



SCHOOL HANDBOOK
2009-2010

OUR LADY QUEEN OF ANGELS SCHOOL

MISSION STATEMENT

Our Lady Queen of Angels Parish School is rooted in the teachings and traditions of the Catholic Church. It is the mission of our school to develop faith filled Catholic students who will confidently contribute to the global community.

PHILOSOPHY

Our Lady Queen of Angels Parish School is a Catholic community. We acknowledge that each student is a unique creation of God with diverse abilities. As ministers of Catholic education, we work to discover and develop the gifts God has given each child so that he/she will be prepared to live in and contribute to the world of tomorrow. In cooperation with the parents, who are the primary educators, we strive to live this out by providing programs that stress Catholic values and promote self worth, respect, responsibility, independence, and leadership.

STUDENT LEARNING EXPECTATIONS

A GRADUATE OF OUR LADY QUEEN OF ANGELS SCHOOL IS:

A FAITH-FILLED CATHOLIC WHO:

- Demonstrates basic understanding of the Catholic faith and traditions
- Respects Christian moral values including tolerance, justice and respect for the dignity of life
- Responds compassionately to the needs of others

A LIFE-LONG LEARNER WHO:

- Exhibits a solid foundation in basic skills
- Applies critical thinking and problem solving skills
- Takes personal initiative and is self-directed in goal setting
- Demonstrates effective communication skills
- Integrates and analyzes educational resources to apply knowledge in daily life
- Develops an appreciation of arts and humanities
- Understands the importance of good physical health as it relates to total growth and well-being

A RESPONSIBLE CITIZEN WHO:

- Respects oneself and the rights of others
- Understands outcome of choices and takes responsibility for them
- Makes good choices and assumes responsibility for them
- Develops an awareness of global issues and respects cultural diversity

AN EFFECTIVE COMMUNICATOR WHO:

- Displays competence in oral and written expression
- Utilizes resources to gain, integrate, analyze and apply knowledge
- Listens and responds appropriately to the views of others
- Participates in cooperative learning experiences

Code of Christian Responsible Behavior

Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences among these individuals can be resolved. In some rare instances, however, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of Responsible Behavior that are consistent with the Christian principles of the school, as determined by the school at its discretion. These principles, include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Any misgivings that a parent might have regarding a teacher, homework, student behavior, uniform, etc. should not be discussed in front of the child, but rather discussed at a Parent-Teacher or Parent-Administrator Conference. Parents are expected to support the Administration, the Faculty, and the Staff in their efforts to enforce the policies of the school. To preserve and promote the positive environment of Our Lady Queen of Angels School Community, parents who express on-going negativity and dissatisfaction are encouraged to pursue other educational options for their

children. Any form of harassment towards a teacher, another parent, or one of our students may be grounds for dismissal from the school.

- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place, which is on school property, near school, or at some other location in connection with school activities, is guilty of a misdemeanor. (California Education Code, sections 44810, 44811)
- These expectations for students and parents/guardians include, but are not limited to all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, at its discretion, when Responsible Behavior is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

BEHAVIOR/DISCIPLINE

Discipline

Discipline in our school is an essential part of Christian development. The purposes of discipline at OLQA are:

1. to provide a classroom environment conducive to learning;
2. to educate students in an appreciation of the importance of developing Christian values, responsibility, and self control; and
3. to help build a sense of Christian community.

At Our Lady Queen of Angels School, our staff strives to work in a positive way with our students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Ultimately, a student is accountable for his/her behavior and will assume the consequences of his/her actions.

Behavioral Expectations

The following expectations apply to students at every level. Additional policies and procedures are stated in the classroom by each respective teacher:

- Students may not disrupt the classroom atmosphere by inappropriate behavior. This includes smart remarks to make others laugh, name calling, passing notes, chewing gum, or disruption of any kind.
- Students may not open mail addressed to their parents.
- No unauthorized use of school computers including disclosing your log-in information, using another student's log-in, or inappropriate searching on the internet is permitted.
- The lunch area and other school areas must be kept neat and clean. Every student is responsible for the neatness of our school. All food must be eaten while seated in designated areas at recess, lunch, after school, and may be eaten not between classes or in the classroom.
- Students with uniform or haircut violations will remain in the office until their parent brings them the missing part of the uniform and/or takes them

for a regulation haircut.

- Running on campus is never permitted unless you are involved in an organized activity. No students are allowed in any building including the Parish Center without an authorized adult.
- Sunflower seeds and gum are never permitted on the school property.
- Skateboards, razor, rollerblades, etc. are never to be used anywhere on the school property. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- The defacing of school property (e.g. writing on or scratching desks, inappropriate use of science lab materials, etc.) is strictly forbidden. A referral and restitution or replacement is expected for these infractions.
- Permission from the Administration is needed for students to leave campus.
- When traveling through the school courtyards during instructional time, students are expected to do so in a quiet and reverent manner.
- During school, students may not carry cellular phones while on campus. Students may not use cellular phones during school sponsored events. Electronic games, equipment, radios, ipods, laser pointers, etc. are not allowed at school. The school is not responsible for such belongings. The student will receive a detention that counts towards a disciplinary referral for breaking this rule. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- Students are responsible for their belongings. If items are left out after 3:00 P.M. they will be taken to lost and found. Students are expected to speak in formal language with adults, e.g. "Yes, Ms. Jones," "Excuse me, Father" "Thank you," etc. "Yeah, uh huh, etc." are not formal or respectful language.

Administrative Discipline Procedures

Detention:

In the event of unacceptable behavior, attempts are made to redirect the behavior through personal conferencing with the student, parental contact, and counseling. Minor infractions repeated throughout the day will result in the teacher issuing a formal detention. A detention is a disciplinary procedure taken by any member of the faculty, staff, or member of the Administrative Team and appropriately. Detention may be assigned for a number of minor infractions, or for any other appropriate reason determined by an instructor. During the detention the students

sit quietly and perform an age-appropriate task assigned by the teacher, e.g. in grades 7&8 the students will answer several questions related to their detention for that day. Students who are tardy to detention may receive another detention on their record counting towards a referral or serve the detention on the following week per the Administration's direction. Continual failure to report to detention results in a disciplinary referral. Detention will be from ½ hour to 1 hour in length.

