



“I am with you always.”

Matthew 28:20

2018-2019

Parent/Student Handbook

Angelo Catholic School
3K – 8th Grades
2315 A & M Avenue
San Angelo, TX 76904
325.949.1747

<http://www.angelocatholicsschool.org>

Dear Parents and Students,

**“What greater work is there than training the mind and
forming the habits of the young?”**
St. John Chrysostom

Welcome to Angelo Catholic School! In choosing Angelo Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Angelo Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Angelo Catholic School during the 2018-2019 school year.

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

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

In Christ and Mary,

Becky Trojcek

Principal

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A BRIEF HISTORY OF ACS

At one time, there were six Catholic schools in San Angelo originating with Immaculate Conception Academy. Over time, these schools either closed or consolidated. In the 1970's, a major consolidation took place when Holy Angels School combined with Sacred Heart School and formed present day Angelo Catholic School. The school was originally staffed by religious (Sisters of Incarnate Word), but the sisters left. The school has been staffed by lay persons since. The lay teachers participate in the formation program (catechist) offered by the diocese.

The schools that consolidated went through high school at one time. After consolidation, the schools went through ninth grade. The seventh, eighth, and ninth grades were dropped because of declining enrollment. A three and four-year-old program was added to encourage enrollment in the school.

Because the local school district had junior high (7, 8, 9), parents wanted the Catholic School to offer those grades. After receiving permission from the Diocese of San Angelo Catholic Schools Commission, a seventh and eighth grade were offered, but enrollment did not support that concept, so the school stayed K-6, with a 4K program and the new 3K program. The local school district has moved to the middle school concept (6, 7, 8). At this time, we go through Eighth Grade.

A.C.S. is equally supported by Holy Angels and The Cathedral of the Sacred Heart of Jesus parishes.

Three other Catholic parishes (St. Joseph's, St. Mary's and St. Margaret's) in town also offer financial support.

Because of various factors, enrollment has fluctuated, over the years, but the school has always had strong spiritual and moral growth.

Angelo Catholic School celebrated its 125th anniversary in the fall of 2013.

In March of 2013, Bishop Pfeifer approved an agreement between the two parishes that allowed the school to be located on one campus, namely, the Holy Angels Campus. The school year of 2013-2014 was the first year of the school being located on one campus. Many changes have met students and faculty alike, and more are in the works.

In the 15-16 school year it was decided to build a new building for housing a middle school. Construction started in the spring of 2016 and the building was completed in the spring of 2017. The Seventh grade was added in the 2016-2017 school year and the 8th grade was added in 2017-2018 school year.

PHILOSOPHY STATEMENT: THE MISSION OF CATHOLIC SCHOOLS IN THE STATE OF TEXAS

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic school is its ability to respond to the needs of the whole person, the Church in a time of transition, and the world with a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual person's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be freed to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

Angelo Catholic School Vision Statement

Angelo Catholic School will continue to be a school of excellence with a strong focus on its Catholic identity and academic distinction. A dedicated and caring faculty will be the hallmark of its academic excellence.

Angelo Catholic School will actively work to build a sense of community with the local parishes and to encourage support for the school's future needs. It will be a strong spiritually-centered community, living the Catholic faith as expressed through worship and service.

Angelo Catholic School will create a campus which ensures the best use of all its facilities in a positive atmosphere which reflects and supports family values. It will endeavor to support families with financial needs.

Angelo Catholic School will seek support for and from the ACS alumni who value the school's strong commitment to academic excellence and spiritual formation.

ANGELO CATHOLIC SCHOOL PHILOSOPHY

We, at Angelo Catholic School, realizing the uniqueness of each student as a special child of God, educate the whole person. Believing and living the teachings of Jesus provides an environment for spiritual, moral, intellectual, social, emotional, cultural, and physical growth. Our school encourages learning. Every child is accepted and respected while being challenged to become a responsible, active member not only of the Christian community, but also of the global community.

ANGELO CATHOLIC SCHOOL MISSION STATEMENT

Our mission is to create an atmosphere inspired by the Gospel of Jesus to enable our students to live in a community of faith, knowledge, and service.

ACCREDITATION

Angelo Catholic School is fully accredited by the Texas Catholic Conference Education Department. This accreditation is recognized by Texas Education Agency.

ADMISSION REQUIREMENTS

New students registering for Angelo Catholic School must present their proof of immunization according to the most recent Texas Immunization Law, official state birth certificate, and baptismal certificate, if applicable, and report card, if applicable. Students will be officially enrolled after the school has received all necessary documents, reviewed them, and issued a letter of acceptance. In addition, Standardized Test Scores are required for students entering Grades 1-8. A completed registration card is also required.

Students entering 3K class must be 3 years old by September 1.

Students entering 4K class must be 4 years old by September 1.

Students entering a Kindergarten class must be 5 years old by September 1.

Students entering first grade must be 6 years old by September 1.

ADMISSION OF NEW STUDENTS (OUT OF STATE)

Children seeking admission to Pre-School, Kindergarten or Grade 1 who are under age because their birthday is after September 1, may not be admitted to the respective grade unless:

1. They come from a state where the minimum age was later than September 1.
2. They have successfully completed the respective grade in that out-of-state or accredited school.

Angelo Catholic School is in compliance with the Civil Rights Act of 1964 and other federal statutes for non-discrimination in its admission practices. Angelo Catholic School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of educational policies, admission policies and other school administered programs. Nor will admission be denied because of any disabling condition unless it is clear that the school's program or physical plant cannot meet the student's needs. (Diocesan Manual of School Policies - Policy 5111)

ASBESTOS

ACS, in compliance with Environmental Protection Agencies Law 40 CFR Part 763.93, is notifying all interested persons that ACS has completed the inspection of all its facilities in order to locate and identify any and all asbestos containing materials.

ACS has developed a management plan for each of its facilities where asbestos-containing materials were found. This management plan is located in the principal's office and is available for public inspection.

ATTENDANCE / ABSENCE / TARDIES

Parents are responsible for the regular school attendance of students. Repeated and/or excessive absence or tardiness will be discussed with parents. (Diocesan Manual of School Policies Policy 5113) When a student is absent, the parent or guardian must call the school office (949-1747), between 7:30 a.m. and 9:00 a.m. to report and explain the student's absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Angelo Catholic School students.

Students should be fever free for 24 hours before returning to school.

Absences for the reasons listed below are excused absences.

