



Parent and Student Handbook

First Bell: 7:45 AM
Tardy Bell: 7:55 AM
Dismissal Bell:
Preschool – 2:30 PM
Grades K-8 – 2:40 PM



Queen of the Rosary School

690 Elk Grove Boulevard
Elk Grove Village IL
60007
847-437-3322
www.qrschool.org

Amending Handbooks

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

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MISSION STATEMENT

Queen of the Rosary School, as a foundational ministry of Our Lady of the Blessed Sacrament Parish, embraces the Catholic Church's mandate to live the mission of Jesus Christ by spreading His Gospel.

We believe the key elements of our mission are spiritual growth, learning, community, and service.

We believe that parents are the primary educators of their children, especially in the ways of faith. Queen of the Rosary School serves as a partner to parents in the education and faith formation of their children. Parents and guardians play an active role not only in the academic success of their children, but also in the development of their spiritual lives. For Catholics, this means we expect that parents will take seriously the commitment they made on behalf of their child at baptism and model for them a life of prayer and faith, especially by attending Sunday Mass as a family.

We seek to provide a safe and secure environment that promotes academic excellence and learning diversity while placing priority on mutual respect and self-discipline.

SCHOOL PHILOSOPHY

We, the school family of Queen of the Rosary, committed to the spiritual and moral development of each child, believe the parish school is an integral part of the Catholic Church community.

We emphasize academic excellence while striving continually to integrate faith and knowledge.

We believe that the purpose of education is to encourage lifelong learning and active involvement in the Christian community.

We believe the education of children is the primary responsibility of parents; we recognize that the complete education of children requires the total involvement and commitment of students, teachers, and parents.

We recognize that children learn by different means and at different levels of development; we, therefore, implement a variety of instructional strategies while maintaining that children learn best by being actively involved in the learning process.

We recognize and accept cultural differences while embracing our similarities of faith and school community.

Finally, Queen of the Rosary utilizes all resources within the school, the Archdiocese of Chicago, and the local community to provide a quality Catholic education.

ADMISSIONS POLICIES (402.00, 401.07, 401.08)

MISSING CHILDREN RECORDS ACT and REGISTRATION LAW

Queen of the Rosary School maintains certified copies of birth certificates for each student enrolled. The school notifies the parents/guardians that such documentation must be submitted upon enrolling the student. Certified copies of transfer student records must be requested within fourteen days of enrollment; the school sends unofficial records of students transferring to other

schools within ten days of the request.

The Illinois Missing Children Act requires schools to notify local authorities when an official copy of the birth certificate isn't received by the school within 30 days of enrollment. At 30 days, the school is required to notify the parent/guardian in writing that they have ten days to submit an official copy of the birth certificate. If the parent/guardian fails to comply, the school is required by law to notify the police for a possible missing child investigation.

The school has a system in place that will "flag" any school records request for current or former students who have been reported as a missing person by the Illinois State Police.

Upon notification by the Illinois Department of State Police of a child's disappearance, a school in which the child is currently or was previously enrolled shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing child.

The school shall immediately report to the local law enforcement authority any request concerning flagged records or knowledge as to the whereabouts of any missing child. Upon notification by the Department that the missing child has been recovered, the school shall remove the flag from the person's record. (325 ILCS55/Missing Child Registration Law)

Enrollment of Non-Citizens (402.04)

Catholic schools shall admit students regardless of their citizenship status, provided that the student(s) meet all other admission requirements in accordance with applicable state and federal laws to the extent that such anti-discrimination statutes do not conflict with the teaching of the Roman Catholic Church. *Illinois School Code (105 ILCS 5) Plyler v Doe, 457 US 202, 102 S Ct 2382 (1982)*

REGISTRATION REQUIREMENTS

New Students (preschool, kindergarten)

- Official copy of birth certificate (county or state)
- Baptismal certificate (if applicable)
- Non-Refundable Registration fee

Transfer Students

- Official copy of birth certificate (county or state)
- Baptismal certificate (if applicable)
- Non-Refundable Registration fee
- Record of compliance with local and State of Illinois health requirements
- Written notification from the previously attended school
- Interview with the principal

Registration may be taken conditionally in the event there are outstanding financial obligations to another school, or there are questions about a student's need to receive special education services, which Queen of the Rosary School is not equipped to provide. The same applies to students with serious discipline problems.

Priority Listing for Acceptance

- A. Children of families currently enrolled, provided the family files registration papers by the deadline
- B. Children of currently registered parishioners of Our Lady of the Blessed Sacrament Parish
- C. New students

Age Requirements (401.01, 401.02, 401.03)

Queen of the Rosary School observes the Illinois State Law which states that a kindergartner/first grader must be five/six years old, respectively, on or before September 1 of the current year in order to be eligible for admission. The same applies for admission to the preschool (i.e. the child must be three or four by Sept. 1 of the current year).

Statement of Non-Discrimination (402.02)

Queen of the Rosary School is operated under the auspices of the Catholic Bishop of Chicago, a Corporation Sole, in the Archdiocese of Chicago and admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Queen of the Rosary School. The names of all elementary and secondary schools can be found in The Official Catholic Directory published annually by P. J. Kennedy and Sons, New York, the official Directory of the Archdiocese of Chicago, and Archdiocesan Office of Education School Directory.

These schools do not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, admission policies, and loan programs, athletic or other school administered programs. (AP3111.1)

STUDENT LIFE

Tuition Rates

Tuition rates and increases are determined by the Queen of the Rosary School Board in conjunction with the Parish Finance Council. The tuition scale for the following school year is issued in a letter to the parents each spring. Requests for Financial Aid are to be presented to the Parish Finance Council. Our Tuition Package (tuition, books, Parents Club, technology fee, fundraising fee, and lunch supervision fee) is being collected by FACTS MGT. Should you need to call FACTS MGT., their number is 1-800-470-6008. On-line they can be reached at <https://online.factsmgmt.com>. Our ID # is 20414.

Family Service Program

To encourage a spirit of cooperative commitment among our families for the benefit of our school, students and parish, we are launching the Queen of the Rosary School Family Service Program.

Requirements

Each family is required to complete a minimum of 20 volunteer hours at the school or parish by April 30.

Any volunteer hours recorded after April 30 will be rolled over to the following school year.

Volunteer hours must be recorded within 5 days of completion.

At the end of the year, families' FACTS accounts will be billed \$20 for every hour under 20.

Benefits

Strengthening Community. By volunteering together, we create strong bonds among families, teachers, students and parish, fostering a sense of unity and collaboration.

Positive Role Modeling. Engaging in community service with your family instills important values of empathy, compassion and civic responsibility in our children.

Personal Growth. Volunteering offers an opportunity for personal growth and skill development while contributing to a cause that resonates with you.

Lasting Memories. Sharing volunteer experiences as a family creates lasting memories and meaningful connections that go beyond the classroom.

Opportunities

Below are examples of Volunteer Opportunities available at Queen of the Rosary School and Our Lady of the Blessed Sacrament Parish. This is not an exhaustive list, but will hopefully give you a jumping off point:

- Lunch Supervision
- Leading an Extracurricular Activity
- Parents Club Meetings & Events
- Coaching or Volunteering for the School Athletic Program
- Offering School Tours
- Parish Ministry & Events
- Arranging Get to Know You Events after Sunday Masses
- Library Assistance
- School Board Committees & Events
- Fundraisers
- Student Altar Serving (outside of School Masses only)
- Art Appreciation
- Support in the Administrative Office
- Sharing Professional Expertise as a Guest Speaker

Get Started

Identify Opportunities. See examples above, visit our school website QRSchool.org, or contact Queen of the Rosary School Office at (847) 437-3322 to explore various volunteer opportunities available throughout the year.

Record Your Hours. After completing your volunteer service, follow this link to record your hours: forms.gle/LETi1kUVaiSS1VCW7

Stay Engaged. Watch school and parish communications for upcoming volunteer events, or propose your own ideas for fundraisers and community service initiatives.

Have Fun. Volunteering is an enjoyable and fulfilling experience. Make it a family affair and enjoy the process together!

Tuition Delinquency (408.04)

On time payment of tuition is the responsibility of each and every Queen of the Rosary School family. Should a family have difficulty in meeting the student's tuition obligation, it is the responsibility of the family to notify the Principal or Pastor so that special adjustments to the account are made to allow for a timely repayment of all past due tuition fees.

Any family whose tuition account falls two months in arrears and has not made special arrangements with the principal, will be subject to Extracurricular Suspension. Any student under Extracurricular Suspension will be restricted from all school extracurricular activities (e.g. dances, class trips, sports or club activities) and subject to Financial Suspension. The exception will be activities related to classroom participation, Scouts and religious activities.

If delinquent tuition is past due 60 days, Financial Suspension is imposed. The student will be asked to leave school until all tuition is paid in full or a payment plan is approved and signed in writing by the Principal and Pastor as well as the parent(s) or guardian(s). No official school records will be released for any student until all financial obligations are completed. All textbooks, library books, sports uniforms, band instruments and equipment must be returned as well.

Any eighth grade student with outstanding tuition or fees will not be able to participate in eighth grade activities or graduation ceremonies. School records will be forwarded to the high school only after all past due tuition and fees have been paid in full.

Communication

In order to keep parents informed of parish/school activities, various channels of communication are used: the QR website (www.qrschool.org); powerschool.com; SeeSaw; Google; the school handbook and calendar (both available online); the parent newsletter published weekly by the principal, along with memos, hot lunch menus/order forms, and flyers.

Visitors

School doors remain locked during school hours, and a security system will admit visitors only through **door 1 only**. Students are not allowed to open the doors for visitors. Parents, volunteers and visitors need to report to the office, sign in, and secure a visitor pass. When leaving the building, the *visitor* must sign out and return the pass. (416.07)

School Calendar

In the spring, a tentative school calendar for the next year is distributed. This calendar is also

located on the school website.

FSP Hot Lunch Program

As of the 2023-2024 school year, Gorilla Gourmet will be the provider. Orders are placed on a monthly basis through the FSP website: <https://fspro.boonli.com>.

Fun Lunch

Parent Club sponsors a monthly Fun Lunch. Ordering is through the Buona website. All orders are due one week before the event. Please note: No FSP Lunch on Fun Lunch Days.

Milk Program

Milk, subsidized in part by the government, is offered to students of Queen of the Rosary School. Orders for milk are placed and money is collected at the beginning of the school year. Please do not ask to change the student's milk choice once ordered.

