

Queen of Angels School Family Handbook

Preschool - Grade 8
2026-2027



1007 South Oak Street
Port Angeles, WA 98362
www.qofaschool.org
(360) 457-6903

Table of Contents

Table of Contents	1
Directory	7
School Faculty and Staff	7
Parish Administration	7
School Commission Members	8
Executive Committee	8
General Committee	8
Parent Teacher Organization Member	8
School Information	9
Location	9
Philosophy	9
History	9
Mission Statements	10
Mission Statement of the Archdiocese of Seattle Catholic Schools	10
Queen of Angels School Mission Statement	10
Non-Discrimination Policy	10
Accreditation	10
Community Covenants	10
Catholic School Teacher Covenant	10
Catholic School Student Covenant	11
Catholic School Parent Covenant	11
Admission & Enrollment Policies	12
Enrollment Paperwork	12
IEP/504/Behavior/Student Service Plans during enrollment	12
Wait Pools	12
Records Transfer	13
Admission for Reregistration	13
Withdrawal Policy	13
Regarding Withdrawal Financial Matters	13
Rights of the School and Relationships	13
Principal Privilege	13
Respect of School Property	14
Search and Seizure	14
Use of Student Information and Pictures	14
Use of School/Parish Facilities and Grounds	14
School/Home Relationships	14
Financial Policies	14
General Information:	14
Tuition Goals	14

Tuition Rates	15
K-8 Tuition Rates and Fees 2026-2027	15
Preschool Tuition Rates and Fees 2026-2027	15
Little Angels	15
Optional Items	15
Tuition Payment Options	16
Tuition Agreement	16
Tuition Assistance	17
In Parish Grants and Discounts	17
Fulcrum Foundation Tuition Assistance Program [Fulcrum TAP]	17
Local Tuition Assistance	17
Fundraising	17
Annual Building a Scholastic Heritage (BASH) Auction	17
Partners In Excellence (PIE) Fundraiser	17
Service Hours	17
Academic Policies	18
Curriculum	18
Instruction	18
Religion	18
Mass	18
School Mass Dismissal	18
Altar Servers	19
Gift Bearers	19
Non-Catholic Students	19
Academic Subjects	20
English Language Arts	20
Mathematics	20
Honors or Advanced Math Placement	20
Science	20
Naturebridge - Outdoor Education Experience	20
Physical Education	21
Art	21
Choir	21
Library Skills	21
Personal Safety	21
Technology Integration and Instructional Philosophy	21
Classroom Technology	22
Technology Skills Instruction	22
Screen Time Balance	22
Partnership with Families	23
Field Trips	23

Field Trip Dress Guidelines	23
Field Trip Forms	23
Cars and Drivers	23
Booster Law	23
Field Trip Attendance	24
Field Trip Scholarships	24
Assessments	24
Standardized tests	24
Student Service Hours	24
Homework	24
Home Study Resources	25
Additional Homework Notes	25
Late, Missing, and Sick Work	25
Late Work	25
Missing Work	25
Sick Work	25
Vacation Work Expectations	26
Student Work & Grading Practices	26
Daily Work, Quizzes, Projects, and Tests	26
Grading	26
Daily Work	26
Gradebooks	26
Preschool - Grade 1	26
2nd- 8th Grade	26
Letter Grading Scales	27
Standards Based Grading Scales	27
Alternate Grades	27
Progress Reports	28
School Conferences	28
Report Cards	28
Retention of Students	28
Academic Probation	28
Academic Trial Period	29
School Supplies	29
Textbooks	29
School Discipline and Behavior Policies	29
Behavior Expectations and Discipline	29
Purpose of discipline at Queen of Angels School:	29
Appropriate behavior is defined as following three basic rules:	29
Corporal Punishment	30
Potential Disciplinary Actions	30

Time Out and Processing Forms	30
Loss of Privilege	30
After School Detention	30
Early Pick-Up*	30
Behavior Contracts	30
Suspension*	30
Expulsion*	31
Due Process Notice	31
Queen of Angels Incident Levels & Consequence Matrix	31
Harassment, Intimidation or Bullying of Students	32
Social Media	33
Anonymous Reports of Suspicious Activity	33
School Policies	34
Daily Schedule	34
K-8 Bell Schedule	34
Preschool Bell Schedule	34
Half Day	34
Late Start	34
Absence and Tardies	34
Excused Absences	34
Unexcused Absences	35
Retention due to Absence	35
Tardy/Half-Day Absence	35
Truancy	35
Clallam County Truancy Basics	35
Arrival	35
Car Pool	35
Park and Walk On Campus	36
Dismissal	36
Preschool Dismissal	36
Uniform Policies	36
Expectations	36
General Guidelines	37
Appearance	37
Hair:	37
Makeup & Nails & Grooming:	38
Uniform Violations	38
Lost and Found	38
Uniform Code	38
Preschool	38
Preschool Girls	38

Preschool Boys	38
Kindergarten - 5th Grade	38
K-5 Girls	38
K-5 Boys	39
Middle School	40
6-8 Girls	40
6-8 Boys	40
Custody Agreements	40
Parenting Plans	40
Non-Custodial Parents	41
Student Cell Phones and Personal Technology	41
Communication	41
What To Do If You Have Concerns	41
Communication Platforms	42
ALMA	42
Class Dojo Preschool - 8th grade	42
Google Classroom [Grades 2-8]	42
Wednesday Newsletter	42
School Website - Under construction 2026 - please contact the school office for up to date information	42
Queen of Angels School maintains a website with current information about the school. Please check the website on a regular basis for information. http://www.qofaschool.org	42
Facebook	42
School Emergencies	42
Volunteer Opportunities	43
Volunteer Hours	43
Volunteer Responsibilities	43
Room Parents	43
VIRTUS	43
School and Property	43
Books, Electronics, and Property	43
Costs for replacement	43
Bicycles and Scooters	44
Telephone	44
Visits to School	44
Dropping off items for your student	44
After School Club	44
Excusing Students from School	45
Medical & Dental Appointments	45
Parties	45
Recess	45
General Recess Expectations	45

Playground Staff and Volunteers	46
Indoor Recess	46
Recess Injuries	46
Recess Disputes	46
School Closure Information	46
Snack/Lunch	46
Grace Before Meals	46
Forgotten Snack/Lunch	47
Athletics	47
Attending Home Basketball Games	47
Spectator Conduct	47
Videos and Movies	48
Medical Considerations	48
Keep Sick Children at Home	48
Head Lice	48
Notifying Families of Head Lice	48
Medication in School	48
Prescription medication	48
Non prescription medications	48
Immunizations	49
Emergency Information	49

Directory

School Faculty and Staff

Principal	Mrs. Ceci Kimball	kimball@qofaschool.org
Vice Principal	Mrs. Priscilla Maloney	maloney@qofaschool.org
Secretary	Mrs. Kara Money	money@qofaschool.org
Administrative Asst	Mrs. Tamie DeLeon	deleon@qofaschool.org
Preschool	Mrs. Haley Djenaba Mrs. Amanda Dubeau Mrs. Katy Morris	djenaba@qofaschool.org dubeau@qofaschool.org prek_aide@qofaschool.org
Kindergarten	Mrs. Christina Heistand	heistand@qofaschool.org
1st Grade	Miss Bella Money	bmoney@qofaschool.org
2nd Grade	Mrs. Janet Chamberlain	chamberlain@qofaschool.org
3rd Grade	Mr. Carl Kozlosky	kozlosky@qofaschool.org
4th Grade	Mrs. Heidi Sembach	hsembach4@qofaschool.org
5th Grade	Mrs. Ariana Hansen	ahansen5@qofaschool.org
6th Grade	Mrs. MaryKay Acheson	acheson@qofaschool.org
7th Grade	Mrs. Chantele Delikat	cdelikat@qofaschool.org
8th Grade	Mrs. Christina Murray	murray@qofaschool.org
Art/Aide	Mrs. Gloria Johnson	johnson@qofaschool.org
Phys Ed Director	Miss Abby Kimball	qofa_pe@qofaschool.org
Primary Aide	Mrs. Ann Sutherland	asutherland@qofaschool.org
History/Tech	Mr. Dave Hanson	hanson@qofaschool.org
After School Club	Mr. Tim Acheson	qofa_asc@qofaschool.org

Parish Administration

Pastor	Father Jacob Maurer	
Pastoral Administrative Assistant I	John Nolan	admin@clallamcatholic.org
Pastoral Administrative Assistant II	Christy Brown	poa@clallamcatholic.org

