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# From the Principal...

August 12, 2008

Dear Parents and Students,

Welcome to a new school year at St. Angela Merici School. I am very excited about the many good things planned for the 2008-09 school year. Our theme for this school year is "Planting the Seeds of Success." Each year the faculty and staff continue to refine and enrich the entire curriculum to provide the students with an educational foundation that will prepare them for success in high school and later life. We will plant and nurture those seeds in our students throughout this year. As we do, we look forward to watching the children blossom in so many ways as they grow spiritually, academically and emotionally.

I am pleased to share the 2008-09 handbook with you. The following information will answer most of the questions that you may have regarding the operation of St. Angela Merici School. All rules and regulations in this handbook have been established for the betterment and safety of each student. Please read this handbook carefully with your child each and every school year. Adjustments to the handbook are made every year. It is important that both of you understand the contents of this book.

Your support of these policies is vital to the success of St. Angela Merici School. I thank you for this support and I look forward to working together with you as the year progresses.

Sincerely,

Mrs. Colleen Remont  
Principal

**ST. ANGELA MERICI**  
**PARISH MISSION STATEMENT**

St. Angela Merici Parish is a family bound together by a common faith. We are ever faithful to the Catholic Church and its teachings, revealed to us by Christ, and to the Magisterium (the Pope and the bishops). Our parish family is part of the larger family of the Archdiocese of New Orleans. We are enriched by our different backgrounds, talents, and abilities.

In union with the bishops and the universal Church, and guided by the Holy Spirit, we proclaim our Christianity and our call to live Christ's message and keep Him central in our lives. We come together in worship and service, unique yet the same, all members of Christ's mystical body.

As members of His body, our mission is to worship God; serve our parish, the Archdiocese, and the universal Church; serve those who need us; enrich each other with our prayers and love; provide religious education; and spread the Good News of Jesus Christ.

**PARISH GOALS**

Provide the opportunity to worship God by celebrating the sacraments and through devotional services.

Support education as a means of evangelizing and educating our community in Christ's teachings as revealed by the Church's Magisterium.

Provide outreach ministries to help those with spiritual, emotional, and physical needs.

Enhance family life by promoting virtues that epitomize Catholic family ideals.

Use our time, talents, and treasure to support the parish needs so it may continue in service for future generations.

## **SCHOOL PHILOSOPHY**

St. Angela Merici School is a ministry of St. Angela Merici Parish. As such, it receives its mandate from the mission statement and goals of St. Angela Merici Parish. The school teaches and encourages values in our students that are in accord with the teachings of the Catholic Church. They will be given ample opportunity to learn their faith and thereby be given a basis to form moral values for the rest of their lives.

The faculty and staff of St. Angela Merici School recognize that in each student there are differences in mental capacities, family values, and personal motivation and strive to challenge each student to live a good, productive Christian life to the best of each student's ability.

St. Angela Merici School recognizes the importance of family. It is only through the cooperation between home and school that we can hope to be successful with providing students with those skills and values that are essential to success in later life. The school will work closely with the parents to assist the child to develop spiritually, morally, socially, and emotionally, as well as academically.

## **SCHOOL GOALS**

The primary goals of St. Angela Merici School include the following:

- ❖ To teach children to live the Gospel message of Christ in order to make wise and moral decisions as they face the challenges of growing up in today's world.
- ❖ To provide an integrated curriculum that meets the needs of all students and prepares them with the base of knowledge needed to be successful in high school and beyond.
- ❖ To provide students with a family-like atmosphere in which development of positive self-esteem flourishes.

## **SCHOOL MISSION STATEMENT**

St. Angela Merici School sets forth its mission to educate the whole child by encouraging growth in faith and spirit, body and mind, self-discipline and responsibility.

## **ADMISSIONS**

### **Archdiocesan Policy of Admissions**

The schools of the Archdiocese of New Orleans admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in an administration of their educational policies, admissions policies, loan programs, and athletic and other school-administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX.

This policy applies to all schools that are under Catholic Archdiocesan auspices, which includes St. Angela Merici School.

### **Eligibility**

Registration dates for the following school year are set by the Archdiocese.

Admission priorities of qualified students during this registration period are as follows:

- (i) Children in good standing who are presently enrolled
- (ii) Siblings of currently enrolled students
- (iii) Children of registered, active and supporting St. Angela parishioners
- (iv) Catholic children from parishes without a school
- (v) Other Catholic children
- (vi) Non-Catholic children

After the designated registration period for new students is completed, qualified students will be accepted on a “first come-first served” basis.

In order to foster full cooperation between parent and school, all previous and current evaluations must be submitted at time of registration.

### **Age Requirements**

St. Angela adheres to the same age requirements as the Jefferson School Board as follows:

Pre-Kindergarten students must be 3 or 4 years old by September 30

Kindergarten students must be 5 years old by September 30

### **Special Education**

Students who apply to our Special Education Program must meet all state requirements for eligibility and must reside in Jefferson Parish.

## **TUITION AND FEES**

### **Fees**

The Archdiocese sets the following fees:

Registration Fee

Middle Grade Fee

Non-Parish Fee

The St. Angela Merici School Board determines the tuition, Challenge Program Fee, Resource Room Fee, and the special education fee for the school year.

## **Tuition**

Basically, there are four tuition plans:

- **Catholics - In Parish**  
Registered parents of St. Angela Merici Parish who are active and have met the minimum church contributions as established by the Parish Finance Council will be assessed the base tuition.
- **Catholics - Not Active or Out of Parish**  
In addition to the base tuition, these parents will be assessed the “Non-Parish Fee” for each child. The home parish may provide a voucher for the “Non-Parish Fee.”
- **Non-Catholics**  
These parents will pay the Non-Catholic tuition rates as well as the “Non-Parish Support” fee.
- **Pre-Kindergarten Tuition**  
There is no difference between Catholic and Non-Catholic tuition in Pre-Kindergarten. This tuition is separate from the rest of the school and is not included in the “Family Plan”.

## **Payment of Tuition and Fees**

The “Registration Fee” is payable upon registration. If your child is accepted, this fee becomes non-refundable. Tuition and other fees may be paid in one of two methods:

- **Cash Payment**  
Full cash payment is due by the end of the preceding May for the subsequent school year.
- **Loans**  
Our school has made arrangements with Capital One Bank to offer parents a bank loan for tuition. Parents who take out a loan, make payments directly to the bank. Payments are made in 10 monthly installments beginning in July for the following school year.