Referral:

A referral is a disciplinary action taken by an Administrative Team member for violation of major school regulations. Two (2) referrals result in a conference between the Administrative Team, Parent(s), and the students and immediate suspension of the student for one day. A referral impacts the composite conduct grade which appears on the student's learning evaluation (report card). The following items are considered inappropriate behavior and may merit an immediate referral:

- disrespect toward administrators, teachers, staff, and visitors;
- fighting, provoking a fight between other individuals, or participating in activities which incurs physical harm or violence to any person;
- stealing or damaging property of the school or of another student, visitor, or school personnel;
- using unacceptable conduct or language (verbal or written) at school or at a school sponsored event;
- deliberate lying and/or the falsifying of information; cheating, plagiarizing, or copying another student's work, (this includes the loss of credit for the assignment or test for the student);
- entering a building unaccompanied without permission by an authorized adult;
- an accumulation of three (3) detentions counts toward a referral.

* Referrals issued during privileged after-school activities in which the children represent the name and reputation of the school, e.g. the After-School Sports Program, Decathlon, etc. may receive a regular referral that impacts the conduct grade on the report card, as well as eligibility to participate in that particular school sponsored activity.

Suspension:

It is a privilege to attend OLQA School. The reasoning behind suspension is not to waste a day or to create a “day off from school.” It is to give the student the experience of what it is like to be separated from his/her friends, teachers, coaches, activities, etc. while not being ill. If the student continues to demonstrate inappropriate behavior, the real and eventual consequence is that he/she will be permanently separated from the OLQA School community and all of its privileges. Parents will be contacted by a member of the Administrative Team to inform them of their child’s conduct record. Suspension (grades 4-8) is the exclusion from regular school activity for a period of one, two, or three days, to be determined by the Administrative Team.

Two (2) disciplinary referrals automatically result in a one-day in-school suspension. Parents are informed of the suspension in writing and/or by telephone and are given an appointment date and time with members of the Administrative Team prior to the reinstatement of the student at school. The student may make up all daily assignments for full credit. However, if a student misses a test scheduled on the day of suspension, he/she may make up the test during *Tuesday After School Testing*. A suspension may also follow any single referral at the discretion of the Administrative Team, depending on the nature of the circumstance. Following a third referral the student is suspended at home for a period of three days and the parents are informed of the consequences following a fourth referral. If a student receives a fourth referral, the Administrative Team will inform the parents that he/she has “used up his/her chances for this year” and will be asked to withdraw from the school.

Voluntary or Involuntary Removal (Expulsion):

Expulsion is the permanent termination of student status at OLQA School without the possibility of readmission. Involuntary withdrawal may be the consequence of four (4) disciplinary referrals or a very serious incident for which the Administrative Team believes “immediate withdrawal” may be required. Actions that may require immediate withdrawal include, but are not limited to:

- actions gravely detrimental to the moral and spiritual welfare of the students;
- possession of weapons, “weapon-like or look-alike items,” fireworks, or drugs of any size, shape, or form;
- physical abuse, verbal abuse, bullying, and/or intentionally inflicting physical harm on any student, teacher or staff member;
- smoking, drinking, and/or being under the influence of

- an alcoholic beverage at school or at a school sponsored event;
- or theft and/or defacing school property or property belonging to others;
- leaving school grounds without permission of school personnel;

The decision to require a student to withdraw any is neither casual nor insensitive to the needs of the child/family involved. The Administrative Team works together with the teachers, the parents, and most importantly, the student to determine the best course of action. The individual situation of the child is carefully considered, but the Administrative Team is also obliged to consider the best interests of the entire school community.

*Personal attacks or harassment of any teacher by a parent, harassment of another parent or a student, in lieu of proper conflict resolution may result in “withdrawal”
 **Parents are expected to support the Administration, the faculty, and the staff in their efforts to enforce the various policies of the school. Overt harassment towards an Administrator, a teacher, another parent, or one of our students may be grounds for dismissal from the school. Any decision regarding such dismissal is made carefully by all members of the Administrative Team who take into consideration the interests of all parties involved.

In Summary:

- **Minor Infractions: 3 minor infractions will result in a detention**
- **Detention: 3 detentions will result in first referral, 6 detentions will result in second referral, 9 detentions will result in third referral, 12 detentions will result in fourth referral**
- **Referral: 2 referrals will result in one day in school suspension, 3 referrals will result in 3 day out of school suspension, 4 referrals will result in withdrawal from school**
- **Suspension: first suspension will result in a one day in school suspension, second suspension will result in three days out of school suspension**
- **Withdrawal: voluntary or involuntary removal from the school**

DRESS CODE

The primary purpose of the dress code is to ensure that each student at OLQA School appears neat, clean, and well-groomed. This code will be strictly enforced. Uniform violations are handled by the Faculty and Administrative Team. It is the parents' responsibility to see that their children are neat, clean, well-groomed, and dressed in accordance with this code.

The school will not admit a student to class who is out of uniform or who does not have a regulation haircut. No warnings in the form of a note, a phone call, etc. will be given.

Grooming is an important part of the education of your child. The school endeavors to instill in the students the necessity of good grooming.

1. Boys' hair is to be worn off the collar and above the ear. Girls' and boys' hair is to be worn out of the eyes. Party glitter used on hair is not permitted. No tinted, bleached, dyed, or fad hair-styles are acceptable. Students will not be permitted to have hair that has been shaved, tinted, highlighted, bleached, dyed, or color altered in any fashion. This includes use of "Sun In", lemon juice, or any similar product. Boys' hair should be tapered considerably and not touch the collar of the uniform shirt or touch the ears. Thick, bushy, or long hair in front, back, sides, or on top is not acceptable. Spiking, hyper-slicked, duck tails, wedge/step cuts, bowl or Dutch Boy, or any fad styles are not acceptable. If a teacher questions a haircut style/cut/color the student will not receive a warning and immediate action must be taken. If a student is removed from class for hair violation, upon notification, parents must take the child to the barber/hair stylist to get the hair "up-to-code." The student will be readmitted upon approval from the Administrative Team.
2. Only girls may wear earrings--one earring per ear. Dangling earrings are not allowed.
3. The only other jewelry allowed will be a wristwatch, a religious medal and or a cross.
4. Make-up, nail polish, or artificial nails are not allowed. No "French manicure" nail polish is allowed
5. 'Body-art' (tattoos temporary or permanent) is not allowed.

Uniform Regulations

- NOTE: Vicki Marsha is the only authorized supplier of OLQA uniforms.
- Year round skirt length must reach the top of the knee.
- All uniforms must be marked with student's name.

