



Helping

All

To



Succeed

Saint

Angela Merici

School

Parent/Student

Handbook

2011-12

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From the Principal...

August 12, 2011

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 2011-12 school year. Our theme for this school year has an acronym: HATS – “Helping All To Succeed.” 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 focus on the ways that we can support one another in order for each and every student to succeed this year. As we do, we look forward to watching the children wear many hats as they grow spiritually, academically and emotionally.

I am pleased to share the 2011-12 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 School

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, nationality, 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 serve” 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 Parish School Board as follows:

- Pre-Kindergarten students must be 2, 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. Title I students must reside in Jefferson Parish.

TUITION AND FEES

Fees

The Archdiocese sets the following fees:

- Registration Fee
- Non-Parish Support 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

Tuition plans are as follows:

- **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 Support Fee” for each child. The home parish may provide a voucher for the “Non-Parish Support Fee.”
- **Non-Catholics**
These parents will pay the Non-Catholic tuition rates.
- **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”.

SCHOOL FINANCIAL POLICIES

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. A late fee of \$50 per month is charged for payments made after the designated due date.
- **Loans**
First Bank and Trust Tuition Loan Program will provide loans to parents who want to finance all or part of their children's education. These loans will have a ten (10) month term, beginning in July and maturing in April.

Defaulted Payments

It is the responsibility of the parents to be sure that all payments are paid on time to the bank/school and that the school is kept informed about the current tuition status. In the event of a defaulted school loan, 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.

If tuition payment is not current or the loan is charged back to the school, your child(ren) will not be administered quarterly exams, tests, grades, report cards, and/or will not be able to attend school or enroll for the next school year until the situation is resolved. The final decision is left to the discretion of the administration.

NSF Checks

All checks returned to St. Angela because of insufficient funds will have an additional \$30.00 charge. 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 or School Administrative Assistant immediately, before penalties are incurred.

Student Withdrawal/Tuition Refund Policy

Steps to withdrawing a student are as follows:

- Notify the school as soon as possible of the last day of attendance.
- Submit a brief letter in writing, stating the reason for withdrawal.
- Return all school property, textbooks, library books, etc.
- Clear all financial obligations including lunch, library fees, before and after school care fees, etc.

Upon withdrawal, school tuition is refunded on a pro-rated basis as follows:

1. between August 1 and the 1st full day of school ---- tuition only less any administration costs
2. within the 1st 9 weeks ---- 70% tuition
3. within the 2nd 9 weeks ---- 50% tuition
4. within the 3rd 9 weeks ---- 30% tuition
5. within the 4th 9 weeks ---- no refund

REGISTRATION FEES AND OTHER FEES ARE NON-REFUNDABLE

PARISHIONERS ONLY

A parishioner is a person who has registered with the parish, regularly attends Mass, and contributes to the financial support of the parish in accordance with the St. Angela Merici Parish Policy. Church records are reviewed annually. To qualify as a parishioner for the purpose of school tuition you must have contributed a minimum of \$520 per family for the PREVIOUS CALENDAR 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.

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). Parents are asked to read the bulletins and to check the website regularly. St. Angela also utilizes the School Reach mass telephone communication system for emergency messages and other important messages. Please update the office with any changes in phone numbers or e-mail addresses.

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 technology 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 3)
- Spanish (All grades except 3rd)
- 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 high 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 high standardized test scores in Math.

A limited number of textbooks are on loan to the students from the school. They are checked and issued to children at the beginning of the school year. Books, except consumables, should not be written in, marked, or marred in any way. Each student is to write his or her name on the book label of each textbook and is to have a cover on each textbook at all times. It is the student's responsibility to prevent their books from being lost or damaged. Either will result in the student paying for the replacement of the book.

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 by the Archdiocese at a nominal cost
- Student Council
- Jr. Beta Club
- Quiz Bowl

Chess Club
CSAL sports (Catholic Schools Athletic League)
Cheerleading
Cross Country
Choir
Oratorical Contest
Swim Team
Drama
Robotics

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

Scouting - Daisy, Brownies, Girl Scouts, Cub Scouts, Boy Scouts
Summer Bible Camp
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 7th 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. The list of available quizzes can be accessed by going to the website 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 child'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

Honors course earns 1 additional Quality Point

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. End of Year Distinguished Honor Roll is computed by using the end-of-year averages.

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. End of Year Silver Honor Roll is computed by using end-of-year averages.

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 or 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 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 or 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 18 hours of tutoring and 36 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.

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 prayers, and end of the day 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.