- Medical and Dental needs of students
- Death in the immediate family
- Emergency situations

Regular attendance is critical to your child's success in school. After a student has missed 10 school days, all future absences will be unexcused unless accompanied by a doctor's note explaining the cause of absence. Excessive absences or tardiness may result in a student's not being able to promote. Students are required to be in attendance for 90 percent of the assigned days in order to receive credit, regardless of academic achievement. Failure to meet the 90 percent rule may result in the repetition of the current grade, may require summer school attendance or may require additional work as assigned by the principal. Students must be in attendance for four hours of academic instruction to be considered in attendance for one-half day.

When a student returns to school, a note explaining the absence and signed by the parent/guardian, must be presented to the teacher prior to the beginning of classes. Each day of absence needs to be mentioned in the note. It is the responsibility of the student to make up any work missed during the absence.

The morning bell rings at 8:00 a.m. Any student not in the classroom at that time is considered tardy. A student who comes late must first report to the office for a tardy slip. Excessive tardiness (more than six times a reporting period) will result in a conference with the parent/guardian and principal. Tardies after the conference with the parent/guardian and principal may result in an appearance before the School Board.

(Diocesan Manual of School Policies - Implementation of Policy 5113):

A student will not be released from school during the day unless a written notice is sent in advance by parents/guardians. Students will be released to parents, guardians, or someone explicitly authorized by parents/guardians. Release notes must be verified as authentic. A third party who is authorized by parents must be personally identified by them or be known to the principal or a staff member. Identification will be checked.

Parents are encouraged to make medical and dental appointments after school hours, if possible.

Under no circumstances will children be released from school for all or part of the school day as a reward for engaging in or being successful in any type of fund-raising activity, contest, sporting event, and so forth. If the student does not come to school – the student does not participate in any extra-curricular activities that same day – i.e., class parties, Little Olympics, etc.

Taking children on extended vacations or being out of school for non-school related extra-curricular activities is highly discouraged. Please note: teachers are not required to give make-up tests or assignments for absences because of vacations.

However, if necessity demands that this be so, the procedure below must be followed in order for the absence to be excused.

1. Submit intent in writing to principal one week prior to departure date.
2. Principal will signature intent and relay information to respective teacher.
3. Student is responsible for completing all work/tests AFTER returning to school. This work must be completed within two school days.

BEFORE/AFTER SCHOOL CARE PROGRAM - ACS provides before school care from 7:15 to 7:45 at no charge. . At 7:45 the first bell rings in the cafeteria. Students are checked in as they arrive. ACS provides after school care for a fee of \$6.00 daily. The students are divided into two age groups- Pk -1st grade and 2nd -8th grade. Care is in the cafeteria for older students and in the nursery for the younger students. ASC is provided from 3:30-5:30. See the Before/After School Care Program Handbook.

BIRTHDAY OBSERVANCES

Students in Grades 3K through Grade 8 may come to school dressed out-of-uniform (see Free Dress Day parameters) on their birthday or half-birthday (six months from date of birthday, esp. for summer birthdays). In addition, birthday treats may be brought to school. Treats should consist of cupcakes or individual cookies only. Treating the class to cake, cookies made like a cake, pizza, hamburgers, etc., is not an option. Cakes are messy when they have to be cut, and plates and forks are needed; the big idea behind cupcakes or individual cookies is that the child gets to distribute to his/her classmates, and there is no extra mess. No birthday candles are allowed in the cafeteria/classroom.

BLOGS

Engagement by students in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc., may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parishes.

Engagement by parents/guardians/etc. in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc., may result in an appearance before the School Board if the content of the parent's/guardian's/etc., blog includes defamatory comments regarding the school, the faculty, students, other parents or the parishes.

BULLYING AND CYBERBULLYING (SEE CHILDREN/YOUTH BEHAVIOR)

Angelo Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

CAFETERIA/LUNCH

Hot lunches are served to students on a daily basis. Lunches will be charged on the FACTS account or parents can put funds in the account for lunches. Students not eating the hot lunch are to bring a sack lunch to school. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Students are NOT to share food with classmates. **Parents/guardians are encouraged to eat lunch with the children.** However, parents who eat lunch with their students must sit with their students and visit with the student, not with other parents. Parents wishing to purchase the cafeteria lunch must notify the office before 8:15 a.m., or bring a lunch.

In the cafeteria, students are expected to: observe good dining room standards at the table, leave the table and surrounding area clean and orderly, replace chairs and put litter in proper containers and talk in quiet conversational voices. Students are expected to use the same manners during lunch that are required in the classroom. Courtesy toward other students, cooperation with teachers and staff is required at all times.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE LAWS

Angelo Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

In the case of suspected Child Abuse, any person shall make the required report to the local Child Protective Services Unit and immediately notify the school principal. The principal shall cooperate with Child Protective Services in investigating the case in accord with the Texas Family Code. Immunity from prosecution is granted to those who report suspected child abuse in good faith. (Vernon's Civil Statutes, Art. 695C-2) (Implementation of Diocesan Manual of School Policies -Policy 5141)

CHILDREN / YOUTH BEHAVIOR

Manual of School Policies
Diocese of San Angelo

Implementation
of Policy 5141.1

(Catholic Schools, Religious Education, Other Youth Programs)

Church personnel will strive to ensure that children/youth model behavior that maintains a safe environment for themselves and others (children, youth, adults) and witnesses in word and deed their discipleship in Jesus Christ. (*Adapted from NFCYM Policy for Protecting Youth People.*) An important component of Safe Environment Training for Children/Youth is Prevention Training that fosters a sense of safety, sensitivity and responsibility in peer relations between children and youth. Christian behavior is integrated throughout the curricula of the Catholic School/Religious Education Program. Parents and students are to be made aware of expected behavior at the beginning of the year and integrated throughout. This will be accomplished through the use of the Diocesan Guidelines for Student Behavior and the Diocesan Safe Environment Program.

In accord with the call to be peaceful followers of Christ, and with the state law, the Diocese will not tolerate any type of bullying or intimidation. Bullying and intimidation include engaging in written, electronic, or verbal expressions or conduct that has the effect of physically harming a student, damaging a student's property, or placing a student in fear of harm to one's self or property severe enough to create an intimidating, threatening or abusive educational environment for a student.

CHILDREN / YOUTH BEHAVIOR

Catholic Schools, Religious Education and other youth programs are to have specific rules to deal with youth misbehavior.

In the event of a serious incident between minors (one that sexually, physically, verbally, or psychologically harms another) who are supervised by Church personnel, an Incident Report needs to be completed, after first going through the proper levels of authority, and submitted to the appropriate level of authority that will deal with the incident. Some examples of serious incidents might include but not be limited to: inappropriate sexual touching, physical violence causing injury that requires professional medical care or hospitalization, or situations requiring a response from law enforcement officials. When necessary, incidents will be reported to the proper Diocesan authority.

