



OUR LADY OF ANGELS SCHOOL
PARENT-STUDENT HANDBOOK
2007-2008

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BROOKLYN, NY 11209
718-238-5045
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SCHOOL SCHEDULE

Pre-K	Half-Day	8:20 - 11:20 (Mon. to Fri.)
Pre-K - 8	Morning Session	8:20 – 11:20
	Lunch	11:20 - 12:10
	Afternoon Session 1	2:25 - 2:25
	Dismissal	2:30 PM

Little Angels Program 8:30 – 11:00

Early Dismissal Schedule 11:35 AM/Grades Pre-K – 8

- Students are to report to the schoolyard between 8:10 - 8:20 am at which time the yard is supervised. Students may not go to the classroom until the bell has rung. Parents must leave the school yard once the class teacher is present.
- In case of inclement weather, three bells will ring to signal permission for the children to enter the building. Children should enter the building through the main doors near the Office. All classes will proceed to the gym. Parents may stay with their child until the teacher arrives.

Note: During December, January, February, morning lineup is in the gym.

- Upon arrival of the teacher, all parents must leave the building. On First Friday, classes will line up in the gym.
- Students may not enter or remain in the hallway of the Main Office unless accompanied by a parent.

Early Morning Drop-Off Program	7:20 - 8:10
After-School Program	2:30-5:45 PM

ACADEMICS

- Academic Reports:
 - 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. Special subjects (Spanish, Library, Computer, Gym, Music), will issue independent progress reports to be distributed in conjunction with the mid-trimester reports for October and January. Parents may wish to contact the special subjects' teachers at various times during the trimester to obtain more detailed reports of their student's progress.

- Trimester reports are distributed in December, March, and June as directed by the Diocese. Our students receive special award certificates for academic achievement, good conduct, good effort, and perfect attendance at the end of each trimester during an Awards Assembly.

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:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
X	Not Assessed this Trimester

Grades 1 -4 will receive letter grades
 Grades 5-8 will receive numerical grades
 Special Subjects — Progress Code Grades

HONORS

- **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 satisfactory grade in the Special Subject areas. The student must be at or above grade level in Reading. He/She must achieve at least a Satisfactory rating in all special subjects e.g. Gym, Art, Effort, and Conduct. This includes no detention.
- **PRINCIPAL'S LIST**
 In order to achieve Principal's List status, the student must maintain an "A" or minimum of 93% in all subject areas, and a minimum mark of satisfactory in the

Special Subject areas. The student must be reading at or above Grade level. He/She must achieve a minimum of Satisfactory in all special subjects, Effort, and Conduct. This includes no detention.

Note: Students must achieve satisfactory ratings in Personal Progress to be candidates for the Honor Roll and Principal's List.

GRADUATION CRITERIA

- Graduation from Our Lady of Angels School 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 OLA. 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 two 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.
- Graduation Honor Roll: a student has been placed on either the Principal's List or Honor Roll for ALL THREE trimesters of the 8th Grade.
- Awards: Medals of Excellence are presented for General Excellence, Religion, Social Studies, Mathematics, Science, Language Arts, Physical Education, Spanish, Computer Science, Music, Art, and Library Science.
- If a "U" or "I" is received in Special Subjects, the student will not receive an academic award.
- Students who have severe disciplinary notices will not be eligible for Graduation awards.

Note: Presidential Academic Awards are presented to students who have achieved an "A" average or better in all subjects, achieved a rating of the 85th percentile in Reading and Math, according to the administered standardized tests, and good ratings from Grades 4-8.

SUMMER SCHOOL

- For students who fail a subject or who are weak in an academic area, Summer School is required. Parents will be advised of this need after consultation with their child's teacher.

