

Queen of Angels Academy

4100 Highway 3

Dickinson, Texas 77539

281-337-2508

queenofangelsacademy@sspx.org

queenofangelsacademy.com



Parent-Student Handbook

Instaurare omnia in Christo

To Restore All Things in Christ

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Queen of Angels Academy

INTRODUCTION

Queen of Angels Academy, a private Catholic school for grades K through 11 and a 501(c)(3) non-profit organization, operates under the United States District of the Society of St. Pius X. This handbook is provided as a reference for parents and students regarding school policy. Queen of Angels Academy does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration and hiring of personnel, admissions, or any other school programs.

Queen of Angels Academy provides children with a thorough Catholic education founded upon traditional principles. The school strives ultimately to form good Catholic citizens, men and women willing and able to work for the restoration of all things in Christ, freely submitting to the reign of Our Lord in the spiritual, moral, intellectual, and physical realms.

MISSION & PHILOSOPHY

Our mission as a private Catholic school is to develop the minds, bodies, and souls of students in accordance with the perennial educational and moral principles of the Roman Catholic Church. We operate under the Society of Saint Pius X, and provide a structured, traditional social and academic environment in which students pursue truth and develop virtue within a rigorous, balanced curriculum, and take active part in the life and liturgy of a thriving community fully committed to developing Christian values. By providing an atmosphere of serious scholarship and Catholic vitality, Queen of Angels Academy strives, as inspired by the motto of the Society of Saint Pius X, to equip students “To restore all things in Christ.”

Learning is a profoundly human process, one best accomplished through patient, qualitative drawing out, rather than mechanistic, quantitative filling up. The school strives continuously to provide the best possible facilities, tools, and material resources, in terms of texts and an integrated curriculum, simultaneously recognizing that our teachers' mastery of subject matter, ability to communicate, and, above all, love for our students, are what finally foster a desire for learning in those students. Our curriculum challenges minds; our teachers work with God to form souls.

ADMISSIONS

Online admissions forms are available by contacting the office at queenofangelsacademy@sspx.org For assistance, please contact the office at (281) 337-2508. Deadlines are listed on the web page.

Kindergarten applicants must be 5 years old by August 15 of the year of enrollment.

School personnel will administer entrance exams to prospective students for grades 2-11 before initial grade placement. Kindergarten and 1st grade students are not tested. A review of academics, testing, and behavioral records from any previous school(s) is a part of the placement process for students applying for entrance into the Academy. Parents must notify the school of any learning, emotional, or behavioral disabilities prior to an applicant's admission.

Religion is integral to the education offered at Queen of Angels Academy. All students must submit to the entire curriculum as offered: they must attend all religion classes, conform to all school policies, and participate in all scheduled activities.

New Students

The school considers any child not enrolled in the school during the previous semester a new student for enrollment purposes.

The following are required for new student enrollment:

- A letter of recommendation from the student's pastor or from the most current classroom teacher. (Required for all new students entering grades 7-11.)
- Proof, on letterhead, of up-to-date fee and tuition payments from the previous school. (Private schools only.)
- All academic, standardized test, and behavioral records for students applying to enter grades 2-11.
- Individualized Education Program (IEP) for students with any documented learning disability.
- Completed on-line registration forms.
- Advance payment of the application fee.
- A photocopy of the official state-issued birth certificate (A *certified* copy is not necessary.)
- Physical examination, including physician documentation of hearing and vision screening, for students younger than 9 years old at the time of enrollment.
- Copies of all sacramental certificates, including the sacramental marriage certificate of parents. For sacraments received at Queen of Angels Church in Dickinson, TX, the approximate dates of the reception of the sacrament may be provided instead of copies of sacramental certificates.
- Notarized copies of official custodial documents, when applicable.
- Vaccination records showing completion of required inoculations. Exemptions may be substituted in accordance with Texas state law.
- Meeting with the Principal, as required.

Returning Students

The following are required for returning student enrollment:

- Demonstration of adequate academic and disciplinary performance to warrant continuation.
- All on-line registration forms completed and turned in by the published due date. Late registrations will be considered on a case-by-case basis.
- Tuition payments current and all fees paid (the first tuition payment is due August 15).
- Vaccination records, or current exemption forms.
- Custodial / legal documents provided and up to date, if applicable.
- Meeting with the Principal as required.
- **Note:** any prospective returning student who was previously encouraged to withdraw or was separated requires explicit permission for reenrollment from the Principal. A placement test is required in this circumstance, but only after the School Principal's approval.

COLLABORATION BETWEEN THE FAMILY AND THE SCHOOL

In the effort to provide a true Catholic formation, Queen of Angels Academy needs the cooperation of students' parents. The Academy strives to implement the laws of God and the discipline of the Church, imperative for the students' sanctification as well as for their proper intellectual development. Without parental reinforcement—initially entrusting the school with educable children and supporting school policy and procedures throughout the educational process—the school can accomplish little of lasting impact. With this in mind, the school urges parents to observe the following:

Paternal Participation

As an extension of God's authority and Catholic hierarchy and as heads of families, fathers must take an active interest in the education of their children in matters of curriculum, school activities, and especially their children's progress. As St. Thomas Aquinas teaches, "It is obvious that the upbringing of a human child requires not only the mother's care for his nourishment, but much more the care of his father as guide and guardian, and under whom he progresses in goods both internal and external ... On the father devolves the upbringing of the child" (IIa IIae q. 154, a. 2, c.). As their primary intellectual and moral guide, the father needs to realize that his children will be the reflection of his own thought and attitudes.

Spiritual and Moral Formation

The primary role parents fulfill as educators of their children relates most specifically to the formation of good intellectual and religious habits and attitudes, and the development of a genuine love for learning and for the Faith. A balanced and joyful home life, in which children may receive their first experiences of the nourishing authority and protective affection of their heavenly Father, will foster a respectful and affectionate docility in the children that is vital for their education and healthy development as human beings and children of God.

Communication

Parents must provide any information (concerning health, behavioral idiosyncrasies or difficulties, spiritual and intellectual strengths or weaknesses, physical deficiencies, etc.) that could be helpful or necessary in the proper formation of the child in an open and timely manner. Withholding necessary information not only impedes the efforts of teachers and administrators but indicates a potentially damaging mistrust. In order to maintain the vital cooperation between family and school in the work of education, all communication (written, email, or verbal) between parents and school personnel is expected to be conducted in a civil manner. Use of threatening or intimidating language constitutes a direct attack on this unity

among educators and so is grounds for immediate student dismissal, or, in less severe cases, may be used as a factor in determining family eligibility for re-enrollment.

Regulation of Electronic Media

As Catholics, we must have serious caution for digital media. As to be clear, this includes:

- television and movie sites, Netflix, Hulu, etc.
- video, and computer (online) gaming, Xbox, PlayStation, etc.
- tablets and smart phones, with unsupervised/unlimited internet access
- social media accounts, Facebook, Snap Chat, Instagram, etc.
- YouTube, Tik-tok, etc.

These and the like do not work in favor of education. Instead, they produce needs for instant gratification and instant response; they promote gossip and the need to make comments or reviews of others; they create the ‘I want it now!’ mentality; they often falsify relationships and produce mentalities that seek acceptance or approvals from others. In short, they detach people from reality. Not only do these impede the intellectual and spiritual progress of the student but potentially pose grave occasions of sin.