Steps to take in reporting serious incidents among children/youth regarding:

- Sexual, physical, verbal, or psychological abuse incident involving peers
 - Sexual, physical, verbal, or psychological abuse incident between peers when one is 3 or more years older than victim
1. Gather all information and evidence on sequence of events
 2. Talk to Teachers(s) or one in charge
 3. Talk to Youth involved (all parties)
 4. Talk to Parent(s)

5. Talk to other involved parties and witnesses
6. Send report to appropriate level of authority

Reporting Procedure Sequence

Parents of children and youth involved in serious incidents should always be informed of the incident and pending actions.

Catholic Schools

1. Teacher
2. Principal
3. Pastor
4. Superintendent of Schools
5. Diocesan Safe Environment Coordinator
6. Bishop

CHILDREN / YOUTH BEHAVIOR

....

Children and youth involved in these incidents are to be disciplined by the proper level of authority according to the severity of the action, in accord with written rules of the Catholic School, This might include a warning, reprimand, suspension, other appropriate actions or expulsion from the Catholic School, ...in which the youth was a participant when the incident occurred. When necessary, law enforcement officials are to be contacted in accord with current civil laws. Students involved in the Catholic Schools, ... and other Church sponsored programs must be made aware that they can report abuse involving either themselves or peers to one of the following:

- Parents
- Teachers
- Principals
- Pastor
- Diocesan Safe Environment Coordinator

Efforts should be taken by the appropriate level of authority to work for healing with youth and families involved or affected by serious incidents and professional counseling, spiritual guidance and other assistance should be provided if deemed appropriate. It is expected that the parents of children or youth who have caused injury to another child or youth will be liable for any costs incurred for medical care or counseling attributable to the incident.”

Adopted July 2009

Children/Youth Safety Incident Report Form
Parent Input Form on Behalf of Student Making Allegation

Parent(s) Name _____ Student's Name _____

Address _____ Phone _____

School of Attendance _____ Grade of Student _____

Nature of the Allegation (ie: physical injury, verbal abuse, etc.) _____

Student(s) Against Whom the Allegation is Filed: _____

Date(s) of Allegation(s): _____

Please describe in detail the incident(s) involved in this report: _____

Conclusion(s):

Action(s) Taken:

Principal's Signature: _____ **Date:** _____

Date Sent to Pastor: _____

Superintendent: _____

Diocesan Safe Environment Coordinator: _____

CLASS SIZE (Diocesan Manual of School Policies - Policy 6151)

Class size must be in compliance with Accreditation Guidelines and regulations. In all cases, class sizes are appropriate for effective teaching and learning.

Texas Catholic Conference Education Department (TCCED) class size directive:

3K: 18 students (19 up to 25 maximum with full-time paraprofessional)

4K: 18 students (19 up to 25 maximum with full-time paraprofessional)

5K: 22 students (up to 30 with full-time paraprofessional)

Gr. 1-3: 30 students

Gr. 4-12: 35 students

CLASSROOM VISITATIONS

It is important that the classroom be free from interruptions. Parents/guardians are encouraged to visit the classrooms, but an appointment must be made with the teacher and the principal. Classroom visits by parents should be kept at a maximum of 15 minutes unless they are volunteering for a special; event or class party. School visitors (volunteers, parents, etc.) must report to the main office. For safety and security reasons, each person is required to **sign in** at the office when he/she enters any of the school buildings for any reason. Visitors are required to leave their drivers' license/car keys in the office until check out. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to **sign out** at the time of departure.

Parents who volunteer to work in the lunchroom or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

COMMUNICATION

Good communication between home and school is very important at Angelo Catholic School. **School Speak** is used to send the school newsletter, as well as other information, to each home via email. Class newsletters and other information is posted on **School Speak**. The school and class calendars can also be found on **School Speak**. School Speak is also used to send texts.

Parents/Guardians MUST ensure their profile in **School Speak** contains up-to-date information (email address(es), phone numbers). Any information distributed to parents must be approved by the principal.

CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, cell phones in the ON position (see clarification), laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that might detract from a learning situation are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

Cell Phones: If a student needs a cell phone after school because of walking home from school, entering a house where no one is home, or other such reasons, he/she should keep the cell phone turned off in his/her backpack. Should the cell phone be seen or heard by students/staff/faculty, the cell phone will be removed from the student's possession. **School personnel may search cell phones if suspicious activity is suspected.**

CRISIS PLAN

Angelo Catholic School has implemented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of **an evacuation** emergency, circumstances permitting, the building will be evacuated and students will be moved to the Holy Angels church building.

CUMULATIVE RECORDS

Cumulative records of students are kept in the school office from the date of entrance until the date of withdrawal and/or completion of the eighth grade. This card contains the student's end-of-the-year grade averages, standardized test scores, number of days absent and times tardy. When the student withdraws, a copy of the cumulative record is sent to the receiving school upon written request from the school. All special education or psychological test results, which are to be released to a receiving school, must include a parent's/ guardians signed release of that information. Records will be released only when any outstanding financial debt owed to the sending school by the parents/ guardians is liquidated. Such debt includes, and is not limited to, outstanding tuition and fees as well as unreturned school property.

CURRICULUM (Diocesan Manual of School Policies - Policy 6140)

The curriculum consists of all the experiences of the child which come under the supervision of the school. In addition to religious education, the schools of the Diocese of San Angelo will include in their curricula the requirements of the State of Texas for compliance with Texas Essential Knowledge and Skills and Texas Catholic Conference (TCC) Accreditation Guidelines of Domain V (Curriculum, Instruction, and Assessment).

Students are encouraged to participate in extra-curricular activities. This participation encourages the development of talents and responsibilities in the academic curriculum. Students are expected to be progressing satisfactorily in their academic core subjects and maintaining satisfactory behavior if involved in extra-curricular activities. **Middle School students are expected to acquire 6 hours of service outside the school service work activities each year to attend the end of the year trip for 6th and 8th grades. Two of those hours will be at the Oktober Fiesta fundraiser and two hours at the Church Festival of your attendance or Holy Angels church festival if your church has no festival. Two hours are to**

be done in other areas such as soup kitchens, nursing homes, Trash pick-up, yard work for the disabled/elderly, Vacation Bible School, etc. The students and parents are to keep track of these hours of service and turn them in to the teacher.

DISCIPLINE / SUSPENSION / EXPULSION

An important aim of Catholic education is the Christian development of the whole person. Discipline is necessary for the development of the person. It is important that students learn to get along with others and to respect one another. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others. Students are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, and responsibility as well as good study habits. At a minimum, students are expected to keep their hands and feet to themselves.