Bookkeeper	MJ Barrett	finance@clallamcatholic.org
Sacramental Prep Coordinator	Morgan Nolan	sjff@opcatholic.org
Facilities Supervisor Maintenance Assistant	Rafael Flores Juan Carlos Salgado	
Custodian	Lee Schilling	

School Commission Members

Executive Committee

Pastor	Father Jacob Maurer	
Principal	Ceci Kimball	kimball@qofaschool.org
Chair	Barb McFall	schoolcommission@qofaschool.org
Secretary	Faith McFall	

General Committee

Theresa Sekac	Brenda Carpenter
Suzanne Ryan	Steven Felton
Debra Brines	Jeffrey Haguewood

Parent Teacher Organization Member

President	Maria Gray	pto@qofaschool.org
Vice President	Sarah Lewis	
Secretary Carnival Director	Amanda Dubeau	
BASH Auction Chair/s	Sarah Lewis Ann Sutherland	bashchair@qofaschool.org
Fundraising	Tamie DeLeon	deleon@qofaschool.org
Holiday Bazaar Coordinator	Haley Djenaba	
School Coffee Hour Lead		

School Information

Location

1007 South Oak Street | Port Angeles, WA 98262 | phone: 360-457-6903| fax: 360-457-6866

web URL: www.qofaschool.org

Philosophy

Queen of Angels School, a Catholic Ministry of Queen of Angels and St. Joseph parishes, is an educational community that nurtures the spiritual, social, and academic growth of the whole child in a faith-inspired environment.

History

For more than a century, Queen of Angels School has been a cornerstone of Catholic education on the North Olympic Peninsula. Established in 1926, the school opened its doors for the 1926–1927 school year through the vision of Father Demetrius Juneman, O.S.B., pastor of Queen of Angels Parish, and the dedicated ministry of the Sisters of St. Ann of Victoria, British Columbia. Together, they recognized the growing need for a Catholic school that would provide children with a strong academic education rooted in faith. Bishop Edward J. O'Dea blessed and dedicated the original school and convent, marking the beginning of a tradition that continues today.

Originally serving students in grades one through eight, Queen of Angels School has grown to include preschool while continuing to provide a comprehensive Catholic education through eighth grade. As the only Catholic school on the Olympic Peninsula, generations of families have entrusted their children's education to Queen of Angels School, creating a legacy of faith, service, academic excellence, and community that spans nearly 100 years.

Today, Queen of Angels School is a ministry of Queen of Angels and St. Joseph Parishes, welcoming families from across Clallam and Jefferson counties. While our programs and facilities have evolved to meet the needs of today's learners, our mission remains unchanged: to nurture the spiritual, academic, social, and emotional growth of every child in a Christ-centered environment. Inspired by our rich heritage and guided by the Gospel, we continue to prepare students to become compassionate leaders, lifelong learners, and faithful disciples of Jesus Christ.

Mission Statements

Mission Statement of the Archdiocese of Seattle Catholic Schools

In a spirit of communion, solidarity and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

Queen of Angels School Mission Statement

Queen of Angels School is a Catholic Faith community, guided by the grace of the Holy Spirit. We strive to instill in our students the faith, morality, and academic excellence necessary for responsible stewardship. Recognizing parents as the primary educators of their children, we are united in a spirit of participation and cooperation to help all students reach their potential.

Non-Discrimination Policy

Queen of Angels School admits students of any gender, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship, and financial aid and athletic and other administered programs. While the school exists primarily to educate those children whose families are committed to the Catholic faith and education, students of all faiths are admitted and welcomed into the community. Limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

Accreditation

Queen of Angels School is accredited by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for fall of 2027.

Community Covenants

Queen of Angels School community strives to be a covenant community. The teachers and staff are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a sacred relationship. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

Catholic School Teacher Covenant

Each teacher at Queen of Angels School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Queen of Angels School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.

- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline

Catholic School Student Covenant

As a student at Queen of Angels School, each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat them with care regardless of race, gender, or other differences.
- obey school rules
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

Catholic School Parent Covenant

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Queen of Angels School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled.

Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the Family Handbook.
- accept and embrace the diversity at Queen of Angels School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

Admission & Enrollment Policies

Enrollment Paperwork

All families are required to have on file with the school office up to date:

- student records including but not limited to vaccination records in compliance with state regulations,
- birth certificates,
- baptism certificates when applicable,
- emergency notification paperwork, and contact information that is up to date.

Failure to provide accurate and up to date information, may result in deferred, interrupted, or denied enrollment. If enrollment is interrupted all tuition schedules still apply.

IEP/504/Behavior/Student Service Plans during enrollment

Families of students who are transferring or enrolling and have an Individualized Education Plan (IEP), a 504 Plan, or a comparable school service plan are encouraged to share this information during the registration and enrollment process. This ensures that the academic and holistic needs of the student are met and that appropriate meetings and plans are put into place. The school values collaboration with families in both the initiation and ongoing review of these plans to ensure they reflect the student's evolving needs and strengths. Failure to provide this information, may result in a change to the student's enrollment status.

Queen of Angels School will accept any child for whom an appropriate program can be designed and implemented and with reasonable accommodations school staff can assist a student in meeting the requirements of the school program.

Queen of Angels School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification - Identification of the special area/s of concern, documentation of concern, consultation with the student's family.

Phase 2: Assessment - Comprehensive assessment through the local public school or through private, professional consultants as arranged by the family.

Phase 3: Planning and Placement - Determining the most appropriate educational plan for the student. A modified plan would be created to match the identified needs of the student with on-going communication and assessment.

For a complete procedural plans for serving students with special needs, please contact the school office.

Wait Pools

Wait pools may be initiated for grades K-8 when twenty-six students have completed registration. Students from the wait pool will be added to classes when staffing and school resources are available. Kindergarten will have a full time aide with an enrollment of twenty students or depending on individual class needs.

Records Transfer

Academic records will be transferred after receipt of a written request from the new school. Prior to the transfer of records, all tuition and other related school fees must be paid in full. Please notify the office when you know you will be moving, so we can prepare the records.

Admission for Reregistration

Once enrolled, your student's enrollment will roll over to the next school year. Written notification, including the annual intent form, is required for notification of withdrawal.

Withdrawal Policy

Once enrolled, reregistration is automatic each spring. An annual Intent Form is sent home in the newsletter in early spring. In cases of student withdrawal, families must inform the principal on the intent form, in writing, or electronically by email to the school office.

Regarding Withdrawal Financial Matters

Queen of Angels School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a refund of tuition paid, the parent/guardian must contact the principal. School fees are non-refundable.

In general:

- If a student is withdrawn by the first day of school, 100% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the first mid term, 60% of the tuition is refundable.
- If a student is withdrawn between the first mid term and the end of the first semester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first semester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Rights of the School and Relationships

Principal Privilege

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

Respect of School Property

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

Search and Seizure

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

Use of Student Information and Pictures

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

Use of School/Parish Facilities and Grounds

Queen of Angels School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

School/Home Relationships

Queen of Angels School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Queen of Angels School may require parents to withdraw their children and sever their relationship with the school.

Financial Policies

General Information:

1. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year.
2. Tuition contract obligations for eighth graders must be paid before graduation.
3. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.
4. The school office will report all tuition obligation data to each school family three times a year.
5. If there is a financial challenge or hardship, the family should notify the school directly. There is a process for applying and receiving grants and scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

Tuition Rates

Queen of Angels tuition rates are projected out until 2030. This rate sheet is available in the school office and will come home with registration paperwork each year. Tuition rates are subject to change at the discretion of school administration.

The school office will report all tuition obligation data to each school family three times a year.