Backpacks

All backpacks/book carriers must fit in the student's locker. Rolling backpacks cannot exceed 18" X 13". Backpacks can be a tripping hazard in the classroom.

Birthday Parties/Invitations

It is important that we, as adults, teach the children the importance of respect and compassion for all other students in the community. Therefore, party invitations which are passed out at school must include everyone in the child's classroom; otherwise the invitations should be delivered off campus outside school activities. **You are welcome to send a NON-FOOD item for your child's whole class with the child in the morning.** The teacher will determine the best time for the birthday items. Please contact the homeroom teacher prior to sending anything.

Individually wrapped food items are distributed at some of our school-sponsored celebrations, like our Halloween Trick-or-Treat Trail. Any treats that are passed out will be sent home for parents to give to students at their discretion.

Snow Dress Code (Grades K-5)

All students need to be dressed appropriately for outside weather; snow pants, boots, a hat, and gloves must be worn if child is going to play in the snow.

Field Trips

Field trips that correlate with the educational program are planned periodically. Field trips are often used to introduce or culminate a unit of study. Field trips may also be used to expose students to various cultural experiences. (507.01)

Trips are well-chaperoned, and all possible safety precautions are taken. The cost of the trip varies with the length and locale of the trip. Prior to a scheduled trip, a permission slip is sent home with the student for the parents' signature. If the students are to bring extra spending money, that indication will be made on the permission slip. The signed permission slip must be returned to school before a student leaves on a field trip. One copy of the permission slip will remain in the office during the trip and another copy will travel with the teacher.

The principal and/or teacher(s) will exclude a student(s) whose conduct indicates that his/her

presence would constitute high risk. All chaperones must meet the volunteer requirements found in the volunteer section of the handbook.

Emergency Closings

In the event of an emergency school closing, usually due to weather conditions, you will be notified by our School Messenger System which notifies you with a message from the principal on your home/cellphone and email. . The following radio and television stations will be notified: WGN-720 AM, WBBM- 780AM, CBS-Channel 2, NBC-Channel 5, ABC-Channel 7, WGN-Channel 9, FOX-Channel 32. Also, refer to the Emergency Closing Center online at www.emergencyclosings.com to search for Queen of the Rosary's closing. You can sign up for personalized email notification of Queen of the Rosary's closing at that website.

A weather-related closing by School District 59 will be **used as a guide** in determining the closing of Queen of the Rosary School. However, if District 59 is closed and Queen of the Rosary is open, there will be no bus transportation. (603.02)

Bus Transportation

When in session, School District 59 provides transportation for full day kindergarten students through grade 8 who reside at a distance of 1.5 or more miles from Queen of the Rosary School. The bus is shared with Grove Junior High.

- Queen of the Rosary students must board the bus at Queen of the Rosary School. No one is permitted to walk to Grove Junior High School and board there.
- Any student not taking the bus on a particular day must have a written note from his/her parents giving him/her permission to i.e. walk home, stay after school, or go home with another student, etc. Parents may also call the office.
- District 59 Bus Rules: Any infraction of rules is handled by the bus driver who gives a citation to the student, one copy of which is kept in the student's file, one with the bus company and one with School District 59 Transportation Office. Parents will be notified according to the seriousness of the infraction. If warranted, a student may be suspended from riding a bus.
- Students who are not registered bus riders may not ride a bus because of the insurance liability.

Out-of-Uniform Days

- Spirit days and Out of Uniform days are held at periodic times and for special occasions. Students are expected to dress modestly and appropriately even when out of uniform. Halter tops, spaghetti straps, and midriff style tops are not allowed. Tank tops and inappropriate t-shirts are not acceptable for any student. Yoga pants and pajama bottoms are not acceptable attire. Leggings are permitted with a long tunic top. Out of uniform passes are not to be used on days we attend mass.
- Shorts and/or skirts may not be shorter than mid- thigh.
- Shoes may be dress shoes or athletic shoes. Sandals, clogs, backless, and platform shoes are not permitted. All shoes must be fully enclosed and completely laced. NO Crocs.
- A parent will be called if a student comes to school inappropriately dressed, and the student will be expected to change before returning to class. (406.04)

Electronic Devices - Cell Phones, Smart Watches, and Other Personal Communication Devices

Cell phones, smart watches, and other similar communication devices are not required for Queen of the Rosary School students. The decision to provide a child with a cell phone, smart watch, or other similar communication device is a parental one. The school is not responsible for the loss of any cell phone, smart watch, or other similar communication device brought to school. The school maintains a telephone in the front office that a student is able to access – free of charge - with the permission of the secretary.

Students may not have cell phones, smart watches, and other similar communication devices on their person during the school day. Cell phones, smart watches, and other similar communication devices are to be turned in to the teacher at the start of the day at 7:45 a.m., and will be returned when the student leaves the campus.

If a parent needs to contact a child, the parent needs to call the office and not the child's cell phone.

- *First offense*-A student in violation will have the device confiscated. Confiscated items will be brought to the school office and a parent will need to retrieve the item. The school is not responsible for stolen, lost or broken items.
- *Second offense*-Same as first offense and a detention.
- *Third offense*-Same as first offense and a week of lunch detention.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.

Unacceptable behaviors include but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions/attitudes of parent/guardian.

In some cases, one of the following actions may permit the continuation of the student in the school:

Schedule meetings with school staff and parent/guardian outside of regular school hours in a monitored setting.

Conduct school business with the other parent/guardian of the students.

When, in the judgment of the principal and the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.

Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

Attacks on School Personnel

Upon receipt of a written complaint from any school personnel, the appropriate school

administrator for a private school, shall report the incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator must also notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS)

PARENT/STUDENT GRIEVANCE PROCEDURE

It is the goal of Queen of the Rosary faculty, staff, and administration to handle all concerns at the lowest possible level. Most concerns can be handled at the teacher or principal level.

- (1) If a parent or guardian has a concern, the parent should contact the child's teacher to try and resolve the issue.
- (2) If the parent feels that further action and/or communication is necessary, the parent may contact the principal. A meeting with the teacher and principal may be arranged.
- (3) If a problem remains unresolved, the parent may request an appointment with the pastor.
- (4) If the issue cannot be resolved following the above steps, the parent may request an appointment with the Office of Catholic Schools Regional Director.

VOLUNTEER REQUIREMENTS

The partnership volunteers have with Queen of the Rosary School is vital to its success. Volunteers actively assist in the operation of the school in various areas including but not limited to the following: school office, recess/lunch supervisors, library helpers, field trip chaperones, and classroom volunteers.

Individuals who choose to be a vital part of the school by sharing their time, treasures, and talents with students and staff, are required to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

The following information can also be found on the school website:
https://www.qrschool.org/for_parents/volunteer_requirements

The Archdiocese of Chicago has MANDATED the following: all volunteers must have the following information completed before they can work or volunteer at the school. All compliance recordkeeping is to be verified and tracked within the Virtus System Database and reported in the Annual Audit.

Create a Virtus account – An account can be created by going to virtusonline.org

1. CBC (Criminal Background Check) – A Criminal Background Check is run through the Virtus Account System at the time of account registration. Rechecked every three years through Virtus. (Policy 603.2)
2. CANTS 689 (Illinois Child Abuse and Neglect Tracking System) – A yearly check of the central registry of the Illinois Department of Children and Family Services. Form located on the school website.

3. PGC (Protecting God's Children) training – Register and attend within 15 days of beginning volunteering. (Policy 603.5) Registration is maintained through your Virtus account. After your VIRTUS training you will receive a certificate. A copy of this certificate MUST be on file in the school office.
4. KPA (Keeping the Promise Alive) – Three-year recertification program done online through Virtus. A training module will be assigned in the Virtus account. This is a refresher to the Protecting God's Children training. (Policy 603.7)
5. MRT & CANTS 22 (Mandated Reporter Training and Acknowledgement Form) – Mandated Reporter Training from the State of Illinois training website – mr.dcfstraining.org Create an account through their website and remember to *print the certificate at the end before closing out*. Re-certified every three years including re-signing the Acknowledgement Form (CANTS 22). (Policies 603.6 & 603.7)
6. ASB (Archdiocesan Standards of Behavior) – Read and signed at the time of hire/volunteering and re-acknowledged yearly through the Virtus account. (Policy 603.4) (Formerly known as Code of Conduct)

Most sessions are now online. We are listed under Chicago, IL (Archdiocese).

To view a list of upcoming Virtus sessions:

http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=18958&theme=0

All paperwork is to be returned to the school, at the same time, in an envelope marked Virtus with your name on it. No emailing of documents.

If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago, and submit a copy to the school office. (415.01)

All compliance recordkeeping is to be verified and tracked within the Virtus System Database and reported in the Annual Audit.

PROPRIETARY INFORMATION

School Records

The Archdiocesan Office of Catholic Education has established guidelines for school records. These guidelines describe parents' rights with regard to the records of their child, which are maintained by Queen of the Rosary School.

The guidelines include:

- A. the right to inspect. The parent has the right to look at the child's permanent record, which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.). Should parents wish to avail themselves of these rights, they may call the school office and make an appointment for this purpose. (410.02)
- B. right to prevent disclosure. The school will not disclose anything from the student's record to third parties unless (1) consent in writing prior to the disclosure is given; or (2) the information is directory information, which has not been requested to be kept confidential; or (3) the information

is requested by a school to which the child is officially transferring; or (4) the request for the information meets one of the limited circumstances described in the GUIDELINES FOR SCHOOL RECORDS.(410.02)

C. right to request correction. The parent has the right to present in writing a request to amend any part of the child's record which the parent believes is inaccurate, misleading, or otherwise in violation of the child's rights. If the school decides not to change the record, the parent may insert an explanation in the record.(410.05)

When the child turns eighteen, he or she obtains all of the above rights.

Child Custody - Guardianship of a Student

Before accepting a student for admission, school personnel must verify that the person enrolling the child is the legal guardian. If someone other than the parent/guardian seeks to enroll a child, school personnel must be presented with a court order appointing the person as legal guardian of the child.

Custody/Guardianship Issues

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings and other events unless an order of protection is in effect that prohibits the parent from having access to his or her child and/or to school information about the child, or unless the parent is a registered sex offender.

Likewise, a grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

Release of a Child to a Non-Custodial Parent

If the non-custodial parent asks the school to release the child, and the school determines that the custodial parent may not be expecting release of the child to the non-custodial parent, the school will contact the custodial parent and inform him or her that the non-custodial parent is requesting the release of the child.

The school will not release a child to a non-custodial parent if there are any concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement will be contacted.