PARENT - SCHOOL RELATIONSHIP

- Parent meetings will be held in order to enhance communication between the school and the home.
 - 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.
 - 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.
 - Other meetings will be held as necessary.
 - The Home-School Association is an important means of partnership between the parent and the school. Association meetings will be held four times throughout the year to address issues relating to the education and development of the child. Either the Principal or a Guest Speaker will address the Association. All parents are members of the Home School Association of Our Lady of Angels; therefore, attendance at these meetings is important.
- Objectives of the Home School 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.

- To study the neighborhood's environmental conditions which influence children's behavior.
- 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.
- Parents must assist in educating their child through the observation of the child's work and attitudes: homework, class work, tests, notebooks, reports, interim progress reports, trimester report cards, etc. Demerits should also be observed, especially if a pattern is developing. 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 and signing Planners daily.
- 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.
- 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.
- Parents are asked to take an active part in the school by serving as lunch supervisors, door supervisors, tutors, etc.

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 Principal; the individual teachers direct prayer in the classroom at other times. 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. Prayer services and meaningful para-liturgical rituals form an integral part of the students' life. Parents and the OLA community at large are welcome to participate in all school liturgies and prayer services.

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 (11:35 am). Faculty meetings are essential for planning the educational programs of the school. Generally, these meetings take place on Wednesday.

ATTENDANCE PROCEDURES

- On the day of the absence, the parent is asked to call the school (718-238-5045) before 9:00 am to report the absence. If the student is absent in the afternoon only, a call should be made before 1:00 PM. This should happen every day of the absence for the safety of the child. If this call is not received, it will be necessary for the Office to call the parent to confirm the absence. Children who are reported absent from school may not enter the school building during school hours.
- 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 of the note
 - Date(s) of the absence
 - Note should be addressed to the teacher
 - Exact reason for the absence
 - Parent's signature
- Lateness: Students are to report to the Office for a late pass if they arrive after the bell at 8:20 or 12:10. Parents may not bring the child to the class.

For Grades 4-8, three latenesses incur one demerit.

- If it is necessary for a child to be dismissed early, a note should be submitted 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.
- In the event that a parent must take a student out of school for a day or a longer period of time, please submit a note explaining this fact prior to the day itself. Such a situation is strongly discouraged, except in case of an emergency, since the child's education must be a priority. However, if it is necessary, school assignments must be requested in advance from the teacher(s). It is the student's responsibility to complete all work.
- When a student is absent, the parent should request books and homework assignments through the Office. This request should be made at the same time the absence is reported. Such books and assignments may be picked up at the Office at dismissal time, not before. All assignments and tests must be made up after the student returns to school. The completion of all work is the responsibility of the student.

INTERMEDIATE LIBRARY PROGRAM

- The Intermediate Library will be available for students to use for research and projects as coordinated by the Librarian.

MONTHLY CALENDAR

- A monthly calendar will be distributed during the last week of the previous month. A Newsletter will also be distributed periodically throughout the year.

MUSIC PROGRAMS

- All students are expected to attend the school music programs. 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

- Our Lady of Angels 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 Four, as determined by the year end average. (The student must be on the Honor Roll at the time the application is filed.) Periodic evaluations of all members will take place during the year. Criteria for eligibility will be distributed at the beginning of the school year. Programs for Pax Christi will involve service, charitable projects, and enrichment activities.

AQUINAS CLUB

- Membership in the Aquinas Club is determined by Honor Roll status in Grades 6,7, and 8. Any student who achieves Honor Roll status during a trimester is a member of the club for that trimester. The Aquinas Club is a Diocesan based group geared toward providing high achieving students with enrichment activities.

STUDENT COUNCIL

- Students in grades 4 through 8 are elected by their class to membership on Student Council. The delegates from each class meet on a regular basis with their moderators. The purpose of Student Council is to engender student interest, pride, and voice in the events of the school year.

CELEBRATIONS

- The classroom teacher is to be notified in advance of the birthday celebration of a student. This celebration must have the teacher's approval. Such celebrations may not take place during lunch time. These celebrations are to be on a small scale. In-school celebrations should NOT take the place of out of school celebrations. Each teacher will discuss celebration expectations during Back-to-

School Night in September. An in-school celebration for birthdays applies to Pre-K through Grade Five only.