K-8 Tuition Rates and Fees 2026-2027

	Tuition BASE	In Parish Rate	Technology Fee	BASH Class Project Fee	Registration Fee
1 Student	\$6425	\$5900	\$150	\$15	\$100
2+ Students	Multi-child discounts apply - contact the school office		-	\$15 per student	-

Preschool Tuition Rates and Fees 2026-2027

	Tuition	School Resource Fee	BASH Class Project Fee	Registration Fee
Preschool 3 [Mon, Wed, Fri]	\$1800	\$150	\$15	\$50*
PreK [Mon - Fri]	\$2900	\$150*	\$15	\$50*

*only charged once per preschool family. If you have a child in K-8 the preschool supply fee applies to just one preschool student

Little Angels

	Supply Fee
Fall Session [9 weeks]	\$50
Winter Session [9 weeks]	\$50
Spring Session [9 weeks]	\$50

Optional Items

Athletics	\$50 per student per sport
Hot Lunch Tickets	\$80 annual ticket OR \$5 per lunch

Milk Tickets [white or chocolate milk offered daily]	\$55 annual ticket OR 20 milks for \$7
Volunteer Hour Buy Out	\$500 for 20 hours

Tuition Payment Options

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due according to the parent's established tuition contract in ALMA. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, families must notify the school secretary and payment arrangement is updated.
- B. Queen of Angels School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition may not be eligible for tuition assistance.
- C. Queen of Angels School suggests one of four tuition options to school families:
 - a. Tuition paid in full September 15th
 - b. 4 equal payments (August, November, February, May)
 - c. 10 equal payments (August through May)
 - d. 12 equal payments (July through June)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. Electronic banking is an option for all school families.
- F. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Queen of Angels School.

Tuition Agreement

1. Each family enters a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Queen of Angels School.
2. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family.
3. Questions or concerns about the tuition contract should be addressed to the principal or school office..
4. If more than one person is responsible for the tuition costs and fees then both parties receive a Tuition Agreement Form during re-registration and the amount is posted to the parent account in ALMA. Any modifications must occur in writing and have the approval of the principal.
5. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

Tuition Assistance

In Parish Grants and Discounts

Queen of Angels School offers an In Parish Discount to all Catholic families registered at one of the Olympic Peninsula Catholic parishes. Current tuition rates currently reflect multi-child discounts for in and out of parish families. Changes may occur at the discretion of the pastor.

Fulcrum Foundation Tuition Assistance Program [Fulcrum TAP]

The [Fulcrum](#) Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

Local Tuition Assistance

Queen of Angels awards local assistance to K-8 families. If eligible, each family receives a need-based scholarship. Application and submission of financial documents is required. Applications are considered in the order they are received. Contact the school office for more information.

Fundraising

Each school family will be required to participate in fund raising.

Annual Building a Scholastic Heritage (BASH) Auction

The auction is one of Queen of Angels School's largest fundraisers. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Families are expected to contribute 5 hours of their annual volunteer hours to BASH procurement, set up, clean up, serving on one of the committees, or assisting with BASH printed materials.

Partners In Excellence (PIE) Fundraiser

The Partners In Excellence fundraiser is one of Queen of Angels School's largest fundraising efforts. This annual school appeal supports school programs, tuition assistance, and school operations. This event includes bulk mailing, direct phone calls, social media and marketing materials, and includes an annual kick off dinner.

Service Hours

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment requirement is 40 hours for a two-parent family and 20 hours for a single-parent or preschool only family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$25 per hour due June 10th each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours using the newsletter or tracking sheet provided by the school. A periodic update of recorded hours is sent to all families through the school year.

Academic Policies

Curriculum

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, the Next Generation Science Standards, and National Common Core Curriculum state standard subject areas.

Queen of Angels School strives to offer a program which makes use of many sources of reading material, a wide variety of audio-visual materials, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at Queen of Angels School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Queen of Angels School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Mass

Queen of Angels students attend Mass each week. In addition to weekly Masses, students may attend a class Mass, Holy Days of Obligation, and other times as requested by the pastor. Mass Uniform must be worn on Fridays.

School Mass Dismissal

Students participating in Mass as lectors, altar servers, and ushers will be dismissed from the office to the church around 9:15AM. Students serving for Safety Patrol will be dismissed at 9:15AM to get dressed properly and be stationed at assigned crosswalks. K-8 classes depart from the school beginning at 9:20AM.

Altar Servers

Catholic students who have received the Sacrament of First Holy Communion are eligible to altar serve at Mass. Training will be provided by the school's Liturgy Leadership team, Deacon Stewart and Father Maurer. All students serving at school Mass are encouraged to serve at weekend Mass. Altar servers may be asked to serve at daily Masses, funerals, and on Holy Days of Obligation that fall on weekdays during the school year and need to complete any missed work while they are serving.

Gift Bearers

Gift bearers are assigned each week on the School's Liturgy Calendar. All students are eligible to participate in Mass as an usher or gift bearer.

Non-Catholic Students

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students are considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments. Christian Social Growth grades reflect Mass attendance and participation in community prayer life. These grades will be impacted by lack of Mass attendance.
3. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Community Service - Each student and class take part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the National Catholic Educational Association (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass - Queen of Angels School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers twice weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts

The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics

The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities. Students do not use calculators until middle school and Queen of Angels School prioritizes a demonstration of computational thinking on all assignments.

Honors or Advanced Math Placement

In the 7th and 8th grades, students may be placed in an advanced math group at the discretion of the teacher after reviewing classroom and standardized data.

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

Social Studies/History

In social studies, PreK through 3rd grade students learn about communities, geography, and map skills including world geography, US states and capitals, and general US geography. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and connected geography concepts. In 6th grade the focus is world history and world geography and landmarks.

Science

Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Naturebridge - Outdoor Education Experience

Every other year, middle school students attend a 3 day outdoor education program at Naturebridge on Lake Crescent. The outdoor education program is coordinated by school staff and aligns with curriculum outcomes and Catholic Social Teaching. It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject area.

A student who misses the outdoor education program is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp days. If a student does not attend camp due to another reason besides illness, up to 1/4 of their overall science and religion grades for 1st semester can be affected. Parents opting out of this program must notify the school by September 15th to not be held responsible for student program fees.

Payment for this important educational experience is the responsibility of the parents of middle school children. Limited scholarships for camp are available; access to these funds must be obtained through the Principal, Vice Principal, or school office. Payment for camp must be paid to Queen of Angels School in full before the end of the first semester. Payment for camp is non-refundable.

Physical Education

Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 5th through 8th grade curriculum also includes team-based activities. All students K-8 are eligible to participate in Presidential and National Fitness tests.

Art

Art instruction takes place in Kindergarten through 8th grade and is connected to art history, subject areas, liturgical seasons and holidays, and is facilitated by an art teacher. PreK students receive art instruction from their classroom teachers.

Choir

Students in grades 5-8 are eligible to participate in the school's Regina Caeli select choir. Auditions are held each fall. Choir students will be asked to participate in school and weekend liturgies, special school events, and community events as scheduled. Special field trips may be arranged during the school year.

Library Skills

The Queen of Angels School library was deconstructed in 2020 as an outcome of the Covid-19 pandemic. The library books were sorted and distributed throughout the school's classroom libraries. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources during annual visits to the local library and in technology classes.

Personal Safety

Queen of Angels School uses an Archdiocesan required safety program in PreK through 8th grade. The current program is the *Circle of Grace*™ program provided by the Archdiocese of Seattle.

Technology Integration and Instructional Philosophy

Technology is used with purpose—not by default. At Queen of Angels, students learn first from teachers, classmates, books, discussion, prayer, and hands-on experiences. Technology complements these experiences when it enhances learning outcomes.

Technology is used to:

- Enhance instruction and deepen student understanding.
- Provide opportunities for research, collaboration, creativity, and communication.
- Differentiate instruction to meet individual learning needs.
- Support intervention and enrichment.
- Build age-appropriate digital literacy and responsible digital citizenship.
- Prepare students with the technological competencies necessary for future academic success.

Technology is never intended to replace quality teaching or meaningful student interaction.

Classroom Technology

Classrooms are equipped with shared student devices that are used as instructional tools during designated learning rotations and teacher-directed activities. These devices are not intended for continuous individual use throughout the school day.

Teachers thoughtfully determine when technology adds value to a lesson and when traditional instructional methods—including paper-and-pencil tasks, manipulatives, discussion, laboratory experiences, art, music, reading, and collaborative learning—are the most effective approach.

Technology Skills Instruction

Recognizing that digital literacy is an important life skill, Queen of Angels provides structured opportunities for students to develop technology competencies through dedicated instruction.

Students participate in scheduled technology experiences that may include:

- Keyboarding instruction and practice
- Basic computer operations
- Digital organization and productivity skills
- Internet research and information literacy
- Digital citizenship and online safety
- Age-appropriate educational software
- Responsible use of artificial intelligence and emerging technologies, when appropriate

The school's computer lab provides an environment where students can develop these foundational skills without replacing classroom instructional priorities.