Television should not be of daily use; students should not have televisions in their rooms for private viewing. While good movies may be considered an acceptable entertainment, parents should not permit them during school days. Parents must understand the source of distraction as well as the tendency to dismiss schoolwork in favor of entertainment.

Video gaming must also be discouraged. Exposure to violence is prevalent in video games; some games even contain nudity. Moreover, gaming produces laziness in children, dullness of mind, and a lack of interest in anything else. It is addictive and can produce monsters of our children.

Queen of Angels Academy discourages families from permitting social media accounts to their children. Parents should recognize there are alternate means of communication with relatives and should not use this as an excuse to permit accounts. Nor should parents be naïve about where such accounts could lead their children. While a good use is possible, the bad uses and dangers far outnumber the good. The proximity to evil, the potential massive waste of time and distraction, and the promotion of sinful curiosities should move parents to forbid these accounts to their children.

Use of cell or “smart” phones or watches requires specific mention. These now ubiquitous devices are often useful, especially as a means of emergency communication. They also, however, represent one of the most prevalent sources of distraction, exposure to moral danger, and detachment from reality in our culture. Especially because of their capacity to distract, cell or smart phones or watches (or any personal electronic devices) are not allowed in the school or at any school sponsored events. Further details follow in the “General Rules & Guidelines” section of this handbook.

A list of bad fruits could be composed to stress the importance of these issues and even convince parents of the dangers. This is not the place for such a list. Queen of Angels Academy does not want this influence coming into the school. If permitted these things at home, they will come into the school.

Queen of Angels Academy prefers that children not have smart phones, are not into gaming, and do not use social media. Parents should be of the same mind on these issues.

Queen of Angels Academy reserves the right to reject admittance into the school for families/children who do not think the same regarding these issues.

For more guidance upon use of technology, please read carefully the *Digital Safety* appendix at the end of this handbook.

Conflict Resolution

Conflict is often the result of poor communication and misinformation. Parents are asked to exercise discretion and follow school procedure if a child expresses school related dissatisfaction or problems: both the school and the parents must avoid on the one hand, assuming ill will, or on the other, denying the possibility that a problem could exist. In the case of student conflict with a teacher, parents need to withhold assessment of the situation until they have first contacted the teacher involved. Only after this initial contact, and if the conflict remains unresolved, should parents contact the Vice Principal. Direct recourse to the Principal is justified when an issue relates directly to overall Academy policy, or to some matter difficult to present discreetly to the teacher or to the Vice Principal. In any case, parents should ask school officials about matters of concern to ensure proper understanding rather than engaging in potentially harmful judgment based upon secondhand information. A spirit of disunity and mistrust among educators is detrimental to the formation and healthy development of the child.

Discretion

As a matter of charity and unity, parents are asked to avoid discussion of any faults, difficulties, or problems—actual or perceived—with the Academy or its staff in the presence of students. Beyond being an objective source of scandal, this spirit of criticism severely undermines the operation of the school and destroys the children’s confidence in authority.

Homework Supervision

Parents are expected to supervise homework to ensure completion, accuracy, and neatness. This daily investment of the parents’ time is one of the strongest proofs they can give to children of their respect for and support of the school and of education generally.

Financial Obligation

Parents must fulfill to the best of their ability all points of the enrollment contract, including the support of official fundraisers. This is a matter of justice towards teachers and students alike—please see details in the “Tuition, Fundraising, & Financial Aid” section later in this handbook.

SPIRITUAL FORMATION

Students will attend the Holy Sacrifice of the Mass twice a week as part of their regular Academy schedule. Students will have the opportunity to go to confession during one of the school Masses.

All students are required to bring their own missals and rosaries. Girls must also bring their own chapel veils.

DAILY SCHEDULE

General Schedule: The school day consists of classroom instruction, lunch, recess, and Mass on Tuesdays and Thursdays.

<u>Period</u>	<u>Start</u>	<u>End</u>
A.M. Lineup	8:20	8:25
1	8:30	9:15
2	9:20	10:05
3	10:10	10:55
4 (Mass Tu/Th)	11:00	11:55
Lunch / Recess	12:00	12:35
5	12:35	13:20
6	13:25	14:10
7	14:15	15:00

ARRIVAL, DEPARTURE, & DISMISSAL POLICY

Hours of Operation

School is considered in session Monday through Friday from 8:25 a.m. to 3:00 p.m. Kindergarten is in session for full days Tuesday through Friday. In the event of early dismissal, teacher in-service days, etc. students will be dismissed at 12:00 pm, unless otherwise noted. It is important that students arrive on time every day for maximum learning to take place.

Student Drivers

High School students with licenses may drive themselves and others to school, subject to legal license restrictions and parental permission. Parents, please be aware of who is riding with any of your student drivers and reinforce the importance of safety, especially on campus during the busy drop off and pick up times.

Students must park inside the gates, in designated spaces.

Arrival

On-time arrival at school is a matter of justice toward teachers and students. Students must arrive at school no later than 8:20 in accordance with schedule. Students arriving after 8:25 AM will be marked “tardy” for the day. Students who come late to school must present a written excuse from their parents. Six tardies (excused or unexcused) within an academic quarter will constitute an unexcused absence and will result in appropriate disciplinary action.

Students may not be dropped or arrive at school prior to 7:50 a.m. If on site prior to this time, the Academy is not responsible for these students.

Departure

School dismissal is at 3:00 p.m. Students will wait in a designated area for parents to pick them up. Parents must pick up students promptly, and in no event after 3:20 p.m. Teachers will make every effort to ensure that children are ready for pick-up at dismissal time.

Once a parent has arrived for pick-up, the student is considered under that parent's care and supervision. Students may not be left unsupervised in the school building or on school premises. The principal may impose disciplinary penalties if children consistently remain on campus after hours. The Academy will not accept responsibility for any student who remains on campus after the pick-up time, unless he or she is involved in a school extracurricular activity.

Early Departure

Parents must inform the school office in advance—and in writing—of any instance of a student needing to leave school before the usual departure time. This notice must indicate the reason for dismissal (doctor or dentist appointment, etc). Whenever possible, parents should schedule appointments outside of school hours. Parents who need to pick up students during the school day must go to the school office to pick them up.

The school requires advance written notice if someone other than the parent will pick up a student for an appointment or pick-up.

ATTENDANCE POLICY

Healthy students are expected to attend school every day. Students absent from school more than 18 times in an academic year may be separated, retained in the same grade, or denied a diploma for excessive absences. The Principal will make the final decision in these cases.

Absence

In the case of an unforeseen absence, parents are requested to notify the school office by 9:00 a.m. and provide an explanation.

In the case of an extended absence, parents must make arrangements with the school for schoolwork. Students returning to school after an illness or absence must bring a written note of explanation to the school office.

Student absences for which parents provide no explanation will be unexcused. Unexcused absences may result in disciplinary action. Assignments missed on account of unexcused absences will be penalized at the Principal's discretion.

Students who are at school for fewer than 2 class periods on a given day will be marked "absent" for that full day. The school does not account for half-day or partial attendance.

A student who is taken out of school before the end of the academic year and who has not completed class work and final exams prior to departure is subject to a final report card grade of INCOMPLETE.

Foreseen Absences

In the case of foreseen absence, parents must provide the school with advance written notification. Planned absences (for special occasions such as out-of-town weddings or funerals, etc.) require the further permission of the School Principal. Whenever possible, parents should avoid making personal plans that will result in missed class time.

