

Queen of Angels School Family Handbook

Preschool - Grade 8
2025-2026



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Mission and Vision 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.

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.

School Directory

Principal	Mrs. Claudia Kimball	kimball@qofaschool.org
Secretary	Mrs. Kara Money	money@qofaschool.org
Administrative Asst	Mrs. Tamie DeLeon	deleon@qofaschool.org
Preschool	Mrs. Haley Djenaba Mrs. Amanda Dubeau	djenaba@qofaschool.org dubeau@qofaschool.org
Kindergarten	Mrs. Christina Heistand	heistand@qofaschool.org
1st Grade	Mrs. Babbette Tyler	tyler@qofaschool.org
2nd Grade	Mrs. Janet Chamberlain	chamberlain@qofaschool.org
3rd Grade	Ms. Kim Dewey	dewey@qofaschool.org
4th Grade	Mrs. Heidi Sembach	hsembach4@qofaschool.org
5th Grade	Miss Brielle Keywood	bkeywood@qofaschool.org
6th Grade	Mrs. MaryKay Acheson	acheson@qofaschool.org
7th Grade	Mr. Dave Hanson	hanson@qofaschool.org
8th Grade	Mrs. Christina Murray	murray@qofaschool.org
Art/Aide	Mrs. Gloria Johnson	johnson@qofaschool.org
PE	Mrs. Amber Madison	amadison@qofaschool.org
Elementary Aide	Mrs. Ann Sutherland	asutherland@qofaschool.org
Middle School Science	Mr. Carl Kozlosky	kozlosky@qofaschool.org
After School Club	Miss Abby Kimball	qofa_asc@qofaschool.org

Parish Staff Directory

Pastor	Father Jacob Maurer	www.fathermaurer.com
Parochial Vicars	Father Ed White Father Naresh Gali	St. Anne Catholic Church, Forks St. Mary Star of the Sea, Port Townsend
School Deacon	Deacon Stewart Adams	
Pastoral Administrative Assistant	Mr. John Nolan	admin@clallamcatholic.org
Bookkeeper		finance@clallamcatholic.org

School Commission Members

Executive Committee

Pastor	Father Jacob Maurer	
Principal	Claudia Kimball	kimball@qofaschool.org
Chair	Barb McFall	schoolcommission@qofaschool.org
Secretary	<i>open</i>	

General Committee

Marlene Bradow	Brenda Carpenter
Suzanne Ryan	

Parent Teacher Organization

The purpose of the Queen of Angels Parent Teacher Organization is to encourage and to involve every member of our school community to provide the best Catholic education possible. It provides many of the volunteer opportunities through fundraising & social events. The PTO has a fundraising goal of \$75,000 for the school year. The PTO is an advisory committee to the principal and volunteer opportunities are available year round.

Parent Partnership

Parental cooperation is essential for the welfare of the students. Queen of Angels School recognizes that parents are the primary educators of their children. As their learning role model, parents have the unique ability to help their child grow in both academics and faith. Collaboration with the actions of the teachers and administration is encouraged and expected.

PTO Executive Members

President	Maria Gray	pto@qofaschool.org
Vice President	Alle Potter	
Secretary	<i>open</i>	
Treasurer	<i>open</i>	
BASH Auction Chair/s	Jessie Gilchrist Kaitlyn Alderson	bashchair@qofaschool.org
School Fundraiser Chair	<i>open</i>	
Room Parent Chair	<i>open</i>	
Community Events Chair	<i>open</i>	

Enrollment Policies

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.

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.

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.

Continuous Enrollment

Once enrolled, your student's enrollment will roll over to the next school year.

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.

Tuition and Fees

Queen of Angels strives to provide affordable, high quality education and faith formation. Please see a full list of tuition rates and fees below. All credits, grants, and scholarships will impact base tuition rates and do not apply to fees. Tuition payments can be made online using the FinalSite Parent Portal or made through the school office. Tuition rates and fees may increase each year.