Parent-Teacher Conference/Communication with the School

Unless prohibited by a court order, the school will provide the non-custodial parent the opportunity for a parent-teacher conference. The conference will be scheduled at a time other than that of the custodial parent unless both parents do not object to having the same conference. Likewise, the sharing of school information with the custodial parent pertinent to the child should be provided to the non-custodial parent in a timely fashion.

Confidential Files

Information, released by the parent, pertinent to formal evaluations of individual students for emotional, psychological, or learning style, is kept in a separate confidential file. This information is released and transferred only on the written consent of the parent. The information, if not requested by the parent, is discarded one year after the student graduates or transfers to another school.

Reporting Child Abuse (415.01)

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services (DCFS) of any allegation/suspicion of child abuse/neglect. All staff members are required by law (the Illinois Abused and Neglected Child Reporting Act) to report any suspicions of abuse to DCFS. The school administrator shall maintain confidentiality for the benefit of all those involved.

Directory Information

Directory information (name, address, and phone number) of students is not released without parental consent.

ATTENDANCE (403.00, 401.02)

Daily attendance is required. Parents are strongly urged to enforce the habit of **daily** and punctual attendance. For the student's protection, it is expected that an absence be phoned in by 8:30 a.m. daily. Prior to 8:10 a.m., an answering machine will accept the message. The machine will be on whenever no one is in the school office (in the evening, also). Any student absent from school due to illness (**or leaves early due to an illness**) will not be allowed to attend/participate in extracurricular programs/events.

Any absence is reported in the permanent file. If at all possible, doctor and dental appointments should be made after school hours.

The students are to be in school by 7:55 AM and prepared for class by 8:00 AM. At 7:55 AM he/she is considered tardy.

Vacations before the end of each trimester are strongly discouraged. During this time, teachers are testing and collecting last minute assignments related to the students' final trimester grades. Remote learning will not be provided for vacations.

Tardiness

The student should be seated and prepared for class at 8:00 AM If entering after 7:55 AM, the student must obtain a tardy slip from the school office. If the student is tardy, a parent must come to the front door and sign in the student. **Use door 1.** (403.03)

Truancy

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its

efforts for their child, the student may be withdrawn from the school. (403.00, 403.01)

Extended Absence (Not Due To Illness)

If parents wish to take their children out of school for a period of time because of family plans, the parents, principal, and teacher shall discuss the possible effect of the absence on the student's schoolwork. Recommendations shall be documented. The final decision, however, shall be the responsibility of the parents. Teachers will not prepare work ahead of time for students who are absent because of a vacation. The amount of make-up work required will be determined by the teacher(s) upon the return of the student.

Transfers and Withdrawals (403.04)

Parents must notify the school in advance of the transfer to another school and provide the following information: the reason for the transfer, name and address of the new school, and the student's last day of attendance. Upon written request from the receiving school, all records from Queen of the Rosary School shall be transferred within ten days provided financial obligations to the school have been met. In all cases, unofficial records (transfer, health records) must be sent within ten days.

ACADEMICS

With the exception of Spanish classes in grades 5-8, all instruction is provided in English.

Assessment and Evaluation Reporting

Evaluation is a necessary component of whatever method is used to implement accountability, and accurate measurement is a prerequisite to evaluation. Measurement assists the teacher in determining if a program of instruction has achieved its objectives. One of the ways the school evaluates its programs is through standardized testing. Standardized tests can help identify various strengths and weaknesses of the individual student thus assisting the teacher in individualizing instruction to meet the needs of the student.

i-Ready

In the 2020-2021 school year, i-Ready replaced the ACT Aspire test. All students in grades K-8 will take the iReady Diagnostic three times a year: Fall, Winter and Spring (508.01)

Report Cards

K-8 report cards are issued three times per year, preschool two times per year. Report Cards communicate the student's academic and behavioral performance. Report card envelopes are to be signed by a parent and returned to the homeroom teacher. (509.02)

Formal Conferences

Formal conferences (October and February) give parents and teachers an opportunity to examine/evaluate the concepts and skills mastered by the individual student. Formal conferences identify student progress and communicate how the student might be assisted more effectively. Fall conferences are required for parents of all students, PK-8.

Informal Conferences

Parents may initiate an informal conference by e-mailing the teacher or by writing a note indicating the nature of the request and suggested times for a conference. The teacher will

respond by e-mail, note, or phone. Parents may call the school office with a message for the teacher to establish a conference date. **Teachers should not be contacted at home.**

Communication

In addition to the use of report cards, missing assignment notices, notes of commendation, and conferences, the teachers take advantage of e-mail and phone communication with parents. Parents can contact teachers through school email. Seesaw and Google Classroom will have assignments and classroom information.

Grading Code

As mandated by the Office of Catholic Schools, the following grade scales were adopted beginning with the 2014-2015 school year:

| *Grades 2-5 | | | Cutoff % | Grades 6-8 | | Cutoff % |
|-------------|-------------|----|----------|------------|-------------|----------|
| A+ | Outstanding | 95 | | A | Outstanding | 93 |
| A | Outstanding | 93 | | B | Excellent | 85 |
| A- | Outstanding | 90 | | C | Good | 77 |
| B+ | Excellent | 88 | | D | Poor | 69 |
| B | Excellent | 85 | | F | Very Poor | 0 |
| B- | Excellent | 82 | | I | Incomplete | |
| C+ | Good | 80 | | NG | Not Graded | |
| C | Good | 77 | | P/F | Pass/Fail | |
| C- | Good | 74 | | | | |
| D+ | Poor | 72 | | | | |
| D | Poor | 69 | | | | |
| D- | Poor | 66 | | | | |
| F | Very Poor | 0 | | | | |
| I | Incomplete | | | | | |
| NG | Not Graded | | | | | |

Grades 1-3: Effort Grades: (+) Very Good, (S) Satisfactory, (-) Needs Improvement 10

Powerschool is used for Grades 3-8.

Honor Roll

Students in grades five through eight will be eligible for First or Second Honor Roll each trimester.

The following subjects will be used to calculate the points for the Honor Roll for Grade 5:

| | | | |
|-----------|------------|----------------|--------------------|
| (Grade 5) | Lang. Arts | Spelling | Physical Education |
| | Math | Social Studies | Music |
| | Science | Religion | Spanish |

The following subjects will be used to calculate the points for the Honor Roll for Grades 6-8:

| | | | |
|--------------|----------------|-------------|--------------------|
| (Grades 6-8) | Religion | Math | Literature |
| | Social Studies | P.E./Health | Science |
| | Spanish | Music | English/Vocabulary |

Students must achieve a passing grade of a C or higher in all subjects in order to be eligible for Honor Roll.

NEW GUIDELINES AS OF JULY, 2023

1st Honor Roll Requirements

- 3.7 GPA or higher
- No report card comments about needing to complete work on time (3 or more lates in one class/trimester)
- No homework detentions

2nd Honor Roll Requirements

- 3.20 to 3.69 GPA
- No report card comments about needing to complete work on time (3 or more lates in one class/trimester)
- No homework detentions

Grade Point Average is calculated by adding the point value of each letter grade and then dividing by the exact number of subjects the student takes in a given trimester.

A..... 4.0
B 3.0

C 2.0
D 1.0

Homework

Homework is a necessary supplement of regular classroom instruction. It provides students with necessary reinforcement of concepts presented in class and may provide students with challenges and incentives for research. It may include written work or reading for information. Homework need not be given every evening or necessarily in every subject. Students are provided with assignment notebooks to record homework assignments. May be posted in Google Classroom or through Seesaw.

1. Homework serves one or more of the following purposes:
2. Remediation (aid in learning concepts and/or skills missed or learned)
3. Reinforcement (drill, reading, etc. in order to help the student maintain learned concepts)
4. Enrichment (relating, building on, and broadening skills and concepts)
5. The teachers shall work together as much as possible to balance the workload.

Parental involvement is vital. Research has shown a high correlation between parent involvement with their child's learning and the level of success of the student. Parents are encouraged to practice the following:

1. provide a study area.
2. clarify directions by asking questions of the student
3. listen to student read and discuss
4. assist with research when needed
5. provide opportunities for student to solve real life problems
6. skill drill when appropriate
7. provide positive affirmations for student's effort
8. sign tests/quizzes when required by teacher
9. regularly check PowerSchool (Grades 3-8)

Make Up Work (506.03)

It is the student's responsibility on returning to school after an absence to find out what work was done. In the event of a prolonged absence, the teacher will decide how much of the work should be made up and the due date.

Parents should call the office in the morning to request homework assignments to be picked up at the end of the day.

Promotion (511.01)

Conditions Justifying Promotion: Students are promoted in June provided they have satisfactorily completed the required work for their particular grade. Any student receiving two or more F's in a subject will be required to meet with a parent, the teacher, and the Principal to develop a remediation plan.

Conditions Justifying Retention: *The Office of Catholic Schools Handbook* states that while the decision to retain a student generally shall be a cooperative one made by parents, teacher, and administrator, nonetheless, the principal has ultimate authority to make such a decision. Ordinarily, parents shall be notified of the possibility of retention no later than mid-year.

The decision to retain a student shall be made only if there has been adequate evaluation and documentation that indicate the student would most likely profit from retention. Some of the determining factors in retaining a student will be maturity, proficiency in reading and/or basic required skills, and attendance record.

Retention notices will be sent to parents as soon as possible after May 15th of the current school year.

Graduation (511.01, 511.04)

A student will receive his/her diploma certifying that he/she has graduated from Queen of the Rosary School only if the following requirements are met:

- (1) the student has passed every major subject;
- (2) the student's tuition for all years attending Queen of the Rosary School has been paid in full no later than May 15 of the year in which the student is scheduled to graduate; and
- (3) all other fees due Queen of the Rosary School have been paid in full no later than May 15 of the year in which the student is scheduled to graduate.

If the student fails to meet all three of the above requirements, the student will not receive a diploma or graduate. A student may earn his/her diploma by the successful completion of summer school.

Physical Education

3 & 4 Yr. Preschool

- Gym shoes must be worn on gym days- no crocs, sandals, dress shoes, or boots
- No jewelry (small pierced earrings are OK), no large hair clips.
- Girls need to wear pants/shorts to school on gym days-NO skirts or dresses.
- For safety reasons, children who are not wearing appropriate gym shoes will not be allowed to participate in gym class.

K-8

- Students in grades K through 5 are to wear their gym uniform to school. The student must look presentable for school, with the gym uniform being clean and in good repair.
- Sweatpants must be worn from November 1 through March 31.
- Students in grades 6 through 8 wear their uniform to school and must change into their school uniform after gym, unless they have gym the last period of the day.