## **Tuition Assistance**

Our school provides a limited amount of funds to current St. Angela Merici School families who exhibit an economic need.

If financial assistance is available and is sought, the principal must be notified prior to registration, so that all necessary paperwork may be obtained and completed. Deadline notification is announced in the school weekly bulletin.

If the funds are available, each application is examined by a sub-committee of the School Board, which determines the amount of assistance granted, if any. A new application must be submitted for consideration each year for those with a continuing need.

## **FINANCIAL OBLIGATIONS, DIFFICULTIES, AND CONCERNS**

It is expected that all parents faithfully satisfy their financial obligations to the school.

### **Defaulted Bank Loans**

The school is the guarantor of the bank loan and is responsible for the balance of the loan should it be defaulted. Therefore, in the event of default, the entire balance is due immediately to the school. Additionally, a bank loan for school tuition may not be allowed for the ensuing school years.

### **N.S.F. Checks**

The school will assess a penalty of \$30.00 for the returned check. Additionally, any future payments to the school may be requested in cash or certified check.

### **Divorced Parents**

The domiciliary parent of the student is held fully responsible for the entire amount of tuition and fees. Court orders must be given to the school counselor when applicable.

### **Financial Hardship**

If parents are experiencing financial hardship, they must contact the Principal, the Parish Business Manager or School Administrative Assistant immediately, before penalties are incurred.

## **COMMUNICATION**

St. Angela has an excellent academic reputation due to the fact that parents, teachers, and students work together in order to achieve success. Parents are encouraged to keep the “lines of communication” open with the teachers. Our faculty will respond in some way to all phone calls, e-mails, and notes in a timely fashion. It is the responsibility of the parent to update the office and teachers with any changes of address or phone numbers during the school year.

The administration is committed to regular communication through the weekly bulletin and the school website ([www.stangelaschool.org](http://www.stangelaschool.org)). Parents are asked to read the bulletins and to check the website regularly. The website will become an increasingly significant form of communication.

## **CURRICULUM**

### **Religious Education**

The Religious Education Program is given top priority at St. Angela Merici School. Our goal is to form Christian boys and girls who can make good moral decisions as they grow to maturity. Our parish has a Director of Religious Education who collaborates with the principal to coordinate all religious activities within the school. The school provides a sequential program of religion taught by qualified teachers.

Daily prayer, participation in liturgies, an appreciation of scripture, and a solid foundation of Catholic doctrine are all part of the program. Service to the community and to the needy of the world is also stressed. Other activities include sacramental preparation for Reconciliation and Eucharist.

St. Angela is a Catholic school in every aspect of its program. Non-Catholic students are welcome, but are required to attend religion classes and school liturgies.

In order to avoid inconsistency with our religion program, it is expected that our Catholic parents model the Catholic faith for their children - this includes Sunday Mass attendance, family prayer, participation in the sacraments, etc.

### **Academics**

St. Angela Merici School is state approved and accredited by the Southern Association of Colleges and Schools. Students are provided with a strong foundation in the basic skill areas, as well as exposure to fine arts and Spanish. Each subject is part of a well-planned sequential curriculum designed to allow for success at the next grade level. Generally, the academic program can be divided into two parts:

#### **Core Subjects**

- religion
- language arts which includes reading, English, spelling
- mathematics, pre-Algebra
- science
- social studies

#### **Secondary Subjects**

- Includes but not limited to:
- physical education
  - handwriting (Grades Pre-K through 4)
  - art (Grades 1-7)
  - Spanish (All grades except 3<sup>rd</sup>)
  - computer (Grades 1-7)

A resource room provides alternative learning styles for students, as needed in grades 1-3 in reading. The resource room is not a special education program and therefore may be deemed insufficient to accommodate the special needs of some students.

A Special Education Program provides special education for students who meet the state requirement for eligibility.

A Challenge Program is provided for qualified students in grades 2- 5. Admission into the program is a result of a combination of report card grades and high standardized test scores. Additional screenings will be administered in borderline cases.

An Honors Math Program is provided for qualified students in grades 6 & 7. Admission into the program is a result of a combination of high report card grades and standardized test scores in Math.

### **Extra-curricular Activities**

It is important for students to participate in after school activities that enrich their lives and provide opportunities to develop their talents. As a result, our school provides these opportunities for our students.

Listed below are some of our programs:

- Altar Servers
- Band - provided at a nominal cost by the Archdiocese
- Student Council
- Jr. Beta Club
- Quiz Bowl
- Chess Club
- CSAL sports (Catholic Schools Athletic League)
- Cheerleading
- Cross Country
- Choir
- Oratorical Contest
- Science Club
- Dramatic Play

Additionally, although not sponsored by the school, these activities are held on parish facilities.

- Scouting - Daisy, Brownies, Girl Scouts, Cub Scouts, Boy Scouts,
- Scripture Safari, Summer Cabbage Ball

### **ACCELERATED READER PROGRAM**

The Accelerated Reader Program is a research-based program proven to improve reading comprehension. Students are encouraged to read with the use of motivational techniques. Their comprehension is evaluated through computer-generated quizzes. Upon satisfactory completion of a quiz, students in Kindergarten through 7<sup>th</sup> grade are awarded points. Teachers are given a report detailing quiz results. St. Angela now participates in a program that makes all quizzes available to our students as soon as they come available through the Accelerated Reader vendor. Students now have access to over 200,000 quizzes and the number grows monthly. The list of available quizzes can be accessed by going to the website [www.arbookfind.com](http://www.arbookfind.com). The St. Angela Merici School website has a link to the AR website. Specific policies and regulations regarding the Accelerated Reader program are posted on the school website. Violation of these policies could result in removal from the program.

## **GRADING POLICY AND PROCEDURES**

Report cards are the primary method of reporting student growth and are distributed at the end of each nine-weeks. At the middle of each quarter, progress reports are sent home to students whose grades are in need of improvement. Parents should also monitor their children's tests and homework assignments in order to evaluate their child's progress. Tests will be sent home weekly in a student folder to be reviewed and signed by parents and returned to school.

Except for major assignments such as term papers, critical analyses, projects and the like, our teachers are obliged to correct and return all graded student work within one week.

### **Grading Scale**

#### **Early Childhood (Pre-K & Kindergarten)**

The primary grades will use a "check list" format to report student growth.