GIRLS

Grades K - 4

1. Red plaid bib style jumper. (Optional navy blue twill or corduroy slacks may be worn in cold weather and must be worn with solid black, brown, or navy blue, belt. Belt loops may not be cut off.)
2. White, short sleeve round (Peter Pan) collar blouse.
3. Red cardigan and/or red v-neck pullover sweater.
4. Solid red, white, or navy blue sweatshirt with OLQA logo.
5. Solid white crew socks with a one fold allowance. No logos on socks. No tennis socks. Solid white or navy blue tights (no patterns) are optional in cold weather.
6. Navy blue twill or school plaid walking shorts or navy blue skorts are optional and are to be worn only before Thanksgiving and after Easter break. Uniform Hawaiian shirts may be worn on Fridays only before Thanksgiving and after Easter. Belts must be worn and may be solid black, brown, navy blue, red or white. Belt loops may not be cut off. Shirts must be tucked in at all times.
7. Red baseball style jacket (flannel or quilt lined) with school emblem is optional. In extreme cold weather, an extra jacket is allowed over uniform sweater, sweatshirt, or jacket.
8. PE uniform is not required in kindergarten.
9. PE uniform for grades 1 through 4: red uniform shorts, uniform blouse and laced tennis shoes (no slip-ons). (Red or navy sweat pants and sweatshirt may be worn December through March.)
10. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

Grades 5 - 6

1. Red plaid jumper or skirt. (Optional navy blue twill or corduroy slacks may be worn in cold weather and must be worn with solid black, brown, or navy blue

- belt. Belt loops may not be cut off.)
2. White short or long sleeve oxford cloth blouse. Blouses must be tucked in at all times.
 3. Red or navy blue cardigan and/or red or navy blue v-neck pullover sweater.
 4. Solid red, white or navy blue sweatshirt with OLQA logo.
 5. Solid white crew socks only. No logos on socks. No tennis socks. Solid navy blue tights (no patterns) are optional in cold weather.
 6. Navy blue twill or school plaid walking shorts or navy blue skorts are optional and are to be worn with solid black, brown, navy blue, red or white belt. Belt loops may not be cut off. Shorts/skorts may be worn only before Thanksgiving and after Easter break.
 7. Red baseball style jacket (flannel or quilt lined) with school emblem is optional. In extreme cold weather, an extra jacket is allowed over uniform sweater, sweatshirt or jacket.
 8. PE uniform: red uniform shorts, uniform blouse and laced tennis shoes (no slippers). (Red or navy sweat pants and sweatshirt may be worn December through March.)
 9. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

Grades 7 - 8

1. Gray pleated skirt. (Optional navy blue twill or corduroy slacks may be worn in cold weather and must be worn with solid black, brown, or navy blue belt. Belt loops may not be cut off.)
2. White short or long sleeve oxford cloth blouse or polo shirt. Blouses and shirts must be tucked in.
3. Red or navy blue cardigan, red or navy blue v-neck pullover sweater, and/or navy blue v-neck vest is optional.
4. Solid red, white or navy blue sweatshirt with OLQA logo.
5. Solid white crew socks only. No logos on socks. No tennis socks. Solid navy blue tights (no patterns) are optional in cold weather.
6. Navy blue twill shorts and navy blue skorts are optional and are to be worn with solid black, brown, navy blue, red or white belt. Belt loops may not be cut off.
7. Shorts may be worn only before Thanksgiving and after Easter break.
8. Navy blue baseball style jacket (flannel or quilt lined) with school emblem is

- optional. In extreme cold weather, an extra jacket is allowed over uniform sweater, sweatshirt or jacket.
9. PE uniform: red uniform shorts, uniform blouse, white cotton shirt with logo, or polo shirt and laced tennis shoes (no slip-ons).
 10. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

BOYS

Grades K - 4

1. Navy blue dress cords or navy twill pants must be worn with solid black, brown, or navy blue belt. Cords with belt loops must be worn with uniform belt. Belt loops may not be cut off. Pants must be worn at the waist.
2. White short or long sleeve mesh knit tennis shirt. Shirt must be tucked in at all times.
3. Solid white crew socks only. No logos on socks. No tennis socks.
4. Navy blue corduroy or twill walking shorts are optional and may be worn only before Thanksgiving and after Easter break. Shorts with belt loops must be worn with solid black, brown, navy blue, red or white belt. Belt loops may not be cut off. All pants or shorts must be worn at the waist.
5. Red cardigan and/or red v-neck pullover sweater.
6. Solid red, white or navy blue sweatshirt with OLQA logo.
7. Red baseball style jacket (flannel or quilt lined) with school emblem is optional in extreme cold weather, an extra jacket is allowed over uniform sweater, sweatshirt and jacket.
8. PE uniform is not required in kindergarten.
9. PE uniform for grades 1 through 4: red uniform shorts, worn at the waist, white with red emblem uniform tee shirt, uniform tennis shoes. (Red or navy sweat pants and sweatshirt may be worn December through March.)
10. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

Grades 5 - 6

1. Navy dress cords or navy twill pants must be worn with solid black, brown, or navy blue belt. Cords with belt loops must be worn with uniform belt. Belt loops may not be cut off.
2. White or red short or long sleeve mesh knit tennis shirt. Shirt must be tucked in at all times.
3. Solid white crew socks only. No logos on socks. No tennis socks.
4. Navy blue corduroy or twill walking shorts are optional and may be worn only before Thanksgiving and after Easter break. Shorts with belt loops must be worn with solid black, brown, navy blue, red or white belt. Belt loops may not be cut off. All pants or shorts must be worn at the waist.
5. Red or navy blue cardigan or red or navy blue v-neck pullover sweater.
6. Solid red, white or blue sweatshirt with OLQA logo.
7. Red baseball or fleece style jacket (flannel or quilt lined) with school emblem is optional. In cold weather, an extra jacket is allowed over uniform sweater, sweatshirt or jacket.
8. PE uniform: red uniform shorts, white with red emblem uniform tee shirt, laced tennis shoes. (Red or navy sweat pants and sweatshirt may be worn December through March.)
9. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

Grades 7 - 8

1. Navy dress cords or twill pants must be worn with solid black, brown, or navy blue belt. Cords with belt loops must be worn with uniform belt. Belt loops may not be cut off.
2. White short or long sleeve mesh knit shirt. Short sleeve red or gray mesh knit or interlock knit shirt is optional. Shirt must be tucked in at all times.
3. Solid white crew socks only. No logos on socks. No tennis socks.
4. Navy blue twill walking shorts are optional and may be worn only before Thanksgiving and after Easter break. Shorts with belt loops must be worn with solid black, brown, navy blue, red or white belt worn at the waist. Belt loops may not be cut off.

