opt-in at the beginning of each trimester is **ONLY** available with the full on-campus tuition rate •Opt-in FULL Year receives a $1,000 discount

**Subject to change

C. ONLINE LEARNING EDUCATION

- Students are expected to be active participants in their educational experience. Active participants are present in class, arrive on-time, contribute to class discussions, and complete assignments consistently.
- Recording/photographing any online learning/virtual instruction is prohibited.
- On Zooms, all students are expected to:
    - Create a designated area of learning, distraction-free.
    - Wear their school uniform shirt and abide by school dress code policies.
    - Be present visually on screen.
    - Respectfully listen and mute when necessary/asked by the teacher/aide.
    - Remove all distractions from the work area to be able to focus solely on the lesson. Cell phones, video games, and television are unwelcome guests during the school day.
    - Stay on topic in small group Zoom discussions to not distract others.
    - Collaborate with peers respectfully.
    - Recording or photographing any Zoom sessions is not allowed.

Curriculum

- Resources have been purchased to enhance the **Online Learning** experience.
- The beginning of the year assessments will be utilized to determine students' most up-to-date mastery level of curricular content. The assessment data will be utilized to inform instruction.
- Schedules will reflect an increased cross-curricular focus, allowing additional instructional time to reinforce core subject areas while integrating Fine Arts, Physical Education, and Foreign Language instruction.
- Progress monitoring strategies are strategically scheduled to consistently measure each student's progress and growth.

Training for Teachers

- Remote Learning
- Canvas, Google Classrooms and Meet, Zoom, FACTS, SeeSaw, Padlet, etc.
- Health & Safety Protocols
- Social-Emotional Learning

Students

- Canvas, Google Classrooms and Meet, Zoom. FACTS, SeeSaw, Padlet, etc.
- Health & Safety Protocols
- Social-Emotional Learning

Parents

- Canvas
- Technology Support - please contact tech@olqa.org

V. SOCIAL EMOTIONAL SUPPORT

Continuing the work we started last school year, we acknowledge that our students, in all grade levels, may experience and express some concerns about their return to school, whether virtually or in person. This year's focus will be on ensuring all of our students have the necessary social, emotional, and executive functioning skills and the tools to handle these unprecedented and challenging times. Through the use of developmentally appropriate social and emotional curriculum and instruction, students will receive lessons on topics such as managing emotions, handling change, coping with stress, and other important life skills.

In addition to classroom lessons, a variety of social and emotional initiatives are being planned which aim to bring our students together and help them address concerns about social isolation, loneliness, and will support the growth of social relationships.

VI. COMMUNITY EVENTS & STUDENT ACTIVITIES

A. SCHOOL MASS/CATHOLIC IDENTITY

- Our Catholic identity is paramount to our mission in Catholic education.
- Liturgies will be celebrated outside with social distancing measures and may be limited to individual grades attending at one time.
- Collaboration with our parish clergy is essential to fostering spiritual growth for our students, staff, and families.
- School Mass will be streamed into the classroom when physical presence is not possible.

B. FIELD TRIPS

- Off-site field trips will be postponed and revisited later in the school year.
- All overnight trips have been discontinued until further notice.

C. AFTER-SCHOOL ACTIVITIES

Athletics & Enrichment

There will be no afterschool activities until further notice.

Events

- Large gatherings/assemblies will not take place for the immediate future.
- Events such as Back-to-School Night will be held virtually.

VII. COMMUNICATION

A. NEWSLETTERS

- The newsletter will continue to be emailed to families weekly from Mrs. Tipton
- Additional emails will be sent as needed.

B. WEBSITE

- Updated COVID-19 information
- Includes all archived communications
- Online learning guidelines and information

C. CONTACT INFORMATION

IMPORTANT! Please update all contact information, especially cell phone numbers and email addresses, in FACTS RenWeb through the school office, please email Mrs. Villamor at mvillamor@olqa.org. Emergency alerts and messages are sent to the contact information you have listed.

VIII. ONGOING MONITORING OF THE PLAN

As we continue our commitment to follow the advice of health experts throughout the upcoming school year, OLQA will engage in ongoing monitoring of our plan.

- School policies must be flexible in responding to new information, and refine approaches when specific policies are not working.
- It is critically important to develop strategies that can be revised and adapted depending on the level of viral transmission in the school and throughout the community and done with close communication with state and/or local public health authorities.
- Policies should be practical, feasible, and appropriate for child and adolescent's developmental stage.
- School policies should be guided by supporting the overall health and well-being of all students, their families, and our OLQA community.
- Updates will be consistently communicated.