K-8 Tuition Rates and Fees

	Tuition BASE	In Parish Rate	Technology Fee	BASH Class Project Fee	Registration Fee
1 Student	\$5900	\$5310	\$150	\$15	\$50
2 Students	\$10,800	\$9,850	\$250	\$30	
3 Students	\$15,100	\$13,900	\$250	\$45	
4+ Students	\$16,600	\$ 15,700	\$250	\$60	

Preschool Tuition Rates and Fees

	Tuition	School Resource Fee	BASH Class Project Fee	Registration Fee
Preschool 3 [Mon, Wed, Fri]	\$1625	\$150	\$15	\$50*
PreK [Mon - Fri]	\$2675	\$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]	\$35
Winter Session [9 weeks]	\$35
Spring Session [9 weeks]	\$35

Optional Items

	Fee
Athletics	\$50 per student per sport
Hot Lunch Tickets	\$5 per lunch
Milk Tickets [white or chocolate milk offered daily]	\$50 annual ticket OR 20 milks for \$6
Volunteer Hour Buy Out	\$500 for 20 hours

Withdrawal Policy

Once enrolled, families assume financial responsibility according to the tuition agreement. Tuition agreements will be terminated at the end of the month a student is withdrawn. When tuition is paid in full, prorated reimbursement will be given upon formal request by the responsible party to the principal.

Tuition Assistance Programs

In Parish Grant

Queen of Angels School offers an In Parish Grant to all Catholic families registered at one of the Clallam Catholic parishes. All registered families receive 10% off tuition. Policy changes may occur at the discretion of the pastor.

Fulcrum Foundation Tuition Assistance Program [Fulcrum TAP]

All families are encouraged to apply for Fulcrum TAP using the link provided under Tuition Management in the FACTS systems during your registration process. The Fulcrum TAP application window is every December. Awards are given throughout the Archdiocese of Seattle. The Fulcrum Foundation also offers other scholarships. Families will be informed of these scholarships as they become available.

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.

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. Cell phones will be collected at the beginning of each day by the homeroom teacher and returned to students at the end of the day. Exceptions, determined by the principal, will be made if the device is required for medical purposes. Documentation may be required.

Smart watches may not be used to make calls, text, take photos or audio recordings.

Violation of the technology agreements will result in confiscation of the electronic devices and disciplinary action. Confiscated devices will be turned in to the office and released only to parents/guardians.

Staff is not responsible for electronics and goods which are lost, stolen, or broken.

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 [Prek - 1]

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 - Digital Only

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

Paper copies of the monthly calendar and order forms are available to be sent home by request.

School Website

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.

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.

Annual Auction - BASH

The Building a Scholastic Heritage (BASH) Annual Auction is one of the primary fundraisers for the school each year. It is an adult evening event including a sit down dinner, live and silent auctions, games, and bar.

There are a number of volunteer opportunities associated with BASH, many of which appeal to those looking for “behind the scenes” volunteer hours.

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.*

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.

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 sign in at the school office - no matter the anticipated length of 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.

Daily Bell Schedule

K-8 Bell Schedule

8:00	School business day begins and supervision on the playground
8:20	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	10:20 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.

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.

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

Mass

Queen of Angels students attend Mass each week. In addition to weekly Masses, students will attend a class Mass, Holy Days of Obligation, and other times as requested by the pastor.

School Mass Dismissal

Students participating in Mass as lectors, altar servers, and ushers will be dismissed from the office to the church around 9:10AM. Students serving for Safety Patrol will be dismissed at 9:10AM to get dressed properly and be stationed at assigned crosswalks. K-8 classes depart from the school beginning at 9:15AM.

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.

Ushers/Gift Bearers

Ushers and 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.

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-3	Morning and Afternoon	Daily [after lunch]
4-5	Morning only	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.

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.

Field Trips

Field trips have the enrichment of the curriculum as their core purpose and are planned as an extension of the classroom experience.

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

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 teacher will determine if a chaperone's younger, non-school-age child may attend. However, *school-aged children not enrolled at Queen of Angels may not join field trips.*

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.

NatureBridge [6-8] alternating years

Middle school students are eligible for the overnight science immersion camp. Cost is estimated at \$250 per student. Parent chaperones are required and have a reduced rate.

Student Work & Grading Practices

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. Since a single letter or number cannot express the growth of a given student in all of the areas of development that we emphasize as a school, the teacher will also include a brief narrative of the student's performance on the report card.

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.

Homework

Average Homework Per Evening:

Homework expectations will differ according to age and stages of development

Kindergarten	15 – 20 minutes
Grades 1, 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.

Gradebooks, Progress Reports and Report Cards

Gradebooks

Preschool - Grade 1

Gradebooks will be open. Letter grades will be updated consistently. Individual assignments may not be published. Progress reports will be sent home consistently and as communicated by the homeroom teacher.

2nd- 5th Grade

Gradebooks are open and reflect a letter grade. Individual assignments may not be published. Teachers will send home progress reports to families every three weeks until the report card deadline for each trimester.

Middle School

Grades 6-8 will have gradebooks that will be open for middle school parents and students. Gradebooks will open in October of each new school year and close the first week of June. Parents will be able to see students academic grades and are able to receive a weekly report of missing work sent to their email.