5. Red or navy blue cardigan or red or navy blue v-neck pullover sweater.
6. Solid red, white, or blue sweatshirt with OLQA logo.
7. Red or navy blue baseball or fleece style jacket with school emblem is optional. In cold weather, an extra jacket is allowed over uniform sweater, sweatshirt, or jacket
8. PE uniform: red uniform shorts, white with red emblem uniform tee shirt, laced tennis shoes. Shorts must be worn at the waist.
9. Shoes may be leather or canvas. Colors are solid black, dark blue, red, or white. The exception to this solid color is the saddle shoe in navy and white or black and white. Shoes must tie up, buckle, or Velcro. No backless or slip on shoes are allowed.

Out of Uniform Regulations

Regulations for “Out of Uniform Days” will be sent home prior to these special days. Students must remember that they are dressing for school, not for play. Shoes and socks are required for out of uniform dress.

If students are not dressed appropriately, parents will be notified by telephone and requested to bring the appropriate attire to school. Failure to comply with the Dress Code and uniform regulations will result in disciplinary action.

CURRICULUM

Religion

Christian education, in conformity with the Catholic philosophy of life, strives to deepen love of God and neighbor in the individual and to express this love in creative relationships in the home, the school, the parish, and our social and civil worlds. The religion program includes a developmental study of religious truths and Sacred Scripture, participation in worship and congregational singing, practice in Christian living, and growth in Christian personality and knowledge. Through its practical application to daily living, religion is the integrating force in the Catholic school and imprints upon it a unique significance.

In Diocesan schools, Christian Family Life Education is a process of on-going education from Kindergarten through high school. Its objective is to develop in students an appreciation of life in all forms as God's greatest gift and to strengthen positive attitudes. In our school, Family Life Education is an integral part of the curriculum; therefore, all students are required to participate in the program.

Language Arts

The program of language arts is organized to provide a sequential development in seven areas: listening, speaking, reading, grammar, spelling, vocabulary, and writing. The language arts are the essential tools of all learning; therefore, integration in every subject area is an important part of the program. An emphasis is placed on the development and appreciation of core literature.

Mathematics

Our mathematics program emphasizes the understanding of concepts and the practical application of mathematics in everyday experiences. The program is a sequential learning experience in which new approaches, content material, and basic skills are utilized to achieve this understanding. The mathematics curriculum follows national and state standards by which students are guided toward discovery of fundamental relationships and a more useful knowledge of mathematics.

Social Studies

The social studies program is organized to provide learning experiences which will enable the student to learn, to live, and to work in a democratic society. The understanding and deep appreciation of cultural ideals, heritage, and way of life are a vital outcome of the study of our own country and the cultural and political roots of the people who make up the "American Mosaic."

Science

The science program is organized to develop in the students a scientific enthusiasm and the ability to think critically, to research, and to plan experiments by using the scientific method. The program is integrated in such a way that the fields of physical, earth, and life sciences are covered in accordance with the spiritual, intellectual, physical, personal, and social development of the child.

Foreign Language Program

Spanish classes are part of the regular curriculum in grades Kindergarten through Eight. This program emphasizes listening, speaking, reading, and writing skills of the Spanish language along with an exposure to the cultural life of the Spanish-speaking people.

Music

The music program in all grades includes singing, theory, appreciation, movement, and playing rhythm instruments. Students in grades fourth through sixth are taught to play the recorder. Seventh and Eighth Graders are offered the opportunity to play a band instrument.

Physical Education

Physical Education is a comprehensive program of health and physical activity. The program emphasizes four major goals: knowledge of movement skills, self-image, personal development, and social development.

Computer Program

Instruction in computer literacy is offered to all students. Primary grades emphasize mouse use and keyboarding skills. Upper grades are taught word processing, power- point, spreadsheets, and the proper use of the Internet.

Art

An art program throughout the school has been established for the development of art appreciation and skills, as well as development of creativity for all students.

GENERAL ADMINISTRATIVE POLICIES

Absences/Tardiness

Reporting absences or tardiness is a two-step process. If a child is to be absent from school or has a medical appointment, the parent is to call the Absentee Line (949) 219-1498, #1 by 8 a.m. on that day. When the child returns to school, a dated written note signed by the parent and indicating the reason for the absence is required and must be presented to the teacher. (California Education Code, section 46011, 48200, 48205) Students are marked with an excused tardy with verification from doctor.

Parents are to notify the school if a child has a communicable disease such as measles, mumps, chicken pox, fifth disease, pink eye, etc. The child shall be excluded from school and may return only with a signed medical release from the child's attending physician. Upon return to school, the child must report to the office for a readmit to class. (California Education Code, section 48211)

Extended Absences

As educators, we know that there is a strong correlation between good attendance and academic success. Research has shown that the pattern of regular school attendance is beneficial to a student's academic development and prepares the student for the adult world after his/her formal education is completed.

We ask that you please avoid taking your child out of school for doctor's appointments, long weekends or extended vacations. We ask that you complete an Extended Absence Form if you find it necessary to take your child out of school for more than one day. This form can be obtained in the school office. The school year is 180 days of instruction and class work. All students are expected to be present unless they are ill.

In grades one through eight, the work missed during an absence due to vacation will be given to the student upon return to class. The student has one week from the day of return to complete the work and turn it in to the teacher. Missed tests must be made up regardless of the reason for absence according to the procedure for each grade level.

Students are considered late if they are not on the school grounds when morning assembly begins at the second bell or not in line with their class after the recess or lunch break. The student must report to the office for a late slip in order to enter class. Consistent tardiness may result in disciplinary action.

Every third unexcused tardy within a trimester will result in “Tardy Time” to be served on the first Friday of the month from 12:00 – 12:30 p.m.

Admission

“Every person, as a child of God, regardless of race, color, condition, or age has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, or national origin.” The school does not discriminate against students with disabilities, if with reasonable accommodations; the student can meet program requirements.

Our Lady Queen of Angels Catholic School, as an effective instrument of the educational ministry of the Church and as a witness to the love of Christ for all, does not discriminate in its admission of students on the basis of gender, race or national origin. The school does not discriminate in the administration of its educational policies, scholarship, athletic and other school programs.