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 books must be covered. Clear contact on text books is not an acceptable cover. Workbooks may be covered in clear contact. Book sox or paper are acceptable.

DISCIPLINE CODE

- An obligation is a duty, bound by conscience, to do what is right, being fully aware of any and all consequences. A person'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 of all grades, office staff, parent volunteers, other adults, and fellow students.
2. Students must refrain from any kind of violence. 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 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 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.
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, the students must walk in line with the teacher to the point of dismissal. 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. For Grades 4-8, a demerit will be issued for every three latenesses.
11. A student will be suspended for truancy.
12. While in the schoolyard in the morning, student will remain on their class line; there will be no running or activity that can cause injury or disruption. Students cannot leave the schoolyard 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, radios, Walkmans, iPods, etc. may not be brought to school. Primary grade children may bring in items for "Show and Tell" on assigned days only.
16. Cell phones must be turned off during school hours. They are to be kept in school bags. If found in the classroom, they will be confiscated.

UNIFORMS

- The school uniform is purchased from Scholastic Specialty corporation and consists of the following dress code:

Grades K-5

GIRLS

Blue plaid jumper (worn no more than one inch above the knee)

Blue Blouse — pointed collar

Navy blue socks

Appropriate Navy blue or black shoes (leather or leather-like dress shoes, NOT deck shoes, boots, platforms, colored sneakers, or other fashionable shoes.)

BOYS

Navy blue traditional dress pants

(Baggy, loose fitting pants are not permitted. Pants should be a blended fabric so fading does not occur.)

Blue shirt buttoned to the collar Blue plaid tie worn to the collar

Appropriate black shoes (leather or leather-like Dress shoes, NO deck shoes, boots, colored sneakers, or other fashionable shoes.) A belt must be worn with the pants. Shirts must be worn tucked in. White undershirts are to be worn.

Grades 6-8

GIRLS

Blue plaid skirt (hem no more than one inch above the knee)

Navy blue weskit

Blue blouse or white with pointed collar, tucked into the skirt

Navy blue school sweater

Navy blue socks

Navy blue or black shoes (same as above)

NOTE: There is to be NO layering of shirts

BOYS

Navy blue dress pant (same as above) Blue shirt buttoned to the collar

Blue plaid tie worn to the collar Black shoes (same as above) A belt must be worn with the pants. Shirts must be worn tucked in.

NOTE: No Dockers are allowed. If a sweater is needed to be worn in school, it must be the navy blue school sweater. No t shirts or turtle necks are to be worn under uniform blouse.

SPRING UNIFORM:

The Spring uniform is worn from May 1st to the end of the school year and from the beginning of the school year on October 15th. Wearing of the Spring uniform in place of the regular uniform is optional. The uniform consists of navy shorts for the boys and a navy skirt for the girls. All students wear a light blue golf shirt with the School name. All students must wear sneakers with white ANKLE socks that are visible. Students may not mix parts of the regular and Spring uniform. Shirts must be worn tucked in. Sneakers must be white.

Uniform sweat suits will be worn for the gym program in grades K-8.

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. Extreme hair coloring is unacceptable.
10. Pierced body parts other than ears.

NOTE:

Boys' hair is to be neatly groomed and of moderate length. Hairstyles that entail shaved heads are NOT acceptable. Hairstyles that involve design or architecture are not permitted. Nothing extreme or bizarre is acceptable.

Any temporary deviation from the above dress code and its restrictions must be explained and requested in writing from the parent. Such a request is for a temporary period of time only. Uniform checks will be made on a periodic basis by the teacher. Failure to be in full uniform will result in a demerit.