#### **Intermediate and Middle Grades (Grades 1-7)**

The following grading scale will be utilized:

A = 94 - 100 or Excellent	4 Quality Points
B = 86 - 93 or Above Average	3 Quality Points
C = 78 - 85 or Average	2 Quality Points
D = 70 - 77 or Below Average	1 Quality Points
F = Below 70 or Unsatisfactory	0 Quality Points
E – Excellent	
S – Satisfactory	
N – Needs Improvement	

## **AWARDS/SPECIAL RECOGNITION** (Grades 1-7)

### **Distinguished Gold Honor Roll**

The student must attain a 4.0 G.P.A. in all graded subjects with an A or B in conduct. This award is given at the end of each nine-weeks and at the end of the year.

### **Silver Honor Roll**

The student must attain a 3.5 G.P.A. in the core subjects and have no more than one "C" in a secondary subject. A "D" in any subject disqualifies a student. Additionally, a "C" or lower in conduct or a core subject disqualifies a student. This award is given at the end of each nine-weeks and at the end of the year.

### **Conduct Award**

The student must have all A's in conduct. This award is given at the end of each nine-weeks and at the end of the year.

### **B.U.G. Club**

B.U.G. (Bringing Up Grades) Club recognition is given at the end of the 2nd, 3rd, and 4th nine-weeks to those students in grades 2-7 who have improved by at least one letter

grade on their report card in an academic subject or conduct from the previous nine-weeks (e.g. If a student goes down in one subject, then he must go up in two subjects to qualify for B.U.G. Club). Additionally, a “C” or lower in conduct disqualifies a student.

### **Final Average**

To determine the final average for a course, the numerical grades for each quarter will be averaged and assigned the proper corresponding letter grade.

## **HOMEWORK**

In order to succeed in high school or beyond, students must develop essential study skills. Therefore, the teachers will assign homework to the students on a regular basis. It is strongly recommended that parents establish a daily routine of home study for their child that allows the student to work in a quiet place with few distractions. Parents are encouraged to continually check their child’s homework and offer assistance only when necessary. Homework assignments may be counted up to 20% toward the final grade. Failure to return homework could result in a consequence at school.

### **Grades 1-4**

Depending upon the grade level, generally expect an average of about 30 - 60 minutes of daily homework or study. Please contact the homeroom teacher should your child deviate from this average to a great extent.

### **Grades 5-7**

Depending upon the grade level, generally expect an average of about 60 - 90 minutes of daily homework or study. Please contact the homeroom teacher should your child deviate from this average to a great extent.

## **RETENTIONS**

Before a child is considered for retention, the school attempts to address the question “What is best for this particular child?” Therefore, the school reserves the right to retain a student even though he/she may be attaining minimal passing grades. In all cases, the principal after consultation with the teachers, counselor and parents will make the final decision.

Students in Grades 2 - 7 who receive an unsatisfactory grade in religion, Spanish, computer must make up this deficiency in order to be promoted. A summer project will be assigned at the discretion of the principal and teacher in order to be given credit for the course.

### **Grades K-2**

Students performing poorly in the language arts and/or math areas will be considered for non-promotion.

### **Grades 3 – 7**

Any student who fails any two (2) of the following courses will not be promoted:

mathematics, reading, English, science, and social studies

Additionally, students who are performing poorly (D average) in two or more of the following courses will be considered for non-promotion:

mathematics, reading, English, science, social studies, Spanish and computer

Students enrolled in Reading Resource will be analyzed on an individual basis with standardized test scores being carefully considered and weighted.

## **SUMMER REMEDIATION**

### **Grades K-3**

Students who are struggling in mathematics or language arts may be required to obtain remediation during the summer. Each case will be individually analyzed.

### **Grades 4-7**

Summer school or tutoring is mandatory for any student who fails the following courses: mathematics, reading, English, science, social studies. Additionally, students receiving a “D” in these courses may be required to attend an approved summer school or receive tutoring by a certified teacher. Tutoring guideline to remediate a failing grade is 30 hours of tutoring and 30 hours of homework.

## **DISCIPLINE**

St. Angela Merici School strives to be a child-oriented school providing an environment that will enhance the child’s Christian commitment and self-image. The aim of discipline is the power of self-control in all aspects of life. Experience shows that self-denial, authoritative guidance and discipline enhances the development of sound character, responsibility, and citizenship.

Good discipline originates in the home. The parent is the first teacher of the child and should help the child develop good behavioral habits and proper attitudes toward school, such as:

- Teach the child respect for law and authority, the rights of others, and private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
- Show an active interest in report cards, deficiencies and weekly test folders.
- Address concerns about the child directly to the teacher involved.

Certain areas of student conduct necessarily affect the entire school community. As an outgrowth of the school philosophy, students are expected to conduct themselves in a manner

that reflects the Christian principles on which the school is based. Students are required to exhibit the following behaviors:

1. Observe quiet in areas adjacent to classrooms and when moving in lines from one place to another.
2. Conduct themselves in an orderly manner in church, restrooms, hallways, stairwells and during extra-curricular activities.
3. Treat superiors with respect.
4. Complete all assigned work.
5. Serve all consequences administered.
6. Maintain attentive, silent and respectful behavior while in church.
7. Participate in responses and singing during mass.
8. Maintain an inside voice while in the cafeteria.
9. Maintain quiet while in the library.
10. Maintain silence during all announcements.
11. Participate in morning assembly and prayers.
12. Immediately comply with directions given by adults on duty.

The faculty of St. Angela Merici School uses assertive discipline as their philosophy regarding student behavior. The key person in maintaining classroom discipline is the classroom teacher. Each teacher has a classroom discipline plan in place that is designed to teach students acceptable behavior. Parents will receive specific guidelines from the teacher at the beginning of the school year containing rewards for positive behavior and consequences for inappropriate behavior. Parental support of the classroom rules is crucial to the success of this positive discipline approach. Parents are encouraged to maintain contact with the teacher and utilize the periodic parent teacher conference times in regard to student discipline.

### **Disciplinarian's Plan**

The following plan has been established as it relates to students who are sent to the disciplinarian for disciplinary reasons.

**Severe Clause:** Any Student engaging in extremely grave behavior that puts themselves, another student, or a teacher in danger or in any way participating in acts of misconduct which are flagrantly opposed to Christian behavior will by-pass the hierarchy of consequences and will be considered for immediate expulsion.