Parents wishing to enroll their children in Our Lady Queen of Angels Catholic School must agree to actively support the spiritual, educational and financial goals of the school and must support all school policies and regulations. Active and faithful support of the parish is emphasized and expected. *Applications will be accepted during our registration period.*

When class openings occur, consideration for admission will be based on the following priorities:

- Siblings of currently enrolled or previously enrolled students whose families are registered and active parishioners.
- Siblings of currently enrolled or previously enrolled students whose families are registered and active in other parishes.
- Children of registered and active parishioners.
- Children of families registered and active in other parishes.

- Other applicants.

Consideration will be based on the following criteria:

- Length of time the applicant's parents have been registered in our parish;
- Mass attendance as indicated by the regular use of weekly parish envelopes (not the dollar amount);
- Involvement in parish life through one or more ministries or organizations.

Birth certificate, sacramental certificates, social security number, report card or progress report, and immunization records will be required. Once a class has been filled, families will be given the option of being placed in a waiting pool for that year.

Appointments During School Hours

Students may be released from school only at the written request of the parent. However, these requests are STRONGLY discouraged. Our standard policy is a student may have an excused absence for a medical appointment only if an official dated medical professional's slip is presented upon return to school.

Awards

In all grades emphasis is placed on enhancing each child's self image.

Citizenship Honors in grades three through eight will be awarded to those students who have earned and maintained an A or A- average in both "Responsible Behavior" and "Work Habits and Study Skills" throughout a trimester.

Academic First Honors will be awarded to students with A or A- in Religion, reading, English, spelling, math, social studies, science, Spanish, and music throughout a trimester.
(A is an exceptional grade.)

Academic Second Honors will be awarded to students with no grade lower than B in Religion, reading, English, spelling, math, social studies, science, Spanish, and music throughout a trimester.

Books and Equipment

Students will be held responsible for the care of all books including library books and school equipment. Children must keep books covered to keep them in good condition. If books or equipment are damaged or lost, students must pay for the replacement.

Daily Schedules:

Children should not be on school grounds without adult supervision. Supervision is provided from 7:30 a.m. to 2:45 p.m. If a student arrives before supervision, they must go to the office and will be charged a fee. If a student is on campus past 3:00 p.m., that student will be enrolled in Extended Day until the parent picks him/her up. There will be a \$7.00 per hour/per student charge. No student is to be on campus without supervision. Likewise, students participating in after school activities (such as athletics) will be enrolled in Extended Day 15 minutes after the activities end.

Children are to go directly home unless they are participating in a school sponsored activity. Students must have written parent permission to walk home or ride a bicycle. For safety reasons, students are not permitted to walk to Corona Del Mar High School campus without written permission.

1. Kindergarten

The Kindergarten schedule follows the school's schedule except for early dismissal every Wednesday at 12 noon.

2. Grades 1 through 4

7:50	a.m.	Bell rings
10:00	a.m.	Recess begins
10:15	a.m.	Classes resume
11:30	a.m.	Lunch
12:00	p.m.	Classes resume
		resume
2:30	p.m.	Dismissal

Grades 5 through 8

7:50	a.m.	Bell rings
10:15	a.m.	Recess begins
10:30	a.m.	Classes resume
12:00	p.m.	Lunch
12:30	p.m.	Classes
2:30	p.m.	Dismissal

Faculty Meetings

A general faculty meeting, mandated by the Diocese, is held ordinarily on the first Friday of the month. On these days, students are dismissed at 12 noon. Additional faculty meetings are held after school on the second, third, and fourth Mondays of each month. Teachers are not available for appointments on these days. (Check school calendar on-line at www.olgaschool.org)

Field Trips

Students are allowed educational trips as a regular part of the program. Written permission from the parents is required for children to be allowed to participate. When a field trip is scheduled for a class, it is considered a regular part of the curriculum and all students are expected to attend. Field trips are a privilege. Parent drivers, who have been fingerprinted and safety trained, are required to submit to the school office their current Driver's License and Declaration page of Vehicle Insurance at least 24 hours prior to the field trip.

Homework

Homework assignments are designed to benefit the child and are given on a regular basis. These assignments help to enhance the child's ability to continue the work of the classroom. Assignments are not usually given over holidays or on weekends unless a child has failed to complete them or it is a long-term project. An approximate time allotment for an average student, according to the Diocese of Orange, would be the following:

Grades	1-2	- not to exceed 1/2 hour
Grades	3-4	- not to exceed 1 hour
Grades	5-6	- not to exceed 1 1/2 hours
Grades	7-8	- not to exceed 2 hours

1. If your child cannot complete his/her homework in the allotted time, he/she should write a note of explanation on the assignment and have his/her parent sign it. If a child consistently spends more time than allotted, parents should discuss this with the teacher.

2. In case of illness, it is the responsibility of the student to find out what assignments and/or tests must be made up. Please do not call the school office to request assignments for your child. In grades one through eight, the work missed during an absence due to vacation will be given to the student upon return to class. The student has one week from the day of return to complete the work and turn it in to the teacher.
3. Missed tests must be made up regardless of the reason for absence according to the procedure for each grade level.

Inclusion

“The purpose for the existence of Catholic education is to teach and promote the Catholic faith and the values it embodies. Catholic Inclusive Education is an attitude and a philosophy that supports the acceptance of each and every student at whatever learning level is presented once a commitment is made by a school.”

“It is understood that the limited resources of Diocesan schools make it impossible to provide an appropriate educational environment for those students needing strong medical, academic and emotional support systems. Schools, however, are challenged to broaden attitudes and thinking in creating new ways of expanding their parameters to educate all students.” (Diocesan Handbook on Inclusion)

Our Lady Queen of Angels School has implemented an Inclusion Program for all students. This requires us to develop and implement appropriate academic programs to meet the needs of students so that they can continue their Catholic education. When questions arise regarding the ability of a school to accept or maintain a student within its environment, the decision rests with the individual school in the knowledge of itself.

Lost and Found

All articles must be clearly marked with the child's name and grade. Lost articles may be claimed in the school office. Periodically, lost and found articles are placed outside the school office, and students are encouraged to claim their belongings. Items not claimed are sent to a charitable organization.

Lunches

If students are not participating in the hot lunch program, they are to bring their lunch with them in the morning. Please do not disrupt the school office during the morning with lunches for individual students.

Mass

Ordinarily, students attend 8:30 a.m. Mass together on a weekly basis. Special Masses are celebrated throughout the year. Parents are encouraged to attend these celebrations.