Screen Time Balance

Queen of Angels seeks to maintain a healthy balance between technology use and other forms of learning. Students regularly participate in activities that foster:

- Face-to-face communication
- Cooperative learning
- Reading from print materials
- Writing by hand
- Problem solving using manipulatives
- Creative arts
- Physical movement
- Outdoor learning opportunities
- Prayer, reflection, and service

Our instructional model recognizes that these experiences are essential to the intellectual, social, emotional, physical, and spiritual development of every child.

Partnership with Families

Families are encouraged to view technology as one component of a well-rounded education. The school partners with parents to promote healthy technology habits, responsible digital citizenship, and balanced screen use both at school and at home.

Queen of Angels remains committed to providing students with the technological skills necessary for success while preserving the relational, faith-centered, and hands-on learning environment that defines a Catholic education.

Field Trips

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Field Trip Dress Guidelines

School uniforms are to be worn on field trips unless otherwise indicated by the principal. In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

Field Trip Forms

Permission slip forms will be sent home in advance of all field trips. Students must have a signed permission slip on file to attend the field trip. By law, a faxed form is allowed, but permission by phone is not allowed.

Cars and Drivers

Teachers or staff will assign students to vehicles, giving priority to the driver's own child(ren) while considering home addresses and behavior needs. Drivers will receive a packet with directions, money, and emergency contacts.

The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old;
- The driver must submit to a background check and show no felony, DUI, or reckless driving convictions;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Students must wear seat belts at all times; and
- Children under 6 years and/or 60 pounds must be strapped into approved booster seats
- The teacher will determine if a chaperone's younger, non-school-age child may attend
- School-aged children not enrolled at Queen of Angels may not join field trips.

Booster Law

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

Field Trip Attendance

Field trips are part of the school day and have educational goals. Students who do not attend will be marked absent. Teachers may assign alternative work at their discretion. A student should be marked present in the days preceding the field trip. Students can be denied participation if they fail to meet academic or behavioral expectations.

Field Trip Scholarships

Field Trip scholarships are available. Please contact the school office or your student’s teacher to request scholarship information.

Assessments

Queen of Angels School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent home to parents throughout each semester and report cards are sent home two times a year.

Standardized tests

Students in grades K through 8 take the Measures of Academic Progress (MAP) standardized tests every fall and spring. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum. Winter testing is required for all new students, students who did not complete fall testing, and for all students on intervention or student learning plans.

Student Service Hours

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform community service per year. Service is giving of one’s time to help someone who is less fortunate. Hours of service may be earned in parish, school, or community service and will generally be part of the school day.

Homework

Average Homework Per Evening:

Homework expectations will differ according to age and stages of development

Kindergarten & 1	10 – 20 minutes
Grades 2, & 3	20 – 30 minutes
Grades 4, 5, & 6	30 – 45 minutes
Grades 7 & 8	45 – 60 minutes

We ask for the cooperation of parents in helping to foster study habits at home by providing adequate study space, lighting, and an environment free from distraction.

Home Study Resources

In the absence of homework, home study is encouraged. Students at Queen of Angels School have access to online platforms for continued practice at home. Please contact your student's teacher to inquire about login information and specific grade level platforms.

Additional Homework Notes

1. Students in 6th – 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late, Missing, and Sick Work

If an assignment is not turned in the day it is due it may be considered late or missing.

Late Work

For upper elementary and middle school students, if an assignment is incomplete on the due date, students will spend up to fifteen minutes of a morning or lunch recess completing work. Work turned in past the day due will receive a 10% reduction in score. This will be recorded in the gradebook and indicated on the assignment as well.

Teacher discretion is taken into consideration on late long-term assignments and projects.

Missing Work

All assignments not turned in by due dates and/or progress checkpoints will be indicated as "Not Turned In" in the gradebook. After the progress checkpoints, daily work will be given a 50% score, however, tests and quizzes will be recorded as a zero until completion.

Students must arrange to make up tests/quizzes with their homeroom teacher following any absence.

In grades 5-8, students may receive an after school detention for ongoing or excessive missing work. Student athletes with excessive missing work may not be eligible for practice until assignments are up to date.

Sick Work

Sick work may be requested by calling the school office before 10:00 AM on the day of the absence. If your child is not well enough to do the work at home, please do not request it.

If sick work is requested:

- it must be picked up in the office by 3PM
- is due the morning the student returns

An absence on the due date of a major assignment or exam may not extend the due date of that assignment.

Vacation Work Expectations

Vacations during school are discouraged as missed instruction may impact grades. Please plan vacations around the school calendar. Teachers, with two weeks notice, will provide one week of assignments. Some projects, labs, discussion, or other work may not be able to be made up. Please contact the teacher directly to arrange for work.

Student Work & Grading Practices

Daily Work, Quizzes, Projects, and Tests

Students demonstrate understanding and achievement in multiple ways. Not all assigned work is evaluative and not all work will be recorded in the teacher's online gradebook. Quizzes and tests will be clearly marked and, in general, are weighted more heavily than daily work.

Please expect that some student work and projects will need to be worked on at home, and in some cases, over the weekend. This is particularly true for middle school students. Rubrics and clear expectations will be communicated by the teacher.

Students in grades K-8 participate in standardized testing using the NWEA Measurement of Academic Progress Growth Assessments in reading, language arts, mathematics, and science up to three times per year: fall, winter, and spring. Please see the school calendar for testing dates.

Grading

Queen of Angels School uses percent based grades in instructional content areas and a standards based grading system in subcategories as well as Christian Social Growth and Study Skills grades. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

Daily Work

Student daily work may be assessed on a 10 point scale, traditional point per question, or through rubric scoring. Please check with the homeroom teacher at any time to have clarification of grading practices. Teachers may allow additional opportunities for students to demonstrate mastery.

Gradebooks

- Gradebooks will open in October of each new school year and close the first week of June.
- Missing work notifications can be set up by families through the ALMA parent portal

Preschool - Grade 1

Individual assignments may not be published. Gradebooks will be updated consistently. Progress reports will be sent home consistently, as well as, communicated by the homeroom teacher.

2nd- 8th Grade

Individual assignments and scores are published. Gradebooks will be up to date and graded work returned to students to be sent home on a consistent basis. Teachers will send home progress reports as posted on the school calendar.

Letter Grading Scales

Percent	K-2 Letter Grade	3-8 Letter Grade	GPA [6-8 only]
95-100	O	A	4.0
90-94	O-	A-	3.7
87-89	V+	B+	3.3
83-86	V	B	3.0
80-82	V-	B-	2.7
77-79	S+	C+	2.3
75-76		C	2.0
70-74	S	C-	1.7
68-69	S-	D+	1.5
63-67		D	1.3
60-62		D-	1.0
59-below	N	F	0.00

Standards Based Grading Scales

4	Student exceeds grade level expectation
3	Student meets grade level expectation
2	Student is approaching grade level expectation
1	Student is below grade level expectation in this area

Alternate Grades

Alternate grades are used to communicate to families that a student is passing the content area and may be working to turn in assignments that accurately reflect their achievement or when a content area is not applicable to a grading period. [Examples: transfers mid year, early progress reports in primary grades.] Please speak with your student's teacher for clarification on alternate grades.

P	Pass
NA	Not Applicable
I	Incomplete

Progress Reports

Frequent communication between home and school is encouraged regarding your child's academic progress. Progress reports are sent home several times during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

School Conferences

Mandatory school conferences will be held in November. The purpose of these conferences is to provide an up-to-date evaluation of the student's overall performance and discuss with the parents ways to assist their children. Conferences also give parents an opportunity to ask questions and to become better informed about school activities. Conferences are intended to be in person and in upper elementary, conferences may be student led.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your student's teacher.

Report Cards

Report cards are issued at the end of each semester to communicate student progress in academic, behavioral, and spiritual growth. Families are encouraged to review report cards with their students and to work cooperatively with teachers in their efforts to help each student reach his or her potential. Report cards are a tool used to measure a student's achievement, effort and performance.

Retention of Students

Promotion is based on the student having fulfilled the requirements of the grade. When, in the judgment of the principal and teacher, a student may need more time to master the work of a particular grade level, it is in the student's best interest to repeat that grade rather than be promoted to the next grade. Whenever a teacher is considering recommendation of retention for a student, parents must be notified by February of each school year. A formal letter will go out in March to the family and a final determination regarding retention will be made by mid-May. A parent may call the school to discuss retention at any time.

Students who are absent for 25 days per year or more, or 10 days or more in a trimester, may be recommended for retention. Exceptions may be made for health emergencies and individual situations, as discussed with the principal and teaching staff.

If a student advances to the next grade against the professional judgment of the principal and teacher, parents may be required to sign a statement recognizing the school's recommendation.