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. Parents are not permitted to distribute lunch to any student.
4. Light snacks will be provided for children who forget their lunch. NO ONE is permitted to leave the school building to buy lunch.
5. McDonald's, Pizza, etc. are not permitted.
6. The use of abusive language or disrespect to volunteers will not be tolerated. Any such problems will be handled by the principal.
7. Fighting is not allowed at any time. Should a fight between students occur, this should be brought to the immediate attention of the principal.
8. Children are not permitted to run in the school yard during lunch recreation.
9. Children are to behave properly in the cafeteria. Children are not to throw food or other objects.
10. The tables in the cafeteria, as well as the floor area, must be kept clean. Directives concerning the recycling of garbage must be observed.
11. For safety reasons, there will be no running or talking in the halls while going to and from the cafeteria or classrooms.
12. If a child is injured, he/she must be brought to see the School Nurse or the office when the School Nurse is not available.
13. In the event of bad weather, the children will remain indoors under the supervision of teachers and parent volunteers.
14. No food or drink, including water, is permitted out of the cafeteria. There will be no food permitted in the schoolyard at any time by anyone.
15. The vending machines are available for student use ONLY at lunch time.
16. Children are given an opportunity to use the lavatory before and after the lunch period. In cases of emergency, students must ask permission of an adult supervisor to use the lavatory. It is understandable that the lavatory be kept clean. There is to be no throwing of paper, water fights, etc.
17. Children who go home for lunch should not return to school until 12:10 PM. At this time, they should report to the Office. Students can not cut out on the avenue unless accompanied by a parent.
18. Should a parent wish to take a child out of school for lunch, the parent must sign the child out of school for the lunch period in the Office and sign the child in when he/she returns from lunch.

DEMERIT SYSTEM/DETENTION

- Detention will be based on a demerit system. Detention will be held on a weekly basis for Grades 4 through 8 at lunchtime for a half hour. If a student is excused or absent, the detention must be served the following week. A student serving detention will receive a written assignment from the teacher giving the detention that will last the time of the detention. Homework and extra assignments must not be completed during the detention.
- Three demerits mean detention.
- Demerits will be given for the following:
 1. Behavior
 - a. Lack of respect
 - b. Lack of conformity to school policy
 2. Lateness
 - 3 times late = 1 demerit
 3. Out of Uniform
- All or part of the uniform is missing.
- A teacher may give a detention instead of a demerit if he/she feels that the infraction warrants it.
- Homework will form a part of the student's grade for each subject. Demerits will be given for lack of homework. For Grades 4-8, the homework grade will comprise 10% of the trimester mark.
- 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 if school behavior is unacceptable.

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

- Once a chronic problem has been determined, the following procedure will take place:
 1. After the second detention, the parents will be contacted by the teacher to inform them of the problem. They will be informed that a meeting will be required if a third detention occurs.
 2. If the problem is not corrected and a third detention occurs, the parent will be required to come to school for a conference with the teacher.
 3. If the problem persists, one of the following disciplinary actions will take place:
 - a. an extended period of days of detention
 - b. in-school suspension after the third detention
 - c. out of school suspension
 - d. other necessary measures
- 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

- In addition to the demerit system we will be following the Olweus Bullying Prevention Program which consist 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
<p>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)</p>	<p>Written warning. Student calls parent or guardian.</p>	<p>One inside recess. Student calls parent or guardian.</p>	<p>Three inside recesses. Student calls parent or guardian.</p>
<p>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)</p>	<p>Three inside recesses. Student calls parent or guardian.</p>	<p>Five inside recesses. Student calls parent or guardian.</p>	<p>Major Subject Classes only for three days. Student calls parent or guardian.</p>

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.	One quiet lunch. Student calls parent or guardian.	Three quiet lunches. Student calls parent or guardian.
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. Student calls parent or guardian.	Out of School suspension with possible further disciplinary action. Student calls parent or guardian.

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.

Our Lady of Angels School 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. Our Lady of Angels School 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.