Parent Assistance Program

Each family must serve a minimum of 40 hours of time to the school. Parents can earn their hours through the following services: library, hot lunch, room parents, teacher assistants and many other ways. Each family is required to submit their service hours to the school as directed.

Parties

1. Please do not distribute birthday invitations at school unless you invite the whole class! This will avoid hurt feelings.
2. According to Diocesan regulations, mixed parties are discouraged. These parties generally interfere with concentration on schoolwork and increase disciplinary problems. Parents of upper grade students are encouraged to give this recommendation serious thought.
3. Birthday treats are not to be brought to school.

School Holidays

A school calendar is posted on our school website.

Testing Program

A standardized diagnostic testing program, adopted by the Diocese of Orange, is administered to grades two through eight in the fall. This includes tests of basic skills, achievement, and academic aptitude. The Iowa Tests of Basic Skills and the Cognitive Aptitude Test are used throughout the Diocesan schools.

Tuition

Our school utilizes the Tuition Commitment Plan to meet its financial needs. Each spring, the Finance Committee and Administration determine the projected cost per pupil. The school budget for the following year, based on this total figure, is then determined.

* See Financial Policy.

Vandalism

Students and their parents shall be held liable for all damage to school property. (California Education Code, sections 48904 and 48905; Title V, section 305)

HOME AND SCHOOL COMMUNICATIONS

Bulletins and Information

Bulletins are sent home each Wednesday by email and any additional information is sent in the family envelope. We ask your help in training the oldest child in your family in the responsibility of bringing your family envelope home and returning it signed the following day. Please instruct your child that envelopes addressed to the parent should be opened only by the parent. A fee of \$.50 is charged to replace family envelope. If you do not have a family envelope, your weekly information must be picked up in the office.

Change of Address or Telephone Numbers

Please contact the office when there is a change of address or telephone number. It is imperative that these numbers are kept current.

Directory Information Release

At times, the school is requested to release information such as a student's name, address, telephone number, date/place of birth, participation in officially recognized activities/sports, dates of attendance, and names of schools previously attended. These requests come from state and federal agencies, Diocesan agencies, etc. This information would only be released as professionally required and for individuals involved. Parents not wishing this information released should send a note to that effect to the school office by August 25th to be kept on file.

Emergency Cards

In case of accident or illness, a child cannot be sent home unless there is someone home to receive him/her. If you wish another adult to perform this duty for you, please indicate this on the emergency card. Also list additional names of the people whom you approve of to pick up and drive your child(ren) home. This information must be kept current at all times.

Emergency Telephone System

On rare occasions, it may be necessary to send children home from school at an

unusual time. In order to facilitate this, the school will make every effort to contact each family to come and pick up their children. The reason may be a natural disaster, a bomb threat, an earthquake, etc. Children whose parents cannot be contacted will be kept together in a safe place until parents can come to get them. In order to find out if school will be in session on the day following such an event, or if there is evidence of possible danger if children come to school, parents should tune to the radio station KNX (1070 AM) / KFWB (980 AM).

Parent-Teacher Conferences

Annual conferences are scheduled for each family during the first trimester. Parents are free to make appointments at other times by telephoning the school voice mail number or sending a note to the teacher. It is important to keep teachers current with any information that may affect your child in school such as illness, death, or divorce.

Progress Reports - Academic/Behavior

Progress reports are sent home mid-trimester prior to report card distribution. This enables students to improve in needed areas and keeps parents informed of student progress. However, parents should be aware that a student may be passing at mid-trimester but performance may deteriorate after progress reports are issued.

Student Learning Assessment

The school uses the Student Learning Assessment format of the Diocese of Orange. Student Learning Assessments are distributed at the close of each trimester. If a student is failing or barely passing, please check into the matter with your child and the teacher to see why this is so and what can be done. All areas concerned with achievement are considered important when determining a grade.

HEALTH AND SAFETY

Fire Prevention/Earthquake Program

A fire drill is held monthly. Students are instructed to leave the building quickly and quietly and report to previously designated areas. Each classroom has on display the particular route to be taken. A monthly earthquake drill is also held.

Health Program

Hearing and eye screening is required each fall in grades 1, 3, 5, and 7 and for all new students. Scoliosis screening is required annually in grade 7 for girls and grade 8 for boys.

Illness and Injury

If a child must have medication the following is necessary:

1. The school must have a written notification from the doctor for prescribed medication stating the nature and dosage of the medication;
2. The school must have a written notification from the doctor and parent/guardian for over-the counter medication stating the dosage and nature of the medication
3. The medication must be sealed and labeled with the day's dosage and the child's name. It will be kept in the school office; and
4. The child must come to the office for the medication. A student may be allowed to carry an Epi Pen and/or inhaler as indicated by the medical professional written directions.

Should a student be injured or become ill, every effort will be made to contact the parent or persons listed on the child's emergency card.

Immunizations

Students must be immunized according to California State law against polio,

diphtheria, tetanus, measles, pertussis, and mumps; and must also be screened for tuberculosis. Effective July 1999 - for entry into 7th grade, students must receive the 3-dose Hepatitis B series and a second dose of MMR (measles containing vaccine).

Insurance

All Our Lady Queen of Angels School students are insured through Myers-Stevens and Co. Inc., 26101 Marguerite Parkway, Mission Viejo, CA 92692-3203, (949) 348-2630. Coverage includes school hours; travel to and from school, and school-supervised activities. Fees are paid by the school.

Safety Rules

Children are to use sidewalks when walking. Bicycles must be licensed and locked while on school grounds. Bicycles, razors, roller blades, and skateboards may never be ridden on school grounds. If a violation of the above occurs, the item will be confiscated and returned to a parent. All safety codes of the State of California, County of Orange, and City of Newport Beach will be enforced.

Traffic

For the sake of safety, we ask that you faithfully follow our directions when you drive your car onto the schoolyard.

In the morning and afternoon, drive your car onto the schoolyard at the entrance gate by the grass field. Follow the yellow arrows. Let your child/children out or in only on the right side of the car and exit through the gate closer to the parish hall. In picking up your child/children, stay in line and follow the car in front of you. Do not exit carpool line unless directed. Your child/children will not come to your car unless you come to a complete stop. During drop off/pick up you are not allowed to park in the Church parking lot to either drop off your children in the morning, or walk over to pick up your children at the end of the day.

When you have an appointment during school time you are asked to park in the new church site parking lot and walk to the office.

When coming into the school parking lot to pick up children from after school activities, extended day and after school testing, please park on the far end of the parking lot, and walk to pick up your child/children.