Not Prepared for Class Policy

Three "not prepared" for gym class in one trimester will result in a behavior slip that must be signed by a parent and returned the next day.

1. Three "not prepared" for gym class in one trimester will result in a behavior slip that must be signed by a parent and returned the next day.

2. A student not prepared loses their participation points for that day.

Gym Uniform Requirements

- Shorts: Navy shorts with QR logo – All students must purchase gym shorts from Spirit wear provider or Schoolbelles uniform company with imprinted QR logo
- Tee shirts: Gray gym tee shirt with QR logo- All students must purchase through Spirit wear provider or Schoolbelles uniform company with imprinted QR Logo. Girls- *Cammies may NOT hang out from under the gym tee shirt/sweatshirt.* No blue or white shirts.
- Sweatpants: Navy sweatpants with QR logo-all students must purchase gymsweatpants from our Spirit wear provider or Schoolbelles uniform company with imprinted QR logo
- Sweatshirts: No hood
 - All Spirit wear sweatshirts
 - All Schoolbelles sweatshirts
 - Schoolbelles fleece pullover
- Shoes: Gym shoes must have white soles, or non-marring black soles. No platform gym shoes or hiking boots worn as gym shoes. Slip-on gym shoes (no laces or Velcro) are acceptable; however, they must fit the child and stay on his/her feet. For safety reasons, children who are not wearing appropriate gym shoes will not be allowed to participate in gym class.
- No jewelry in gym class (bracelets, watches, necklaces, rings or beads in the hair). Small pierced earrings are acceptable.

DRESS CODE (406.04)

All students must wear socks to school. Any clothing worn to school may not have any inappropriate sayings, political statements etc. The first time a student is out of uniform a written warning will be given. Thereafter, the student will be sent to the office to call his/her parent to bring the appropriate uniform to school.

1. Hair

GIRLS:

- NATURAL color and appropriate cut (discretion of principal)
- Hairstyle appropriate to uniform and non-distracting
- Hair should be worn away from the face and above eyebrows and not interfere with eyesight.
- Clean and combed
- Uniform headband or unadorned headband that color-complements the uniform
- Uniform ponytail holder or elastic pony wrap
-

BOYS:

- NATURAL color and appropriate cut (discretion of principal)
- Hairstyle appropriate to uniform and non-distracting

- Hair should be above the nape of the neck, no striped sides, shaved sides, no longer than collar length in the back and to the top of the ears on the sides
- Hair should be above the eyebrows and not interfere with eyesight
- Clean and combed

2. Shoes

- Solid navy, solid brown, or solid black flat casual/dress shoes below the ankle.
- **No flip-flops, open toe, or open back shoes are allowed. No crocs. This includes out of uniform days.**
- No platform shoes are allowed.
- No hiking boots or boots of any kind are allowed.
- No light up shoes
- Gym shoes may be worn. They must be predominately white, dark blue, navy blue, gray, red, or black, including the laces. No glitter or light up laces.

3. Make Up

No student is to wear make-up. The student will be asked to go to the office to remove the makeup. No artificial nails.

4. Jewelry

No jewelry or other accessories may be worn. Watches are acceptable.

Boys are not permitted to wear any earring(s). Girls may only wear stud earrings (one per ear). No dangling earrings. Bracelets are not permitted for safety reasons. One Cougar wristband or religious bracelet is permitted. A religious necklace may be worn.

5. Uniforms

Grades K-1

Girls:

- Red/green plaid tunic jumper
- Plain white turtleneck; plain white Peter Pan blouse (no lace, ruffles, puffy sleeves); or plain white knit shirt/polo, long or short sleeve
- Navy blue leggings may be worn under the uniform jumper.
- Navy or white kneesocks; navy or white tights; white anklets; or white no-show socks

OPTIONAL:

- Navy pleated front twill slacks
- Navy pleated front twill walking shorts (until Oct. 31 and after March 31)
- Navy long sleeve V-neck pullover sweater
- Navy cardigan—no hood
- Navy QR sweatshirt
- Navy or plaid skirt purchased through SchoolBelles
- Navy knit shirt/polo, long or short sleeve, with or without banded bottom
- Navy QR fleece vest

- Navy QR fleece pullover

Boys:

- Navy relaxed fit trouser or navy plain front twill trouser (NO CARGO PANTS)
- White knit shirt with long or short sleeves (banded-bottom knit shirt may be worn out; bandless- bottom knit shirt must be tucked in.)
- Navy, white, or black socks; no-show socks

OPTIONAL:

- Navy long sleeve V-neck pullover sweater
- Navy sleeveless V-neck pullover sweater
- Navy cardigan - NO HOOD
- Navy QR sweatshirt
- Navy knit shirt/polo with or without banded bottom, long or short sleeve
- Navy pleated front walking shorts – NO CARGO SHORTS (shorts may be worn through Oct. 31 and after Mar. 31)

B. Grades 2-4

Girls:

- Red/green V-neck pleated jumper, KNEE LENGTH
- Plain white broadcloth blouse (no lace, ruffles); plain white turtleneck; plain white Peter Pan blouse (no lace, ruffles, no puffy sleeves); white knit shirt with or without banded bottom, long or short sleeve
- Navy blue leggings may be worn under the uniform jumper.
- Navy or white knee socks; navy or blue tights; white anklets, or white no-show socks

OPTIONAL:

- Navy pleated front twill slacks
- Navy pleated front walking shorts (shorts may be worn through Oct. 31 and after Mar. 31)
- Navy long sleeve V-neck pullover sweater
- Navy cardigan NO HOOD
- Navy QR sweatshirt worn with white turtleneck or white school shirt
- Navy knit shirt with or without banded bottom
- Navy or plaid skort
- Navy QR fleece vest
- Navy QR fleece Pullover

Boys:

- Blue relaxed fit trouser or blue plain front dress twill trouser (NO CARGO PANTS)
- White knit/polo shirt (banded-bottom knit shirt may be worn out); bandless-bottom knit shirt must be tucked in and worn with a navy, black, or dark brown regular belt, or an elastic belt with a magnetic clasp.
- Navy blue, white, or black socks; or no-show socks

OPTIONAL:

- Navy long sleeve V-neck pullover sweater
- Navy cardigan – NO HOOD
- Navy QR sweatshirt
- Navy pleated front walking shorts – NO CARGO SHORTS (shorts may be worn through Oct. 31 and after Mar. 31)
- Navy knit shirt with or without banded bottom
- Navy QR fleece vest
- Navy QR fleece pullover

C. Grades 5-8

Girls:

- Plaid skirt or kick pleat skirt, KNEE LENGTH
- Plain white Oxford cloth blouse (no ruffles, lace etc.); white knit shirt with or without banded bottom, long or short sleeve
- Navy blue leggings may be worn under the uniform jumper
- Red, white or navy blue knee socks, red, white or navy blue tights, white anklets, or white no-show socks

OPTIONAL:

- Navy pleated front twill slacks
- Navy pleated front walking shorts – NO CARGO SHORTS (shorts may be worn through Oct. 31 and after Mar. 31)
- Red knit shirt/polo, long or short sleeve, with or without banded bottom
- Red long sleeve V-neck pullover sweater
- Red V-neck cardigan NO HOOD
- Red QR sweatshirt
- Red sleeveless V-neck pullover sweater
- NO HOODED SWEATSHIRTS

Boys:

- Navy relaxed fit trouser or plain front dress twill trouser (NO CARGO PANTS)
- White Oxford cloth shirt; white knit shirt, long or short sleeve, with black, dark brown or navy blue belt;
- OR white Oxford cloth shirt/white knit shirt with red sleeveless V-neck pullover sweater;
- OR white knit banded-bottom shirt, long or short sleeve, with NO belt.
- Red sleeveless V-neck pullover sweater
- Navy blue, white or black socks

OPTIONAL:

- Red knit shirt/polo, long or short sleeve, with or without banded bottom
- Red long sleeve V-neck pullover sweater
- Red V-neck cardigan NO HOODS
- Red QR sweatshirt

- NO HOODED SWEATSHIRTS
- Red fleece vest Red fleece pullover
- Navy pleated front walking shorts-NO CARGO SHORTS (shorts may be worn through Oct. 31 and after Mar. 31)

Out-of-Uniform Days

Spirit days and Out of Uniform days are held at periodic times and for special occasions. Students are expected to dress modestly and appropriately even when out of uniform. Halter tops, spaghetti straps, and midriff style tops are not allowed. Tank tops and inappropriate t-shirts are not acceptable for any student. Shorts and/or skirts may not be shorter than mid-thigh. Yoga pants and pajama bottoms are not acceptable attire. Leggings are permitted with a long tunic top/mid-thigh. Out of uniform passes are not to be used on days we attend mass.

Shoes may be dress shoes or athletic shoes. Sandals, clogs, backless, and platform shoes are not permitted. All shoes must be fully enclosed and completely laced.

A parent will be called if a student comes to school inappropriately dressed, and the student will be expected to change before returning to class. (406.04)

BEHAVIOR

The school, in cooperation with parents, guides the growth of students by supporting and reinforcing the development of responsible behavior. The major role of parents and Catholic educators is to help students develop Christian values. Students must learn to respect each other; they must learn to respect the rules established by the school; and they must learn to respect the authority of those who enforce the rules. Students must accept responsibility for their actions.

In order for students to know which behaviors are acceptable and are expected, very clear and firm limits are necessary.

The school adheres to guidelines which are essential to ensure a pleasant learning environment for all. (406.00)

Code of Conduct

The following are examples of behavior that will result in disciplinary measures. Disciplinary measures include, but are not necessarily limited to, detention, service hours, disciplinary referral, suspension, or expulsion from school, as determined by the principal.

- Lack of respect in speech, action, or gesture toward any teacher or adult working in the school
- Vandalism, theft of school property, or the property of others
- Tampering with protective fire equipment
- Profanity, foul language, or use of suggestive phrases, comments, or gestures
- Truancy, or leaving school grounds without permission
- Malicious destruction or defacing of school or personal property
- Fighting and/or possession/use of any instrument that can be considered a weapon
- Possession, use, or distribution of cigarettes, alcoholic beverages, or any drug or controlled substance
- Repeated failure to respond to correction or direction of teachers or any adult responsible

for students

- Continual behavior which undermines classroom discipline and impedes the academic process.