NOTE: *An inherent risk of exposure to COVID-19 exists in any public place where people are present. By visiting Our Lady Queen of Angels, you voluntarily assume all risks related to exposure to COVID-19.*

**This is a draft document, subject to change.

Weather
permitting,
outdoor space
will be utilized.
Blue Line
Red Line
White Line
Angel Line

OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL
2020 - 2021

BOYS UNIFORMS

Only VMU Brands May Be Worn On Campus

REQUIRED UNIFORMS
K-8th Grade: White OLQA Classic Polo, Navy Pants with Belt & Navy OLQA Sweater *(Choice of Style)*
REQUIRED PE UNIFORMS
K-8th Grade: Grey OLQA PE T-Shirt & Red OLQA Mesh PE Shorts · *PE Uniforms worn to school 2x per week*

POLO SHIRTS

Required: See Grade Specifications Below · ***White Only For Mass***

Classic Mesh: SS with Embroidered Logo
White

***Required:** K-8th Grade

Daily Wear: TK
Red

Daily Wear: TK-6th Grade
Grey

Daily Wear: 7th-8th Grade

Y2XS - YXL	$22.00
AS - AXL	$24.00
A2XL - A3XL	$27.00

Classic Mesh: LS with Embroidered Logo
White

***Required:** K-8th Grade

Daily Wear: TK
Red

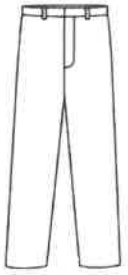
Daily Wear: TK-6th Grade
Grey

Daily Wear: 7th-8th Grade

Y2XS - YXL	$23.00
AS - AXL	$26.00
A2XL - A3XL	$29.00

PANTS

Required: K-8th Grade · *Choice of Style* · **Belt Required with Loops**



Flat Front
Navy

3 - 7 Regular	$25.00
8 - 16 Reg/Slim	$27.00
25 - 38 Husky	$31.00
27 - 29 Prep	$31.00
30 - 38 Mens	$31.00
40 - 50 Mens	$35.00

Lil' Kids Pull-On
Navy

TK & Kindergarten

0 - 7 Regular	$18.00

Prep & Mens Size Pants: Inseams available in 30", 32" or Unhemmed (37")

SHORTS

Belt Required with Loops

Flat Front
Navy

3 - 7 Regular	$23.00
8 - 16 Reg/Slim	$25.00
25 - 38 Husky	$29.00
28 - 29 Prep	$29.00
30 - 38 Mens	$29.00
40 - 50 Mens	$33.00

Lil' Kids Pull-On
Navy

TK & Kindergarten

0 - 7 Regular	$16.00

Shorts May Only Be Worn September Thru November & After Easter

TK T-SHIRTS

Solid T-Shirt with School Logo
Grey

2 - 6 Toddler	$8.00
YXS - YXL	$9.00

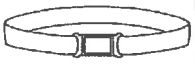
TK SHORTS

Mesh Shorts with School Logo
Red

Y2XS - YXL	$14.00

BELTS

Required with Belt Loops



Adjustable Elastic with Magnetic Buckle
Navy or Black

One Size	$7.00

1¼" Leather
Navy or Black

20 - 44	$19.00

SOCKS

Crew: 3 Pack
White Only

Logos Not Allowed On Uniform Socks

S - L	$8.00

Vicki Marsha Uniforms
5292 Production Drive, Huntington Beach, CA 92649 • (714) 895-6371 • vickimarsha.com

**Prices subject to change without notice.*

OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL
2020 - 2021

GIRLS UNIFORMS

Only VMU Brands May Be Worn On Campus

REQUIRED UNIFORMS
K-4th Grade: White OLQA Round Collar Blouse, Plaid Jumper & Navy OLQA Sweater *(Choice of Style)*
5th & 6th Grade: White OLQA Oxford Blouse **or** White OLQA Girls Polo, Plaid Skirt & Navy OLQA Sweater *(Choice of Style)*
7th & 8th Grade: White OLQA Girls Polo **or** White OLQA Oxford, Grey Skirt & Navy OLQA Sweater *(Choice of Style)*
REQUIRED PE UNIFORMS
K-8th Grade: Grey OLQA PE T-Shirt & Red OLQA Mesh PE Shorts · *PE Uniforms worn to school 2x per week*

BLOUSES

Required: Please See Grade Specifications Below

Round Collar: SS with Embroidered Collar
White

K-4th Grade	
2 - 6	$17.50
7 - 16	$18.50
AXS - AXL	$19.50
A2XL - A3XL	$20.50

Oxford: SS with Embroidered Crown on Pocket
White

5th-8th Grade *Choice of Polo or Oxford*	
8 - 20	$24.00
AS - AXL	$26.00
A2XL - A3XL	$28.00

