



HOLY ANGELS CATHOLIC ACADEMY
PARENT-STUDENT HANDBOOK

2017 - 2018

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Welcome to Holy Angels Catholic Academy. In choosing Holy Angels Catholic Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Angels Catholic Academy for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Angels Catholic Academy during the 2017-2018 school year.

The faculty and staff of Holy Angels Catholic Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Rosemarie McGoldrick

Rosemarie McGoldrick
Principal

SCHOOL PHILOSOPHY

Holy Angels Catholic Academy shares the educational ministry of the Catholic Church. Its primary educational mission is the proclamation of the Good News of Jesus Christ as it prepares its students to translate this proclamation into their personal, family, academic, and community lives. The philosophy of Holy Angels Catholic Academy is further determined by the firm belief that every student has the right to learn and to realize his/her potential.

Through the uniform efforts and attitudes of faculty and staff, priests, school board, parents, and students, Holy Angels Catholic Academy develops, in the light of the Gospel of Jesus Christ, a sense of community by recognizing and by celebrating the dignity and uniqueness of each individual as created by God. We endeavor to promote respect for self and for others by respectful dealings with students and with each other.

Personal growth begins in the home and is reinforced in a community of faith. We believe that parents and faculty are partners in the academic and social growth of our students. We recognize the importance of each faculty member as a personal representative of the faith and values held by the Catholic Church and transmitted through Holy Angels Catholic Academy.

The educational policies of Holy Angels Catholic Academy are determined by the Office of the Superintendent of Schools of the Diocese of Brooklyn and by New York State. We believe that these policies, implemented within a Christ centered atmosphere, enable each student to pursue his/her goals beyond Holy Angels Catholic Academy community. We believe that the presentation of such policies requires appropriate renewal and prudent innovation.

The philosophy of Holy Angels Catholic Academy is finally determined by the belief that the school should foster student independence which enables them to accept their responsibilities as Christian citizens of their neighborhood, nation and global community.

ADMINISTRATION/ADMISSIONS/ FINANCIAL POLICIES

Holy Angels Catholic Academy is governed by a Board of Directors and subject to the policies and regulations of the Diocese of Brooklyn. It is open to qualified students. Holy Angels does not discriminate on the basis of race, sex or national origin.

The Academy offers parents a private school Catholic education for their children at an affordable cost. The tuition and fees are reviewed annually and adjusted as necessitated by the budget. Tuition is paid in ten monthly installments from August to May.

No child may begin class on the first day of a new school year if there is any balance from the previous year. Students leaving Holy Angels Catholic Academy for any reason will have all transfer records withheld if any money is owed to the school. Tuition which is in arrears, may result in the withholding of report cards and participation in class trips.

All parents are expected to support the academy's fundraisers and fund raising events throughout the year. There is mandatory participation in: 1) Candy Sale and 2) Purchase of a Pot of Gold ticket.

Each family is expected to become a member of the Parent Association, pay membership dues of \$10.00 annually and do service or pay a \$300.00 service fee.

UNIFORMS

The school uniform is purchased from Flynn and O'Hara and consists of the following dress code:

BOYS:

All Year

September - June

Black Pleated Twill Pants
White **Oxford short-sleeved** shirt
Grey logo v-neck vest or sweater
School tie
Black Belt
Black Socks
Black **Oxfords** or **Loafers** (NO SNEAKERS)

GIRLS:

All Year

September – June

K-5

Grey drop waist jumper
Pink Peter Pan collar short sleeve blouse
*Black button down sweater with logo
Grey or pink and grey knee socks
Grey tights

Black **Oxfords, Loafers** or **Mary Janes** (NO BALLERINA FLATS)

***Optional - BUT only sweater to be worn with jumper**

NO hoodies or sweatshirts

GIRLS:

6-8

Grey Wrap around kilt
Pink **Oxford short sleeve** blouse
Black logo V-neck vest or sweater
Black tights or black knee socks
Black Penny-loafers or Mary Janes
No ballerina flats or moccasins

GIRLS:

K-8

September – June

*Grey uniform slacks

V-neck vest or sweater

K-5 - Pink Peter Pan blouse

6-8 – Pink Oxford blouse

***MUST wear sweater or cardigan if they choose to wear winter slacks**

Gym: Black HACA Sweatpants – Gray HACA T-Shirt

Optional: HACA Gym Shorts, Sweat Shirt or Hoodie

Spring/Fall

**September – October*

**May – June*

**(Dates subject to change depending on weather)*

Grey Twill Shorts
White or maroon logo short sleeve polo
Black belt
White crew socks (socks must show)
White sneakers (no hi-tops)