In order to avoid disrupting the schedule of a class or the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and duty of state, families are expected to plan vacations around the school schedule. Absences for vacation taken during the academic term will be considered unexcused, and students may receive zero credit for all missed class work, assignments, and exams.

CALENDAR

A new academic calendar will be made available before the beginning of each school year. School officials will notify parents of any changes after its publication, should they occur. It is the parents' responsibility to be aware of important school dates and functions. Working parents should take special note of the school's days off, early dismissals, conference dates, etc., and should make every effort to arrange their work schedules accordingly.

Student participation in functions noted on the school calendar (including occasional evening activities such as music performances) is mandatory unless explicitly indicated otherwise.

MEAL POLICY

Parents should closely supervise all school meal preparations made by their children. Students—especially younger children—need sufficient, healthful nourishment in order to function properly in school. Hungry children will lack energy and concentration; those given excessive sugar frequently exhibit hyperactivity and irritability.

Food Allergies

Parents must notify the school of any and all food allergies, their specific nature, and severity.

Breakfast

Students may take breakfast during the morning drop off period, time permitting. Students are required to clean up after themselves.

Lunch

Students should bring lunch to school each day in containers clearly marked with their names. Parents are asked to send meals that do not need to be reheated, as the school does not provide kitchen facilities to the pupils. The school will provide a simple sandwich for children who forget to bring lunch.

The school expects students to use proper table manners, and parents should review etiquette with them. All students eat lunch on campus.

HEALTH POLICY

Communicable Disease

A student suffering from a contagious illness or a bad cold should not be sent to school. Should an outbreak of a communicable disease occur, children at risk for the disease should be removed from the school for a period of time determined prudent by medical professionals.

Parents must report all instances of communicable disease to the school office. Communicable diseases include, but are not limited to, chicken pox, pink eye, flu, impetigo, head lice, scabies, measles, mumps, whooping cough, ring worm, roseola, strep throat, German measles, mononucleosis, and scarlet fever. Parents unsure of the communicability of an illness should consult a medical professional and call the office before sending a child to school.

Illness and Injury

Parents will be notified in the case of serious illness or injury

that occurs at the school. In such cases, the child(ren) will be sent home only in the care of a parent or person designated by the parent. If immediate notification is not possible due to the nature of the injury or circumstances, the school will act in compliance with the registration releases and permissions and will notify the parents/legal guardians in a timely manner. In emergency situations, the school will contact emergency medical services (911) and parents (or designated personnel) as expeditiously as possible.

Please keep all contact information up to date by way of the School Secretary.

Vaccinations

Texas Administrative Code requires that children enrolled in school be immunized against certain diseases, allowing for certain exemptions, including reasons of conscience. Parents must therefore submit a pupil immunization record upon enrollment, or a notarized exemption form, and provide updates as required.

SSPX Statement on Vaccination

Schools of the US District of the Society of Saint Pius X comply with vaccination policies of local health and education authorities while adhering to the moral principles of the Roman Catholic Church.

The Catholic Church does not oppose vaccinations in principle, but it does consider as morally illicit the development of vaccines from aborted fetal tissues. In 2005, the Vatican clarified¹ the proper position of all Catholics on this matter, and the SSPX adheres to that declaration.

Schools of the SSPX also support parental authority and freedom of choice in matters not opposed to the moral law. If the state law does not mandate vaccination, neither do our schools. In the event of an outbreak of an infectious disease, our schools work closely with local and state officials to respond according to the guidelines prescribed by the governing authorities.

¹ Pontifical Academy for Life. Moral reflections on vaccines prepared from cells derived from human aborted fetuses. Cf. *The Angelus*, February 2006, vol. 29, n. 2.

Medications and Other Medical Conditions

The school may not dispense medication without professionally indicated direction. Students may not self-medicate, with the exception of insulin pumps, epinephrine (EpiPen), and asthma inhalers. The following forms, available from the school office, must, in every applicable case, be completed, signed, and dated and returned to the school office:

- Request for Prescription Medication to be Administered During School Attendance;
- Request for Non-Prescription Medication to be Administered During School Attendance;
- Severe Diabetic Plan;
- Asthma Action Plan;
- Allergy Action Plan.

If your child has any condition that may require immediate or emergent medical attention, such as severe allergy, asthma, diabetes, or seizures, an action plan must be completed and signed by a licensed physician. The plan should include the nature of the condition, and steps to be taken should the need arise. This information is part of your child's file and needs to be sent to the school secretary who will ensure necessary (and only necessary) personnel have it.

Parents should administer medication at home whenever possible, and should ask their doctor or pharmacist to develop an at-home dosing schedule to avoid the need for medication administration at school.

Students may only bring prescriptions and other medications to school in original containers, appropriately labeled by a pharmacy or physician, and must give them to the school secretary. Dosing directions should be clearly marked on each container. School personnel will not administer first-time medications.

CURRICULUM – GENERAL

Religious Instruction

Formal religion instruction holds the place of honor in the curriculum. Classes include an ordered presentation of the Catholic Faith through the study of Christian doctrine, the life of Christ, the Mass, the liturgical year, Bible history, and the lives of the saints. Children are taught to memorize the catechism, and at the same time to see behind these truths the face of Our Lord, calling them to lives of holiness in union with Him. Thus, students are encouraged to develop a profound spiritual life in union with the liturgical and sacramental life of the Church.

Literature and Language Arts

SSPX schools place great emphasis on a literature-based language arts program. Good literature is essential to the proper, healthy development of both the intellectual and the spiritual life. As Our Lord demonstrated when He chose to teach through parables, stories naturally engage the intellect, inspiring wonder and understanding. Literature presents accurate depictions of reality, including the best and the worst of human nature, allowing students to experience — vicariously yet profoundly — circumstances and scenarios that will inspire them to embrace the good and reject the bad. Through the teaching and discussion of good literature, as well as its profound integration through composition exercises, students gain an openness to the noble realities of the soul, and thus are made docile to the call of grace, which draws them toward the noblest of all realities. Dictation and poetry are a preparation and an extension of this study of literature, inspiring the intelligence and nourishing the memory with beauty. The study of grammar is the handmaid of literature, enabling the child to penetrate the essential of the written word and to express himself with clarity and elegance.

Other Subjects

The other classroom subjects likewise harness the curiosity and strengthen the nature of the students. Math teaches accuracy, order, and logic; science explores the beauty of God’s plan in the natural world; history reinforces the study of human nature and the world, bringing to life real heroes and important events and connecting causes and effects; geography integrated with history broadens students’ cultural awareness and helps to develop a truly Catholic perspective.

GRADE SCHOOL CURRICULUM

The curriculum for kindergarten through eighth grade includes the following subjects: religion, language arts (learning to read and write, grammar, dictation, literature, composition), history and geography, mathematics, nature study and science, music, and physical education. These will be taught at the appropriate developmental level for each grade.

Fine arts—music (sacred and secular), poetry, art, and drama—are an important part of the curriculum. The school encourages performing skits, copying and drawing pictures, dramatizing poetry, and singing, along with creative projects and presentations in all subjects.

HIGH SCHOOL CURRICULUM

At the foundation of the education offered at Queen of Angels Academy is the idea that human reason can discover and understand an order outside itself, the order created by God. Students receive a thorough and integrated view of this reality through the organic unity of all subjects. They learn to think in an orderly fashion, to speak and write as clearly as they think, and ultimately to judge with wisdom and prudence.