To help develop students as responsible Catholic Christians, below are basic expectations.

Students will adhere to the learning process at all times. Students will follow the dress code.

Students will listen to and follow directions.

Students will use appropriate language and social behaviors.

Students will show no Public Display of Affection (PDA) at school or after school activities.

Students will be prepared for class.

Students will take care of their school and everything in it.

***(Gum is strictly prohibited on / in school property/buildings).**

Every student is issued a Behavior Folder at the beginning of each nine week reporting period.

Throughout the day, both appropriate and inappropriate behaviors are recognized. Administration and faculty will communicate via phone and/or email.

Stated class rules will be on display in the classroom. Appropriate and inappropriate behavior will be recognized throughout the day. Every attempt will be made to keep the recognition positive. If inappropriate behavior occurs, the steps below will be followed.

1. First Infraction: Warning
2. Second Infraction: Consequence
3. Third Infraction: Parent contact via telephone, email, or conference.
4. Fourth Infraction: Referral to the Principal. The Principal will decide what steps to take from there: suspension, expulsion, etc. The Pastors will also be informed.

Suspension, the temporary prohibition of a student's attendance for three school days or fewer, will be within the jurisdiction of the principal. Parents/ guardians will be officially notified in advance. In every instance, the pastor(s) will be informed of the suspension and the reason(s) for it. The principal is responsible for deciding whether the suspension is carried out within the school or off- campus. Students who are given an in-school suspension will be required to report to school each day and work

with a substitute teacher paid for (\$65.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Suspension or expulsion is invoked for any of the reasons listed below.

- a. Habitual misconduct which is disruptive of the teaching/learning process.
- b. Refusal to obey reasonable directives, orders, rules or regulations of the school board or any administrative officer of the school which are promulgated for the well-being of the student body, the staff or the Institution.
- c. Violation of any penal law or ordinance applicable to the respective jurisdiction of all parties concerned.
- d. Engaging in any activity or conduct which is a serious violation of the Roman Catholic ethic or which attempts to promote teachings contrary to those of the Roman Catholic Church.

A student liable for a suspension for a second time will be liable for dismissal.

Destruction of school property requires the restoration and clean-up by parents/guardians and student.

Expulsion, the permanent termination of a student's enrollment, is an extremely serious matter and requires the concurrence of the pastor(s) and the principal. Students who pose a threat to themselves or to others may be expelled from Angelo Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal. Notification of the decision must be filed with the Diocesan Superintendent of Schools. Parents can appeal through the grievance procedure.

School staff must carefully document the incident(s) of student misbehavior leading to a suspension or expulsion decision as well as the remedial action(s) taken when the incident(s) occurred.

(Diocesan Manual of School Policies - Policy 5114)

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Angelo Catholic School.

DRUG, ALCOHOL AND WEAPONS POLICY

The Administration and staff of Angelo Catholic School are responsible for enforcing this policy.

No students shall possess, use, deliver or be under the influence of (not necessarily intoxicated) any of the substances below on school premises or off-school premises at a school-sponsored activity, function or event.

- A. Any controlled substance or dangerous drug as defined by law (including marijuana);
- B. Alcohol or intoxicating beverages;
- C. Any abusable glue, aerosol, paint, or other chemical substance for inhalation;
- D. Any other intoxicant, mood-changing, or behavior-altering drug.

In the event that a student enrolled at Angelo Catholic School is determined to be in violation of this

policy, the student will be subject to discipline which may include expulsion. Angelo Catholic School will also, when necessary, contact proper law enforcement agencies, contact parents/guardians, and /or require counseling by a licensed counselor at parents' expense.

Students may not bring to school or a school-related activity any of the items listed below.

- A. Knives
- B. Any type of firearm
- C. Fireworks of any kind
- D. Any weapon prohibited by law, including clubs
- E. Any other object including razors or school supplies that may be used in a way that threatens or inflicts bodily injury on another person

Students found to be in violation of this policy shall be subject to disciplinary action. Students' backpacks/possessions may be inspected by school personnel at any time. The school reserves the right to search anything brought on school property. This includes text messages or other material one might find on a phone or device. The school can expel or fire anyone for social media postings or conduct inside the school or outside the school which is against the teachings of the church.

DISMISSAL

Students are supervised at dismissal [3:15 – 3K/4K, Kindergarten, 1st Grade / 3:30 – Grades 2 - 8] by school personnel. Students must be picked up as soon as possible after dismissal by a parent/guardian. Students not picked up by parents/guardians by 3:20 p.m. – 3K/4K, Kindergarten, 1st Grade / 3:35 p.m. Grades 2-8, will be placed in the After School Program and the fee charged to the parent/guardian regardless of when student is picked up. Students participating in after-school activities are permitted to remain on school grounds in the care of the respective school personnel.

If you have a child in Pre-K, Kinder, or 1st grade and a sibling in grades 2,3, or 4 the younger child will go to after school care in the cafeteria until the older sibling is released. The older sibling will go to ASC to pick up the younger sibling and take the sibling with him/her to the release area of the older sibling

Dismissal Procedure: **Parents picking up children should remain in their vehicles.**

1. Parents picking up 3K/4K students will form a line of cars (bumper to bumper) by the Holy Angels Event Kitchen. Students will be delivered to your vehicle.
2. Parents picking up Kindergarten and First Grade students will form a line of cars (bumper to bumper) in front of the North School Building/Holy Angels Adult Faith Center/ACS Flagpole. The first car should pull all the way up to the street light. Other cars should line up behind. Students will be delivered to your vehicle.
3. Parents picking up Second, Third Grade and Fourth Grade students should form a line of cars (bumper to bumper) on West side of the Parish Hall going south toward Oxford St. Students will be delivered to your vehicle.
4. Parents picking up 5th, 6th, 7th and 8th grade students should form a line of cars in back of the Middle School Building between the middle school building and the religious ed. building. Students will be delivered to your vehicle.

On Early Dismissal Days, students are released at 12:30 p.m. for 3K/4K, Kindergarten, and First Grade and 12:45 p.m. for Grades 2-8, and must be picked up as soon as possible after dismissal. Students not picked up by 12:35/12:50 will be sent to After School Care and the appropriate fee assessed. Early dismissal days are marked on the yearly school calendar.

Parents/guardians who need to pick up students early for necessary reasons, will need to sign students out in the office. Parents/Guardians are to report to office, and school personnel will notify classroom teacher for dismissal of student.

DRESS CODE / UNIFORM / PERSONAL APPEARANCE (Separate Dress Code)

The School Uniform must be worn at all times except when designated by the principal. The uniform helps to identify the student as a member of Angelo Catholic School. The uniform is a sign of a student who is contributing to the sense of community, which is important to the Catholic School. French Toast is the approved uniform company for ACS. (For specifics, please see the Dress Code.)