Spring/Fall

**September – October*

**May – June*

**(Dates subject to change depending on weather)*

Grey skort
Pink logo short sleeve polo
White crew socks (Socks must show)
White sneakers (no hi-tops)

Grey 2 panel skort
Pink logo short sleeve polo
White crew socks (socks must show)

White sneakers

NOTE: If a sweater is needed to be worn in school, it must be the black school sweater. **No tee shirts or turtle necks are to be worn under uniform blouse or shirt.**

SPRING UNIFORM:

The Spring uniform may be worn *September and October as well as May and June*.

*Dates may be altered due to weather.

The following are NOT to be worn in school:

1. Make-up or nail polish or tips
2. Sweatshirts
3. Sweaters other than the school style sweater
4. Jewelry that consists of large or dangling earrings (Small posts or studs are acceptable) or hair ornaments (Plain barrettes or hair bands are acceptable)
5. Uniform decorations
6. Corduroy pants or jeans
7. Boys may not wear earrings
8. Tattoos are not permissible
9. Pierced body parts other than ears
10. No excessive jewelry

Hair:

11. **Dyed, highlighted hair** is unacceptable and **not** allowed for students.
12. **Ombre** is unacceptable and **not** allowed.
13. Mohawks are unacceptable and **not** allowed.
14. Severe or extreme hair shavings or designs are **not** allowed
15. Boys are not permitted to have long hair (must be above collar)

SCHOOL SCHEDULE

*All grades, LA-8, will enter and line up together in the school gym from 7:45 – 7:55am.

“Little Angels” Program-Full Day 7:55 – 2:30
Half Day 7:55 – 11:30

Full Day Schedule

Pre-K 7:55 – 2:30
Kindergarten – 6 7:55 – 2:45
7 – 8 7:55 – 2:55

Half Day Schedule

Pre-K 7:55 – 11:30
Kindergarten – 8 7:55 – 11:55

Students are to report to the gym between 7:45 – 7:55 AM at which time there is supervision. Students may not go to the classroom until the bell has rung. Parents are not permitted in the gym in the morning.

Students who must arrive before 7:45AM must enroll in Early Morning Drop-Off Program.

The fee for Early Morning Drop-Off Program is \$5.00 a day

Early Morning Drop-Off Program 7:15 – 7:45

After-School Program dismissal - 6:00 PM

After-School Fees are available in school office.

ATTENDANCE PROCEDURES

1. If a child is absent please **do not** call school unless the child is seriously ill. On the day the child returns to school, an **absence note** from the parent **must** be **submitted** explaining the reason for the absence. It is understood that the note will include:

- Date and be addressed to the teacher
- Date(s) of the absence
- Exact reason for the absence
- Parent's signature

If an ABSENT note is not received, your child's absence will be marked as an ILLEGAL ABSENCE. Vacations are illegal absences.

2. Lateness: Students are to report to the Office for a late pass if they arrive after the bell at 7:55 AM. Parents may not bring the child to the class.

3. If it is absolutely necessary for a child to be dismissed early, a note should be submitted to the teacher to that effect on the morning that this will take place. It is also necessary for a parent or a delegate of the parent to pick up the child when leaving early. Doctor and Dentist appointments should be made for **AFTER SCHOOL**.

4. When a student is absent, the parent should request books and homework assignments through the office **by 10:00 AM**. Books and assignments may be picked up at the Office at dismissal time. All assignments will be due on the day following the student's return. The completion of all work is the responsibility of the student. All tests will be given on assigned day regardless of a student's absence. **If a student misses a test due to absence he/she will be responsible to take it on the day he/she returns to school.**

LUNCH PROGRAM

The Lunch Program is supervised by the teachers with the assistance of parent aides.

RULES:

1. No child will leave the school yard for any reason during the lunch period.
2. No parents will be permitted in the school yard or cafeteria unless they are working for the lunch program that day.
3. **ALL STUDENTS** are responsible to bring lunch from home in the **MORNING**.
4. McDonald's, Pizza, etc. are **NOT PERMITTED**.
5. Children are not permitted to run in the school yard or the gym at any time. No balls permitted.
6. Children are to behave properly in the cafeteria
Children are not to throw food or other objects.
7. The tables in the cafeteria, as well as the floor area, must be kept clean. Directives concerning the recycling of garbage must be observed.