At Queen of Angels Academy, students learn from the saints, ancients, and secular masters through literature, history, Latin, math, science, and religion. By opening to them the treasury of human knowledge, teachers strive to inspire students with an ardent love of truth and an increasingly clear vision of their final end. By teaching them to think not only critically but classically, and to integrate that thought into their own actions, a Queen of Angels Academy education prepares students both to face the concrete conditions in the world and to embrace supernatural as well as natural happiness.

Depending upon academic capacity, some students may transition to a less rigorous curriculum. All students will be assessed in accordance with the grading scale of this handbook and will be eligible for the annual honor rolls based upon their achievement level, regardless of curricular track. Eligibility for overall academic distinction upon graduation (e.g. valedictorian, salutatorian, academic distinction) will depend upon academic performance, course selection, and conduct.

High School Course Distribution

9th Grade

Religion I
Latin I
Western Literature and
Composition
Ancient History
Biology
Algebra I
Music
Physical Education
Art

10th Grade

Religion II
Latin II
Western Literature and
Composition
Medieval History
Physical Science
Geometry
Music
Physical Education
Art

11th Grade

Religion III
Latin III
Western Literature and
Composition
Early Modern History

Chemistry
Algebra II
Music
Physical Education
Art

12th Grade (planned)

Religion IV
Latin IV
Western Literature and
Composition
Modern History / US
Government

Physics
Pre-Calculus
Music
Physical Education
Art

Note: Most 9th/10th Grade and 11th/12th Grade courses will be taught with combined classes in A/B year cycles.

Graduation Requirements

To be eligible to graduate from Queen of Angels Academy, a student must complete, at a minimum, the following number of years of study in the required high school subjects listed below:

- Religion – 4
- English – 4
- History – 4 (includes 1 year of Government alone or integrated)
- Latin – 2
- Math – 3
- Science – 3
- PE – 4
- Music – 4
- Art - 2

Graduation eligibility ultimately will be determined by the School Principal, based on academic performance, effort, and conduct.

Seniors who fail any required courses during their final year in high school may be denied graduation; those who fail Religion will be denied graduation. In such cases, parents will be notified during the final quarter, except when students have jeopardized their graduation by poor results at the end of the final quarter or on final exams.

Commencement Honors

The School Principal determines the valedictorian, salutatorian, and those to graduate with academic distinction in each school.

Exclusion from Commencement

A student whose account is not current will not be admitted to the commencement ceremonies and his or her high school diploma will be retained, as stipulated in the contract.

GRADING & ACADEMIC DISCIPLINE

Grading Scale

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numerical Range</i>
A+	4.00	100-97
A	4.00	96-94
A-	3.67	93-90
B+	3.33	89-87
B	3.00	86-83
B-	2.67	82-80
C+	2.33	79-77
C	2.00	76-73
C-	1.67	72-70
D	1.00	69-65
F	0.00	64-0

Academic Discipline/Probation

The school will issue report cards at the end of each quarter.

Students earn grades based on the percentage scale above. 65% or higher constitutes a passing grade. Students must maintain at least a composite weighted average of 65% in all subjects and cannot receive a D or less in three or more classes in order to be advanced to the next grade.

The school requires students who fail one or more subjects to remediate missed coursework in a manner determined by the school. Failure to remediate successfully according to school guidelines will necessitate a review and possible testing before any possible advancement.

Any student demonstrating consistently poor academic performance will be placed on academic probation by the Principal for a designated period of time. If probationary students show no substantial progress, their parents will meet with the principal to determine a proper course of action, which may include expulsion.

Plagiarism

Students must understand that extensive paraphrase, excessive quotation, and unattributed sources constitute plagiarism, the theft of another's work. Teachers will inform the Vice Principal of suspected plagiarism. In confirmed cases, the Principal will determine appropriate sanctions and consequences.

All academic discipline and ultimate consequences remain at the sole discretion of the School Principal.

Progress / Deficiency Letters and Actions

The school will issue progress or deficiency reports at the midpoint of each quarter.

Deficiency reports apply to all students maintaining a D or F average in any subject. The school may also issue deficiency reports when a pattern of poor conduct exists. The report will include comments and recommendations from the teacher. Queen of Angels Academy encourages parents with concerns to communicate with teachers about their children's performance

Parent-Teacher Conferences

At least one parent per family is required to attend all parent-teacher conferences to discuss grades, general academic performance, character, and moral development with teachers.

HONOR ROLL

The Honor Roll exists to reward outstanding scholastic achievement and to recognize those students who demonstrate superior and sustained motivation, responsibility, hard work, and character. Students who receive any conduct grade of C- or below will be ineligible for the Honor Roll. Students who have been suspended for any reason will be ineligible for the Honor Roll.

Students in grades 5-11 are eligible for the Honor Roll as follows:

Summa cum Laude

Final overall weighted average of 97% (A+) or above, with no final grade in any subject below a 90% (A-).

Magna cum Laude

Final overall weighted average of 94% (A) or above, with no final grade in any subject below an 87% (B+).

Cum Laude

Final overall weighted average of 90% (A-) or above, with no final grade in any subject below an 83% (B).

HOMEWORK & HOMEWORK POLICIES

Homework, General

Teachers assign homework to reinforce knowledge, instill a sense of responsibility, encourage time management, and develop independent study habits. This daily effort on the part of the student is essential to the formation of profound, lasting qualities of heart and mind. Students must turn in assignments on time and make up homework assignments missed due to absence.

Parents are asked not to do their children's work for them. As a fundamentally dishonest circumvention of student duties, this would undermine both the teaching and the learning processes, and seriously impede the development of good study habits. Parents should, however, supervise homework, offer any needed assistance, and see that their children have sufficient time and a suitable place in which to complete assignments.

Homework Time Guidelines

K-2: No assigned homework. It is highly recommended that parents read to their children and review catechism as often as possible—time recommendations below—to get them into the habit of doing some schoolwork at home each day. Once the child begins to read it is beneficial to have him/her read aloud to someone every night. Below is a list of other activities to do with children after school:

- Kindergarten: read to children.
- 1st grade: review catechism questions, read aloud, review poetry, practice math flash cards (10 minutes).
- 2nd grade: review catechism questions, read aloud, review auto-dictation and poetry, review grammar definitions, practice math flash cards (10 minutes).

Homework is routinely assigned to students in grades 3-11. Reasonable expectations of daily homework requirements:

- 3rd grade: 20 minutes
- 4th grade: 30 minutes
- 5th grade: 45 minutes
- 6th grade: 1 hour
- 7th through 8th grades: 1 ½ hours
- 9th through 11th grades: 2 hours

These are general guidelines. Actual requirements will depend on the child's ability to work diligently and efficiently both in class and at home. Parents should not allow their children to linger indefinitely over homework but should set appropriate limits and require accountability for unfinished work.

Teachers will strive to respect the above time guidelines, and the school in no way obliges or encourages giving unnecessary homework—merely busy-work for its own sake. Weekend assignments may, on occasion, require more time than those given on weeknights.

Homework and Class Work Expectations

Queen of Angels Academy and its teachers expect students to work to the best of their abilities, and parents should encourage students to take the time and care necessary to complete assignments well. Incomplete or poorly completed assignments may need to be redone. Students should take time to avoid misspellings and numerous cross-outs and should keep homework papers in a protective folder or permanent notebook as applicable. Teachers will not accept soiled or damaged papers.