Hairstyles will include no head shaving or sketches on the head. No make-up allowed.

All skirts and pants are designed to be worn close to the waist; not doing so is considered an infraction of the dress code.

The Dress Code will be enforced. Please ensure the proper items are worn. Should there be questions, please contact the principal.

On Free Dress Days, students are expected to dress appropriately. The school reserves the right to monitor and restrict, if necessary, any clothing styles, hair styles, and /or personal adornments which are judged to detract from the simplicity of the school uniform or impair the learning environment. Parents/guardians will be contacted to bring appropriate clothing to school.

On Free Dress Days, students may wear:

- jeans, plain and unadorned, should not be skin-tight
- tennis shoes
- shorts no shorter than two inches above the knee
- skirts no shorter than two inches above the knee
- skorts, no shorter than two inches above the knee
- sweatshirts
- jogging suits
- nail polish
- jewelry
- dresses
- slacks
- crocs

On Free Dress Days, students may NOT wear:

- flip-flops
- open back shoes
- tank tops
- t-shirts with inappropriate writing

- tennis shoes that convert to roller skates
- biker shorts
- pajama pants or tops
- make-up
- low-cut blouses/tops
- clothing that is extremely tight
- hats

GOOD RULE: If you think you shouldn't wear it, you shouldn't.

If, for any reason, a part of the uniform cannot be worn, a written note by the parents/guardians must accompany the student to school.

Cub Scout/Boy Scout Uniforms – Students may wear the Scout uniforms on meeting days.

Students who repeatedly violate the uniform policy, will be denied participation in the next Free Dress Day or will serve a detention.

The principal has final say about any article of clothing or adornment or hair style that may be deemed a distraction or takes away from the simplicity of the uniform.

THIS YEAR'S DRESS CODE SUPERSEDES ALL PREVIOUS DRESS CODES.

EDUCATIONAL OUTINGS (Diocesan Manual of School Policies Policy 6153)

Educational outings are related to the curriculum and serve to enhance the learning environment. Parents/guardians will be notified in advance of all such outings. Only students having completed/submitted permission forms (School Speak) will be allowed to participate. The principal must give approval and supervise arrangements for all educational outings.

Students will be properly supervised at all times by appropriate school personnel. Teachers rely on parents/guardians for transportation for some of these outings, and appreciation is sincerely extended to those who are able to assist. As required by our Diocese, a copy of current car insurance, a copy of an up-to-day driver's license, and a signed Driver's Information Sheet are required of those who are able to provide transportation for our students.

Please Note: The minimal acceptable liability limit for privately owned vehicles is \$500,000 combined.

EMERGENCY DRILLS

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds or an announcement is made;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds or an announcement is made;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

EMERGENCY SCHOOL CLOSING

When necessary, because of inclement weather, Angelo Catholic School will follow the San Angelo Independent School District for necessary closure. If a decision is made independent of the district, School Speak will be employed to send text. Announcements may be made via the radio (KIXY), television (KLST).

EMPLOYMENT

Applicants for employment at Angelo Catholic are judged solely on the basis of professional qualifications and moral standards. Angelo Catholic School is in compliance with the Civil Rights Act of 1964 and other federal statutes for nondiscrimination in its employment practices.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Flowers, balloons, gifts sent to the school for a student will NOT be delivered.

Invitations for slumber parties, birthday parties, or any party should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines distributed at classroom parties should include a Valentine for each student in the

class. GRIEVANCE PROCEDURE OF THE DIOCESE OF SAN ANGELO
(Diocesan Manual of School Policies - Policy 2450)

Grievances shall be resolved at the first possible administrative level available to the grievant.

Parties to a grievance shall observe the procedure described in the implementation of this policy. They shall conduct themselves at all times as befits educational ministers who model the teachings of Christ to the students and to the parish community and who are motivated by the principles of mutual respect and Christian love of neighbor.

Every effort must be made to achieve reconciliation or resolution of the issue informally before grievance procedures are initiated.

IMPLEMENTATION OF POLICY 2450.2:

There shall be a "Resolution and Appeals Procedure" for grievances of Students and Parents.

In keeping with the principles inherent in the faith community that characterizes relationships of the parish and the administration of the Catholic schools, and with the further aim of insuring a just resolution of problems which occasionally arise during the operation and administration of those schools, a procedure for handling grievances has been established and approved by the Bishop. This procedure provides an orderly and just means for resolving serious differences which may arise during the administration and operation of that faith community.

“Grievance” as applied herein, is defined as a Student’s and Parent’s formal claim of misapplication or misinterpretation of enforcement of discipline, of established policies and/or regulations at the local level.

Purpose: The purpose of the grievance procedure is to secure, at the first possible administrative level, equitable resolution of the grievance.

PROCEDURE

1. **INFORMAL.** Before allowing differences to become formalized into grievances, every effort should be made to resolve local level disputes within ten (10) working days by means of a free and open discussion between the grievant, staff member and principal. This discussion should be pursued with a view to reconciliation and resolution as befits those leaders who minister in the name of Christ in the Catholic community. If the matter cannot be resolved by dialogue, a third party, mutually acceptable to the principal, grievant and the staff member may be asked to sit in on the discussion. Without exception, informal attempts must be made to resolve the issue before the formal procedure is initiated.

2. **FORMAL.** If the informal attempts at resolving differences are unsuccessful, the formal grievance and appeals procedures outlined below are to be followed. The proceedings are kept appropriately confidential. The term “days” shall mean working days throughout the conduct of the proceedings. A formal grievance shall not be accepted if it is filed or appealed out of the required sequence of levels. Student grievances shall be filed by their Parent(s) or Guardian(s); at the hearing both student and parents or guardians will be present. A grievance may be withdrawn at any level.

Once withdrawn, a grievance cannot be reopened. The Principal shall inform the Superintendent of Schools immediately whenever a formal grievance procedure has been initiated or withdrawn. Every effort should be made to avoid any bias in this communication. (If the grievance is against the Principal and the grievant has exhausted the informal procedures, then the grievant may proceed to formal Level Two.)

LEVEL ONE - APPEAL TO SCHOOL PRINCIPAL

The grievant shall present the grievance in writing to the school Principal within five (5) working days following the completion of the informal grievance resolution process. The written grievance must state clearly that it is a grievance, describe the event on which the grievance is based and any informal attempts that may have been made to resolve it, have a suggested remedy, be signed by the grievant, and carry the effective date on which it is presented to the Principal. Within ten (10) working days following the receipt of the written statement of grievance, the Principal will arrange a meeting between the staff member, the grievant, required parties, and him/her self. Within five (5) working days following the meeting, the Principal will provide the grievant with a written decision on the grievance.