CALENDAR

Our school calendar for the 2017- 2018 school year can be viewed on our school website holyangelsbayridge.org. It will be updated constantly as changes occur. It is recommended you print only the current month.

ACADEMICS

1. Academic Reports:

a. Mid-trimester interim reports will be sent home in October and again in January. These interim reports are a means of communicating your child's progress half-way through the trimester.

b. Trimester reports are distributed in December, March, and June as directed by the Diocese.

c. Criteria used for determining Report Card grades:

Grades 3-8: Tests – 50%, Quizzes – 15%, Classwork – 15%, Homework – 10%, Projects – 10%

Grades 1-2: Tests – 50%, Classwork – 20%, Homework – 10%, Projects – 20%

The Academic Code is as follows:

A+	97 - 100
A	93 - 96
B+	89 - 92
B	85 - 88
C+	81 - 84
C	77 - 80
D+	74 - 76
D	70 – 73
F	Below 70

The Personal Progress Code:

1	Does not meet standard
2	Approaching standard
3	Meets standard
4	Meets standard with distinction

Grades 1 -4 will receive letter grades.

Grades 5-8 will receive numerical grades.

Special Subjects – Progress Code Grades

Special subjects will include reports on the same progress reports as homeroom teachers.

HONORS

PRINCIPAL'S LIST

In order to achieve Principal's List status, the student must have a minimum of 93% in all subject areas or maintain an A and a minimum rating of 3 in the Special Subject areas, effort, and conduct. The student must be reading at or above Grade level.

HONOR ROLL

In order to achieve Honor Roll status, the student must have a minimum of 85% in all subject areas or maintain a B and a minimum rating of 3 in Special Subject areas, effort, and conduct. The student must be reading at or above grade level.

Students must meet the standard with a rating of 3 in Personal Progress and not have served multiple detentions to be candidates for the Principal's List and Honor Roll.

2. Graduation Criteria:

Graduation from Holy Angels Catholic Academy is not an automatic situation. Participation in the Graduation ceremony may be denied a student for inappropriate behavior. In order to insure the academic integrity of the school, certain academic requirements must be attained in order to graduate from Holy Angels Catholic Academy. It is expected that all students pass all of their major subjects. Acceptance into High School is dependent upon successful completion of the 8th grade curriculum. Students who fail any major subjects will be required to attend Summer School. Any student who fails one or more major subjects for the year will not receive a diploma until he/she has successfully completed an Accredited Summer School program. These students will be allowed to participate in Graduation ceremonies and will receive their diploma upon successful completion of Summer School.

- a. Graduation Honor Roll or Principal's List: Principal List and Honor Roll will be determined by year end average.
- b. Awards: Medals of Excellence are presented for General Excellence, Religion, Social Studies, Mathematics, Science, Language Arts, Physical Education, Computer Science and Music.
- c. If a rating of 2 or below is received in Special Subjects, the student will not receive an academic award.
- d. Students who have severe disciplinary notices will not be eligible for Graduation awards.

3. Summer School/Retention

Any child who fails two or more major subjects for the year may be retained. Notice of possible retention will be given at end of second trimester. Any child who fails one or more subjects will have to attend summer school.

The final decision for graduation or retention rests with the principal.

SPIRITUAL PROGRAM

The students of our school participate in the prayer life of the Church as a school-faith-community. Daily morning prayer is led by the individual teachers as well as direct prayer in the classroom at other times of the day. The school celebrates Mass together one day a month and at other appropriate times of the year. The Sacrament of Reconciliation is celebrated during Advent and Lent at the minimum. Prayer services and meaningful para-liturgical rituals form an integral part of the students' life. Parents and the Our Lady of Angels community at large are welcome to participate in all school liturgies and prayer services.

MUSIC PROGRAMS

All students are expected to attend the school music programs (concerts). The programs are an opportunity for the students to demonstrate what they have learned throughout the year. Attendance at the programs is a primary part of the Music grade. **Those who do not attend each performance may receive an unsatisfactory grade for their Music mark.**

Dress code for each program will be announced in advance. All students are expected to strictly follow the appropriate dress code.