Academic Probation

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period.

If there is no improvement during the probation period, the student may be asked to withdraw from Queen of Angels School.

Academic Trial Period

All newly enrolled students in grades Pre-Kindergarten through 8th grade at Queen of Angels School are admitted on a six-week trial basis. Parents/guardians will be notified of their student's progress through regularly scheduled progress reports, teacher gradebooks open through the Parent Portal in the ALMA, and through requested parent-teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

School Supplies

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the school website and social media platforms.

Textbooks

Textbooks should be kept in the best possible condition, as they are on loan to the students. The family is expected to pay for the loss or damage to any of their student's textbooks.

School Discipline and Behavior Policies

Behavior Expectations and Discipline

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Purpose of discipline at Queen of Angels School:

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.

2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom/library/lab expectations, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Potential Disciplinary Actions

Time Out and Processing Forms

After classroom warnings have been given, the student will receive a time-out or processing time in or out of their classroom. Students are to enter the assigned space in absolute silence, sit as directed, and in some cases complete the required processing form. This form must be completed within 5 minutes, at which time the student needs to return to their classroom with form in hand. Parent signatures are required on all processing forms.

Failure to complete the form in an appropriate manner or if the form is not returned, further action may be taken.

Loss of Privilege

A student may become ineligible for school activities including field trips.

After School Detention

Detention is a disciplinary consequence for students in grades K-8. Homeroom teachers will communicate with families regarding detentions. Please email all responsible parties separately. After school detention will be served immediately following carpool and ends at 4pm. After school detention takes place Monday through Friday and is dependent on staff availability.

Early Pick-Up*

In certain circumstances, students may need to be picked up early from school. When students are referred to the school office for behavior reasons, the expectation is that they will reintegrate back into the classroom. When this does not seem possible due to student behavior or student refusal, parents will be contacted to come and pick up the student. **Principal Determined Disciplinary Outcome*

Behavior Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement. Parent signatures are required on all processing forms.

Suspension*

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity that happens off school grounds, or for continued

misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion*

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office

Due Process Notice

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion is final. If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

Queen of Angels Incident Levels & Consequence Matrix

This matrix is designed with enough flexibility so teachers and administrators can exercise judgment within the scope of established policies, classroom management systems, and the student's personal behavior monitoring systems. The Principal, Vice Principal, or principal's designee reserves the right to waive and/or deviate from all disciplinary regulations for just cause at their discretion.

Level I Incidents	Level II Incidents	Level III Incidents
Level I incidents are minor violations that impede or disrupt orderly classroom procedures or school operations. These infractions will be addressed by the appropriate school personnel. Administrative intervention will typically not occur with these misbehaviors.	Level II incidents are more serious violations that are frequent or serious enough to disrupt the learning climate of the school and/or endanger the health or safety of others. These infractions, which usually result from the continuation of Level I incidents, may require the intervention of administrative personnel. Also included in this level are misbehaviors which do not represent a direct threat, but whose educational consequences once again require corrective action on the part of administrative personnel.	Level III incidents are violations that are frequent or serious in nature that disrupt the learning environment of the school or acts that pose a threat or danger to the health, safety or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the student from the school and the possible intervention of law enforcement authorities.
Possible incidents but not limited to:	Possible incidents but not limited to:	Possible incidents but not limited to:

• Disruptive behavior • Rough play/touching • Non-compliance with staff • Failure to follow directions • Possession of non-instructional items • Running/shouting in halls • Uniform violations • Inappropriate language or gestures • Failure to complete work	• Repeated/chronic Level I incidents • Abusive/disrespectful language or drawings • Academic dishonesty • Shoving/pushing, threats • Misuse of school property/technology • Bullying or cyberbullying • Defiance of authority • Throwing food/objects • Field trip/assembly misbehavior	• Repeated Level II incidents • Assault • Possession of weapons, drugs, alcohol • Fighting, threats, harassment • Sexual misconduct/harassment • Leaving school without permission • Graffiti, vandalism, theft • Hate speech, discrimination • Retaliation • Skipping school
Possible consequences for Level I incidents • Verbal correction & redirection • Parent notification • Confiscation of items • Special assignment (apology, essay) • Loss of privileges • Detention • Seat change • Removal from space/proximity	Possible consequences for Level II incidents • All Level I consequences • Behavior Support Plan • Meeting with parents/guardians • Sent home remainder of school day • Detention or suspension • Written/verbal apology • Loss of privileges (e.g., field trip)	Possible consequences for Level III incidents • All Level II consequences • Updated Behavior Support Plan • Support Team meeting • Suspension or expulsion • Restitution • Referral to law enforcement

Harassment, Intimidation or Bullying of Students

"Harassment, intimidation or bullying" means any written, verbal, physical act or gesture toward a student that takes place on school property or at a school-sponsored activity and that:

1. Is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and
2. (a) Harms the student or damaging the student's property, or threatens personal harm or damage to his property; or

(b) Insults, demeans or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. It is intentional, repeated, and can cause harm to the targeted student. Bullying can happen in person or online (cyberbullying). Bullying may include:

- Verbal – name-calling, teasing, threats, or inappropriate comments
- Social/Relational – spreading rumors, excluding others on purpose, embarrassing someone publicly

- Physical – hitting, kicking, pushing, or damaging someone’s belongings
- Digital – sending hurtful messages, posting mean content, or sharing private information without permission

Key Points for Students

- Bullying is not a one-time conflict or disagreement—it is repeated and meant to hurt. - Bullying happens when someone uses their power (such as popularity, strength, or access to information) to control or harm another.
- Everyone has the right to feel safe, respected, and included at school.

The principal is the first person responsible for receiving complaints alleging violations of this policy. All members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal, in consultation with the homeroom teacher, will determine whether an alleged act constitutes a violation of this policy. In so doing, the principal shall conduct a prompt and thorough investigation of the alleged incident. If the principal concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student’s file.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may include suspension or expulsion. Some acts may be so serious that they require a response by law enforcement officials. Any act of harassment, intimidation or bullying that may constitute sexual abuse or any other form of child abuse, and threats of violence against students, teachers, or staff, shall be reported to law enforcement officials as required by state law.

The school prohibits retaliation against any person who reports an act of harassment, intimidation or bullying.

Social Media

While not all online behavior is the school’s concern—such as minor student group chat disputes—Queen of Angels School will address online actions that target fellow students, parents, or staff. The school reserves the right to investigate allegations of bullying, harassment, intimidation, or threats made on social media that disrupt the learning environment. Credible threats of violence will be reported to law enforcement. Online content—including blogs, posts, or messages on platforms like Facebook®, YouTube®, Instagram®, and Snapchat®—that includes bullying, harassment, threats, defamation, or content contrary to Catholic teaching may result in disciplinary action, up to and including expulsion.

Anonymous Reports of Suspicious Activity

Parents or students may report bullying, illegal activity, or suspected abuse anonymously by mailing a note to the principal or using the anonymous drop box in the front office. We encourage all concerns to be reported, whether anonymously or in person.

School Policies

Daily Schedule

K-8 Bell Schedule

8:00	School business day begins and supervision on the playground
8:15	First bell.
8:25	Tardy bell rings
3:00	Dismissal bell
3:30	School business day ends

Preschool Bell Schedule

AM Preschool Schedule	
8:20	Preschool begins
11:20	Preschool dismissal
PM Preschool Schedule	
12:00	Preschool begins
3:00	Preschool dismissal

Half Day

The first Wednesday of each month is a staff collaboration day. School is dismissed at noon. There is no After School Club. Only students enrolled in Pre4 will attend on this day from 820-1145.

Late Start

A two hour delay is possible during times of inclement weather.

Late Start K-8 Bell Late Start Bell Schedule	10:15 AM - 3:00 PM
Late Start Preschool Schedule	AM 10:20 AM - 12:20 PM PM 1:00 PM - 3: 00 PM

Absence and Tardies

Prompt and regular attendance is required. Parents should notify the office before 9:00 AM daily when their student is absent.

Excused Absences

An absence will be considered excused if a parent informs the school of the student's absence or a doctor's note has been provided.

Unexcused Absences

An absence is considered unexcused when the school is not informed of the absence by a parent or guardian or if the absence is due to a leisure vacation.

Retention due to Absence

Allowing for health emergencies and individual situations, students who are absent for 25 days per year or more or 15 days in a semester may be given an alternate grade and/or retained at their current grade level.