Teachers will publish specifications for homework, to include acceptable formats, paper, notebooks, pens and pencils.

Late Work

Students must complete assignments by the morning of the day they are due. At the discretion of the teacher, students could be penalized 5 percentage points for each day an assignment is overdue and possibly not accepted if more than 5 days late.

Homework Requests and Make-Up Assessments for Absences

Students are responsible for obtaining missed assignments from their teachers.

Long-term projects and assignments given prior to a student absence are due on the original due date and must be delivered to the school on that day. Students should expect to take tests announced prior to an absence on the day they return to school, as well as pop quizzes missed during absence.

UNIFORM POLICY

A school uniform acts as a visible sign of the unity of a student body striving to achieve a common goal. Bearing this in mind, the specifics of regulations follow simply. Regardless of particulars, the standard remains uniformity, not individuality or fashion. While the school strives to develop strong individuals, the well-formed student will possess a true depth of character, and a personality strong from within, not defined from without. A uniform facilitates all of this by minimizing the possibility of disordered, vain, or immodest self-expression that seeks primarily to draw attention to self. Beyond this, uniform dress reinforces a sense of solidarity and belonging, and eliminates the significant social pressures associated with style consciousness and competition. Far from a means of suppressing individual expression, willingness to submit to the uniform policy indicates humility and maturity.

This handbook establishes the basic "letter of the law," but students aided by their parents should discern and submit more importantly to the spirit of the uniform policy. Rather than defining each allowable or disallowable clothing item, the school relies on parents, students, and faculty to understand the purpose of uniforms and to recognize clothing items that match not only uniform materials but synchronize with the intention of the regulations. Parents with questions or concerns should feel free to contact the school for clarification.

Hygiene and Appearance

For their own health and the consideration of others, students must bathe properly and regularly. Students must appear at school in clean, pressed, and complete uniforms. Damaged or excessively worn uniform items are unacceptable. Students must remain in full uniform while on the school property, even after school.

Make-up

Make-up and cosmetics are forbidden, with the exception of medicated bases prescribed by a physician. In these cases,

students must provide a note from the prescribing physician. Fingernail polish—colored or clear—is forbidden.

Jewelry

Jewelry is forbidden, with the exception of non-touch screen watches, and a fine-gauge necklace with a single religious medal. Girls with pierced ears may wear a single stud earring in each ear (gold or silver). Boys may not wear earrings.

Hair

Fad hairstyles for boys or girls are forbidden.

- Boys must be clean-shaven, well-groomed, with hair cut traditionally, off the collar and ears.
- Girls are to keep their hair pulled back off of their shoulders and out of their faces. Any ribbons, hair bands, or other hair accessories are to be simple in design and color (black, blue, white, or red).

Outerwear

An umbrella and galoshes are recommended for wet weather; a winter jacket, headgear, and gloves for cold weather. These are permitted only as an addition to the full uniform, outside the classroom. Tennis shoes (for outdoor recess) and water bottles are required every day. Students will change their shoes before recess. Students without tennis shoes may not participate during recess, at the teacher's discretion.

Required Uniforms Girls K-6

**Schoolbelles specific item*

- Blouse* - White, short or long sleeve, with Peter Pan collar
- Jumper** - Red/Navy Plaid, with school emblem attached to left side, hem at mid-calf
- Tie* - Red/Navy Plaid Cross-over
- Undershirt - White

- Shorts - Long bicycle shorts, must not extend below the hemline of the jumper
- Socks - White ankle socks with cuff for warm weather; Navy knee-highs or navy tights for cold weather
 - Girls may not wear white socks with navy tights
- Shoes - Black polishable shoes, Mary Jane style preferred; no heels; no casual/sneaker style
- Veil - Large, white, triangular-shaped
- Cardigan Sweater* - Navy (primary outer layer)

Required Uniforms Girls 7-11

**Schoolbelles specific item*

- Blouse* - White, short or long sleeve, Oxford style
- Skirt** - Pleated Red/Navy Plaid, hem at mid-calf
- Tie* - Red/Navy Plaid Cross-over
- Vest* - Navy, with school emblem attached to left side
- Undershirt - White
- Shorts - Long bicycle shorts, must not extend below the hemline of the skirt
- Socks - White ankle socks with cuff for warm weather; Navy knee-highs or navy tights for cold weather
 - Girls may not wear white socks with navy tights
- Shoes - Black polishable shoes; no heels; no casual/sneaker style
- Veil - Large, white, triangular-shaped
- Cardigan Sweater* - Navy (primary outer layer)

Required Uniforms Girls 9-12

**Schoolbelles specific item*

- Blouse* - White, short or long sleeve, Oxford style
- Skirt** - Pleated Red/Navy Plaid, hem at mid-calf
- Tie* - Red/Navy Plaid Cross-over
- Vest* - Navy, with school emblem attached to left side

- **Blazer*** - Navy, with school emblem attached to left side
- Undershirt - White
- Shorts - Long bicycle shorts, must not extend below the hemline of the skirt
- Socks - White ankle socks with cuff for warm weather; Navy knee-highs or navy tights for cold weather
 - Girls may not wear white socks with navy tights
- Shoes - Black polishable shoes; no heels; no casual/sneaker style
- Veil - Large, white, triangular-shaped
- Cardigan Sweater* - Navy (primary outer layer)

P.E. Uniform for All Girls

- Red polo short
- Navy skirt, hem below the knee, with shorts underneath
- Tennis shoes
- White athletic socks

NOTE: Girls must wear modest skirts, dresses, or jumpers whenever on school or church grounds and at events that may be held at other locations where the academy is being represented. Parents, visitors and volunteers are asked to follow these guidelines and expectations as well whenever on campus.

Required Uniforms Boys K-8

**Schoolbelles specific item*

- Shirt* - White, short or long sleeve, with Oxford collar
- Pants* - Khaki Classic Chino
- Tie* - Red/Navy Plaid
- Vest* - Navy with school emblem attached to left side
- Undershirt - White
- Shoes - Black, polishable, Oxford Style preferred; no casual/sneaker style
- Belt - Black, leather, solid

- Socks - Navy or Black, dress type
- Cardigan Sweater* - Navy (primary outer layer)

Required Uniforms Boys 9-12

**Schoolbelles specific item*

- Shirt* - White, short or long sleeve, with Oxford collar
- Pants* - Khaki Classic Chino
- Tie* - Red/Navy Plaid
- Vest* - Navy with school emblem attached to left side
- **Blazer*** - Navy, with school emblem attached to left side
- Undershirt - White
- Shoes - Black, polishable, Oxford Style preferred ; no casual/sneaker style
- Belt - Black, leather, solid
- Socks - Navy or Black, dress type

P.E. Uniform for All Boys

- Red polo shirt
- Navy athletic type shorts or pants
- Tennis shoes
- White athletic socks

**Note: All starred uniform items must be purchased through our uniform supplier: Schoolbelles Uniforms.*

***All girls' jumpers and skirts must be ordered through the Schoolbelles customer service, not the website, to ensure the proper length of the uniform.*

Schoolbelles Customer Service: 1-888-637-3037

www.schoolbelles.com

Shop for items using our school code: s3030

GENERAL SCHOOL RULES & GUIDELINES

Character training is an important element of the education at Queen of Angels Academy. The school expects loyalty, respect, and good manners, as well as immediate, cheerful cooperation from all students. Good discipline results, in large part, from the natural response students have to a gentle but firm command of respect rather than a rigid enforcement of a long list of rules. The school imposes certain rules, however, to maintain order and to help students develop the habits of discipline, courtesy, etiquette, and culture necessary for intellectual and spiritual advancement.