Please do not bring animals with you when you walk up to pick up your children. Animals other than service animals (seeing eye/hearing dogs) are not allowed on school grounds at any time.

Reserved Parking Space: One parking space is purchased at the annual Auction. This means that only the family whose name is on the parking space is to park in this space at any time during the school week. Please honor this request.

For the safety of the students and everyone, please refrain from using your cellular phones while in the carpool line.

EXTRACURRICULAR ORGANIZATIONS AND ACTIVITIES

Altar Servers

Students in grades five through eight are trained by a delegate of the Pastor and receive their schedule for Sunday Masses.

Athletic Teams

The opportunity to participate in after school sports is open to boys and girls in grades fifth through eight. Emphasis is placed on cooperation, good sportsmanship, and team spirit. The fee for participating in a sport is \$50 per sport and is due by the first game of the season. (This includes the fee assessed by the Diocese of Orange). This money helps to defray the cost of referees.

Cantors

Students in grades five through eight are eligible to audition for the ministry of cantor. Auditions are held in September and students rehearse weekly during school. Cantors lead the singing for school Masses.

Children's Choir

The Children's Choir is a parish-sponsored organization, which is open to all children in grades three through eight. The choir rehearses from 2:45 to 4:30 p.m. on Wednesdays in the Parish Center from mid-September through May. The choir is divided into two groups by age (grades 3-4 and 5-8.) Those in grades 5-8 also ring hand bells as part of the program. The calendar of events includes singing for occasional school and Sunday Masses, as well as community events.

OLQA Parish School Association for Catholic Education

The Parish School Association is a group appointed by the Pastor to assist the Administration in an advisory and consultative manner. These parents meet monthly with the pastor and administration to offer their talents to enrich our

school program.

Parent Service Auxiliary

The Parent Service Auxiliary serves to assist the school in creating an atmosphere of Christian community by various spiritual and social activities. The purpose of this group is three fold: to build a faith community, to give volunteer service, and to assist in fund raising events.

Student Government

The purpose of student government is to promote good citizenship, encourage school spirit, demonstrate the practical application of democracy, and to advance the welfare of the school and its members. Our organization is affiliated with the California Association of Student Councils and is under the guidance of faculty advisors. Eligibility requirements to run for office are an average of **B** in both Responsible Behavior and Work Habits and Study Skills for the first and second trimesters. An academic minimum of **C** average for the first and second trimesters is required.

Our Lady Queen of Angels School Financial Policy

Tuition and Fees

Our Lady Queen of Angels School operates solely on funding received through tuition and fundraising income. Each family is expected to honor the signed tuition agreement on file at the school and keep tuition and all other fees current.

Annual tuition and fees (per child) are as follows:

Registered and Contributing OLQA Parish Families	\$5,320
Non-registered, non-contributing, or non- Catholic families	\$6,070
Registration Fee (non-refundable)	\$350
New Student Deposit (non-refundable)	First Month Tuition

Tuition may be paid (1) annually, semi-annually, or quarterly in advance or (2) in 10 monthly installments (June, and September through May). The first payment is due June 1 and becomes delinquent June 10. Tuition and any fees are due by the 10th of each month. Tuition may be paid by check, credit card or automatic payment through your bank. Additional fees for field trips, outdoor science camp, and similar expenses apply.

Two-Tiered Tuition

The following two-tiered tuition policy will apply. There will be two tiers for tuition:

1. Registered and contributing OLQA parish families are the “Contributing Tier” level.
2. Non-registered or non-contributing or Non-Catholic families are \$750 above “Contributing Tier” level.

Registered and contributing Our Lady Queen of Angel’s parish families will be placed on the “contributing” tuition tier for the 2008-09 school year provided they make a contribution to the parish of \$500.00 annually for the calendar year January

1, 2009 to December 31, 2010. Partial contributions or combining contributions will not be permitted. Families will be reviewed in the later part of the calendar year and the list will be finalized in January as to the tier status for the 2010-2011 school year. Please use your parish family envelopes or automatic credit card charging to ensure your contributions are being applied in your name. It is the responsibility of the family to monitor their contributions, not the school's or parish office's responsibility. Please do not call the school office to inquire about your contribution status, as it does not have access to parish census data.

Families not registered at Our Lady Queen of Angels Church, and non-Catholic families will be placed at the higher tuition tier. Registered and non-contributing families at Our Lady Queen of Angels Church will also be placed on the higher tier.

Families new to the geographical area will be allowed a grace period and charged the "contributing" tuition rate for the current school year, as long as they register with the parish and make a good faith effort to contribute to Our Lady Queen of Angels Church. If you choose not to contribute, you will be automatically placed on the higher tier for the next school year.

Late Fees

Tuition and fees must be paid promptly. A \$20.00 late fee will be assessed if payments for tuition and any fees are not received by the School Bookkeeper by the 10th of the month.

Delinquent Tuition Policy

If payment is not received by the due date, the following steps will be taken:

1. 30 Days - If payment is not made, a letter from the Principal requesting an immediate response will be mailed home.
2. 45 Days - If no response is received, the account will be referred to the School Finance Committee for confidential review. In addition, families with accounts delinquent for two months may be asked to transfer to another school.
3. All tuition and fees must be paid by May 20th of the current year. Final grades are held in the office until tuition is current. In addition, graduating 8th grade students are allowed to participate in graduation ceremonies but

will not receive a diploma or transcripts if their family's account is not current.

4. Delinquent accounts, which are forwarded to a collection agency, will be charged a collection fee.
5. The school reserves the right to deny re-admission to any family delinquent in tuition, fees and/or fines. If a family's financial commitments are not up-to-date, registration will not be completed. Class lists will be compiled of children registered at the time, and vacancies will be filled from the school's waiting list.
6. When a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at Our Lady Queen of Angels School, waive their right to receipt of report cards and diplomas which may have been granted.

Returned Checks

Should your check be returned by our bank for any reason, the check must immediately be replaced by cash or money order plus a \$20.00 returned check fee.

Financial Assistance

It is our desire that every student have the opportunity to attend a Catholic school. Limited need-based financial aid is available. Our Lady Queen of Angels School uses an external Grant and Aid Assessment Program to assist us in the determination of need and recommended assistance. If your family is in need of financial assistance, please request an application from the school office. The tuition assistance process is as follows:

1. All applications must be submitted by April 15th for the following school year to be considered.
2. Non-refundable registration fees must be paid for accepted students.
3. During May, our external provider reviews each application and provides an evaluation to the school. Based on this evaluation, the funds available for aid, and the number of families applying, a decision is made by the School, following consultation with the School Finance Committee, on the amount of tuition assistance granted.
4. This decision is communicated to each family. Families must then sign a contract with the school stating the amount to be paid.