LEVEL TWO - APPEAL TO PASTOR (S)

Should the grievant wish to appeal this decision, he/she must file the written appeal of the decision with the Pastor (s). The Pastor (s) will seek consultation from another Pastor (s), School Board Member and an

Educator. Within five (5) working days, the Pastor (s) will provide the grievant with his written decision on the grievance appeal. The decision of the Pastor (s) is final.

GUIDANCE / DRUG EDUCATION / CATHOLIC CHRISTIAN HUMAN SEXUALITY / AIDS EDUCATION

God's plan for family life is integrated into Religion classes beginning in Pre-K. AIDS Education and Drug Prevention are integrated into Science/Health classes in age appropriate manner. The Called to Protect Curriculum is used in this Diocese as our Safe Environment Curriculum. NCEA's Faith, Family, and Friends is the Guidance Program used at ACS.

The Fifth grade students will view a maturation video at the beginning of the school year entitled “.

HARASSMENT

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

HEALTH POLICIES

Angelo Catholic follows the Texas Department of Health rules covering immunizations. The Minimum State Vaccine Requirements for Texas Children (Revised March 1997) is sent to every registered parent/guardian. It is the responsibility of the parents/guardians to ensure that the child(ren) is appropriately vaccinated. “All immunizations should be completed by the first date of attendance.

However, if this is not possible and if permitted by local school district policy, a student may be provisionally enrolled and allowed to attend school, provided at least one immunization in the series has been received. The remaining required immunizations must be completed as soon as medically possible in order for the student to remain in attendance.” It is the desire of the administration that within 30 days of attendance the required immunizations have been received. Parents and school share the responsibilities of school health services. Students may not be admitted to classes without an Immunization record on file. Prescribed medication will be dispensed only with written permission (form provided by school office)

from the parents or guardian(s). Over the counter medication is not administered at school unless accompanied by a parent's written authorization.

Permission includes the following:

- a. Name of child
- b. Beginning and ending dates of administration of medication
- c. Time of medication
- d. Statement that the medication can be administered by a person designated by the principal.

Each student's medication will have affixed a prescription label name, the name of the medication, the directions concerning dosage and instruction for the duration of the medication period.

Parents/guardians are required to pick-up any unused portions of the medication at end of dispensing period and all medications used are to be renewed at the beginning of each school year.

(Diocesan Manual of School Policies - Policy 5141)

Any child with a temperature of 100 degrees or above will be sent home. Only minor first aid will be given by school personnel. In the event of major first aid being required, the school will try to contact parents/guardians, persons noted on Student Emergency Card, Physician responsible. If none of the ACS Parent/Student Handbook

individuals can be reached, the parent/guardian agrees to give the school administration the authority to seek emergency care at the medical facility listed on the Student Emergency Card. The parents/guardians will be liable for any expense incurred.

It is the responsibility of the parents/guardians to keep the school updated on any information via the profile on School Speak.

Health screening of Vision, Hearing, Scoliosis, and Acanthosis Nigricans takes place on a regular basis during the school year. All students are expected to participate.

HOME AND SCHOOL ASSOCIATION

The purpose of this organization is to promote the spiritual, educational and physical welfare of the children of Angelo Catholic School. It is also the aim of the organization to bring into closer relationship the home and school.

All parents/guardians are voting members of the Home and School Association and are urged to attend monthly meetings and actively support the efforts of the organization.

HOMEWORK

The regular assignment of homework serves as a reinforcement of skills that the students learn in class. It is an integral element of the teaching/learning process. Each student is expected to do homework on a regular basis. **Teachers will post a syllabus for the year for major projects.**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Some guidelines for homework are: Completed in a regular time and place; distractions minimized with little or no TV or radio; parents/guardians available to assist, but not to do the student's work; parents/guardians accept the responsibility to check test scores weekly; parents/guardians check that assignments are completed as assigned with legible penmanship.

Minimum times for homework vary with grade and subject matter. When students are absent, it is the responsibility of the student and/or parents/guardians to request the necessary work no later than the day upon returning to school. Allow teachers one full day to prepare make-up work.

It is also recommended that parents/guardians limit the time children engage in TV watching and the type of programs watched.

INSURANCE

Accident insurance covering injuries that occur during the school year is available through the school office. This policy is mandatory unless a family can show proof of insurance coverage. Premiums are paid by interested parents/guardians.

INVITATIONS

Party invitations may not be given out in class unless every child receives one. Invitations should be delivered to the office, not handed to the teacher.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds without the permission of the principal. Violation may result in suspension.

LIBRARY

The school has a well-equipped library (and new books are added each semester). Students are encouraged to use the library for curricular enrichment and pleasure reading. Books are checked out for a period of two weeks with one renewal. After this time, a fine of one canned food item per day will be charged until the book is returned with a maximum fine of 20 cans. (Canned goods are donated to Catholic Charities.) Books damaged or lost must be paid for by the student before any other materials may be checked out. Students with lost or damaged books do not receive progress reports or quarterly report cards until their account is clear. If a book is lost, the price of the book plus a \$5.00 handling fee will be charged. There will be no refunds if the book is found at a later time.

LITURGIES

Parents/guardians are encouraged to attend weekly liturgies planned by students and teachers.

LOST ARTICLES

Mark your child's clothing and other belongings very clearly. Teach your child to keep up with his/her belongings and to search diligently for articles that are lost. Articles not claimed after 30 days will be given to Catholic Charities.

Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

MONEY SENT TO SCHOOL

Money sent to school for anything must be in a sealed envelope marked with the child's name, grade and purpose of the money. This allows for accurate record keeping.

NON-CUSTODIAL PARENTS

Angelo Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

OFF-CAMPUS CONDUCT

The administration of Angelo Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

OFFICE RECORDS

Parents/Guardians are requested to keep the information in School Speak updated in a timely fashion. This will guarantee that office records are accurate, complete, and up-to-date and that parents can be

reached in the event of an emergency.

PARENT TEACHER CONFERENCES

Parent-teacher conferences are scheduled at the end of the first quarter when the first report card is issued. Parents/guardians may request a conference at any other time by contacting the office for an appointment. Teachers are available for conferences during their conference period or immediately after

school. Teachers are not available on Early Dismissal days for conferences. Teachers are not available for conference when they are in charge of children. **Please do not attempt to engage teachers in conferences about your child or the class or in conversation when dropping off or picking up children.**

PARENTS AS PARTNERS

As partners in the educational process at Angelo Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritious sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; To notify the school office of any changes of address or important phone numbers; To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health; To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education; To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student

problems. PARENTS' ROLE IN EDUCATION

We, at Angelo Catholic School, consider it a privilege to work with parents in the education of children, because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Angelo Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Angelo Catholic School, we trust you will be loyal to this commitment. During these formative years (3K to Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet physical endowment. Neither nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you, as parents, must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another, in Christ, to help your child to become the best person he/she is capable of becoming.