Questioning of a Student

No child shall be individually or privately questioned/disciplined by anyone other than a teacher, the principal, or the pastor unless the child's parents or legal guardians have been previously notified. Lunch supervisors, school personnel, or volunteer personnel should seek out the assistance of the teacher, principal, or pastor.

Teachers will communicate discipline plans at curriculum night. Plans may include the following:

Classroom Discipline Rules for **Grades K-4th**

Lifelong success depends on self-discipline. Students deserve the most positive educational climate possible for academic growth. The following classroom discipline rules afford every student the opportunity to manage his or her own behavior. The plan below is in effect at all times:

1. Follow directions. Raise hand and wait to be called on.
2. Respect others and the property of others.
3. Use appropriate indoor manners.
4. Always do his/her best work.

To encourage students to follow the Classroom Discipline Rules, appropriate behavior will be reinforced at all times:

1. Verbal praise.
2. Stickers or certificates.
3. Classroom/special activity or treat.
4. If a student chooses to break a rule, the following will occur:
 - 1st time: Student receives a verbal warning.
 - 2nd time: Student's name is recorded.
 - 3rd time: Student misses a preferred activity.
 - 4th time: Parents of student are notified.
 - 5th time: Student is sent to the principal.
 - Severe disruption: Student is sent to the principal, and a parent is notified.
 - 6th time: Student attends conference with principal, teacher, and parent.
 - Severe disruption: Student is suspended from classroom.

Classroom Discipline Rules for **Grades 5th-8th**

Appropriate student behavior and self-discipline in Grades 5-8 is essential to maintaining a safe and positive atmosphere in which there is no interruption of the teaching-learning environment.

All students will accept personal responsibility for their actions and behavior; all students must develop self-control, exhibit self-discipline, and respectfully accept the consequences for inappropriate behavior.

Students, parents, and teaching staff will work cooperatively to accomplish these objectives:

1. Respect the educational process through the display of appropriate language,

attitude, and physical behavior.

2. Respect and honor the rights of other students to learn in an environment free of intimidation or harassment.
3. Comply with the Queen of the Rosary dress code, which is outlined in the Student Handbook.

Consequences for non-compliance will include, but are not limited to, the list below. The severity or repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

1. Warnings
2. Behavior notice
3. Detention (lunch or after school)
4. Parent contact via email, phone call, or conference
5. Referral to principal
6. School service
7. Denial of privileges
8. Denial of participation in school activities
9. School probation

In order to promote positive behavior and encourage students to assume responsibility for their behavior and homework assignments, the Positive Academic Work Standards (P.A.W.S.) will be implemented. Students will be rewarded for exhibiting desired behaviors, which include *no behavior notices* and *no missing or late homework notices*.

Teachers in 5th-8th will communicate the program details to students and families.

All Grades

Your student will be informed about the Classroom Discipline Rules. Please review them with your child. Teachers will be communicating with you frequently throughout the year to keep you aware of your child's progress.

LUNCH HOUR/PLAYGROUND RULES

All students need to have a lunch each day. If the student does not order hot lunch, she/he should bring a lunch from home. If the student forgets his/her lunch, the office will call the parent to bring a lunch to school from home.

Food deliveries from restaurants or fast food are not allowed.

No soda or energy drinks are allowed.

During school hours, cell phones are turned off and turned into the teacher each morning. Cell phones may not be used during the school day, including during lunch and recess. This includes receiving calls and text messages from parents. Parents are asked to call the school office if they need to communicate with their child/ren during the school day.

Parents are responsible for making sure children are dressed appropriately for cold weather. Snow pants, boots, hat, and gloves must be worn if going to play in the snow. STUDENTS SHOULD BE DRESSED APPROPRIATELY FOR OUTSIDE WEATHER. If the student has your permission to

wear a hooded sweatshirt instead of a coat or jacket during cold, wintry weather, please send a note to the homeroom teacher. We will go outside for recess, weather permitting, at 15 degrees or above.

During the lunch hour, the students are required to obey the lunch persons who are supervising. Excessive misconduct during the lunch hour, whether inside or on the playground, may result in the student being asked to eat lunch in the office. Parent will be notified if such is the case. The student may be temporarily suspended from eating lunch in the classroom if excessive misconduct continues.

LUNCH RULES - GRADES K, 1, 2

1. Listen and speak respectfully to all adults in charge.
2. Stay seated in your own seat during lunch.
3. Throw away garbage and clean up your desk area and floor.
4. No food in lockers after lunch.
5. No loud voices or running in the building.
6. No sharing food.
7. Students must stay in their homeroom.

PLAYGROUND RULES - GRADES K, 1, 2

1. Obey adult on duty.
2. Play safely and be kind to others.
3. Stay in the assigned area.
4. Keep away from stray animals.
5. Line up immediately when the bell rings and quietly enter the building.
6. Bring in the outdoor equipment that you took out.

CONSEQUENCES FOR BREAKING PLAYGROUND RULES – K, 1, 2

1. Verbal warning.
2. Sit out for 5 minutes.
3. Lose entire recess and note is sent home.
4. Recess in the office.
5. Lose recess for a week.

LUNCH RULES – GRADES 3 & 4

1. Listen and speak respectfully to all adults in charge.
2. Stay seated in your own seat during lunch.
3. Throw away garbage and clean up your desk area and floor.
4. No food in lockers after lunch.
5. No loud voices or running in the building.
6. No sharing food.
7. Students must stay in their homeroom.

PLAYGROUND RULES - GRADES 3 & 4

1. Obey adult on duty.
2. Play safely and be kind to others.
3. Stay in the assigned area.
4. Keep away from stray animals.

5. Line up immediately when the bell rings and quietly enter the building.

CONSEQUENCES FOR BREAKING LUNCH OR PLAYGROUND RULES - GRADES 3 & 4

1. Verbal warning.
2. Play discontinued - sent to assigned area.
3. Written behavior notice.
4. Two written behavior notices within one week will result in conference with parents.
5. Lunchtime suspension at the discretion of the principal i.e., in-school suspension or parents may be responsible for taking child out at lunchtime.

LUNCH RULES - GRADES 5, 6, 7 & 8

1. Bring afternoon books to the homeroom before recess/lunch.
2. Stay in the lunchroom during lunch.
3. Remain seated while you eat.
4. Clean desktop/floor after you eat.
5. Use appropriate language at all times.
6. Use only teacher approved equipment at recess.
7. Ask permission to go to the bathroom.
8. Listen to and respect your lunch supervisor.

CONSEQUENCES FOR BREAKING LUNCH RULES GRADES 5, 6, 7, & 8

1. Students will sit in assigned seats.
2. Playground activities will be restricted.
3. Student will receive a behavior notice.
4. Student will have lunch in the office.
5. Student will serve a detention.

Student will receive a lunchtime suspension at the discretion of the principal i.e., in-school suspension or parents may be responsible for taking child out at lunchtime.

EXTRA-CURRICULAR ACTIVITIES

Band (Grades 4-8)

The band program consists of a Beginner, Intermediate, and Advanced Band. There is an additional fee for band. Students are released one period, twice a week for lessons. Students who participate in the band program are responsible for the work/announcements in classes they miss.
Instructor: Music Education Services (TBD)

Children's Choir (Grades 3-8)

Participating in Children's Choir can deepen a child's experience with our Catholic faith and its rich tradition of music. The Children's Choir will sing at various school and parish masses that are determined by the choir director.

SPORTS

Any student in grades 4 through 8 may participate in Queen of the Rosary School athletics. (705.00)

Mission Statement

Queen of the Rosary School believes in the value of competitive athletic activity as part of a child's physical, mental and emotional development, which is, in turn, complimentary to good social and spiritual development.

The participation of parents, serving as organizers, coaches, trainers, etc. is essential in order for interested students to participate. The athletic program is financially self-supporting.

Philosophy

Queen of the Rosary School is concerned with the development of the whole person: spiritual, academic, moral, and social development, as well as physical. We believe that athletics can be an important part of student development. Through participation in the Queen of the Rosary Athletic Program, students can develop life-long skills and positive values, including leadership, a healthy life style, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to participate with dignity and grace. (705.01)

Sports Code of Ethics

Bill of Rights for Student Athletes:

Students have the right to participate in a sports program at a level commensurate with their maturity and ability. Students have a right to proper preparation for participation in sports.

Student Eligibility (705.07)

1. Eligibility reports will be reviewed by teachers/principal every two weeks during the athletic season. Eligibility begins two weeks after the start of the first practice of each season. Eligibility is based on the student's current cumulative trimester grade.
2. Any athlete receiving one D (65-69%) will be placed on two week supervision status. The athlete may participate with the team but must improve the grade in that class within two weeks.
3. Any athlete receiving one F (64% or below), or two or more D's (65-69%) on their eligibility report, will be placed on a two week suspension status. The athlete may not practice, play, attend games, or participate in any sports function. The athlete must improve his/her grades within two weeks.
4. Any athlete on supervision or suspension status at the end of a trimester will remain in that status at the beginning of a new trimester for a minimum of one week. The athlete must improve the grade(s) at the beginning of the new trimester to become eligible.
5. Absent from school: An athlete who is absent from school due to illness (or leaves early due to an illness) will not be allowed to attend a practice or play in a game on that given day. Absence from school on Friday does not affect Saturday and Sunday playing time if the athlete has recovered sufficiently to participate. Students may be allowed to attend due to extenuating circumstances. These must be cleared by the Principal and the Athletic Director.
6. If there is a question about an athlete's eligibility status, the coach consults school staff about the athlete's status rather than relying on the word of the student athlete.

**At the beginning of each team's season, every parent/student participant will receive a copy of the Athletic

Guidelines. The participating student and their parent must sign the agreement and return the signed portion to the person in charge at school.

Sports Organization (705.05, 705.06)

The role of the Athletic Director is to organize and manage the interscholastic athletic program at Queen of the Rosary School.

The proper chain of command of Queen of the Rosary's Athletic Program when addressing a concern is this:

Assistant Coach
Head Coach
Athletic Director/Coordinator
Principal
Pastor

If a particular problem or question should arise, parents are requested to address the matter with the individual who is directly involved. If parents feel the issue has not been resolved adequately, the next step would be to talk to the next person in the chain of command. Everyone is encouraged to adhere to this chain of command in order to create the mutual respect essential to running a program that benefits the students.

1. Coaches' Responsibilities: The school's coaches shall demonstrate by personal example and direction the ideals of leadership, citizenship, sportsmanship, and fair play to the athletes and fans. They shall demonstrate their support of the Athletic Guidelines and philosophy of Queen of the Rosary School by being a positive role model to student athletes. All coaches must be Virtus, Mandated Reporter, and Concussion Protocol Trained. A certificate of completion must be on file in the office.