### **Pre-Kindergarten and Kindergarten:**

1. First referral                      conference with disciplinarian, teacher and student, parent phone call
2. Second referral                    20 minute time-out, conference with disciplinarian, teacher, student, parent
3. Third referral                      30 minute time-out with disciplinarian, parent phone call
4. Fourth referral                    40 minute time-out, parent conference
5. Fifth referral                      conference with disciplinarian, parent may be called to pick up student

6. Sixth referral                      conference with principal, parent may be called to pick up student, consideration for expulsion

**Teachers in grades K – 4 may issue referrals that result in recess detentions for the following reasons:**

- Frequently missed or incomplete homework
- Frequently incomplete class work
- Assignments consistently not copied
- Incomplete test corrections
- Students without proper books and materials in class
- Students without signatures on tests, assignments, or detentions
- Physical behavior such as pushing, shoving, biting
- Inappropriate gestures
- Bullying
- Verbal behavior such as name calling or improper language
- Lying, cheating, stealing, defiance
- Forgery, copying, plagiarism
- Inappropriate classroom behavior
- Excessive talking
- Other conduct disruptions
- Inappropriate church behavior
- Inappropriate cafeteria behavior
- Destruction of property belonging to school or others
- Multiple uniform violations
- Excessive unexcused tardy either in late or checked out early
- Any other behavior deemed inappropriate by the teacher

**Grades 1-4:**

**Discipline Referrals – referrals for behavior reasons**

- |                            |   |
|----------------------------|---|
| 1. First – second referral | loss of recess, parent signs recess detention, parent called on second referral   |
| 2. Third – fourth referral | loss of recess, parent signs recess detention, conference with disciplinarian, teacher, parents, child on fourth referral |
| 3. Fifth referral          | parents notified, student receives 2 hour time-out  |
| 4. Sixth referral          | parents notified, student receives 4 hour time-out  |
| 5. Seventh referral        | parents may be notified to pick up student, possible out-of-school suspension, consideration for expulsion                |

**Discipline referrals are cumulative for the entire year.**

**Homework Hall Grades 1-4**

Homework Hall is designed for those students in first and second grades who are learning the importance and responsibility of completing homework. Students will attend homework hall at

recess as designated by the teacher's classroom discipline plan. Students in first and second grade will use the opportunity to complete the work and will be allowed to leave if and when they complete the assignment. Students in third and fourth grade will be required to remain in homework hall for the entire recess period. Homework Hall will begin to fall under the discipline referral category if a child consistently comes to school unprepared. Discipline referrals are cumulative for the entire year.

### **Grades 5 – 7:**

The consequences for inappropriate behavior fall into 2 categories:

**disciplinary referrals** and **recess detentions**

#### **Disciplinary referrals may be earned for the following reasons:**

- Disrespect/ rudeness/ discourteous behavior/ defiance
- Endangering the safety of others by rough play or fighting
- Bullying
- Improper language/ improper gestures
- Cheating/ copying/ forgery/ plagiarism
- Destruction of school property/ destruction of others property/theft
- Inappropriate cafeteria behavior
- Inappropriate church behavior
- Disruption in the classroom
- Accumulation of recess detentions

#### **Consequences for disciplinary referrals:**

First offense	before school detention/ extracurricular probation (for all school sports and extracurricular activities for the remainder of the school year). * <b>This is not an academic probation.</b>
Second offense	before school detention, conference with parents, removal from all extracurricular activities (Removal will be re-evaluated by principal and disciplinarian at the end of each sport season or nine weeks period.)
Third offense	in-school suspension, conference with parents, students, principal and/or disciplinarian/ teachers
Fourth offense	in-school suspension @ \$40 for supervision, follow-up conference with disciplinarian and principal
Fifth offense	principal's referral, consideration for expulsion

## Before School Detentions

All A.M. detentions are held on Thursday mornings at 7:15 A.M.

Each student must be signed in by his/her parent or guardian

Students who are late, who are not signed in, or who do not show up for A.M. detention will be issued an in-school suspension at \$40 to cover the cost of supervision.

**Absolutely no phone excuses will be accepted the day of the A.M. detention.**

### Recess detentions may be earned for offenses such as, but not limited to:

- Incomplete homework or projects
- Tests, detentions, progress reports not signed and returned on time
- Conduct disruptions
- Uniform violations
- Tardiness to classes
- Locker violation / locker behavior

### Consequences for recess detentions:

- |                   |   |
|-------------------|---|
| 1. Offenses 1-9   | loss of recess, parent signs detention  |
| 2. Offense 10     | disciplinary referral, A.M. detention-parent must sign-in   |
| 3. Offenses 11-13 | loss of recess, parent signs detention, conference with disciplinarian  |
| 4. Offense 14     | disciplinary referral, A.M. detention-parent must sign-in, student placed on extracurricular probation for the remainder of the school year, conference with parents, teachers, and student |
| 5. Offense 15     | disciplinary referral, A.M. detention-parent must sign-in, student is removed from all extracurricular activities for the remainder of the year   |
| 6. Offense 16     | in-school suspension, conference with principal and disciplinarian, parents, and student  |
| 7. Offense 17     | in-school suspension@ \$40 to cover supervision   |
| 8. Offense 18     | consideration for expulsion   |

**\*All offenses are cumulative for the entire year in grades 5-7**

### **In-school Suspension**

Any student serving his/her an in-school suspension will be required to make-up all work missed for the day. **Students must make arrangements with the teachers** to reschedule tests if the teacher does not allow it to be taken on the day of the suspension.

### **Expulsion**

Expulsion is an extreme measure which is taken after all other efforts have failed. It is sometimes used for certain acts of misconduct which are flagrantly opposed to Christian behavior. **It is not necessary for a student to be suspended before he/she is expelled.**

Any student possessing, distributing, and/or using illegal drugs or alcoholic beverages either on campus or at any school sponsored activity will be considered for expulsion.

At any time, school officials may search pupils or their desks, lockers, or belongings for neatness and/ or for contraband and for maintaining discipline and order.

Any student carrying a firearm on school property or to any school sponsored activity will be expelled and reported to the authorities based on Act No. 197. Possession of other weapon-like instruments may also result in expulsion.

St. Angela Merici School reserves the right to expel any student at any time whose behavior is deemed detrimental to other students in the school, or whose behavior is detrimental to the reputation of the school.