PARTIES

Elementary students participate in three classroom parties a year - Christmas, Valentine's Day and End of Year Parties. Middle school will have two parties a year- Christmas and End of Year Parties. Room parents of the elementary grades will work closely with homeroom teachers in planning these events, and all activities or communication sent to parents/guardians must have the approval of the teachers. Middle school students will plan their parties with the help of their teachers and support of parents.

PERSONAL BELONGINGS

Students' personal belongings, including clothing and books, must be clearly marked, so that they may be readily returned to the owner, if lost. Textbooks must be kept covered at all times. Any damages to books or school property will be the responsibility of the student/parent involved. If books are lost or badly damaged, parents/guardians will be asked to pay the entire cost of a new book and shipping charges. All fines and/or replacement charges must be paid prior to receiving report card or progress report.

Personal belongings such as magazines, headsets, tape recorders/players, tapes, albums, posters, etc., are for student use at home. Students are not permitted to bring any items to school or to school-related activities that are not relevant to the learning environment. The Principal has the final say as to what is relevant to the learning environment.

PROMOTION AND RETENTION OF STUDENTS

Promotion of a student in elementary school is primarily on the basis of ability to accomplish the next

grade's work. (Diocesan Manual of School Policies - Policy 5123) A student must be present for at least 90% of the year in order to pass to the next grade, regardless of academic achievement.

Below are the specific regulations for promotion for various grade levels.

5K - 1 - A student must display acceptable developmental progress of skills taught in order to advance to the next grade level.

2 -5- A student must have at least a "70" in Religion, Language Arts (including a "70" in Reading), Math, and an overall "70" average. A student who fails more than two subjects will be retained.

6-8 A student must have at least a "70" in Religion, ELA, Math, Science and History and an overall "70" average.

A child will be retained only after extensive consultation with the parent or guardian (a), teachers and principal. (Policy 5123)

On the last day of school, there will be a Eucharistic Celebration. **After** this Promotion Mass, students will be recognized for academic and other achievements.

All tuition/fees/fundraising money and any money owed to the school for any purpose must be current for certificates to be received.

RELIGION

Fundamental to the curriculum at Angelo Catholic is the study and practice of Religion. It is both a separate subject to be learned and a principle of integration for all subjects. The Catholic faith permeates the entire program by integrating religious truth and values into the education and everyday life of the students. All Angelo Catholic School students will participate in daily Religion classes and age appropriate weekly worship services.

A Catholic Christian Human Sexuality Program is incorporated as part of the Religion curriculum. The school supports the parents' role as the primary educator of the child. The program aids the parents/guardians in their instruction and understanding of sexuality as a gift from God.

REPORT CARDS/PROGRESS REPORTS/GRADING SCALE

Report cards are issued at the end of each quarter covering approximately nine weeks of school. Progress Reports are issued about halfway through the quarter in order to keep parents informed of student progress or lack of progress. The final report card will be mailed to all families at the end of the year.

Satisfactory performance is demonstrated through: Periodic Criterion Referenced Unit Tests, Frequent teacher-made tests and quizzes, Classroom participation, Homework and class assignments. **Middle School students may change an elective class up to three weeks into the beginning of the school year.**

Report cards will be given to those students whose parents/guardians' financial account is current. Below is the non-graded scale used in 3K through 8th Grade.

EX - EXTENDING

AC - ACHIEVING

DV -

DEVELOPING

NY - NOT YET (SKILL NOT YET EVIDENT)

Grades 1-8: the following evaluation key is used for main academic subjects:

94 -100 OUTSTANDING PROGRESS

85 -93 GOOD PROGRESS

77 -84 ACCEPTABLE PROGRESS

70 -76 LIMITED PROGRESS

00-69 UNSATISFACTORY PROGRESS

Christian Growth and Work Habits and non-graded subjects (Health, Penmanship, Fine Arts, Technology, Physical Education) are indicated in the following manner:

EX - EXTENDING

AC - ACHIEVING

DV -

DEVELOPING

NY - NOT YET (SKILL NOT YET EVIDENT)

RETURNED CHECKS

A fee of \$20.00 will be assessed on any returned checks. After two returned checks, all payments must be in cash or money order.

RETURNING TO SCHOOL AFTER DISMISSAL

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher.

ROOM PARENTS

Each class, PK-3 - 4 grade, has at least two room parents. They are responsible for coordinating Home and School activities for the class they sponsor. Parents assist the homeroom teacher with educational outings and parties. Grades PK 3-4th grade will have a Christmas Party, Valentine's Day Party and End of Year Party.

Middle school grades will have a Christmas Party and End of Year Party.

Room parents are to confer with homeroom teachers before making any plans that involve the class.

SACRAMENTS OF RECONCILIATION AND HOLY EUCHARIST

Ordinarily, second grade students are prepared, in addition to receiving daily catechesis from the teacher, for the reception of the Sacrament of Reconciliation in the fall and for the reception of Holy Eucharist in the spring through the parish in which parents/guardians are registered. The Diocese maintains a two-year preparation policy for the reception of the Sacraments. Reception of the Sacraments is preceded by

sessions with the parents/guardians conducted by Religious Education Office personnel from the parish of membership.

Parents/guardians are encouraged and reminded to attend church services on the weekend with the children and to provide the time for regular reception of the Sacrament of Reconciliation. This is emphasized, because of the obligation parents/guardians have in being the first teachers of the faith.

SCHOOL BOARD

The local school board, whose authority is derived from the Diocesan Bishop and the Diocesan Catholic Schools Commission, is called into being by the local parish or school community, and given its mission to provide quality Catholic education for all those children whose parents desire to take advantage of such an opportunity.

*The local school board is responsible for all aspects of the local school including long range planning and public relations. All policies and significant actions of the local school board need approval of the pastor (a), and must be in accord with diocesan policy.

The pastor(s) and principal, in consultation with the local school board, establishes policy and oversees the financial affairs of the school. (Diocesan Manual of School Policies - Policy 1230)

Meetings of the local school board are marked on the monthly calendar and are open to parents / guardian (s) of Angelo Catholic School children. Any party desiring to make a personal appearance before the Board shall make written application to the Board Secretary. At the first meeting after the receipt of the application, the Board will consider and furnish a response to the request.