Forbidden Items

School personnel will confiscate these and other inappropriate items.

- Cell or smart phones* or devices, including smart watches.
- Electronic devices including but not limited to touchscreen watches (smart or otherwise), radios, CD players, MP3 players, CDs, DVDs, and electronic games of any kind;
- Books, magazines, pictures, comics, letters, notes, etc. of immoral or inappropriate content;
- Any drugs or alcoholic beverages;
- Any tobacco or smoking paraphernalia, including matches, lighters, and “e-cigarettes” or other non-medical vapor emitting devices, etc.;
- Weapons of any kind.

*Students are never allowed to have phones in the school. Students may take parent approved phones on school trips for communication purposes only, but must hand them over, at the beginning of the trip, to a school trip supervisor, who will give them to students only for necessary calls home.

Confiscated phones or other items will be returned to parents of violators of these rules at the discretion of the

Principal.

General Classroom Behavior

- Students will raise their hands and wait to be called upon before asking or answering questions.
- Students will stand and respectfully greet all adult visitors to the classroom, addressing them by their appropriate title: Father, Sister, Dr., Mr., Mrs., Miss, etc.

Lunchtime Behavior

- Students will eat in the dining hall with proper supervision.
- Soda is not allowed, and candy desserts are discouraged.
- Students may not use the microwave or any other kitchen appliances.
- Students will clean up after themselves and will help maintain the overall cleanliness of the dining hall.

Playground Expectations

- Weather permitting, all students are expected to go out for play during recess. The school requires detailed written notification if a student cannot participate in recess activities for health or other reasons.
- Students must have appropriate cold weather clothing and footwear for recess.
- For safety reasons, the school does not allow rough play or tackle football.
- Children must remain within established boundaries.
- During inclement weather, recess will take place indoors.
- Running and horseplay are forbidden inside the school.

Parties and Gift Deliveries

- Students may not take delivery of flowers, balloons, gifts, etc. during the school day.
- Birthday Parties: while recognizing the special nature of student birthdays, the school does not allow birthday

parties for individual students. Subject to teacher discretion, however, students may bring snacks on their birthdays to share with fellow classmates.

- Feast Day and Holiday Parties: teachers, parents, and students will not arrange classroom parties other than those approved by the School Principal.

Respect for School Property

- The school will not tolerate any abuse of school property or acts of vandalism, including defacing or damaging desks or books. Parents will be billed for damages; the student will be required to do any necessary clean-up.
- Students will help maintain an orderly environment in the school by properly looking after their own belongings and cleaning up after themselves.
- Students will keep textbooks covered at all times. The cover should be plain and display the student's name, grade, the book title, and subject. Damaged or lost books will be replaced at the parents' expense.
- Parents will be charged for lost textbooks and for textbooks returned more than a week after the close of school.
- All property brought into the school or maintained by the school including desks, and any other temporary or permanent storage areas on the grounds of the Academy are subject to searches which may be carried out with or without cause or suspicion and may be preventative in nature. By bringing items onto Academy grounds, each student and his/her parent(s) consent to searches of desks and storage areas provided by the school for student use, at any time school authorities determine such searches necessary.

Restroom Use

- Students will use only designated restrooms.
- Except in cases of legitimate emergency, high school students may not take restroom breaks during class time.
- Except in cases of legitimate emergency, students grades 5 and up may not take restroom breaks during Mass.

General Items

- Students may not pass personal notes or written communications of any kind. Invitations to non-school sponsored social events should be distributed outside of school hours and off-campus to ensure parents are aware of such activities and to preclude any implication of school endorsement.
- Students must generally maintain silence in the school. Moderate noise is permitted during recess and breaks.
- Students may not run, jump, or roughhouse in any part of the school building.
- Students may not chew gum on school premises.
- Students may use the school phone only in emergencies and only with permission from the school office.
- Students may not leave school premises during the school day without permission.
- Students are not permitted in teachers' lounges.

DISCIPLINE POLICY

Queen of Angels Academy applies the principles of Catholic education to student discipline. True charity, at times, obliges correction and even punishment, but as a means of encouraging amendment, not inflicting suffering or fostering resentment. The Catholic educator strives to win the heart of the student: both instruction and discipline rest on a foundation of charity. As Christ Himself showed, unwavering admonition does not preclude patience and kindness, and those corrected with charity will learn to embrace virtue motivated by filial love rather than servile fear.

Queen of Angels Academy does not use corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Depending on circumstances, the school may limit or deny recreational activities, impose detention or study hall, assign work tasks, etc. The school will punish students based on the severity of the infraction as follows:

Minor Infractions

Minor infractions are incidents attributable more to thoughtlessness than to a defective disposition or ill will. Examples of minor infractions:

- Excessive tardiness
- Disorderly desks or lockers;
- Incomplete, dirty, or excessively worn uniforms;
- Neglect of school property;
- Causing disturbances in class or during line-up;
- Neglect or improper performance of academic duties.

Teachers will correct minor infractions in the classroom, and may discipline students by way of in-school detention, study hall, or other means, at the teacher's discretion. Unless a pattern develops, the school will not inform parents of these offenses.

Major Infractions

Major infractions are incidents of a more serious nature indicating knowledge of wrongdoing. Examples of major infractions:

- Insubordination or deliberate disobedience;
- Unexcused absence;
- Unexcused tardiness;
- Fighting;
- Bad language;
- Persistent failure to submit homework;
- Failure to show up for a detention;
- Use or possession of forbidden electronic devices;
- Use or possession of tobacco products;
- Excessive repetition of minor infractions such as those listed above.

The School Principal or Vice Principal will handle infractions of this nature. Students will be punished with detention or other means, at his discretion. A detention may entail extensive janitorial work or after-school study hall. Students guilty of

major infractions may be excluded from extracurricular activities.

Grave Infractions

Grave infractions are incidents indicating knowledge of wrongdoing with social and moral ramifications. Examples of grave infractions:

- Conduct or spirit prejudicial to the school;
- Offensive behavior or lifestyle not in line with that of a traditional Catholic school student;
- Lying, cheating, or any academic fraud, including plagiarism;
- Any illegal activity;
- Use, possession, purchase, attempts to purchase or sell drugs or drug paraphernalia or alcohol;
- Possession, purchase, or selling of weapons or fireworks;
- Grave or repeated disrespect;
- Theft;
- Vandalism or destruction of property;
- Indecent fraternization;
- Obscene expressions, gestures, writings, or conversations, including postings of such nature on the internet;
- Possession of immoral material;
- Excessive repetition of major infractions such as those listed above.

The School Principal will handle infractions of this nature. Students will be punished by suspension or expulsion, at his discretion. Suspensions may be of shorter or longer duration, depending on the gravity of the offense. Students caught cheating will face serious consequences. Older students, in particular, will generally be suspended for cheating, as a minimum, and may well be expelled, dependent upon the circumstances, even for a first offense. A lack of integrity is simply unacceptable in a serious Catholic environment. Work

missed during the time of suspension may receive a zero, at the Principal's discretion. Expulsions, once imposed, are final. A student may only be readmitted in exceptional cases with the explicit permission of the school Principal.