Any child who fails to cooperate with the school personnel may be asked to withdraw after proper consultation with his/her parents. This cooperation includes all classroom procedures, classwork, homework, and/or all school sponsored activities.

Any parent who fails to support the policies of the school may be asked to withdraw their children.

### **Church Behavior**

- Inattention, talking, or any form of disrespectful behavior while in church will not be tolerated.
- When attending mass or other religious services, students will maintain silence upon entering the church and move directly to assigned places.

- Students are expected to join in the responses and singing during the mass.

Because of the community nature of the above rules, any student choosing to break any of the above rules will receive a varying consequence depending on the severity of the offense.

### **Cafeteria Behavior**

- Students should enter the cafeteria quietly.
- Students will observe 10 minutes of quiet time to ensure everyone will have adequate time to finish lunch. The duty teachers will announce when quiet conversation may begin.
- Students needing water or the restroom should raise their hands to be given permission to leave the table.
- Students must wait to be called by tables to throw away trash.
- After throwing away trash, students should return to their tables.
- Once the duty teachers have checked the tables for cleanliness, students will be dismissed table by table to get in line to be escorted to the playground by the duty teachers.

### **INTERNET USE POLICY**

Students must follow all rules related to Internet connection through the computers at school. Use of Internet is a privilege and therefore, inappropriate behavior may lead to penalties, including but not limited to the revoking of a students' Internet accessibility, disciplinary action and/or legal action.

- No student is to work on the Internet without direct supervision of a faculty or staff member.
- Students are to refrain from inappropriate games or jokes according to the philosophy of St. Angela Merici School.
- Students are not allowed to participate in any "chat room" activity. Other activities on the school's computers contrary to or inappropriate according to the philosophy of the Catholic Church and/or St. Angela Merici School are forbidden.
- Students may not use e-mail communication at school or from home to school.

### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Because of the sincere dedication of our teachers and parents who spend countless hours outside the classroom in school-related activities, our school is able to provide many opportunities to our students in order to develop their talents and interests.

Participation in such activities is a **PRIVILEGE** and the students are required to adhere to all rules and regulations specific to each organization.

Generally, a student will not be granted the privilege of participating in such activities if:

- he/she has unsatisfactory discipline record
- he/she is not performing well academically

### **C.S.A.L. (Catholic Schools Athletic League)**

Our school participates in the C.S.A.L. for a variety of sports. Winning the various league championships is an honor for the school. However, far more important are the concepts of good sportsmanship and fair play.

Our school will not tolerate any action that is contrary to this philosophy. Each incident will be analyzed on its merits. Depending on the gravity of the situation, punishment may range from reprimand, suspension from sports, or banishment from all sports. Parents are also asked to adhere to the school philosophy.

### **PLEASE NOTE:**

- If a student is absent for any part of the school day (except for legitimate reasons, e.g. doctor's appointment, funeral, etc.), he or she will not be allowed to participate in an extra-curricular activity that is school sponsored that evening. This expressly forbids students from signing out early "to rest" before the "big game" or "big performance".

## **UNIFORM REGULATIONS**

It is expected that students present a well-groomed, neat appearance at all times. Shirts should be tucked, shoes should be tied, and clothes should be clean and mended, as needed. Schiro's is the official uniform supplier for St. Angela. All uniform items may be purchased from Schiro's unless the item says "school issued." In these cases, you will receive order information directly from the school.

### **Pre-Kindergarten:**

#### **Girls' Uniform**

- ❖ **(Option #1)** Pre-K checked dress with bloomers
- ❖ **(Option #2)** Pre-K T-shirt (school issued)
- ❖ School plaid shorts
- ❖ School sweatshirt or solid navy blue cardigan sweater
- ❖ In cold weather, long navy blue pants may be worn – white or navy tights or leggings may be worn under shorts or dress

### **Boys' Uniform**

- ❖ Pre-K T-shirt (school issued)
- ❖ Navy blue shorts or long pants
- ❖ School sweatshirt or solid navy blue cardigan sweater

### **Kindergarten and 1<sup>st</sup> Grade:**

#### **Girls' Uniform**

- ❖ White blouse – short or long sleeve (pointed or round collars) – monogrammed is acceptable
- ❖ School sweatshirt or solid navy blue cardigan sweater
- ❖ School plaid shorts or jumper

#### **Boys' Uniform**

- ❖ Light blue S.A.M. knit shirt – short or long sleeve
- ❖ School sweatshirt or solid navy blue cardigan sweater
- ❖ Navy blue shorts or long pants with pockets
- ❖ Navy blue or black belt with simple buckle (No Web Belts - magnet belts are acceptable)

### **Grades 2-7**

#### **Girls' Uniform**

- ❖ White blouse – short or long sleeve (pointed or rounded collars) – monogrammed is acceptable
- ❖ School sweatshirt or solid navy blue cardigan sweater
- ❖ School plaid jumper (Grades 2 & 3) – skirt length no more than one inch above the top of knee
- ❖ School plaid skirt (Grades 4-7) – skirt length no more than one inch above the top of knee
- ❖ School navy blue P.E. shorts

#### **Boys' Uniform**

- ❖ Light blue S.A.M. knit shirt – short or long sleeve
- ❖ School sweatshirt or solid navy blue cardigan sweater
- ❖ Navy blue short or long pants with belt loops and pockets
- ❖ Plain black or navy blue belt with simple buckle

### **Footwear:**

#### **Pre-K & K Girls**

- ❖ Uniform shoe is Jumping Jacks brand athletic shoe “Lana” in navy blue or the “Classy” Velcro. Shoe to be purchased from Schiro's. (Velcro for Pre-K is required; Velcro for Kindergarten is preferred)
- ❖ Plain white socks – no ankle socks and no decoration on socks.

#### **1<sup>st</sup> – 7<sup>th</sup> Grade Girls**

- ❖ Uniform shoe is Jumping Jacks brand athletic shoe “Lana” in navy blue. (No Velcro allowed.)
- ❖ Plain white socks (slouch socks acceptable) – no ankle socks and no decoration on sock. Rib on socks must be at least 2 inches.

### **Pre-K - 7<sup>th</sup> Grade Boys**

- ❖ Uniform shoes are Jumping Jacks brand athletic shoe “Lance” or “Victor” Velcro, K-Swiss or New Balance in black, to be purchased from Schiro’s. (Velcro for Pre-K preferred; Velcro for K optional; tie for 1-7)
- ❖ Plain white socks (slouch socks acceptable) – no ankle socks and no decoration on socks. Rib on socks must be at least 2 inches.