POLO SHIRTS

*See Grades Below · ***5th-8th: White Only For Mass***

Girls Mesh: SS with Embroidered Logo
White
***Required:** 5th-8th Grade*
Choice of Polo or Oxford
Daily Wear: TK-8th Grade
Red
Daily Wear: TK-6th Grade
Navy
Daily Wear: 7th-8th Grade

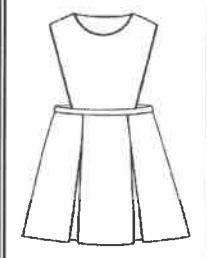
G2XS - GXL	$23.00
JS - JXL	$25.00
J2XL - J3XL	$27.00

Classic Mesh: LS with Embroidered Logo
White
***Required:** 5th-8th Grade*
Choice of Polo or Oxford
Daily Wear: TK-8th Grade
Red
Daily Wear: TK-6th Grade
Navy
Daily Wear: 7th-8th Grade

Y2XS - YXL	$23.00
AS - AXL	$26.00
A2XL - A3XL	$29.00

JUMPERS

Required: K-4th Grade



Bib Top with 2-Pleat Skirt
Plaid 36
Must Touch Top of the Knee

2 - 6	$44.00
7 - 14	$46.00
6X - 14X	$48.00
6XX - 14XXX	$58.00
Tailor Made (No Return/Exchange)	$78.00

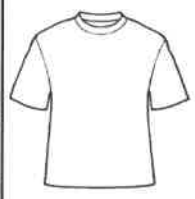
SKIRTS

Required: See Grades Below

2-Pleat
Plaid 36: 5th & 6th
Heather Grey: 7th & 8th
Must Touch Top of the Knee

4 - 20	$41.00
31 - 40	$44.00
41 - 48: *NRE*	$54.00
Tailor Made (No Return/Exchange)	$64.00

TK T-SHIRTS



Solid T-Shirt with School Logo
Grey

2 - 6 Toddler	$8.00
YXS - YXL	$9.00

TK SHORTS

Mesh Shorts with School Logo
Red

Y2XS - YXL	$14.00

DRESSES

Daily Wear: TK-1st Grade

Peter Pan: SS with Embroidered Logo
Navy
Must Touch Top of the Knee

2 - 4 Toddler	$24.00
Y2XS - YXL	$26.00

SKORTS

Daily Wear: K-8th Grade

Jane
Navy
Must Touch Top of the Knee

2 - 5 Girls	$28.00
6 - 18 Girls	$30.00
6 - 18 Half	$32.00
3 - 15 Junior	$35.00
17 - 25 Junior	$36.00
Tailor Made (No Return/Exchange)	$65.00

Worn September to November & After Easter

OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL
2020 - 2021

GIRLS UNIFORMS

Only VMU Brands May Be Worn On Campus

MODESTY SHORTS TK-8th Grade

Lycra
Red

Worn Under Jumpers & Skirts
***May not be worn for PE**

YXS - YL	$12.00
AS - AXL	$15.00

SHORTS

K-8th Grade · Shorts must be modest in length · **Belt Required with Loops**

FF Bermuda
Navy

3 - 6 Regular	$23.00
7 - 16 Reg/Slim	$25.00
6 - 18 Half	$29.00
3 - 15 Junior	$31.00
17 - 25 Junior	$33.00

Lil' Kids Pull-On
Navy

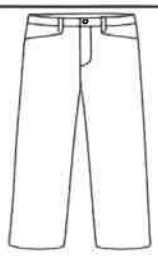
TK & Kindergarten

0 - 7 Regular	$16.00

Shorts May Only Be Worn September Thru November & After Easter

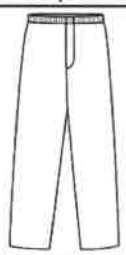
SLACKS

K-8th Grade · **Belts Required with Loops**



Flat Front
Navy

3 - 6 Regular	$25.00
7 - 16 Reg/Slim	$27.00
6 - 18 Half	$31.00
3 - 15 Junior	$31.00
17 - 25 Junior	$33.00