5. All families requesting aid must re-apply each year if tuition assistance is needed, with the understanding that the funds are limited and not guaranteed.

If a financial emergency arises outside the above Financial Assistance time period, please contact the School Principal.



The Diocese of Orange, Office of Faith Formation

ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

All Network Users

Purpose

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- ◇ support the Mission of the Catholic Church
- ◇ promote educational excellence
- ◇ promote resource sharing
- ◇ promote innovative instruction
- ◇ promote communication
- ◇ prepare students to live and work in the 21st century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet and local and wide area networks. Use of these devices during school and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and Our Lady Queen of Angels School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to Our Lady Queen of Angels School's technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.



The Diocese of Orange, Office of Faith Formation

ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

Student Acceptable Use Policy

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the Our Lady Queen of Angels School network system. Any student who fails to comply with the terms of this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems.

B. System Security and Personal Safety

1. Network accounts may only be used by the assigned authorized users.
2. Passwords are to be kept private and not shared.
3. Users will immediately notify the teacher or technology coordinator in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents Our Lady Queen of Angels School while using any technology device and the Internet.

2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teaching of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.

D. Inappropriate Use of System

1. Use of MUDS (Multi User Dungeons), SL (Second Life) and IRC's (Internet Relay Chats) is prohibited.
2. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
3. Users will not engage in spamming or other illicit computer activities.

Limitation of Liability

The Diocese of Orange and Our Lady Queen of Angels School make no warranties of any kind, whether express or implied, for the service provided. The Diocese and School will not be responsible for any damages suffered while on the network and the Internet. These damages may include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. The Diocese of Orange and Our Lady Queen of Angels School specifically deny any responsibility for the accuracy or quality of information obtained through the Internet services. Further, the Diocese of Orange and Our Lady Queen of Angels School are not responsible for any unauthorized charge or fee resulting from use of the school's technology system.

Rights of Privacy

Students have no right of privacy and should have no expectation of privacy in materials sent, received or stored in the Our Lady Queen of Angels School network, web-based subscriptions and/or technology devices used by the students.

Violations/ Due Process

The Diocese of Orange and Our Lady Queen of Angels School will cooperate fully with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the school's network or any other school technology device. In the event that there is an allegation that a student has violated the Acceptable Use Policy, the student will be presented with the charges and provided an opportunity to present an explanation before further disciplinary actions are taken.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the user in gaining the self-discipline necessary to behave appropriately on an electronic network. Disciplinary actions are in accordance with the Our Lady Queen of Angels School handbook, may include the following:

- ◇ Removal from the network
- ◇ Suspension/Expulsion
- ◇ Law enforcement involvement

Search and Seizure

An individual search may be conducted when there is reasonable suspicion that the user has violated the law, or broken school handbook policies. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct as per the Acceptable Use Policy.

Glossary

Harassment – Persistently acting in a manner that distresses or annoys another person.

Plagiarize - To take the ideas or writings of others and presenting them as if they were original to the user.

Spamming – Sending an annoying or unnecessary message to a large number of people.

Vandalism – Any attempt to harm or destroy data of another user, agency or network including uploading, downloading or creating computer viruses.



This policy may be amended at any time.

DIOCESE OF ORANGE ACCEPTABLE USE POLICY

Student Acceptable Use Agreement

Our Lady Queen of Angels School

Year 2009-10 Grades 3-12

I understand that access to the Our Lady Queen of Angels School network computers, technology devices and Internet is a privilege that is subject to following these rules:

Technology Privacy: The computer and other technology devices are tools for schoolwork. Each student has his/her account and/or logins on the network and is assigned storage areas. These accounts and folders are only for my assigned usage. I will not trespass within other students' accounts or folders. I understand that the instructor may view my digital school work and school communications at any time.

Online Privacy: To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out.

Legal Issues: I am aware that vandalism of equipment will not be tolerated. I will not install or download anything found on the Internet, including software, MP3 files, pictures, etc. without direct permission from the instructor. I also understand that installation of certain files can damage the computer and may be considered vandalism.

Copyright and Plagiarism: I will cite all my resources with proper research format for all text and other research items used including pictures, MP3 files, videos, etc. I will respect copyright laws.

Inappropriate Materials or Language: The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to materials; I wouldn't show it to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.

Safety Issues: I will not use the computers or any other technology device to participate in cyber bullying. If I come across any communications that are inappropriate, I will notify my instructor immediately. If I become aware of any student participating in cyber bullying I will notify my instructor and/or the administrator. If I come across anything (picture, ad, website, etc.) on the Internet that is inappropriate then I will let the instructor know so corrective action can be taken.

I have read and I understand the above rules. If for any reason, the rules are violated, I understand that all computer privileges will be revoked for a period to be determined by my instructor and school administration.

Student's Signature

Date

Grade

Parent's Signature

Date



DIOCESE OF ORANGE ACCEPTABLE USE POLICY
OLQA Student Acceptable Use Agreement
Parent Permission Slip for Technology Usage
School Year 2009__ - 2010__

[Parents: Please sign one permission slip and list each child attending the school and their grade level.]

I have read the _____ School Handbook and Acceptable Use Policy for Technology Use in Education.

Student's Name _____ Grade level _____
 Print First, Last name

Student's Name _____ Grade level _____
 Print First, Last name

Student's Name _____ Grade level _____
 Print First, Last name

Student's Name _____ Grade level _____
 Print First, Last name

Student's Name _____ Grade level _____
 Print First, Last name

	YES	NO	
1.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/ guardian, grant permission for my son/daughter to have access to the school network and technology equipment.
2.	<input type="checkbox"/>	<input type="checkbox"/>	I, the parent/ guardian, grant permission for my son/daughter to have access to the Internet at school for educational usage.

Print Parent's Name _____

 Parent's signature

 Date

OUR LADY QUEEN OF ANGELS SCHOOL

Parent Receipt and Acknowledgment

We acknowledge that we have received and have read the School Handbook of Our Lady Queen of Angels School. We agree to follow the policies and procedures it contains. Please return Acceptable Use Policy Pages and this page with signatures to the school in the Family Envelope.

Parent Signature: _____

Print Family Name: _____

Date: _____