Notice of Disciplinary Action

Parents will be notified officially, by way of a disciplinary notice, of major and grave infractions, and of the disciplinary measures taken. A copy of the notice will remain in the student's file. The Principal may request a meeting with the parents.

Exclusion from Academy Activities

Dependent upon the level of an infraction, the principal may choose to restrict an offending student's access to Academy functions for a period of time. "Academy functions" include but are not limited to the following school activities: fundraising activities, field trips, etc. If parents have any question about whether restricted students may attend a school event, they must inquire at the school before assuming the ability to participate.

There are different levels of restriction from Academy functions. Generally, the Principal will specify the duration of event restrictions. Expelled students may not attend any Academy functions until re-admittance to the school, or the graduation of their class. Parents may appeal in writing to the principal for changes in restricted status. If parents have doubts about restrictions, they should contact the school rather than making any assumptions.

Miscellaneous Rules & Consequences

Loyalty and respect, as well as immediate cheerful cooperation, are the virtues expected from all students. Immature or uncivilized behavior will not be tolerated.

All buildings and areas on campus in which the student does not have immediate academic interest are off-limits, with the exception of the church.

Disciplinary Probation

Any student demonstrating consistently poor conduct will be

placed on disciplinary probation by the Principal for a designated period of time. While on disciplinary probation, a student is ineligible to participate in any extracurricular activities. If a student in a probationary status shows no substantial improvement in behavior, his or her parents will meet with the School Principal to determine a proper course of action, which may include expulsion.

STUDENT SAFETY

Student safety, moral and physical, is a primary concern. Our wide-ranging activities are important for student formation but carry some risks. At the district level, all SSPX USA schools are governed by a robust Abuse Prevention and Response program, put in place to ensure student safety, which includes screening of all employees in positions of trust with students and annual faculty training. Locally, we have a Safety and Security department responsible for maintaining physical security of the campus and planning and overseeing emergency response drills in the schools.

Privacy and Use of School Facilities

All campus restrooms are designated for either men or women, and use of these facilities is restricted to individuals of the designated sex based upon the information given on their original birth certificates. Any entrance by members of the opposite sex for custodial/maintenance or emergency purposes is allowed only with proper notice and safeguards. All students, administrative/school staff, parents, invitees and licensees must comply with this policy in order to preserve the safety and privacy rights of our students and to maintain an environment conducive to a proper Catholic formation.

Activities

There are a range of school-sponsored activities that contribute to our students' broader development, from field trips,

pilgrimages, and retreats during the school year to camps over mid-year or summer breaks. Detailed policies and procedures for higher risk and more elaborate activities like camps are covered in other district documents. Field trips are covered in this handbook because they affect all parents and students.

Field Trips

Field trips provide meaningful and enjoyable learning experiences for students and are mandatory academic events when scheduled. Parents agree to and sign the “Permission to Transport,” “Release of Liability Agreement,” and “Permission to Treat” during on-line enrollment. The school will inform parents of each field trip (or other activity) throughout the year.

Field trips are a student privilege and not a right. Students may be denied field trip privileges if they are not performing well academically and behaviorally. Students who choose not to participate in a field trip will be marked absent for that day.

Emergency Procedures & School Closing

In case of emergent severe weather (tornados, severe thunderstorms, ice storms, etc.) during school hours, students shall remain at school. The school will monitor the U.S. Weather Service for severe conditions. In the event of a tornado warning, students will assemble in the safest locations within the buildings. Parents should not attempt to pick up children during emergency conditions prior to dismissal time. During emergencies, as at all other times, teachers will not release children to any person other than parents unless specifically notified by the parents.

Fire, Tornado and Active Shooter Drills

Fire drills are mandatory, and the school conducts them throughout the year. The school will conduct tornado drills and active shooter drills as required. During drills, students must maintain silence and behave in a controlled manner to ensure safety of other students, faculty, and staff personnel.

Inclement Weather and School Closings

The school will always close whenever Galveston County is under a Tropical Storm or Hurricane Warning. During other weather emergencies, the Principal will make the final decision on school closings; parents will be notified of school closings as soon as a decision has been made.

If a decision is made to close school early, parents will be contacted. Parents should have an emergency transportation plan in place in case they cannot come and pick up their children.

APPOINTMENTS & CONTACT WITH SCHOOL PERSONNEL

Appointments with Teachers or Administration

Parents may request meetings with any member of the school faculty or administration. Such meetings should be scheduled in advance directly with the teacher.

Contact with Teachers

Parents should contact teachers regarding school matters during regular school hours.

The school will not call teachers out of the classroom or away from other supervisory duties to take calls during school hours. Teachers who receive messages relating to school matters will return phone calls during available free periods. Teachers will respond to messages left after hours at their earliest convenience.

Parents should not contact teachers at their homes or at church functions (or in other social settings) regarding school matters. Parents may contact teachers by e-mail but should only contact teachers by cell phone if the teacher has given them permission to do so.

VISITOR POLICY

Visitors, including parents, must enter the property through the main school gate and check in at the school office.

Classroom Visitation

Occasional classroom visits by parents can benefit the educational process. Parents should make requests for classroom visits in writing, and at least 24 hours prior to the desired visit. Teachers and parents will decide on a mutually agreeable visitation time, and the teacher will confirm the visit with the school office and the Vice-principal.

A follow-up meeting can be scheduled after the visit if it is desired by either the parent or the teacher.

TUITION, FUNDRAISING, & FINANCIAL AID

Tuition

As it is a matter of justice, contractual obligation, and the financial stability of the school, parents must take their tuition obligations seriously. During FACTS enrollment/re-enrollment, parents are required to select a tuition payment plan with automatic tuition payments. Options for weekly, bi-weekly, semi-monthly, monthly, semi-annual and annual payments are available.

Parents, who for valid reasons cannot meet their obligation as agreed upon during enrollment, must contact Accounting in the school office for modification to the timing of payment or contact the Principal regarding an application for financial assistance.

Late fees are applied to payments that are not made in accordance with the tuition payment plan. The school may require parents to withdraw students until they can meet

financial obligations. The school reserves the right to withhold report cards, transcripts, and diplomas in these cases.

Fundraising Obligations

Fundraising provides necessary operating income and allows the school to maintain tuition costs well below average for private institutions. Fundraising also instills a sense of ownership and responsibility in students. The Academy has two major fundraising events each year. Participation in the official school fundraiser is mandatory for all families and a financial penalty may be assessed if the family does not meet the minimum level of participation.

Financial Aid

Each year, the school can provide a limited amount of financial assistance to families in legitimate need. The amount available depends entirely on benefactor donations earmarked for this purpose.

To be considered for financial aid assistance, applicants must:

- Submit a completed financial aid application by April 30th for the subsequent academic year. The application is submitted online through FACTS, which is linked from the school's website, and requires submission of the previous year's tax return and other financial information.
- Maintain a monthly payment schedule as developed with Accounting.
- Support and participate actively in the official school fundraiser.

Families receiving financial aid will be asked to contribute to the overall good of the school by performing some assigned volunteer work or services.

VOLUNTEERING

Volunteers are vital to the successful operation of the school. Those interested in volunteering should contact the school office. For security purposes, volunteers placed in a position of trust with students will be asked to complete a background check release.

Confidentiality Agreement

Volunteers must understand the importance of confidentiality and students' privacy rights. Any information obtained or overheard while volunteering at the school, or in any capacity in or out of the classroom, must remain confidential.