NOTE: Schiro’s may adjust the shoe brand to a similar shoe depending on the supply.

### **Cold Weather:**

- ❖ Overcoats or jackets may be of any color but are not worn in the classroom. An overcoat or jacket may not be worn without wearing a school sweater or sweatshirt underneath. Only S.A.M. uniform items may be worn inside the school building. All jackets and other non-school approved items must be removed upon entry.
- ❖ Solid white or navy tights or leggings may be worn on cold days. No sweatpants allowed.
- ❖ Plain white crew neck T-shirts may be worn underneath the school shirt or blouse on cold days (no turtlenecks).

### **Accessories:**

- ❖ Make-up, fingernail polish, and superfluous jewelry (including rubber band bracelets) will not be allowed. Small earrings may be worn, no excessively dangling earrings. One earring per lobe. Earrings are not allowed on boys. No tattoos allowed.
- ❖ Hats may be worn only on cold days. On such days the hats must never be worn inside the building.

### **Hair Regulation:**

Hair should not be styled in such a fashion that obstructs a student's vision. Boys' hair should not be excessively long. Haircuts must be conventional; no asymmetrical haircuts are allowed. No lines can be shaven into the hair. No unnatural hair color allowed. Completely shaven heads are not allowed, unless for medical reasons.

**IMPORTANT NOTE:** Please boldly put child’s name on all articles of clothing.

### **Uniform Violations**

Parents will be notified if a child is not in correct uniform or not in full uniform. Offenses could result in a consequence and/or asking the parent to bring the correct uniform.

### **Out of Uniform Days**

Students will be notified when “Out of Uniform” days are given. On those days, it is expected that the dress be of a modest style, fit, and length. Parents are asked to see that the style reflects the age of the child and that any designs, insignia or logos be non-offensive. No tank tops or “spaghetti” straps, or short shorts are allowed.

\*If there is any indecision about the dress code, the principal will make the final decision.

## **STUDENT SERVICES**

### **Counselor**

St. Angela Merici School has a full time counselor whose services are available to our students and parents. The counselor will intervene in areas where students appear to be having some difficulty:

- Academic difficulties
- Behavioral difficulties
- Peer group difficulties
- Divorce/separation family difficulties

### **Special Needs Committee**

This committee includes a small group of teachers and is chaired by the counselor. It performs a vital service to our pupils.

The major functions consist of the following:

1. To plan appropriate minor adjustments, interventions and/or programs for students who are exhibiting various kinds of difficulties in school.
2. To provide coordination for the delivery of services for individual students who require program modification support services, and supplemental assistance.
3. To assist in determining appropriate school-based instructional programs.
4. To increase appropriate communication among school staff members relative to students with handicaps or difficulties.
5. To provide a screening vehicle for referral to pupil appraisal services.

The Special Needs Committee may offer suggested adjustments to the teacher, student, or parents in order for the student to achieve success. These adjustments may include (but certainly not limited to):

- Preferential seating
- Teacher created notes
- Oral testing
- Modified testing

- Child counseling
- Family counseling
- Tutoring

Should a parent refuse to comply with the suggestions offered by the committee, the parent may be asked to withdraw the child from school.

In some cases, further evaluation may be deemed necessary. The process for evaluation for determining the need for special education services is in essence directed by the *Individual with Disabilities Education Act of 2004*. When a student appears in need of review by the Special Needs Committee, there must be significant evidence that systematic, classroom based interventions have proven unsuccessful. The only exceptions to this rule are if a student is referred for a health concern or for Gifted services. These interventions are generally divided into three tiers or levels. Tier 1 is the basic classroom based education with some minor adjustments to the general curriculum. This is generally accomplished by the classroom teacher. The second phase, or Tier II, is limited small group instruction that occurs when a student is perceived as having a problem. There can be a meeting with the parent to initiate this intervention and the data collection process. Once these interventions have been in place for at least 9 weeks and are determined to be ineffective, the school requests a packet from the Jefferson Parish Special Education Eastbank Office. The Special Needs Committee will convene with the pupil appraisal personnel assigned to St. Angela. At this point the team may recommend Tier III intervention, which is designed specifically for the child. This intervention is also implemented for 9 weeks, and then a team decision is made to conclude either that the problem has been solved, further interventions should be continued, or an individual evaluation be conducted. In the event of an evaluation being recommended the pupil appraisal team will obtain formal parent permission. The evaluation process is also formally defined by law and would include a review of classroom data, interviews with the parent and also appropriate standardized testing. Prior to the assigning of exceptionality or a disability, the parent is invited as the appropriate course of action is determined for the student.

### **STUDENT ATTENDANCE**

It is extremely important that students attend school regularly. Poor school attendance is discouraged. Students who are absent for 20 days in one academic school year may not be allowed promotion to the next grade. A doctor's note is required within five working days of the absence.

It is the student's responsibility to make up assignments and tests. If possible, a student who is absent on the day of a test should be prepared to take the test upon his return.

### **Absences**

If a student is absent, parents are required to call the office by 9:30 a.m. If we don't hear from you, we may have to call you. This can be very time consuming. Please request homework assignments and report absence by pressing voicemailbox #2. Please do not request homework assignments to be picked up prior to 3:00 p.m.

Children who are absent from school due to a communicable disease (measles, chicken pox, pink eye, staff infection, etc.) must present a doctor's certificate upon returning to school. Cases of lice must be reported to the child's teacher in order to facilitate communication that will help to prevent further cases.

### **Signing Out Students**

Once at school, a student may not leave the school grounds during the school day unless checked out by a parent or guardian. Parents are to come to the office (not to the classroom) to pick up a child during the school day. Only parents or guardians may sign out a student. If parents want someone else to sign out the child, they must inform the office. If a court order prohibits a parent or other relative from picking up a child, legal papers must be on file in the office.

### **Change of Students' Daily Routine**

We expect that each child will be aware of his/her dismissal routine for the afternoon prior to coming to school. However, if a "last minute" change should take place, please notify the office as early as possible.

### **Messages to Students**

Please only use this service when you have an **emergency**. We cannot guarantee that messages received after 2:30 p.m. will be delivered. Only messages of vital importance will be relayed to students during school hours. If through urgent necessity, a parent comes to school to deliver a message, the parent must report to the school office first.