NATIONAL JUNIOR HONOR SOCIETY

Holy Angels Catholic Academy is a member of the National Junior Honor Society. Our Chapter is named Pax Christi, the Peace of Christ. The purpose of the society is defined in its requirements: Scholarship, Character, Service, Leadership, and Citizenship. All have equal importance. Acceptance into the Society is based upon a clear and unquestionable demonstration of these standards throughout the years and the approval of the faculty council convened for this purpose. Scholastic criteria includes

Honor Roll status from Grade Five, as determined by the year end average. Programs for Pax Christi will involve service, charitable projects, and enrichment activities..

STUDENT COUNCIL

Students in grades 1 through 8 are elected by their class to membership on Student Council. The delegates from each class meet on a regular basis with the moderator. The purpose of Student Council is to engender student interest, pride, and voice in the events of the school year.

CELEBRATIONS

Students in Little Angels through Kindergarten may celebrate birthdays in school with cupcakes. Parents may drop off the cupcakes in the morning before school. **Students in Grades 1-8 will not** celebrate birthdays in school.

LOST AND DAMAGED BOOKS

Parents will be required to pay a fine or the replacement cost of any books that are **damaged or lost**. This money will be used to buy replacement books. Care of books is the students' responsibility. All Textbooks must be covered with **book sox or paper**. All Workbooks must be covered in **clear contact**. NO Contact paper is permitted on textbooks.

FACULTY MEETINGS

Faculty meetings are planned on a monthly basis. The date and the time of these meetings will be announced on the calendar for that month. These days will involve an early dismissal for the children (11:55 am). Faculty meetings are essential for planning the educational programs of the school. Generally, these meetings take place on the second Friday of the month.

PARENT - SCHOOL RELATIONSHIP

1. Parent meetings will be held in order to enhance communication between the school and the home.
 - a. In September, the Principal will address the parents concerning the programs, policies, goals, etc. of the new school year. Following this address, the teachers will speak to the parents of the class in the classroom concerning the programs, needs, and expectations for that particular grade level.
 - b. Parent-Teacher conferences are held in December and in March for the Trimester reports. These meetings are a means of assisting the parents to help their child work to his/her potential.
 - c. Other conferences will be held as necessary, by appointment only.
 - d. Address any classroom issues/concerns with the classroom teacher first. The principal should only be approached if an issue is not resolved.
 - e. The Academy Parents Association is an important means of partnership between the parent and the school. Association meetings will be held throughout the year to address issues relating to school support to benefit our students. All parents are members of the Academy Parents Association of Holy Angels Catholic Academy; therefore, attendance at these meetings is imperative.

Objectives of the Academy Parents Association

- To help parents and teachers acquire a profound appreciation of the ideals of Catholic education.
- To promote cooperative participation in raising funds for the support of the school.
- To promote clear understanding of the mutual educational responsibilities of the parent and teacher.
- The Academy Parents Association will have a Sub-committee of class parents.

2. If a parent requests to meet with a teacher, a note should be presented to the teacher requesting such an appointment. Appointments with the Principal should be made either by phone or by note. If it is necessary to cancel an appointment, please communicate this information to the Office.
3. Parents must assist in educating their child through the observation of the child's work and attitudes: including homework, class work, tests, notebooks, reports, interim progress reports, trimester report cards, etc. It is important that the child learn a deep sense of responsibility for all school work; a balance must be established between dependence and independence in this regard. However, it is the child's responsibility to meet all requirements with regard to homework, study work, written assignments, as well as being prepared for all classes. It is also the child's responsibility to be prepared for school with all the necessary materials. Therefore, books, assignments, gym clothes, projects, etc. **may not be brought to the school** by the parent since this is the child's responsibility. Parents should be checking homework and planners daily.
4. Students may not call home for assignments, books, materials, etc. It is their obligation to bring them to school. Likewise, a student may not pick up books, materials, etc. from the classroom after school has been dismissed. **NO ONE IS PERMITTED** to enter the school building after dismissal without the direct permission of the Office staff. Departmental classes must leave homeroom prepared for other classes. Students may **NOT** return to the homeroom. This encourages students' responsibility.
5. If a child is performing poorly during the school year, suggestions for improvement will be made to the parent and the child. Interim Progress Reports serve as a means of communicating your child's progress mid-trimester of the first and second marking periods. This helps the parent see whether the child is improving from one marking period to another. Teachers use the interim progress report as one way of notifying the parent if an academic or behavior problem exists. If the learning problems continue, special testing, summer school, or retention in the grade may be required. Such decisions are made by the principal. In some serious situations, it may be necessary to transfer the child to another school.