Volunteers will:

- Respect the confidentiality of all faculty, staff, and students;
- Remain in designated work areas;
- Dress appropriately for activities;
- Know and adhere to Academy rules and expectations;
- Notify the school office and the appropriate teacher if they cannot come when expected.

Volunteers will not:

- Hold unscheduled conferences with teachers;
- Visit classrooms of their own children unannounced;
- Bring their own children other than those directly involved to scheduled activities without prior approval;
- Use cell/smart phones or other personal electronic devices while supervising children in class, on the playground, or on field trips, except to fulfill assigned duties.

WITHDRAWAL, TRANSFER, & READMISSION

Continued enrollment requires strict observance of school rules as prescribed in the School Handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent school year are subject to continued support of the mission of the school as discussed in this handbook, and the maintenance of a demonstrably effective and supportive relationship between the family and the school. Re-enrollment in any given year requires the mutual agreement of the parents and the school: either the parents or the school administration—or both—may withhold that agreement with or without cause.

Withdrawal Guidelines

In the event of withdrawal from the Academy during an academic year:

- Parents should arrange a meeting with the School Principal to discuss and/or finalize the withdrawal.
- After making the decision to withdraw, parents must inform the school secretary and return all borrowed books and materials to the school.
- Staff will have at least three days to prepare materials for the withdrawal.
- The contract signed for enrollment is binding: parents must pay all fees and reconcile all accounts.

Readmission after Withdrawal

The school will not guarantee readmission to students withdrawn from the Academy during an academic year for reasons other than relocation or health. At the discretion of the School Principal, the school may impose a one year waiting period before considering a request for readmission. In these

cases, the school will consider these children to be new students for purposes of admission and enrollment. Permission to re-enroll must be requested in writing to the School Principal.

Transfer

Queen of Angels Academy will not automatically release records to another school in the case of transfer. The new school must request student health, scholastic, and standardized test records from the Academy in writing with a transcript release request form.

Queen of Angels Academy reserves the right to withhold all records until all financial obligations have been met.

APPENDIX: DIGITAL SAFETY GUIDE

General Observations

Although we are created by God in His own image, our wounded nature makes us prone to make mistakes, a tendency only enhanced by advances in technology. Most of us now routinely use devices that are capable of instantly putting before our eyes anything and everything—information, music, pictures, and videos.

Primary Reasons to Beware of the Internet:

- It is a resource, easily accessible anywhere on a smartphone, designed and controlled by people who want to make money and who are very good at captivating our attention.
- It is the provider of social media platforms: Instagram, Snapchat, Tumblr, TikTok, Facebook, WhatsApp, Pinterest, etc., widely considered to be quick and easy means for friends to stay in touch. Most platforms provide open access to anyone, however, and have frequently been used maliciously to promote pornography and subject users to extreme social pressure.
- It is the predominant source of pornography, which comprises one-third of the billions of gigabyte data freely available worldwide. Pornography is not only morally reprehensible but also neurologically dangerous, eliciting responses in the brain that resemble the addictive reaction to hard drug use. Addiction to pornography has nothing to do with a person's moral character or upbringing—it can happen to anyone.

General Rules for Parents:

- Recognize that no one is immune to the challenges imposed by the ascendancy of technology. Guard against naivete on

the one hand and overreaction to problems on the other.

- Using smartphones, laptops, or any computer with access to **unprotected** internet is an irresponsible use of technology, not unlike leaving loaded guns on the table in a household of curious children.
- It is **immoral** to allow children to use the internet unsupervised.

General Guidance:

- Lead by example: start by examining and restricting your own internet use.
- Open and maintain lines of communication with your children. Conversations about sensitive topics are difficult but necessary. Initiate discussions with them about the internet and social media. Focus on positive education rather than mere, unexplained prohibition. The goal is responsible use of technology in the context of building virtue.
- Having explained the challenges of using technology, establish clear limits, rules, and accountability for screen time that apply to all internet users in the household. For example, no use behind closed doors, or in the bedrooms, or during family gatherings, meals, or outings.
- Encourage transparency. Reassure your children that they can and should come to you for advice about anything. If they are ever troubled by something they see or experience online, they should stop what they are doing and tell you right away.
- Learn about resources for parents, such as filtering apps and secure Wi-Fi routers, to protect everyone in the home from the dangers of the internet.
- Provide for and encourage healthy screen-free recreation and activities such as sports and hobbies.
- Spend quality screen-free time with each child often and avoid using technology as a babysitter—the youngest are

most susceptible to becoming captivated and addicted to the screen.

- Postpone providing personal smartphones for older children until the final year of high school or later.

RESOURCES

ProtectYoungEyes.com (PYE). PYE is currently one of the best resources available. Dedicated to raising awareness of digital safety threats and to providing practical instructions for device protection from inappropriate internet material and social media abuse, they offer:

- a free website and weekly email that include thorough up-to-date information regarding the latest apps and games that parents should be concerned about.
- an app with easy-to-follow instructions and information for digital protection.

The SSPX does not have any official affiliation with PYE, and we might not agree with everything that they present regarding parenting, in general. Nevertheless, PYE is a very valuable resource for internet safeguards.

FightTheNewDrug.org; TruthAboutPorn.org

Books. *Digital Minimalism* by Cal Newport is an excellent book about healthy tech use. A more complete list of reading resources will be published soon.

Safe routers. Phone and home internet protection begins with a safe router that filters the internet at the source (Wi-Fi), therefore protecting all devices with access to home Wi-Fi. Recommendations:

- **OpenDNS,**
- **CleanBrowsing.org**
- **Gryphon**

Layered Protection

- Provide multiple layers of protection with accountability apps, which are the best for developing good habits of responsible phone use and for preventing overuse, escapism, and occasions of sin. A good combination would include:
- **Covenant Eyes** a safe internet source (VPN) and a monitor of everything on the screen, making “loopholes” impossible, and provides an accountability partner.
- **Bark** which monitors social media and texting at a parent-set level, including everything that is sent in communications as well as apps downloaded.

THE BEST PLAN for developing good phone habits and avoiding occasions of sin or threats to privacy is to use cell **phones without internet capacity**. Here are our recommended devices in order of preference:

1. **Wisephone**

- It looks like a smart phone but has no internet or social media capability.
- It has a basic maps/navigation app.
- It can be used with your family network provider.
- It has a **family portal for accountability**.
- Techless.com

2. **Lightphone**

- It is extremely simple, with no internet or social media capability.
- It has a basic maps/navigation app.
- It can be used with your family network provider.
- Thelightphone.com

3. **Gabb**

- It looks like a smart phone but has no internet or social media capability.
- **It has no maps/navigation.**
- **It has no parental control.**
- **It needs its own network provider.**
- It is a less expensive option than others listed.
- Gabbwireless.com

4. **Pinwheel**

- It looks like a smart phone but has no internet or social media capability.
- **It has no maps/navigation.**
- **It has a very thorough parental control system—so thorough that this is not really recommended for adults.**
- It can be used with your family network provider.
- It is a less expensive option than others listed.
- Pinwheel.com

Setting up a safe internet connection can be confusing and time consuming but considering the risks of real inevitable threats to our souls and to those entrusted to us, establishing preventative measures is well worth the effort.

Let us support each other in the quest for digital safety for the sake of souls. Please talk about it and share information. If you know about other resources that might help, please notify Fr. Kopec through the switchboard secretaries. Thank you!