Tardy/Half-Day Absence

A student will be marked as tardy if he/she arrives after 8:25 AM and before 10:00 AM, leaves school after 1:30 PM, or leaves and returns during the day for less than two hours. For the determination of perfect attendance, three tardies will count as one absence. A student will be marked as present for half-day if they arrive after 10AM or leave before 1:30PM.

Truancy

Clallam County Truancy Basics

All youth between the ages of 8 and 18 are required to attend school every day. When a youth fails to attend his or her assigned school, he or she is considered truant. Washington State law, RCW 28A.225.030, sometimes referred to as the BECCA Bill, requires that public school districts file truancy petitions with the Juvenile Court when students have accumulated seven unexcused absences in one month or ten unexcused absences in an academic year.

Please note that students who are truant may not be eligible for school district evaluation for special services, may be retained at their current grade level, and/or may not be eligible for school field trips. Attendance letters may be sent home by the school office to remind families of the importance of on time and daily school attendance. 3 tardies are equivalent to one absence.

Arrival

The school office is open for business from 8:00 AM until 3:30 PM. A staff supervisor is on the grounds at 8:00 AM. Students are not to be in the building before 8:20 AM except with special permission, in an emergency, or due to severe weather. The school does not assume responsibility for children on campus before 8:00 AM on regular school days or 10:00 AM on late start days.

- Grades 1-8: Parents/Guardians are not permitted to accompany students into classrooms for drop off.
- Kindergarten families may be allowed to assist with drop off the first week of school at the discretion of the teacher.

Car Pool

When picking up your children by vehicle, vehicles form a line along the east side of Oak Street directly in front of the school. The line moves south leaving alley access open. Pull forward as far as possible and pay close attention. Guardians remain in their cars and the students will come to them *once dismissed by a teacher*. All students must enter the vehicle on the passenger side.

Please be mindful of the instructions given by the staff and students on Safety Patrol.

Violations of the Car Pool guidelines may result in a request for your family to park and walk on for pick up.

Park and Walk On Campus

Use the church parking lot or west side of Oak street for parking. Please leave neighborhood driveways clear.

Dismissal

Students are dismissed at 3:00 PM to designated lines on the school playground. Guardians/designees are expected to pick up their children at this time. Crosswalks must be used. All students must be dismissed by their teacher before leaving school grounds. Students will not be dismissed until a guardian/designee is safely in view.

Once carpool has ended, any students who have not been picked up, will be sent to the school office. Responsible parties will be called. If pick up will take place after 3:20, the student will be dismissed to the After School Club located in the portable, and charges may occur.

Preschool Dismissal

Preschool students are dismissed at 11:20AM or 3PM. It is the responsibility of preschool staff to ensure that all students are signed out to a responsible party. Students in preschool are dismissed from the classroom. Any student not picked up five minutes after the majority of the group leaves, should be sent to the school office.

Uniform Policies

Queen of Angels School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; 3 uniform infractions will result in the loss of a non-uniform day.

Expectations

Parents are expected to help children keep the school uniform code. We wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform polos must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.

6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniforms for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or sweatshirt (not athletic) as part of the uniform.

General Guidelines

- Clothing and shoes must be clean and free of holes or excessive wear.
- Shirts must be tucked in.
- Sweaters/vests must be worn over white collared shirts on Mass days.
- Hair must be a natural color [bleached hair is not permitted].
- School spirit wear is permitted on Wednesdays and other special occasions.
- Hats may be worn on free dress days and must be removed for Pledge of Allegiance, prayer, during pastor/priest visits, and if requested by the teacher if the hat becomes distracting

Footwear:

- Shoes with socks/tights must be worn at all times.
- Shoes must be secured to the foot.
- No flip-flops, sandals, Crocs, ballet flats, or fashion/cowboy boots.
- Weather boots are allowed - please bring a change of shoes for the school day.

Accessories:

- Hats, beanies, and sunglasses are not allowed indoors.
- Watches and small post earrings are permitted.
- Medical alert jewelry is allowed.
- Cross or crucifix necklaces are only necklaces permitted.
- Accessories that do not meet guidelines will be stored in a ziplock bag in a backpack to be taken home. In certain circumstances, accessories may be kept in the school office for safekeeping and/or picked up by a parent or guardian.

Outerwear:

- Only zippered jackets, or items from the outerwear section of the school's online uniform store are permitted as outerwear.
- Non-school sweatshirts are never permitted as part of the regular school day.
- During times of cold or extremely wet weather, outerwear is required to attend outdoor recess.

Appearance

Hair:

- Hair must be neat, clean, out of the eyes, and not distracting.
- Boys hair that falls at or below shoulders must be tied back neatly.
- Hair must appear natural in color. No bleached hair. *If hair does not appear natural, administration may require that hair be returned to natural appearance, be styled specifically to present natural hair appearance, or be trimmed to remove unnatural color. Students may be asked to remain home until hair meets requirements.*

Makeup & Nails & Grooming:

- Fingernails should be clean and trimmed short.
- Grades K–5: No makeup or nail polish.
- Girls Grades 6–8: Tasteful makeup and neutral-tone nail polish allowed. No heavy eyeliner, fake eyelashes, lipstick, or glitter. Nails may be slightly longer and shaped. Small hoops allowed in addition to post earrings

Uniform Violations

Families will be notified of uniform code violations by the homeroom teacher electronically or a slip that must be signed and returned. Repeated violations may result in further action by the administration.

Lost and Found

Lost articles, clothing or school materials may be claimed at *Lost and Found*. Labeled clothing will be returned to the owner. Unclaimed items at the end of each semester will be donated or thrown away. All student uniforms should be labeled.

Uniform Code

Preschool

Preschool Girls

Jumper*	Marymount plaid knife pleat jumper/skort/skirt
Polo	White collared polo [short or long sleeved] tucked in
Sweater	Red Uniform cardigan or V-neck sweater [short or long sleeved]
Sweatshirt	Red Queen of Angels crewneck sweatshirt [may be worn in place of school sweater]
Socks/tights	Solid white, navy, or black if visible above the shoe
Leggings	Solid navy or black, ankle length, may be worn under a jumper
Pants**	Navy in color [includes denim jeans/jeggings, leggings, slacks, etc]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar

Preschool Boys

Polo	White collared polo [short or long sleeved] tucked in
Sweater	Red Uniform cardigan or V-neck sweater [short or long sleeved]
Sweatshirt	Red Queen of Angels crewneck sweatshirt [may be worn in place of school sweater]
Socks	Solid white, navy, or black if visible above the shoe
Pants**	Navy in color [includes denim jeans/jeggings, leggings, slacks, etc]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar

Kindergarten - 5th Grade

K-5 Girls

Jumper* K-4	Marymount plaid knife pleat jumper/skort/skirt
Skirt* 5 th	Marymount plaid knife or box pleat skirt/skort

Polo	White collared polo [short or long sleeved] tucked in
Sweater	Red Uniform cardigan or V-neck sweater [short or long sleeved]
Sweatshirt	Red Queen of Angels crewneck sweatshirt [may be worn in place of school sweater on non-Mass days]
Socks/tights	Solid white, navy, or black if visible above the shoe
Leggings	Solid navy or black, ankle length, only worn under a jumper
Pants**	Navy, twill slacks with no contrasting topstitching, decorations or cargo pockets
Walking short	Navy blue [to the knee]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar
Friday Mass	Girls must wear skirt/skort/jumper and Uniform sweater to Mass - no crewneck sweatshirts for Mass

K-5 Boys

Polo	White collared polo [short or long sleeved] tucked in
Sweater	Red Uniform cardigan or V-neck sweater [short or long sleeved]
Sweatshirt	Red Queen of Angels crewneck sweatshirt [may be worn in place of school sweater on non-Mass days]
Socks	Solid white, navy, or black if visible above the shoe
Pants**	Navy, twill slacks with no contrasting topstitching, decorations or cargo pockets
Walking short	Navy blue [to the knee]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar
Friday Mass	Boys must wear pants and Uniform sweater to Mass - no crewneck sweatshirts for Mass

Middle School

6-8 Girls

Skirt* 5 th	Marymount plaid knife or box pleat skirt/skort
Polo	White collared polo [short or long sleeved] tucked in
Sweater	Gray Uniform cardigan or V-neck sweater [short or long sleeved]
Sweatshirt	Navy blue Queen of Angels crewneck sweatshirt [may be worn in place of school sweater on non-Mass days]
Socks/tights	Solid white, navy, or black if visible above the shoe
Leggings	Solid navy or black, ankle length, only worn under a jumper
Pants**	Navy, twill slacks with no contrasting topstitching, decorations or cargo pockets
Walking short	Navy blue [to the knee]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar
Friday Mass	Girls must wear skirt/skort/jumper and Uniform sweater to Mass - no crewneck sweatshirts for Mass