Non-Custodial Parent and the Buckley Amendment: In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DISCIPLINE CODE

Christian behavior is a duty, bound by conscience, to do what is right, being fully aware of any and all consequences. A student's behavior, in and out of school, is a reflection upon the school and the family. The Discipline Code applies to the circumstances that form the Christian life of the School.

SCHOOL RULES:

1. Students are to be respectful, courteous, and obedient in speech, action, and attitude to the principal, all teachers, office staff, parent volunteers, other adults, and fellow students.
2. Violence is not tolerated at Holy Angels Catholic Academy. Violence is defined as any act meant to hurt, punish, or belittle another.

3. Personal property and the property of others is to be kept neat, clean, and orderly. There shall be no graffiti of any kind. All books are to be covered and carried in a school bag. Textbooks, notebooks, workbooks, folders, etc. are to be cared for in a neat and careful manner. Each student must respect the property of the School and Parish.
4. All academic requirements which include written, reading, and study homework and class work must be met. All extra assignments are also to be completed as assigned. Failure to complete assignments OR not do assignments will result in point loss for the trimester grade in that subject.
5. Each student is to come prepared with ALL supplies needed for every class.
6. All tests must be **signed**, not initialed, by the parent and **corrections made** by the student. NO excuses will be accepted. The signature of the parent on a test or assignment is an indication that the parent has examined the work and is aware of its quality. As a means of checking the child's progress, the parent must be sure to check homework, workbooks, folders, etc. A forged parent signature is a serious offense and will warrant disciplinary action.
7. When moving with the class as a whole in the halls, stairs, etc., the students are to walk in silence in two single lines or as directed by the teacher. This also applies to the time for entering and leaving the school as well as the Church, Library, Gym, Auditorium, and all school areas.
8. At dismissal, ALL students must walk in line with the teacher to the POINT OF DISMISSAL. No students will be permitted off the line before this point. Order and respect are to be maintained on the way home. Respect for the Crossing Guards is essential.
9. There will be no eating of foods, liquids, candy or CHEWING GUM in the school or school yard. If cough drops are necessary for illness, a note to the teacher from the parent requesting permission is necessary.
10. Good attendance is to be maintained. Each student is EXPECTED to be on time for school.
11. A student will be suspended for truancy.
12. While in the GYM in the morning, students will remain on their class line; there will be no running or activity that can cause injury or disruption. Students cannot leave the gym once they have arrived.
13. All directives, policies, requirements, and rules of the classroom teachers and special subject teachers are to be followed and respected by each student.
14. Students are expected to practice proper hygiene.
15. Toys, games, and electronics may NOT be brought to school.

16. Technology Concerns:

Blogs/Wikis/Podcasts/Tweets: Engagement in online blogs/wikis/podcasts/tweets may result in disciplinary and/or legal actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Online Social Media Networks: such as, but not limited to, Facebook, Linked in, Instagram, Snapchat, Twitter, KIK etc. may result in disciplinary and/or legal actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cell Phones: Students are not allowed to use cell phones in school, unless specifically requested by a teacher for a project. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she will close cell phone and put away for the day. Teachers reserve the right to collect phones for the day. At no time during the day should a cell phone be visible in his/her possession. If it is it will be confiscated. Items taken away from students will be returned only to a parent(s)/guardian(s). A teacher may request students to use a cell phone for a specific project. The cell phone will be set to the Holy Angels Catholic Academy filtered Wi-Fi network for the duration of the project. Please see Holy Angels Catholic Academy Acceptable Use policy. Use of a cell phone, not on the filtered school's network may result in disciplinary school and or legal actions.

Electronic Readers (E-readers): Electronic readers, simply called "e-Readers", are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle, Barnes & Noble's Nook, Apple's iTouch, and Apple's iPad are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Holy Angels Catholic Academy, in striving to maintain technological relevance in education is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Please see Holy Angels Acceptable Use Policy which must be signed by all students and parents/guardians attending the Academy. All e-readers, when using online internet services, must be set to the school filtered network.

e-Reader Acceptable Use Policy: The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

- a) e-Reader are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
- b) All material on the e-Reader must comply with the spirit and policies of Holy Angels Catholic Academy.
- c) All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
- d) e-Readers must be used at appropriate times in accordance with teacher

instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

- e) e-Readers are not to be used during lunch or during lunch/recess time. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

Instagram, Snapchat or Similar Applications: Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary and legal action.