Notes requesting early dismissals for doctor appointments, etc., should be sent to the teacher in the morning. Parents should call for the child in the office and must sign the child out. Parents are not to go directly to the classroom. The child will be called to the office. If a child is returning to school that same day, a parent must bring the child back to the office and sign the child back in.

If a parent must deliver a forgotten lunch, please abide by the following procedures:

- The parent is to deliver the lunch to the office prior to lunch period, not directly to the child. Remember to place child's name and homeroom on the lunch.
- Children who have forgotten their lunches will be instructed to come to the office before lunch to pick up any delivered lunches and/or to pick up an emergency lunch card (if the student is not on the lunch program).
- Fast food delivery is not allowed.

### **Tardiness**

Parents should see to it that students arrive at school on time. Punctuality is a trait to be cultivated. Tardiness disrupts the classroom schedule and plans. Repeated tardiness indicates lack of appreciation and respect for the education of your child.

Any child who reports to school after the beginning of morning assembly is considered tardy. A tardy student, arriving after morning assembly, must be signed in by a parent

in the office and secure a tardy slip to present to the homeroom teacher before being admitted to class.

Students who have repeated unexcused tardies may lose recess accordingly. Parents may be called for a conference.

### **ILLNESS**

If a student is not feeling well in the early morning hours, he/she should be kept at home until he/she is feeling well enough to attend school. Do not send your child to school with any of the following: fever, undiagnosed rash, vomiting, Impetigo, lice, diarrhea, a bad cold or sore throat, pink eye, or any other contagious disease.

The school will call parents if a student becomes ill during the school day. If the school cannot reach the parents, one of the names listed on the emergency card will be contacted.

If a student has any serious illness or handicap or is on any type of medication, it is essential that the school/counselor be notified of this at the opening of school. This notification will be kept on file in the counselor's office. After notification, any medication must be kept in the school office, not in the student's possession.

If a child must take medication at school the following requirements are mandatory:

- Must be clearly identified as to the name and type of medication.
- A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- Please send medication on a daily basis, as needed (exceptions are made for students who take ongoing daily medication).
- Medication cannot be kept in the office for "as needed" medication unless it is for a serious illness e.g. migraine headaches.
- Refrigeration is available.
- No child may have medication on his/her person.

The only medication that will be dispensed to the student at school will be that medication which was sent from the parent.

In case of a serious accident, we will make an attempt to contact the parent and/or emergency contacts. If we cannot reach the parent/emergency contact, we will call the child's physician. If necessary, we will also activate 911. Until the arrival of a parent, physician, or ambulance personnel, a director or designee will be in charge and make all decisions about the care of the child. It is essential to keep all phone numbers, emergency numbers, or other pertinent information current.

### **APPOINTMENTS**

Appointments with the administration or with the teachers may be made by contacting the person through voicemail. As a professional courtesy, please call teachers at school, not at their homes. Parents may not go directly to the classroom to talk with the teachers during school time without first checking in the office and checking the teacher's availability.

### **TELEPHONE**

The school telephone is not to be used by students except in case of emergency, and only after the teacher or administration has given permission. Students are not allowed to be called to the phone except in case of an emergency. Students will not be allowed to call for forgotten books, signed papers, lunch, P.E. clothes, etc. unless the circumstances are extenuating and with teacher's permission. Students are not allowed to carry or use a cell phone or beeper during school hours. Student cell phones must be delivered to the office upon coming upstairs at the beginning of the day and picked up at dismissal.

Parents are asked not to bring forgotten books, homework, etc. to the office if the child forgets it. The children must learn responsibility for their belongings and duties. Items brought by the parent will not be delivered to the child except in cases of emergency.

### **LUNCH PROGRAM**

Hot lunches are provided daily and may be purchased through the contracted vendor. Purchase of hot lunch is optional. Students may bring their lunch to school. When sending lunch, parents are asked to provide a nutritious lunch. Carbonated drinks are prohibited. A milk/juice purchase program is also available.

Students not on the lunch program who forget their lunch will be given an emergency school lunch card from the office. The cost of buying a lunch with the school lunch card is \$3. This is payable to the school office on the next school day. No one is allowed to bring fast food to a student. Students do not have access to a microwave oven or refrigerator.

### **SCHOOL SAFETY**

Knives, hard balls, tops, or any other toy that may endanger students' safety are not allowed on school grounds.

Radios, walkmans, music players, and any personal electronic devices are not allowed unless special permission is obtained.

Students are not allowed to carry cell phone and beepers during school hours, even if they are turned off.

Students are asked not to bring expensive articles or large amounts of money to school. The school will not be responsible if these items are lost, damaged, or stolen.

Fire drills are held several times a year. Silence is to be observed during the drill. Teachers give further instructions.

### **SECURITY**

In order to restrict access by any unauthorized persons on campus, all doors to the main school building will be locked except the ramp door and the door nearest the yard on Melody Drive. Parents/visitors are to use one of these unlocked doors to enter the building. Please do not attempt to enter the building through the other stairwells. Of course, all the doors have “Panic Bars” that allow these doors to be exits in case of an emergency.

Everyone (including parents) must SIGN-IN at the office upon entering the school and obtain a name tag. No person is to go directly to a classroom or linger in the hallway.

Students must be aware of the following regulations:

1. No student is to be in a classroom without adult supervision.
2. During recess, no student is to ever return to any building without first receiving authorization from the supervising adult.
3. If a student cannot go outside during recess because of illness or any other valid reason, the parent must send a note to the homeroom teacher and this student must report to the office or a designated room with supervision.
4. If a student encounters a stranger on campus, the student should go to the nearest adult and report this person. At **NO TIME** should a child engage in extended conversation with this person.

### **FIELD TRIPS**

All field trips are approved by the principal and all students are expected to participate. We also welcome and encourage as many parents as possible to join us. However, there are certain times when a limited number of chaperones are allowed. In these cases, chaperones will be accepted on a “first-come, first-serve” basis. Volunteers are asked to follow the directions of the supervising teacher and are expected to conduct themselves in a manner that is in accordance with the school philosophy. Volunteers are prohibited from smoking, use of abusive language, and extended use of cell phones on field trips.

Because these trips are much more unstructured than our regular school environment, it is absolutely necessary that students be “model” students. As a result, students whose behavior may not be trustworthy may not be allowed to participate.