6-8 Boys

Polo	White collared polo [short or long sleeved] tucked in
Sweater	Gray Uniform cardigan or v-neck sweater [short or long sleeved]
Sweatshirt	Navy blue Queen of Angels crewneck sweatshirt [may be worn in place of school sweater on non-Mass days]
Socks	Solid white, navy, or black if visible above the shoe
Pants**	Navy, twill slacks with no contrasting topstitching, decorations or cargo pockets
Walking short	Navy blue [to the knee]
Spirit Wear	School Spirit sweatshirts on Wednesday and themed days indicated on calendar
Friday Mass	Boys must wear pants and Uniform sweater to Mass - no crewneck sweatshirts for Mass

Custody Agreements

Parenting Plans

As per Archdiocesan policy, legally separated or divorced parents must provide a copy of the parenting plan to Queen of Angels School for their child's records. Parents are responsible for updating the school on any changes to the plan or court orders affecting parental or third-party access. The school will enforce the most recent parenting plan on file.

Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment (FERPA) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic, attendance, and behavior records of their child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Student Cell Phones and Personal Technology

The use of cell phones/smart phones, and smart watches (as an electronic device) during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic and communal environment. Any student with a cell phone at school, must have an acknowledgement form on file with the school office. In addition, students must adhere to all cell phone and acceptable use policies of the school. Violation of these agreements may result in confiscation of the electronic devices and disciplinary action.

Cell phones will be collected by homeroom teachers at the beginning of each day and returned to students at dismissal.

Staff is not responsible for electronics and goods which are lost, stolen, or broken. Exceptions, determined by the principal, will be made for medical or other purposes. Documentation may be required.

Cell phones will be sent to the school office until the appropriate acknowledgement form is received.

Communication

Communication between staff, families, and students is vital. Presume positive intentions and be mindful that emails and typed messages do not always convey the tone with which they are intended. School staff will communicate with families in a timely, effective manner. Emails are generally responded to within 48 hours.

What To Do If You Have Concerns

It's important that we work together on your student's behalf. Please follow the steps below to address concerns.

1. Contact the teacher directly [email/Class Dojo message/call school office to set up an appt.]
2. Schedule a parent-teacher-student conference to resolve the concern
3. Contact the principal regarding your concern at secretary@qofaschool.org
4. Schedule a principal-teacher-parent meeting
5. Pastoral involvement
6. Contact the Archdiocese of Seattle

These simple tips below are offered in an effort to make that partnership more effective for both your child and us.

- Don't wait until a small concern becomes big
- Remember that your child is still a child
- Whatever your problem or question, take it to the staff member most closely involved

- If you are not sure whether to meet in person or to send an email - request a meeting or at minimum a phone conversation

Communication Platforms

Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand. Some of the ways provided for such communications are:

ALMA

All school communications will come directly from the school's Student Information System [SIS] ALMA. Group messaging and safety alerts will come directly from ALMA. Safety alerts will be automated messages and general school announcements will come via email.

Class Dojo Preschool - 8th grade

Class Dojo as a communication platform for classroom news, updates, information, images, and videos of the classroom day.

Google Classroom [Grades 2-8]

Teachers in grade 2-8 will use Google Classroom to assign school appropriate links and activities. School work that is to be completed during school closures, such as "Snow Days," will be posted by teachers.

Wednesday Newsletter

Queen of Angels School uses a Wednesday Newsletter to inform parents about happenings around the school. It is sent home each week to all families with the oldest student. Please read the newsletter each week to stay up to date on school information.

School Website - Under construction 2026 - please contact the school office for up to date information

Queen of Angels School maintains a website with current information about the school. Please check the website on a regular basis for information. _ <http://www.qofaschool.org>

Facebook

Queen of Angels School maintains a Facebook page to inform parents of events, reminders, and school closures.

General page: <https://www.facebook.com/queenofangelsschool/>

Parent Only page: <https://www.facebook.com/groups/5195066317195304>

School Emergencies

All information regarding school emergencies will be communicated using alert notifications through the school's Student Information System (SIS). Please ensure your information is up to date each school year. The Clallam County Sheriff's Department recommends all Port Angeles School District families sign up for Code Red found here: [Clallam County Code Red Sign Up](#)

Volunteer Opportunities

Volunteer Hours

Queen of Angels School relies heavily on parent/guardian involvement and participation in school activities. We require each household to commit to a minimum of 40 hours for the year. Preschool parent commitment is 20 hours per household. Attendance at PTO meetings counts as volunteer hours. Hours must be completed by June 1st of each academic year. Families will be charged \$25/hour for incomplete hours.

Volunteer Responsibilities

- Be prompt, reliable, and sign in/out at the office with a visitor badge.
- Follow school emergency procedures (fire, earthquake, lockdown).
- Complete the Safe Environment Program.
- Respect school policies, staff, and students.
- Maintain confidentiality of any shared or observed information.
- Record volunteer hours as instructed by the school.

Room Parents

These parent volunteers play an important role in helping to coordinate and implement classroom activities. The role of room parents includes but is not limited to the following:

1. Arrange with the teacher for seasonal classroom parties and communicate these plans to classroom parents.
2. Provide assistance as the teacher and school might request.
3. Coordinate the classroom BASH auction project.

VIRTUS

All classroom volunteers must pass a background check. Field trip chaperones and volunteers working outside the classroom must complete the Archdiocese VIRTUS Safe Environment course beforehand. Contact the school secretary for course dates.

School and Property

Books, Electronics, and Property

- All personal items (e.g., uniforms, jackets, lunches) should be labeled with the student's name. *The school is not responsible for lost items.*
- Students must replace any lost or damaged school property, including textbooks, iPads, and Chromebooks. Defaced or lost instructional materials must be replaced at the responsible party's expense. Report cards will be withheld until accounts for lost or damaged school property are settled.

Costs for replacement

Textbooks	\$50 each
Chromebook	up to \$250

School computer and equipment [including keyboard, mouse, cords, etc]	up to \$300
iPad or tablet	up to \$220
Playground equipment	up to \$150
Structural damage	Assessed by Pastoral Administrative Assistant

Bicycles and Scooters

Students are allowed to ride a bike or scooter to school and are expected to obey all safety rules. Bikes, scooters, etc. are to be used during school hours. Locks are not provided by the school. *The school is not responsible for damaged or stolen bikes or scooters.*

Telephone

The school telephone is primarily for the use of the office and the transaction of school business. Students and teachers will be called from classes only in case of an emergency. All arrangements for after school activities should be made by parents before arriving at school or by requesting permission from staff to use the phone during dedicated break times. Students may use the office or classroom telephone to call home during the school day at the discretion of school staff.

Visits to School

Anyone not enrolled or employed by the school is considered a visitor.

- All visitors must buzz, stand behind the white line, state the purpose for the visit, and then will be buzzed in. At times, staff may meet visitors at the door rather than buzz them in.
- All visitors must come directly to the school office
 - all visitors that enter the school past the school office must sign in, wear a badge, and sign out - *no matter the length of the stay*
- All school visits must be planned and arranged with school staff.
- Visitors must wear a visitor's badge when on school premises.

Dropping off items for your student

Any items brought in for your student are to be left in the school office. Please identify the items with the child's name and grade. Please make arrangements by calling the school ahead of time.

After School Club

Queen of Angels School offers an After School Club from 3:00 PM - 5:30 PM for K-6 students. The program includes snack time, outdoor play, homework time, and enrichment activities.

- Registration: Required through the school office.
- Cost: \$10 per student per day; \$25 per day for families with 3+ students.
- Snack: Students must have an extra snack packed each day. Snacks are not provided.
- Billing: Sent home monthly. Payment is due by the 15th of each month. Balances must be up to date to continue each semester. End of year balances will be added to the next year's tuition if not paid in full and/or records may be withheld until payment is received.

- Late Pick-Up: Additional fees apply for pickups after 5:30 PM; repeated late pickups may lead to removal from the program.
- Availability: Not offered on half days. Middle school students may attend with approval from the school office.