Lil' Kids Pull-On
Navy

TK & Kindergarten

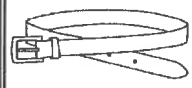
0 - 7 Regular	$18.00

BELTS

Required with Belt Loops

Adjustable Elastic with Magnetic Buckle
Navy or Black

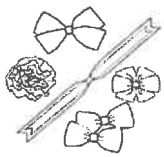
One Size	$7.00



1¼" Leather
Navy or Black

20 - 44	$19.00

HAIR BOBBLES



Bows
Basic, Pinwheel, Streamer, Rosette or Jumbo

Plaids/Solids	$8.00
Ribbon Clip	
Solids Only	$4.00

Headbands
Fabric, Padded, or Fabric Bow

Plaids/Solids	$8.00

Scrunchies
Fabric

Plaids/Solids	$5.00

SOCKS

Logos Not Allowed on Uniform Socks

Cable Knee Hi
White Only

S - XL	$5.00

Flat Knee Hi
White Only

S - XL	$6.00

Crew: 3 Pack
White Only

S - L	$8.00

EXTRAS

Doll Clothing
Jumper with Blouse & Headband
Plaid 36

18" Amer Girl	$28.00

Bear Jumper
Fits Most Build-A-Bears
Plaid 36 or Navy

One Size	$23.00

Tote Bag
Plaid 36

One Size	$25.00

Vicki Marsha Uniforms
5292 Production Drive, Huntington Beach, CA 92649 • (714) 895-6371 • vickimarsha.com

**Prices subject to change without notice.*

OUR LADY QUEEN OF ANGELS CATHOLIC SCHOOL
2020 - 2021

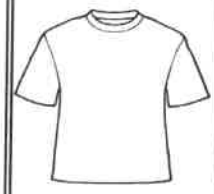
OLQA

GIRLS & BOYS UNIFORMS

Only VMU Brands May Be Worn On Campus

PE UNIFORMS

Required: K-8th Grade · *PE Uniforms worn to school 2x per week*



Solid T-Shirt with School Logo
Grey

2 - 6 Toddler	$8.00
YXS - YXL	$9.00
AS - AXL	$10.00
A2XL - A3XL	$12.00

Mesh Shorts with School Logo
Red

Y2XS - YXL	$14.00
AS - AXL	$17.00
A2XL - A3XL	$20.00

Fleece Sweatpants with School Logo
Navy
TK: Daily Wear
K-4th: PE Only on Cold Days

Toddler S - L	$17.00
YS - YXL	$21.00
AS - AXL	$24.00
A2XL	$27.00

Track Jacket with with School Logo
Navy: 1st-8th Grade
PE Only on Cold Days

Y2XS - YXL	$33.00
AS - AXL	$35.00
A2XL - A3XL	$37.00

Track Pants with School Logo
Navy: 1st-8th Grade
PE Only on Cold Days

Y2XS - YXL	$33.00
AS - AXL	$34.00
A2XL - A3XL	$36.00

SPIRIT WEAR

OLQA Spirit T-Shirt
Red

2 - 6 Toddler	$12.00
YXS - YXL	$15.00
AS - AXL	$17.00
A2XL - A3XL	$19.00

SWEATSHIRTS

Crew Neck with Embroidered Logo
Navy

Toddler S - L	$22.00
YS - YXL	$26.00
AS - AXL	$29.00
A2XL - A3XL	$32.00

MONOGRAMMING

V. Marsha
Marsha
V.M.U.

Name Embroidery
Choice of
First Initial & Last Name,
Initials or Last Name

It's VMU Policy not to Monogram First Names

Per Item	$10.00

Follow & Tag Us On Social Media

@vickimarshauniforms

SWEATERS

Required: K-8th Grade · TK: Daily Wear · Choice of Style

V-Neck Cardigan with Embroidered Logo
Navy
Girls & Boys

Y2XS - YXL	$36.00
AS - AXL	$40.00
A2XL - A3XL	$44.00

Crew Neck Cardigan with Embroidered Logo
Navy
Girls Only

Y2XS - YXL	$38.00
AS - AXL	$42.00
A2XL - A3XL	$46.00

V-Neck Pullover with Embroidered Logo
Navy
Girls & Boys

Y2XS - YXL	$32.00
AS - AXL	$36.00
A2XL - A3XL	$40.00

Vest with Embroidered Logo
Navy
Girls & Boys

Y2XS - YXL	$28.00
AS - AXL	$32.00
A2XL - A3XL	$36.00

JACKETS

Hooded with Embroidered Logo
Navy

YXS - YXL	$50.00
AS - AXL	$55.00
A2XL - A3XL	$61.00

Polar Fleece with Embroidered Logo
Navy

Y2XS - YXL	$36.00
AS - AXL	$42.00
A2XL	$44.00

BACKPACKS

Jansport

Half Pint	$26.00
Super Break	$37.00
Big Student	$47.00

EXTRAS

Garment Labels
Includes Marking Pen

15 Labels	$7.00

Mending Patches
Navy

4 Patches	$4.00

Vicki Marsha Uniforms
5292 Production Drive, Huntington Beach, CA 92649 • (714) 895-6371 • vickimarsha.com

**Prices subject to change without notice.*