Coaches

- a. Shall carry with them at all times pertinent information about every athlete in their care in case of an emergency. The Archdiocese Release form should be with coaches at all times (home games, away games, and practices -- obvious problems such as asthma, heart problems, diabetes and allergies (bee stings and foods) should be listed on this form. A first aid kit should be accessible at all games; however, COACHES SHOULD NEVER ADMINISTER MEDICATION.
- b. Shall avoid arguing with officials before, during and after a contest.
- c. Shall be prompt and efficient.
- d. Shall be responsible for the care and welfare of his/her team for the entire period of time they are playing or practicing.
- e. Shall provide players/parents with a schedule of practices and games and adhere to these times. Players/parents will be notified of any changes in the practice/game schedule.
- f. Shall give careful and competent instruction in his/her particular sport.
- g. Shall follow all rules and guidelines (regarding their particular sport) established by the leagues their team is playing in.
- h. Shall abide by rules/decisions/policies established by the principal and athletic director that may further define and restrict rules/policies set up by the Big West League and the NWCC/NWCGC League.
- i. Shall return all equipment given to them to use during their sport season.

Behavior Standards (refer to section in handbook on “Behavior”) (705.08)

Self-Discipline of Athletes

1. Use of alcohol, drugs or tobacco is strictly forbidden and will result in immediate expulsion from the athletic program.
2. Foul language and suggestive comments or gestures are forbidden.
3. Regular, punctual attendance and proper attire for all practices is expected unless a release is secured from the coach.
4. The principal reserves the right to suspend an athlete for any infraction deemed unbecoming of a Queen of the Rosary athlete.

In general, a first offense will result in a written warning; second offense will result in possible suspension or expulsion from the athletic program. Any athlete suspended for the remainder of the season will forfeit any and all fees paid, including uniform and registration.

Age Requirement Regulations per Archdiocesan Handbook

Amount of Play:

- Grade 4-5: 10-15 games (not more than 20 games total).
- Grade 6: 15-20 games (not more than 25 games total).
- Grade 7 & 8: 20-30 games (not more than 35 games total).

Grades 4, 5, & 6 games start no later than 7:30 p.m. on days where there is school the following day and no later than 8:00 p.m. on other days.

Grades 7 & 8 games start no later than 8:30 p.m. on days when there is school the following day.

Only students in grades 4-8 will participate in interscholastic play. Participation at lower grades should be instructional (**intramural**) rather than competitive.

Playing time: Playing time is a frequent source of misunderstanding and conflict among coaches, students, and parents.

In grades 4, 5, and 6 coaches are expected to do the best they can with awarding equal playing time for all participants over the course of the season.

In grades 7 and 8 playing time should reflect ability, effort, attendance at practices, and commitment to the team. However, playing time for all is expected at the 7th and 8th grade level. For example, simply putting a player in the game for two minutes and calling that playing time is not acceptable. “Winning at all costs” or the exclusion of participation of eligible players is never tolerated.

Sports Physicals: A yearly sports physical is required of all athletes. This requirement is for all Archdiocese of Chicago students who plan to participate in their schools’ athletic programs. Each child planning to participate in the school’s athletic program during the academic year must have a sports physical on file in the school office by August 1.

In order for your child to be eligible for the entire athletic season, please schedule your child’s

appointment after June 1 for the upcoming school year. A sports physical expires one year from the date of the doctor's visit. Therefore, if an appointment is made earlier than June 1, the physical would expire and your child may not be able to participate in a spring sport.

For any child entering sixth grade, the complete State of Illinois mandated sixth grade physical is still required. This physical can be used in place of the Sports Physical. However, a Sports Physical may not be submitted in place of the state required sixth grade physical.

All sports physicals are due August 1. Even if your child will not participate in a sport until the spring, please submit the sports physical by August 1.

HEALTH

Requirements

Any student entering kindergarten or sixth grade, and any student new to Queen of the Rosary, is required by Illinois State Law to show proof of a complete physical examination. In addition, all sixth grade students must show proof of the T-dap vaccine and meningococcal (MCU) vaccine. Information must be submitted on the new Health Form (R-01-12). All Kindergarten, 2nd, and 6th grade students must have a complete dental examination. A licensed dentist must perform the examination. He/she must sign the proof of examination form. All kindergarten and any new students must have a complete eye examination by an optometrist or ophthalmologist. He/she needs to sign the proof of examination form. Each year all students involved in the after school sports programs are to have a doctor's permission on file in the office. A current permission form must be submitted before training for any sport begins. All forms are available in the school office or on the QR website: www.grschool.org. Completed health and dental forms must be on file in the school office by August 1st. (413.00) (413.04)

When students transfer to Queen of the Rosary School, health records are required. If the student has attended preschool or kindergarten elsewhere, the previous school will be asked to forward student health records. If these records fulfill the requirements, another physical is not required. When the records are not available, or do not meet the state requirements, a complete physical is required.

In addition, Queen of the Rosary School requires that a health form be submitted for three and new four-year-olds entering the preschool program.

State law requires that every child who is admitted to school be immunized against German measles, diphtheria, pertussis, polio myelitis, mumps, hepatitis B, rubella, tetanus and haemophilus influenza type B (Hib). Starting with school year 2012-2013, T-dap vaccine is required for all sixth grade students. Starting with school year 2015-2106, all students entering sixth grade will be required to show proof of recent (one dose received on or after the 11th year of age) meningococcal conjugate vaccination (MVC). The specific type of vaccine needs to be indicated on the Health Form (R-01-12). If a student is not in compliance with these state regulations by August 1st, the student will be excluded from attending school, beginning with the first day until these requirements are met. Parents who object for medical reasons must complete the required form and have the form signed by the doctor.

Any student not in compliance with the law by August 1st will be excluded from attending school on the first day of the current year.

State Forms

You can obtain a copy of the required Certificate of Child Health Examination form from <http://www.idph.state.il.us/>.

Health examinations for all public, private/independent, and parochial school students in Illinois must meet the following guidelines:

Physical Examination should include an evaluation of: height, weight, blood pressure, BMI, skin, eyes, ears, nose, throat, mouth/dental, cardiovascular, respiratory, gastrointestinal, genito-urinary, neurological, musculoskeletal, spinal examination, nutritional status, lead screening, and other evaluations deemed necessary by the examiner. The strongly recommended evaluations include hemoglobin or hematocrit, urinalysis, and sickle cell. The examiner should list any medications the child takes routinely, diet restrictions/needs, special equipment needed, or other needs, and known allergies. (413.01)

Medical History should be completed and signed by the parent or legal guardian of the student. The medical history shall be inclusive as indicated on the Certificate of Child Health Examination Form.

At or about the same time that he/she receives a health examination, every student shall present proof to the local school authority of having received immunizations against preventable communicable diseases as required by Section 665 of the Child Health Examination Code.

Diabetes Screening should be included as a required part of each health examination and the health care provider shall document results of the diabetes risk assessment on the Certificate of Child Health Examination Form.

Tdap and Meningococcal (MCU) All 6th grade students must show the specific type of Tdap and MCU vaccines received. The doctor/nurse shall use the appropriate boxes provided on Health Form (R-01-12).

Lead Screening is a required part of the health examination for children six years or younger, prior to admission to a preschool, nursery school, kindergarten, or other child care program.

Eye Examinations are required for all children enrolling in kindergarten and any student enrolling for the first time in school (K-8, not preschool). Screening performed by the doctor's office as part of the school physical does not fulfill the mandate. If there is documentation in the child's file of an eye examination having been done by an *optometrist or ophthalmologist with the last 12 months*, he/she does not have to be screened. (413.03)

Queen of the Rosary School complies with the Child Vision and Test Act

Vision and hearing screenings are required annually beginning at age 3 in all licensed daycare/preschool programs. Vision screening is required at grades K, 2 and 8. Hearing screening is required at grades K, 1, 2, and 3. Screening for both vision and hearing must be completed annually on all children new to the school and teacher referrals. (413.03)

Allergy, Asthma, & Epi-Pen Guidelines

Illinois law permits students with an asthma condition to carry and self-administer their inhaler medication if the appropriate documentation is provided to the school. All medications must be furnished by the parent in the original sealed container and properly labeled by the pharmacist or physician. All medications must be kept in the school office, with the case-by-case exception of prescribed inhalers and epinephrine injections (EpiPen Auto Injector). (414.04) (414.05)

Illinois law also allows students with severe allergies to carry their own EpiPen Auto-Injector if the appropriate forms are completed.

Administration of Medical Cannabis (414.03)

Students are not be permitted to use or possess cannabis in our schools except accordance with the law, school policy and permission of the superintendent. If a parent/guardian of a student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students

The Diabetes Care Plan

To receive assistance with diabetes management at school, the student’s parent/guardian must submit a “Diabetes Care Plan” to the school. The Diabetes Care Plan is a document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities. It identifies the appropriate staff to provide and supervise these activities. **The parent/guardian is required to meet yearly with staff regarding continuing care as the student progresses to each grade.** The parent/guardian must include the following information in the Diabetes Care Plan, including:

1. The treating healthcare provider’s instructions concerning the student’s diabetes management during the school day;
2. A copy of the signed prescription and the methods of insulin administration;
3. Appropriate safeguards to ensure that syringes and lancets are disposed of properly;
4. Requirements for diet, glucose testing, insulin administration, treatment for hypoglycemia, hyperglycemia, and what to do in emergency situations;
5. Procedures regarding when a delegated care aide(defined below) must consult with the parent or guardian, school nurse (if available), or health care provider to confirm that an insulin dosage is appropriate; and,
6. The signature of the student’s parent/guardian on the child’s care plan.
7. A parent must provide emergency hypoglycemic supplies to be obtainable for each classroom the student will utilize.

On behalf of the student and staff’s safety and best interest, the following guidelines will be put in place during the care plan draft. **A student’s insulin pump (if applicable) and glucose monitor must be operational. In the event of a system failure, the school/teacher reserves the right to send the student home.** (414.04) (414.05)

The school may not administer Nebulizer treatments.

Illness

If a student has a temperature of 100.4 or higher, or displays other symptoms of illness such as diarrhea, vomiting, etc., the student **must** be kept at home for his/her benefit as well as that

of others. **The student must be fever, vomit, and diarrhea free for 24 hours before returning to school.**

The school should be notified immediately when the student has a communicable disease. A physician should verify this information. As soon as the school is notified, letters are sent to parents of the rest of the students in the classroom advising the parents of the signs and symptoms of the disease. Students are to be excluded from school according to the physician's recommendations as to the length of time for: chicken pox, mumps, and measles.