Progress Reporting

School Conferences

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.

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

Gradebook Categories

Gradebook categories are weighted to emphasize student demonstration of knowledge and understanding of instructional standards.

Summative Assessments

- Used to measure student knowledge at the end of a unit, chapter, semester, or end of year final.
- May be paper or electronic assessments
- May be project based
 - Speech
 - Essay/Formal paper
 - Visual [eg: poster, diorama], media or mixed media, digital, etc.
 - Rubrics are included with all projects

Formative Assessments

- Work used to measure student progress toward summative assessments
 - Exit tickets
 - Assigned daily work
 - Review of unit, chapter, semester, or yearly content
 - May be a worksheet, lined paper activity, composition notebook, electronic or digital assignment, etc
- May be project based
 - Essay/Paper drafts and/or graphic organizers
 - Visual [eg: poster, diorama], media or mixed media, digital, etc.
 - Rubrics are included with all projects

Assessment Retakes

Students may retake paper or online tests and quizzes at the discretion of their teachers. Summative projects, labs, speeches, and displays will be communicated by the teacher at least a week in advance.

Late, Missing, and Sick Work

Late /Missing Work

Late work is accepted for full credit. Missing work will not be accepted past each progress report checkpoint. Work that requires revision may be accepted past checkpoint dates. 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.

Extra Credit

Extra credit is offered at the discretion of the teacher and will be communicated in the class syllabus.

Promotion and 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, the parents must be advised of this situation by the end of the second trimester.

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

Behavior Expectations and Discipline

Queen of Angels guiding policy is to be fair, firm, and consistent in the application of discipline for inappropriate behavior. While we address negative behavior choices, this in no way diminishes positive faculty/staff feedback for positive student behavior. In addition to students in their own

classes, teachers strive to recognize and reward all students for positive, faith-filled actions within our school community.

Potential Disciplinary Actions

Academic Probation

Students not meeting academic standards or demonstrating serious academic deficiency due to excessive missing work, lack of attendance/participation, removal from class, etc., may be at risk of academic probation. Without improvement, the student may be asked to withdraw.

The principal determines probation length and holds a conference with parents, creating a contract that may include:

1. Schedule for making up missed work
2. Plan for retaking tests
3. Attendance at study halls during the school day or after school
4. Length of probation

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. 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*

Suspension*

Serious infractions may warrant immediate suspension from school. Additionally, students who receive repeated referrals for detention may be considered for suspension. Suspensions may be in-school suspension or out of school suspension. This will be determined by the principal. **Principal Determined Disciplinary Outcome*

Expulsion*

Repeated suspensions may result in expulsion from the school. Some offenses may be so severe in nature that immediate expulsion is required. Expulsion is determined after conferencing with faculty but is ultimately at the principal's discretion. All expelled students are required to refrain from on-campus interactions with students and staff. **Principal Determined Disciplinary Outcome*

School Incident Levels

Please see the matrix on the next page.

School Incident Levels and Consequence Matrix

Policy on 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.

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.

Uniform Expectations

A distinctive uniform fosters unity within our school and reflects our shared pride in the Port Angeles community. Please see the Uniform Policy handout for full details. The principal has the final word in all uniform matters and may provide specific directions for any days when student attire may vary from the specified dress code.

Parents are responsible for ensuring students meet dress code expectations, including appropriate haircuts, well-fitting clothing, and proper shoes. Students must arrive in uniform each day unless otherwise directed by staff or the school calendar.

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]
- Jackets must have zippers.
- Hooded sweatshirts are not allowed as outerwear, except Queen of Angels spirit sweatshirts on Wednesdays.

Health and Safety Guidelines

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 but must bring a change of shoes.

Accessories: Hats, beanies, and sunglasses are not allowed indoors. Watches and small post earrings are permitted; K-5 may not wear dangling earrings. Medical alert jewelry is allowed.

Hair & Grooming: Hair must be neat, clean, out of the eyes, and not distracting. Fingernails should be clean and trimmed short.

Makeup & Nails:

- Grades K-5: No makeup or nail polish.
- 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

After the second week of school, families will be notified of uniform code violations. The form must be signed and returned. Electronic notification of the violation will also be sent. Repeated violations may result in further action by the principal and/or pastor.

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* 5th

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

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

Mass

Boys must wear pants and Uniform sweater to Mass - no crewneck sweatshirts for Mass

Middle School

6-8 Girls

Skirt* 5th	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
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
Mass	Boys must wear pants and Uniform sweater to Mass - no crewneck sweatshirts for Mass

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 under the main landing page, by scrolling down to Important School Info.

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