Discipline Action Plan

The following plan has been established as it relates to students who have to be disciplined for violating any school rule. School administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Definitions of Consequences

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 below and may be considered for immediate expulsion.

Homework Hall (HH)

Students will attend homework hall during their recess as designated by the teacher's classroom discipline plan. Students will use the opportunity to complete the work. Homework Hall will begin to fall under a more severe disciplinary consequence if a child consistently comes to school unprepared.

Recess Detention (RD)

Recess Detentions may be issued for any minor or accumulation of minor infractions. Students who attend RD will report to the designated room at dismissal from lunch and remain in detention for the remainder of their recess.

A.M. Detentions (AMD) 6:45 – 7:45 a.m.

A.M. Detentions may be issued for any minor or accumulation of minor infractions and/or major infractions. Students who attend AMD will report with their parent/guardian to the designated room for 6:45 a.m. Students MUST be signed in by the parent/guardian. Any student, who is late, is not signed in, or does not show up for AMD may be issued more serious consequence. Absolutely no phone excuses will be accepted the day of the A.M. detention. Detentions are cumulative for the entire year.

Saturday Detention (SD) 7:00 – 9:00 a.m.

Saturday Detentions may be issued for any accumulations of After School and/or A.M. Detentions, or for major infraction depending on the severity of the infraction. Students who attend SD will report with their parent/guardian to the designated room for 7:00 a.m. Students MUST be signed in by the parent/guardian. FEE = \$30.00 for each SD (Fee is due to the supervisor at time of SD) Any student who is late, not signed in, or does not show up for SD may be issued more serious consequence. Absolutely no phone excuses will be accepted the day of the SD. The disciplinarian will inform the student and parents/guardian on which Saturday the student is to report to detention. Students are to be prompt and in the classroom for 7:00 a.m. and are to come in full school uniform. Students will not be released from detention until 9:00 am. Parent/guardian is to meet their child outside the room. No child will be released unless his/her parent/guardian picks them up from detention. If someone else will be picking up the student instead of the person dropping the student off, a note giving that person permission must be given to the supervising adult at the beginning of the detention. The note must have the person's name and must be signed by the parent. Parent/guardian is responsible for picking up their child promptly at 9:00 am. A late fee of \$5.00 will be charged for any student picked up after 9:00 am for the first 15 minutes late. Additional charges of \$5.00 will be apply to each 15 minute increments after the first.

Homework Guidance Hall (HGH) 3:15 - 3:45 p.m.

Students who have accumulated incomplete homework assignments will be issued a Homework Guidance Hall. At HGH student habits will be analyzed and further instruction for homework success will be given. FEE = \$10.00 for each HGH (Fee is due to the supervisor at time of HGH) Students and possibly parents will report to the designated room for 3:15 p.m. Students are to come prepared with all needed school books. Students who are not picked up by 3:45 p.m. will be sent to After School Care where ASC charge will occur.

In-school Suspension (ISS)

In-School Suspension may be issued for any accumulations of After School, A.M. Detentions and/or Saturday Detentions or for major infraction depending on the severity of the infraction. Any student serving an ISS 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. The student will report directly to the disciplinarian right after morning assembly with all subject materials for that day. FEE = \$40.00 for each In-School Suspension (Fee is due to the office at time of Suspension)

2 Day Suspension- Outside School (2DSOS)

2 Day Suspension- Outside School may be issued for the above actions taken or for major infraction depending on the severity of the infraction. Any student serving a 2DSOS will be required to make-up all work missed for the day. However, the student will receive a zero on graded assignments, quizzes, or tests for the 2 days the student is on 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, class work, 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.

Discipline Action

Disciplinary Action may result in parents contacted, conferences, homework hall, guidance hall, detentions, suspension, expulsion, extracurricular probation, or removal from all extracurricular activities for the following reasons such as, but not limited to:

Bullying WILL NOT be tolerated

Disrespect/ rudeness/ discourteous behavior/ defiance

Physical behavior such as pushing, shoving, biting, hitting

Endangering the safety of others by rough play or fighting

Verbal behavior such as name calling or improper language

Improper language/ improper gestures

Lying/ stealing/ cheating/ copying/ forgery/ plagiarism

Destruction of property belonging to school or others

Students without proper books and materials in class

Students without signatures on tests, assignments, or detentions

Excessive talking

Gum chewing

Other conduct disruptions

Inappropriate classroom behavior

Inappropriate church behavior

Inappropriate cafeteria behavior

Multiple uniform violations

Excessive unexcused tardy either in late or checked out early

Excessive unexcused absences

Any other behavior deemed inappropriate by the teacher

Cell phone in student's possession during the school day

Extreme disruption in the classroom

Accumulation of detentions

Incomplete homework or projects

Tests, detentions, progress reports not signed and returned on time

Continuing uniform violations

Tardiness to classes

Locker violation / locker behavior

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.
- Lower grade 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

Depending on the severity, student may be placed on probation or removed from the extra-curricular activity.