Sexting: Students involved in possession or transmission of inappropriate photos or lude text messages involving sexual connotation on their cell phones or other electronic devices face suspension and/or expulsion and possible legal action.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion and possible legal action.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com and www.secondlife.com, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention suspension, or expulsion and possible legal action.

Holy Angels parents and students may be held accountable for their actions on all social media.

DETENTION

Detention will be held on a weekly basis for Grades 3 through 8 after school. If a student is excused or absent, the detention must be served the following week. Students may receive detention for **repeated** infractions such as but not limited to: no homework, lack of respect of fellow students. Students may also receive detention for single, more serious infractions such as disrespecting a teacher, verbal abuse of a fellow student or blatant actions showing opposition to school rules and policies.

Immediate action will be taken against:

Any student who brings into school any object that can cause harm to any person in the school, any student who engages in acts of physical violence, or any student who engages in acts of vandalism. Students may be denied the privilege of participating in field trips or other special school events if behavior is unacceptable.

NOTE: The teacher and/or principal reserve the right to deal with chronic problems according to their best judgment.

The principal has the right to intervene as she deems necessary according to the seriousness and persistence of the difficulty. Chronic problems would seem to indicate a more serious problem and may necessitate professional investigation.

**ANTI-BULLYING PLAN FOR BEHAVIOR MODIFICATION
BULLYING SYSTEM**

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

We will be following the Olweus Bullying Prevention Program which consists of four school rules and a behavior rubric.

School Rules Against Bullying

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

GRADES 1-5 BEHAVIOR RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
Teasing (name-calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Written warning or phone call home to parent or guardian.	One missed recess. Student calls parent or guardian.	Detention.
Hitting (punching, kicking, and similar behavior that may injure others). Threat of serious violence, Harassment (racial, ethnic, or sexual name calling or other severe harassment)	Detention.	Detention and possible suspension.	Suspension and possible further disciplinary action.

GRADES 6-8 BEHAVIOR RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
Teasing (name-calling, insulting or other behavior that would hurt others' feelings or make them feel bad about themselves) Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends)	Written warning. Student calls parent or guardian.	Quiet Lunch. Student calls parent or guardian.	Classes only for one week.
Hitting (punching, kicking, and similar behavior that may injure others). Threat of serious violence, Harassment (racial, ethnic, or sexual name calling or other severe harassment)	In School suspension. Student calls parent or guardian.	Out of School suspension.	Suspension and possible further disciplinary action.

NOTE: Should a student bring a weapon to school, out of school suspension with possible dismissal will be the consequence.

Note: "Quiet lunch" means that the student eats lunch away from peers with no interaction with other students. "Classes only" means the student is away from peers at lunch and at all recesses and other unstructured times under supervision, and participates in no sports or other special subjects.

Holy Angels Catholic Academy admits students of any race, color, national or ethnic origin to all rights privileges, programs and activities generally accorded or made available to students at the school. Holy Angels Catholic Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, admission policies, and athletic or other school administered programs.

HOLY ANGELS CATHOLIC ACADEMY PARENT/GUARDIAN/STUDENT AGREEMENT

I have read the 2017-2018 Holy Angels Catholic Academy Parent-Student Handbook and gone over all information with my child. I understand and agree to follow the school policies and procedures as stated in the handbook.

Family Name: _____

Parent's/Guardian's Signature **Date**

Parent's/Guardian's Signature **Date**

Student's Signature **Date**

Student's Signature **Date**

Student's Signature **Date**

***Parents and students must both sign.**

SIGNED FORM DUE TO MRS. MCGOLDRICK SEPTEMBER 13, 2017.

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____
in grade _____ to be photographed or videotaped at Holy Angels Catholic Academy. I
realize that the photo may be published in the newspaper, a magazine, the school website,
or other publication. The video may be used for informational or educational purposes
regarding the programs or curriculum at Holy Angels Catholic Academy.

Signed: _____

Date: _____

Return by September 14, 2017