When a student becomes ill during the school day, the parent or guardian will be notified and will be required to pick up the student from school. Students will only be released to parents or guardians as listed on the Emergency Card. The parent or guardian must sign out the student in the office. **The student must be fever, vomit, and diarrhea free for 24 hours before returning to school.**

First Aid (414.01)

First aid is administered by authorized school personnel. An adult is present in the school office during the noon hour if a situation should occur. If the injury is considered serious, or if the student is uncomfortable, a parent is called. Every effort is made to contact the parent first, and then the names listed on the student Emergency Card. The school should be notified of:

1. Changes in address and home, cell and work phone numbers.
2. Names of two persons and phone numbers to contact in the event either parent cannot be reached.
3. Names of persons supervising the student in the absence of a parent.

Medication

Medical Information and Medical Notification forms for each student can be found on the QR website: www.qrschool.org. These forms are mandated by the Office of Catholic Schools and must be completed on a yearly basis. The procedure for distribution of medication will be defined on these forms, some of which are to be completed by a physician. Every student must hand in a Form "A". If your child is to have medicines in school, including over the counter medicines, you must submit Forms "B" and "C" to the school office. If you need additional forms please print them off the QR website or contact the school office. Each student must have the completed forms on record. (414.03)

Concussion – Queen of the Rosary School Concussion Policy

Queen of the Rosary school follows the Return –to –Play /Return-to- Learn protocol. A student who has suffered a diagnosed concussion, or was removed from a game due to a possible head injury or possible concussion, may return -to –play/return-to-learn only after a licensed healthcare professional gives written permission and/or clearance to return to play.

Mental Health Protocol from the Office of Catholic Schools

Queen of the Rosary School takes all indications of self-harm, suicidal thoughts, serious threats to others, and other significant mental health concerns seriously. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, psychologist or psychiatrist) prior to the continuation of

academics and co-curricular activities at Queen of the Rosary School. Below are the steps parents/guardians should follow to determine the most appropriate level of support for their child and to coordinate a smooth re-entry back to Queen of the Rosary :

1. Arrange for their child to be assessed by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.

2. Follow the recommendations provided by the clinician, which may include but is not limited to: outpatient therapy, partial or inpatient hospitalization and/or medication management.

3. Sign a consent for release of information and arrange for the clinician to share the recommended treatment plan with the school to coordinate the student's re-entry back to school.

- Student/family confidentiality is adhered to as dictated by the ethical Code of the American School Counselor Association.
- All documentation should be faxed or emailed to the attention of the principal or school designee.

4. If the assessment and recommended treatment plan results in an immediate return to school, please see 6.

5. If the assessment results in a recommended extended absence defined as more than five days (or as designated by the school) from school, the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and our faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to learn in a sensitive and confidential manner. The principal or designee should utilize the assessment information to begin drafting the Student Support Plan that will be finalized at the re-entry meeting.

6. Re-entry back to Queen of the Rosary School academics and co-curricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:

- Evaluation date and outcome/diagnosis
- Safety statement: the student is not at risk of self-harm or of harming others and it is appropriate for the student to return to Queen of the Rosary school

7. Therapeutic recommendations, treatment plan, discharge summary and a plan for the transition back to the school environment

8. Upon receipt of documentation, the principal or designee will schedule a re-entry meeting.

- This meeting will occur the morning on the school day the student will return to classes and will include the student, parent or guardian, principal/designee and teacher. Please know other stakeholders may attend this meeting if needed.
- The purpose of this meeting is to review the recommendations from the assessment

and treatment plan to determine the most effective support system for the student's continued care both inside and outside of Queen of the Rosary school. Based on concern the school has about the student's continued personal well-being, an understanding of commitment to continued services and the school support process should be achieved. Collaborate with the student and parent in creating and implementing a safety plan.

- Once all aspects of the re-entry meeting are accomplished and meet expectations, the student is authorized to return to classes and co-curricular activities.

9. Following the re-entry meeting, the principal or designee will schedule a meeting to review the Student Support Plan which identifies the schoolwork that needs to be made up, accommodations and supports.

- This meeting would occur in the morning or after school on a school day shortly following the re-entry meeting (3-7 days) and should include the student, parent or guardian, school counselor (if applicable), teachers and all other appropriate faculty or staff members as needed.
- The purpose of this meeting is to allow the student and their parents/guardians an opportunity to share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. In addition, all stakeholders should review the school support plan. This meeting should be one that reassures the student and family that staff will be available to help the student with any academic issues, and that it will be important for the student to reach out if he or she is feeling worried about their schoolwork.

SAFETY

Safety Drills

Plans are made for Fire Drills, Disaster Drills, and Lock Down Drills. Lock Down means that someone who is not supposed to be in the school has entered our school and is acting strangely or in a potentially dangerous way. Students are informed of the procedures, the drills are practiced and the students are expected to conduct themselves in an appropriate manner. (416.01)

Fire/Tornado and Lock Down Drills and Procedures

On a regular basis, the students participate in a Tornado Drill /Fire Drill and Lock Down Drill. At the sound of the warning signal issued over the emergency monitor system, the village alert system, or the school's system, the students respond to the instructions which have been given them.

As a general policy, during a tornado warning,

1. the school will not dismiss until the all-clear signal has been sounded.
2. students will be released only to their parents
3. students will not be permitted to board the school bus. A vehicle of transportation is the most dangerous place in which to be during severe weather conditions.

During an emergency situation all of the efforts of the staff at Queen of the Rosary School are directed to the immediate best possible care of the children. If a parent chooses to pick up a student during such a situation, the student will be called to the office immediately to leave, but he/she will not be allowed to return to the classroom or locker for materials or clothing. Parents'

concern for the safety of the student is understandable, but they are not encouraged to come during an emergency situation for all of the reasons stated and implied above. An emergency situation is no time to make allowances or exceptions, or to assume additional responsibility.

When such weather conditions prevail, parents should realize that the student will be late coming home. Bus transportation will be provided as usual. (417.04)

School Crisis Response

Our school plan complies with federal, state, and local emergency/disaster protocols and includes aspects of all four phases of emergency management, including mitigation/prevention, preparedness, response, and recovery. (416.02)

Parking Lot Parking Procedures

Queen of the Rosary School adheres to a strict safety program for parents to follow when dropping off and picking up students. Our motto is "Safety above all else." Parents are expected to do their part in complying with our motto by following these safety procedures.

WE RETAIN THE RIGHT TO REFUSE ANYONE ACCESS TO OUR PARKING LOT IF THEY DO NOT ABIDE BY PARKING LOT PROCEDURES.

Morning Drop Off: No vehicles are permitted to park along the school's southern lot line adjacent to the Rainbow Falls Water Park or in areas designated as Staff Parking.

In the morning, parents may bring their children to school in one of two ways: (1) drop off, or (2) parking. Entrance to Queen of the Rosary premises in the AM is permitted from Rev. Morrison Blvd. only. DO NOT enter the premises from Elk Grove Blvd.

1. Drivers using the drop of lane, must follow these procedures:
 - Cars must be in a single file for drop off. Follow the lane designations painted on the parking lot. All cars must drive between the two rows of safety cones. Pull up to the front of the two rows of safety cones. This allows for about 4 to 5 vehicles to pull up, stop, and drop off children simultaneously. Please have your children prepared to exit the vehicle upon stopping. Driver DOES NOT exit the vehicle. (If parents need to assist their children, they should park their vehicle in designated parking areas/spaces, and should not line up in the drop off lane). After dropping off children, drivers must not exit the car line before the car in front of them has left. Please follow the vehicle in front of you and do not linger in the drop off line.
 - All students must (A) exit the vehicle from the passenger side of the vehicle only at the school-side of the cones and (B) enter school from the lower wing doors (Door #6).
 - At the end of the two rows of safety cones, you must turn right to exit to Elk Grove Blvd.
2. If you are parking your vehicle and walking your children to the entrance, please follow these procedures:
 - Park in the designated parking spaces located between the school and the church. Always accompany your child(ren) to the door – preschool use door #7 & #8, grades K-8 use door #6 . Do not allow them to walk themselves to the door. Cars will be pulling into and backing out of parking spaces in the parking area, and thus YOU ARE RESPONSIBLE for your child's safety before they enter school. THERE ARE TO BE NO CHILDREN LEFT UNATTENDED OUTSIDE OF VEHICLES IN THE DESIGNATED PARKING AREA.
 - Once back in your vehicle, you must exit from the parking lot to Elk Grove Blvd. through

the driveway located between the upper wing doors and the rectory. No exit to Rev. Morrison Blvd. is permitted for drivers who park and walk their children to the school doors.

Parents may also drop off their children by parking on Victoria and having the crossing guard assist your child across Elk Grove Blvd. The crossing guard goes on duty at 7:45 a.m.

Parents are prohibited from dropping off students in the front of the building. Buses park in the front of the building during the school day.

If a student arrives after 7:55 a.m., a parent or guardian is required to bring their student to door #1 and sign him/her in at the front office.

Afternoon Pick Up: No vehicles are permitted to park along the school's southern lot line adjacent to the Rainbow Falls Water Park or in areas designated as Staff Parking. All children MUST be accompanied by an adult in the Parent Parking Area. Socialization or visiting by drivers MAY ONLY occur in the Student Pickup Zone.

- Drivers must park in the designated parking spaces located in the parking lots (A) south of the church and east of the ball field and (B) between the school and the church. Drivers are prohibited from parking directly south of the lower wing doors.
- All K-8 car riders will be dismissed from the lower wing doors (Door #6). Preschool students will be dismissed through Door #7.
- The area designated as "Student Pickup Zone" is to be used ONLY for parents to pick up their children. Children are not allowed to leave the Student Pickup Zone without being accompanied by an adult. After retrieving their children, parents are to walk their children to their parked vehicles. If you choose to visit with other drivers, you may do so but only in the "Student Pickup Zone". Do not visit or socialize with other drivers in the Parent Parking Area.
- NO CHILDREN SHOULD BE LEFT UNATTENDED OUTSIDE OF VEHICLES IN THE PARENT PARKING AREA. There is to be no ball playing, running around or roughhousing by children in the Parent Parking Area. Any student car riders MUST be accompanied by a driver in the Parent Parking Area.