Excusing Students from School

Students are dismissed early through the school office with guardian permission. Students must have permission to be excused from school early. Permission can be granted by:

- a phone call;
- a handwritten note;
- an email;
- completing the permission form at registration/enrollment;
- in person in the office

Medical & Dental Appointments

Responsible parties should inform the school by written note, email, or phone call made to the office. The student must check-out and check-in at the office when leaving/returning.

Parties

All birthday “treats” must be arranged with the teacher ahead of time and should be individually packaged for distribution to students. Invitations may be passed out for birthday parties if an invitation is being given to every student in the same grade.

Recess

All students have recess daily. Students are encouraged to play games, include other students, and follow the rules of each game. Please see the following recess allotments for this school year.

Grade Level	15 min recess	30 minute
Preschool		Daily
K-2	Morning and Afternoon	Daily [after lunch]
3-5	Morning all year Afternoon (Sept-Dec)	Daily [after lunch]
6-8	At teacher discretion	Daily [after lunch]

General Recess Expectations

1. Follow directions from staff and volunteers.
2. Include everyone in play.
3. Return equipment after use.
4. Get a pass and use the ramp door to enter the building.
5. Stay in designated areas and use equipment properly—no climbing or jumping off bars or structures.
6. Line up immediately when the bell rings.
7. Report unsafe behavior to staff.

8. Wear proper outerwear; lost and found items may be used if needed.
9. Follow all posted playground rules.

Playground Staff and Volunteers

The playground is monitored by staff and recess volunteers. Playground attendants are responsible for issuing disciplinary consequences such as having students sit the bench for minor infractions, sending students to the office for injury/illness treatment, and referring students to the office or following up with a teacher regarding more serious playground issues.

Indoor Recess

Students will have indoor recess during times of inclement weather. During indoor recess, students are able to play games, participate in arts and crafts, and/or watch a short program. Students are expected to follow all recess rules indoors and outdoors. Due to the change in uniform providers, the school office may no longer have school uniform items. Teachers will message families on Class Dojo about wet clothes and parents may opt to come and pick up their students or bring a change of clothes.

Recess Injuries

Slips and scrapes will be handled by recess staff or volunteers and the front office. Families will be notified of more serious injuries and the school nurse will be contacted. In cases of student injury, parents and guardians will be contacted by the school office.

Recess Disputes

In cases of disagreements or disputes on the playground immediate consequences will be given by recess staff and recess volunteers. The student's teacher will contact the family regarding recess incidents that are more serious in nature such as roughhousing, disrespect to staff or students, etc. If a student is referred to the principal during recess, the principal will contact the family.

School Closure Information

If questionable weather occurs, school closures or delays will be sent via email, posted on the school Facebook page and web page: www.qofaschool.org. If we have an emergency closure during the school day, all the parents will be emailed and contacted by phone. No student will be allowed to leave until arrangements are made with the parent/guardian. Please do not call the school; the school phone lines need to remain open.

Snack/Lunch

Every student is expected to bring a snack to school each day. Snacks should be able to be eaten within 10-15 minutes. Lunch times are scheduled for 30 minutes. Lunch times are seated, uninterrupted times for students to eat and socialize with peers.

Please do not send items that need to be prepared, refrigerated, or reheated. School staff are not responsible for preparing student lunches or snacks.

Grace Before Meals

Students pray Grace Before Meals before lunch each day. This prayer will be available to all families on the parent Facebook page.

Forgotten Snack/Lunch

In case of a forgotten lunch, the student or school secretary may call home early in the day. At times, through the generosity of school supporters we are able to offer small items for students to eat during lunch or snack. Parents will be notified when there are frequent requests for snacks/forgotten lunches. The office will not supply food in addition to the student's lunch or snack.

Athletics

Athletes are required to have a physical on file every year, sign an athletic code, and pay a non-refundable \$50 Athletic Program fee for each sport they participate in. Fees help pay for Washington Interscholastic Activities Association [WIAA] membership and referees. Athletes are required to turn in uniforms at the end of each athletic season.

General information pertaining to athletics includes:

1. The athlete must attend school for the majority of the school day in order to practice or compete that day.
2. Students must maintain a 2.0 cumulative GPA and have no failing grades to be considered eligible to start and/or play. Students and families will be notified prior to the grade check.
3. Athletes may be withheld from competition due to behavior or academic issues; this decision is made at the discretion of the principal in consultation with the Athletic Director, instructional staff, and coaches.
4. Students may participate in sports or extracurricular activities at the local public school if the sport is not available at Queen of Angels.
5. The principal and athletic director will appoint coaches each year. Coaching one year will not necessarily mean any entitlement to coach the following year.

Attending Home Basketball Games

All students must have parental supervision to attend home games. No student spectator will be dismissed from school to the gym.

Spectator Conduct

Queen of Angels School is part of the Washington Interscholastic Activities Association [WIAA]. As such we require all spectators to follow the WIAA Just Play Fair! expectations summarized below:

1. Respect For All Treat athletes, coaches, officials, and fellow spectators with courtesy. Display modesty in victory and graciousness in defeat.
2. Positive Encouragement Cheer for our team in a positive and supportive manner. Coaching will be done by coaches and we will applaud the good plays and efforts of all teams.
3. Follow Facility Rules Adhere to all Queen of Angels facility guidelines. All spectators must remain off the playing area for the duration of the athletic contest.
4. Refrain From Unruly Behavior Refrain from using offensive language and disruptive behavior. Report concerns to onsite school staff or athletic personnel.
5. No Outside Interference Do not interfere with the game, players, coaches, or officials in any way.

Videos and Movies

Videos and movies may be shown at school and in the After School Club at various times throughout the school year. Staff are required to view videos or movies before showing them in class. Films rated G or PG may be shown at lunch time, during rainy day recess, in the After School Club, or during special celebrations. In our middle school, films with a PG-13 require parental consent. No rated R films will be shown at school. Most teachers use streaming services such as Netflix, Apple+, or Amazon Video.

Medical Considerations

Keep Sick Children at Home

In general, a student should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on their own, not overly fatigued). Families must monitor their students for signs of illness. If your child is ill, has a fever, has vomited at least once in 24 hours, or has diarrhea, do not send him/her to school.

Parents will be called to pick up their student from school in the event of an illness, serious injury, or when they are not well enough to participate in the school day. A student should not return to school until at least 24 hours after his/her temperature has returned to normal and symptoms, such as vomiting, are gone. As a general rule, if a child is not well enough to go outside for recess, he/she is not well enough to be in school.

Head Lice

Students showing signs of head lice will be sent to the office for evaluation. If confirmed by the school nurse or staff, parents will be notified, and the student must be picked up for treatment. Once treatment begins, the student may return to school.

If lice are confirmed at home, parents must inform the school before the student returns to avoid any interruption in attendance.

Notifying Families of Head Lice

Head lice notifications will go to families with students in the same grade when a case is confirmed. A school wide notification will take place when head lice is confirmed across multiple grade levels.

Medication in School

Prescription medication

The school is required to have an authorization form signed by the child's doctor and parent/guardian must be on file. The authorization form can be obtained from the school office, on our website, or your doctor's office. The administration of medication during school hours will be under the supervision of the school office staff.

Non prescription medications

All student medications must be kept in the school office, including cough drops, allergy medication, and ibuprofen/acetaminophen. Parents sign for authorization of these over the counter medications during enrollment. Contact the school office to update a form or to get a new form during the school year.

Immunizations

Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed physician (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number.

Emergency Information

The school must have emergency information on file for every student in the school. It is very important that the school is able to easily reach at least one parent or specified person during the school day. We ask that you advise us as to what procedures to follow and whom to contact if you will not be available.

If any information changes during the year, the office should be notified immediately.

QofA Family Handbook Acknowledgement

The Queen of Angels Family Handbook is meant to provide families with the policies and expectations of Queen of Angels School. The principal and pastor reserve the right to amend, change, update this handbook throughout the school year. All changes will be communicated to families through the school newsletter, parent communication system, and website.

Please access the Family Handbook through our website www.qofaschool.org.

My signature below certifies that:

- I have been provided information on how to access the Queen of Angels School Family Handbook via the school website.
- I agree that I have read the policies in order to be informed about them, will abide by them, and will support them with my student/s.
- If I do not have access to a computer, I understand that I can request a printed copy of the policies from my school.
- I will ask the principal or school staff, if I have any questions regarding any of the information contained in these personnel policies.
- I understand that the purpose of these policies is to inform families about the policies and expectations of the Queen of Angels School. This is not an employment contract.
- I understand that this signed agreement will be maintained in the school office

Signature

Date

Printed Name