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 sport, 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 1st 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)
- ❖ School plaid skirt (Grades 4-7)
- ❖ School navy blue P.E. shorts

Length of jumper, skirt or shorts must be appropriate for a Catholic School setting as deemed appropriate by the administration (no more than approximately one inch above the knee). Length is to be maintained with student growth. If the length does not meet requirements, the garment must be replaced or adjusted accordingly.

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 New Balance in Navy Blue, 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.

1st – 7th Grade Girls

- ❖ Uniform shoe is New Balance in navy blue and 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 - 7th 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. Navy blue leggings are now available at Schiro’s.
- ❖ Plain white crew neck T-shirts may be worn underneath the school shirt or blouse on cold days (no turtlenecks).

Accessories:

- ❖ Make-up and fingernail polish are not allowed. No bracelets are allowed with the exception of a wristwatch, which cannot have an alarm or games. 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 unless it is a designated school function activity.

Hair Regulation:

Hair should not be styled in such a fashion that obstructs a student's vision. Boys' hair should not be excessively long, no longer than the bottom of the ear on the sides and the top of the collar in the back. Bangs must be above the eyebrows. 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. Hair extensions, beading, feathering are not allowed. Other hair ornamentation will be left up to the decision of the principal and disciplinarian.

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, “spaghetti” straps, or off-the-shoulder tops are allowed. If only shorts are worn, shorts must be to the knee. If shorter shorts are worn, leggings or capris that are to the knee or below the knee must be worn underneath. No under garments should be visible at any time.

*If there is any indecision about the dress code, the principal will make the final decision. Parent will be called if the student is in violation of the above rules.

STUDENT SERVICES

Counselor

St. Angela Merici School has a 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
- Child counseling
- Family counseling
- Tutoring

Oral testing or modified testing may be allowed with a current educational evaluation.

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 in essence is 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 exception to this rule is if a student is referred for a health concern. 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, occurs when a student is perceived as having a problem. There can be a meeting with the parent to initiate the data collection process. If interventions 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 to meet 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 promoted 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 a test is given the student should be prepared to take the test upon his/her 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 voice mailbox #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 counselor's office. Anyone, including the parent, is asked to be prepared to show identification when signing out students.

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 a parent comes to school for any reason, 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 come to 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.
- 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 be notified at the opening of school. This notification will be kept on file in the office. After notification, all 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 the school day or in Before and After School Care. Student cell phones must be turned OFF and 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 leaves it at home. 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. No one is allowed to bring fast food to a student. Students do not have access to a microwave oven or refrigerator.

SCHOOL SAFETY

A school health record shall be maintained on each student according to the schedule approved by the State Department of Health and Human Resources. Immunization records are to be maintained throughout the student's stay at the school. The office should be updated when immunization shots are given.

An emergency information card is maintained on each student. It is imperative that the information be kept current. Please notify the office as changes occur.

Knives, hard balls, tops, or any other toys 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. Kindles, Nooks, iPads or any device that can be connected to the Internet are not allowed.

Students are not allowed to carry cell phones/beepers and/or music devices during school hours, even if they are turned off. Any cell phone found in a student's possession will be confiscated. A parent will be required to pick up their child's phone from the disciplinarian. Student may be prohibited from bringing cell phone/beeper to school.

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 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 - 7th 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 or cold, 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.

Problems regarding discipline on any bus should be brought to the attention of the disciplinarian. 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 the children leave the house and are en route to school, they are 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 a 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 Parish has developed the policy that all parish/school functions are cancelled when voluntary evacuation has been ordered by Jefferson Parish officials.

St. Angela has improved communication between parents and school through School Reach, a company specializing in school-to-parent communication. This service will be used to better inform parents of emergencies that may arise.

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 and Gumbalaya as determined by the committees
- Class parties
- Field trips
- Field day
- Other class events/projects

In order to defray the costs, parents are asked to 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 of the donations are voluntary and are not handled by the teacher
- 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 2011-12 school year.

Parent's Signature: _____

Student's Signature: _____
(Grades 3-7)

I grant permission for (check all that apply)

_____ phone number

_____ e-mail address

to be published in the school directory.

Parent Signature: _____