Entrance Procedures

School doors will open at 7:45 a.m. If the weather dictates, students will be allowed into the primary wing hallway upon arrival but no sooner than 7:40 a.m. Any child who is on school property before 7:40 a.m. will be expected to report immediately to the Extended Care room. If parents have not registered (\$50) or paid for services that day, they will receive a bill. For the safety of all involved, this rule will be strictly enforced. For further information on Extended Care, please call the school office or see Attachment A (Queen of the Rosary School Extended Care Handbook).

A student must be under the supervision of a teacher to be in the building before 7:45 a.m. Students who will be with a teacher must go directly to the teacher's room instead of roaming the halls.

Preschool/kindergarten parents will be given entrance/exit procedures on orientation day.

Dismissal Procedure

No student will be dismissed before the 2:40 p.m. bell unless a parent requests this in person and signs out for the student in the office. A student is required to bring a note from the parent to the

office and homeroom teacher when a change of transportation is necessary. Please refrain from changing the means of transportation by phone unless it is an emergency.

In an emergency event in which you will be later than 2:40 p.m. to pick up your child, the parent/guardian should call the school office to ensure their safety. (405.01, 405.02)

Exits used are:

- District 59 bus riders and Elk Grove walkers - front door (Door #1)
- Preschool doors (7 & 8)
- Grades K-8 students - rear primary door (Door #6)

Bullying and Cyberbullying (406.05)

As Catholic school educators, we respect the dignity of each person, all of whom are created in the image of God. From this reverence for the individual, we are committed to shaping the Catholic school communities of faith and kindness; communities in which students are welcome and in which bullying or harassment are not tolerated.

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or had the potential to be repeated, over time (for example, through sharing of digital records).

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

What bullying is not:

- Single episode of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

No student shall be subjected to bullying during any school- sponsored event or activity, while in school, on school property, on school buses, or at school-sponsored events and activities, or through the transmission of information from school, home or public computer network.

All allegations of bullying are taken seriously; the complainant should report the bullying incident to a teacher, staff member, or the principal. The complainant will be interviewed and then be asked to fill out a Bullying/Harassment Incident Reporting Form, which should be completed and returned to the principal within one day of the incident. This documentation will be used as part of the investigation done by the school.

Steps for School Response and Consequences to bullying/harassment

Intervention: The inappropriate behavior should be stopped immediately

Investigation: The complaint will be investigated promptly, thoroughly and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parent/guardian will be notified.

Determination: Parents/Guardians will be informed of the findings when the investigation is complete.

Response: Disciplinary or restorative action for bully/harassment will be administered: detention, suspension or possible expulsion

Students found guilty of bullying or cyberbullying will be administered detention, suspension and or expulsion from the school.

Gang Activity (406.06)

Gang related activity has no place in the Catholic school. Intimidation and/or disrespect of any person is unacceptable. Gang activity may result in probation, suspension, and/or expulsion.

Harassment and Battery (406.05)

The Pastor, administration, and staff of Queen of the Rosary School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment and battery seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment and battery of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Attack on School Personnel or Student

The principal will immediately notify local law enforcement officials of written complaints from school personnel concerning issues of assault, battery or any threat of force or violence directed toward any school personnel or student. The principal shall also notify the Illinois State Police (SIRS) within three days of each incident.

Searches Conducted by School Personnel - Searches of School Property

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. The search of a student's person or of any item brought onto school property is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or school policy.

Substance Abuse

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

- Smoking, possession, or transmission of smoking materials including tobacco, smokeless tobacco products, matches or lighters or eCigs will result in disciplinary action such as but not limited to as removal from class or activity, detention, suspension, or expulsion.

- Vaping, possession, or transmission of vaping materials will result in disciplinary action such as but not limited to removal from class or activity, detention, suspension, or expulsion

School officials are required to report drug violations to the local police. The drugs are turned over to the local police jurisdiction.

The Office of Catholic Schools will be notified as soon as possible. A written copy of the Archdiocese of Chicago, Office of Catholic Schools Incident Report will be submitted within twenty-four hours to the assistant superintendent of Catholic Schools.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe secure environment:

- students shall not carry, possess, or use weapons in school, or on school premises.
- weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that can cause bodily harm.
- School authorities have the right to inspect and search lockers, desks, parking lots and school property.
- Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to immediately report weapon violations to the local police and shall notify IL State Police of such incidents through the School Reporting System (SIRS). The weapon is turned over to the local police jurisdiction.

Firearm Concealed Carry Act (430 ILCS 66/)

Individuals who become licensed to carry concealed weapons will be prohibited from carrying them into schools and childcare facilities. The law allows parishes to ban the carry of concealed weapons into all parish and other Archdiocesan facilities, not just schools, by posting official signs at the entrances of the buildings. (416.09)

Wellness Policy (412.01)

Belief Statement

Queen of the Rosary School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation,

including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

Rationale

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Queen of the Rosary School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools.

SCHOOL ORGANIZATIONS

Queen of the Rosary School Board

The School Board of Education is composed of eleven members. Nine are elected; the other two are the pastor and the principal of the school.

Purpose

The purpose of the Board shall be advisory and supportive of the administration. Members will help develop, define and support the policies necessary to govern the school in matters of education.

The Board will act in accordance with the policies of the Archdiocese of Chicago. If policies are not specified by the Archdiocese, then the Board has the authority to help formulate them.

The Board will also act to coordinate the activities of parish organizations as they affect educational programs. Meetings are open to members of the parish and parents of the students. The specific meetings dates are printed on the school calendar.

Parent Club

Parent Club is an organization of parents dedicated to the total development of the students. Only by open communication and sharing between the home and school can this goal be accomplished.

Regular open meetings are scheduled during the year where topics of mutual concern to parents and teachers are presented. Meetings are the first Wednesday of the month at 7:00 p.m. in room T.

Purpose

The Parent Club provides the school with an added avenue of funds used to provide "extras" for the students. It helps implement such "extras" including, but not limited to, the Script Gift Certificate program, Welcome Cakes, and the Used Uniform Sale.

All volunteers need to be Virtus compliant. Please see volunteer requirements.

GENERAL INFORMATION

Amending Handbooks

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications, including videos/photographs and threats.

- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- the school may conduct an investigation or require the student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and
- the school may require the student to share content in the course of such an investigation. (105ILCS75/15) (504.03)

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

Technology Acceptable Use Policy (504.03)

Queen of the Rosary (hereafter referred to as QR) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our students and staff, and the school's investment in hardware and software.

The provisions of this policy are subordinate to the Chicago Archdiocesan guidelines and local, state, and federal law. Queen of the Rosary's computers and other technology resources (iPads, laptops, cameras, Chromebooks, etc.) are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of Queen of the Rosary School. QR has the duty to investigate any suspected violations of this policy.

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with all of the educational objectives of the Archdiocese of Chicago and QR.
2. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal. The Principal's decision is final.

3. Some examples of unacceptable use include, but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmission of any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.
 - e. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Archdiocese and/or QR;
 - f. Using inappropriate language;
 - g. Use of any proxy sites to access sites that are restricted by the normal course of the network;
 - h. QR will lock down the network using filters and/or additional software (in compliance with the *Children's Internet Protection Act*) to keep most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites;
 - i. Damaging computers, computer systems, files, programs, or networks;
 - j. Vandalizing or damaging the property of another individual, including data files;
 - k. Using QR network for commercial purposes (i.e. to buy or sell items);
4. Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.).
 - a. Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the Principal.
 - b. Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information is prohibited, except with the express permission of the Principal.
 - c. Students may not create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for QR or the Archdiocese, or permit or encourage any other individual or entity to do so. Students are also prohibited from photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
 - d. Students may not allow a non-employee or non-student to use a school computer, account of other equipment unless the person is specifically authorized to do so by the Principal.
 - e. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

5. The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of QR/Archdiocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Inappropriate use of QR's technology may result in disciplinary and/or legal actions.

E-Learning (in the event of an extended school closing, the school has the option of moving to e-learning)

E-learners are required to be checked in with their homeroom class at 8:00 a.m. If your child is not checked in, he/she will be marked absent for the day. If your child is ill, please call the office and let Mrs. Bowman know.

E-Learners are expected to be engaged in learning activities throughout the school day and comply with the following requirements during all Sessions:

- All students must be dressed appropriately for school during the Session. School dress code is applicable. Children are in uniform.
- Students need to be seated at a desk/table/appropriate work area during a Session. (Not in on or on a bed.)
- All books and materials must be at the designated learning area and readily available during a Session.
- No eating or drinking while in a Session.
- Prior to joining a Session, ensure that your student is in a private location and that his or her device is not visible to the public.
- Log in with first name and last initial for the Session.
- Keep video on during the Session.
- A virtual background may be used, but it must be appropriate and not switched during the lesson.
- Please minimize all background noise and activity during the Session. We want these Sessions to maximize student learning.
- Any misconduct during the Session will be subject to discipline according to the Queen of the Rosary Student Code of Conduct and Discipline Policy.

Daily E-Learning Schedule: Students are expected to be working on school assignments between the hours of 8:00-2:40 p.m. each day we are in session.

Teachers will communicate the assignments, due date(s)/time, and Zoom sessions.

Teachers may take advantage of the e-Learning materials that the Archdiocese of Chicago has developed.

Expulsion of Student (408.01)

Any student may be expelled for just cause, which shall include but not limited to: physical, verbal, or sexual threats; substance abuse; possession of weapons or illegal drugs; chronic or serious

bullying; lack of respect for school authorities; serious damage to school or student property; theft; physical harm to student/staff; public slander against the school or staff; chronic and repeated misbehavior.

School Policies/Tuition

I/We understand that acceptance of registration and enrollment is conditional based on the family staying current with tuition payments and following the policies of the school and the Archdiocese of Chicago. Failure to do either of these may result in disciplinary or other action by the school, including exclusion and/or expulsion from school. By signing the handbook form, I/we agree that I/we have received a copy of the school policies and procedures and agree to be bound by them and the statement above.

Pledge of Allegiance

The students are required to recite the Pledge of Allegiance daily [105 ILCS 5/27-3 and 27-5]

Assurances

Queen of the Rosary School follows all policies, procedures and directives as outlined in the Educational Policy Manual for School Administrators, Archdiocese of Chicago, Office of Catholic Schools

Queen of the Rosary School is registered with the State of Illinois and maintains recognition by the Illinois State Board of Education and complies with all requirements consistent with Archdiocesan policy necessary to maintain ISBE recognition. (202.01)

Queen of the Rosary School complies with all applicable sections of the Illinois School Code consistent with Archdiocesan policy. (Adm. Code Part 425)