### **ARRIVAL/DISMISSAL**

Students are not allowed on the school grounds earlier than 7:45 a.m. or after 3:30 p.m. unless reporting to a supervised activity or using the Before or After School Care services.

Car rider **arrival** procedure (PK4 - 7<sup>th</sup> grade):

- The car line forms on Melody Drive from Veterans Blvd. Students exit the passenger side of the car near the gates along Melody Drive.
- K-7 students go directly to the assembly area, weather permitting. PK4 students are walked directly to their classrooms by older students.
- If it is raining, cold, or newspaper recycling day, the back gate will be open and parents can pull up in the parking lot and drop students off near the building. Students go directly to the classroom.
- Students are not to be dropped off near the gym. The parking lot between the Annex and the gym is for faculty and staff only. Parents needing to park and come into the buildings must park on the street.

If your child walks, please help your child follow these guidelines:

- Look for cars in both directions before crossing the street.
- Take a safe route to and from school.
- Never accept a ride from a stranger.
- Go directly home from school unless other arrangements have been made in advance.

If your child is going home with a friend or by some way other than the usual means, please send a note to the child's teacher stating the details.

### **Bus Service**

Parish buses are controlled by the Jefferson Parish School Board. These buses serve students in grades K-7 who reside within the physical boundaries of St. Angela Merici Parish and live more than one mile from school. There is no cost to the parents. Any problems regarding routes are to be taken up with the transportation department.

Problems regarding discipline on any bus should be brought to the attention of the principal. Repeated discipline problems on the bus will result in a suspension or termination of bus privileges. Students must report on time at the designated points where the bus stops to receive passengers. All safety precautions must be observed while waiting for the bus and when leaving the bus. Students must ride assigned buses. Once a child leaves his house and is en route to school, he is to abide by all school rules and regulations.

If bus service is cancelled because of an unforeseen circumstance, students will call home and wait in After School Care at no charge.

### **BEFORE AND AFTER SCHOOL CARE**

Before and after school care is available for St. Angela students from 7:00 a.m. until 5:45 p.m. at a nominal fee to be paid on a regular basis (daily, weekly, or monthly). More details will be provided. Parents may use this program as needed. For grades 1-7, the first 45 minutes are

used for homework or quiet time. Students should bring a book to read in the event they have no homework.

No student will be allowed to leave After School Care unless signed out by his or her parent or guardian. If a student must report to After School Care before or after participating in an extracurricular activity, special permission must be granted with a written request from the parent.

Parents are reminded that this is a service and that you should be prompt in picking up your children. An additional fee will be assessed for any student who remains after 5:45 p.m. Parents who are chronically late may be asked to withdraw their children from the program. Students admitted to the program must be cooperative, respectful, and obedient to the supervisors in charge or they will lose the privilege of attending.

### **EMERGENCY PROCEDURES**

In case of school closing or any other related emergency, the official media to follow are TV Channel 4 (WWL) or Radio WWL-AM 87. These are the official informants for the Archdiocese.

In order to insure the safety and protection of all students, St. Angela Merici School has developed a crisis plan in conjunction with the Archdiocese. The faculty has been informed of the procedures.

St. Angela Merici Church Parish has developed the policy that all parish/school functions are cancelled when voluntary evacuation has been ordered by Jefferson Parish officials.

### **ROOM CAPTAINS**

Each year room captains are chosen by the principal from the list of volunteers submitted. They will work with the homeroom teachers, Co-Op, and the principal.

Their main functions are to help with the following activities:

- The Fair as determined by the Fair Committee
- Class parties
- Field trips
- Field day
- Other class events/projects

In order to defray the costs, parents are asked to voluntarily contribute a nominal fee as established by the room captains and principal.

Additionally, they may also assist with contacting parents should an emergency arise. (Example: unexpected early school closing).

We ask that the following guidelines be followed:

- No parties during Lent
- Classes in same grade levels should have the same type of party
- Please do not send in food, candy, favors, etc. for class parties unless approved by the room captains.
- Class collections of money to purchase a gift for a teacher are allowed only if all the donations are voluntary and are not handled by the teachers
- Phone lists are confidential and are only for the room captain's use
- King Cakes are allowed only on Fridays during the season or as birthday cakes.

### **PARENT VOLUNTEERS**

The faculty and staff of St. Angela Merici School thank you for entrusting us with the academic and spiritual education of your children. For whatever reasons you chose St. Angela as the best place for your children, we would like to ensure that we can satisfactorily complete this job for each child. In order to accomplish this, we need parents to be involved. A high percentage of parental involvement can help sustain our school and its programs at an elevated level. Additionally, parental involvement can alleviate various aspects of the school's expenses during the school year helping to keep tuition at a more manageable level.

St. Angela offers you several ways to become involved directly or indirectly in your child's education. Parents assist at lunch, read to students, and act as guest speakers. We would like for everyone to contribute where his or her talents will be best suited. If you have a talent to share, or would like to offer your services during the day, please contact the homeroom teacher or the principal.

All school day volunteers are to coordinate their efforts with the appropriate person (teacher, principal, etc.). Upon arrival, volunteers must sign in the office and return to the office to sign out upon departure.

There are also many ways that parents can get involved to support St. Angela outside of the school day. Working shifts at the fair is expected. Participation in other fundraisers is also encouraged. Other ways that parents can get involved outside of the school day include: grounds and maintenance committee assistance, technology committee assistance and Co-op activity assistance. Watch for more details in newsletters and bulletins throughout the year.

### **ASBESTOS PLAN**

St. Angela Merici School is in compliance with the Archdiocese Asbestos Management Plan. This plan is kept in the school office and is available for review upon request.

## **PARENT SIGNATURE FORM**

Included with this handbook (although not attached) is a form indicating that the parent and age-appropriate students have read and understand this Parent-Student Handbook. This form must be signed and returned to school.

Dear Parents,

The Archdiocese of New Orleans requires that each school prepare a handbook and that parents or guardians must sign this form indicating that they are aware of the contents and are willing to abide by the procedures, regulations, and policies that are presented.

After you have read and discussed this handbook with your child, please sign the form below and have your child return it to school.

-----

STUDENT'S NAME AND GRADE:

_____	_____
_____	_____
_____	_____

DATE: \_\_\_\_\_

We have read, understand, and agree to abide by the contents of the St. Angela Merici School Parent-Student Handbook for the 2008-09 school year.

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_  
(Grades 3-7)

_____
_____