SCHOOL CALENDAR / SCHOOL HOURS

There are **75,600 minutes** of instruction for students and a minimum of seven (7) teacher Inservice days required by the Texas Catholic Conference Education Department.

The school calendar and communications will include days of early dismissal, Inservice days and holidays.

At Angelo Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. **Parents should allow their child(ren) to enter the school building on their own each morning.** Various classes invite parent involvement or visitation on particular occasions.

The cafeteria opens at 7:15 a.m. on days school is in session for those who need to bring their children to school early. Students arriving between 7:15 a.m. and 7:45 a.m. must report to the cafeteria. Students will be dismissed to their classrooms at 7:45 a.m. Children are required to be present no later than 8:00 a.m. for classes to begin.

Parents/guardians are expected to pick up students from school no later than 3:20 p.m. (3K/4K, Kindergarten, and First Grade) and 3:35 p.m. (Grades 2-7). In cases of emergency, parents/guardians are asked to contact the school office, and children will be placed in the After School Care Program, and the appropriate fee will be payable to the office.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or certificates are presented.

SCHOOL SAFETY (IN ADDITION, PLEASE SEE CHILDREN/YOUTH BEHAVIOR)

Angelo Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

See also Blogs, Bullying/CyberBullying.

SERVICE

Angelo Catholic School parents/guardians are required to volunteer 20 hours of service to the school each year. There are many ways this requirement can be met, including a variety of Home and School activities, assisting in the classrooms, **working at the Oktober Fiesta, donating cookies for volunteers during National Catholic Schools Week**, etc., as well as through active participation in the family's registered parish. Appropriate documentation of hours is the responsibility of the parent, and this year, the service hours may be logged online. A fee of \$200.00 will be required by those who have not met this requirement and prorated for any portion of the hours given. **Working on the 6th and 8th grade fundraisers for end of year trips do not count toward service hours.**

STUDENT DIRECTORY

Every parent has access to the addresses and phone numbers of students and their parents through School Speak (of those who permit releasing that information).

Any information in School Speak should be used to acquaint parents with the names of their child(ren)'s classmates and their parents. This information should not be **used** or **sold** for other purposes.

STUDENT RECORDS

Angelo Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. No records will be sent via FAX.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Angelo Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records of students whose financial commitment is in arrears will be sent to transferring schools.

TELEPHONE CALLS

From parents/guardians for students: Only urgent messages will be relayed to students during school hours. Students will not be called to the phone for messages.

From students to parents/guardians: Use of the school telephone will be limited to matters that are urgent in nature. Students may not call home for forgotten items other than medication or eye glasses.

For Information: Please read the weekly school newsletter, the classroom newsletter, and monthly calendar for reference.

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone; students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc., do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

TITLE IX

Angelo Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Angelo Catholic School admits students regardless of race, color, ethnic or national origin. The school accepts students with handicaps to the extent the school is able to service those students.

TRANSFER OF STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. (See previous section titled Student Records for transcript information.)

No student records will be forwarded to another school until Business Office accounts have been settled.

Students transferring from Angelo Catholic School during the current school year are required to follow the procedures shown below.

1. Notify principal one week in advance of withdrawal from Angelo Catholic.
2. Financial status must be current. All unpaid tuition, fees and any monies owed to the school for any purpose must be paid in cash or money order only.
3. Return all property of Angelo Catholic. This includes textbooks, library books, etc. Items must be returned in good condition, and payment is necessary for any lost, damaged or unreturned items.

Students leaving Angelo Catholic will be given their report card (providing financial account is current and all property returned) along with all personal belongings.

Student records and health card will be released to the receiving school at the written request of receiving school accompanied by a signed request from the parent/guardian, and when the above requirements are complete.

TUITION/FEES/REGISTRATION

The amount of tuition is established annually by the School Board. The specified registration fee is due at the time of registration.

All tuition, fees and fundraising payments are due according to the Tuition Contract and the FACTS agreement.

*If tuition or any other payments to the school are not current on a monthly basis and no satisfactory explanation has been given, it is the policy of the school to have the children remain at home until delinquent fees are paid.

Records will not be released from the school for students transferring or promoted, nor will students be allowed to register if parents/guardians' complete financial account is not current.

VOLUNTEERS

Angelo Catholic School always welcomes volunteer assistance from parents and family members.

In accordance with Diocesan policy, any persons wishing to volunteer in any capacity at Angelo Catholic School must submit a criminal background check to the Diocese of San Angelo as well as attend a briefing on the Diocese of San Angelo Policy on Ethics and Integrity in Ministry. Persons who do not comply with these regulations will not be allowed to volunteer at ACS. Criminal Background procedures as well as dates and times for the briefing are available in the campus offices.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Pre-school siblings are not allowed to accompany parent volunteers to school.

CO-CURRICULAR ACTIVITIES

ACADEMIC ACTIVITIES: Spelling Bee, Geography Bee, Catholic Math League, and Science Fair as well as city-wide contests.

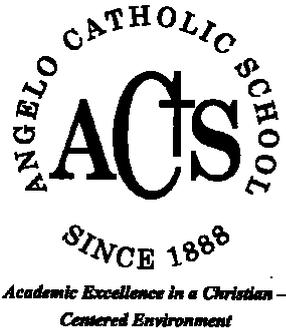
ALTAR SERVERS: The ministry of altar servers is open to any student who has been baptized and received First Holy Communion. At ACS, generally, altar serving begins in third grade. Training is provided for those expressing an interest in this ministry.

MISSION AWARENESS: Through the students' contributions to the foreign missions or local assistance, they help to bring the Gospel message to others. Donations, though encouraged, are entirely voluntary. Collections are taken at every school liturgical service that is held during the school year and donated to Pregnancy Help Center.

SPORTS: We have a full time PE teacher/Coach and a part time coach for middle school. Basketball, Volleyball, flag football, and some track and field events will be offered as well as physical fitness training. An after school gymnastics program is offered by Texas Tumbleweeds. Students must register and school will escort students to program.

*******Right to Amend*******

Angelo Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the weekly Communication Network (School Speak).



Angelo Catholic School

2315 A & M
San Angelo, TX 76904
325.947.1747 Office
325.942.1547 FAX

Date

TO THE PARENTS / GUARDIAN (S):

Once a student is registered and accepted into Angelo Catholic School, it is understood that the student and parents / guardian (s) agree to follow the school's regulations and policies.

I have read the Parent-Student Handbook, and I agree to follow the school policies and procedures as stated.

Signed:

Parent/Guardian

Signed:

Student

Due to the office by Meet Your Teacher date. Students may not begin school until this and all necessary paperwork has been received by the School Office.