

# General School Information

## School Day Times

|                                 |                    |
|---------------------------------|--------------------|
| Half day preschool (AM Only)    | 8:00 AM – 10:45 AM |
| Full day preschool              | 8:00 AM – 2:30 PM  |
| Half day kindergarten (AM only) | 8:00 AM – 11:00 AM |
| Full day kindergarten           | 8:00 AM – 2:40 PM  |
| Grades 1-8                      | 8:00 AM – 2:40 PM  |

## Extended Care

|               |                   |
|---------------|-------------------|
| Before school | 7:00 AM – 7:45 AM |
| After school  | 2:40 PM – 6:00 PM |

## School Security

All entrances are locked from the outside. Visitors must press a buzzer at the front door (#1) in order to enter the lobby. Office staff can see visitors at the door before allowing them to enter. Visitors **must** stop in the office to sign in and again to sign out as they leave. Preschool and kindergarten students are always escorted outside the classroom by a teacher or an aide. Security for extended care also includes a doorbell / buzzer, and an adult is present to open the door.

## Recess

All day preschool, kindergarten, first and second graders have recess each day at lunchtime, and one other time during the school day. Students in grades 3-8 have one recess a day, before or after they eat lunch. Children are supervised at each recess by volunteer parents.

## School News

Most information is sent through email on a weekly basis. It is also available online at [www.qrschool.org](http://www.qrschool.org).

## Uniforms

The official school uniform company is Schoolbelles. The company visits QR in the spring to measure students and take orders. Parents may attend measuring day with their children. Blouses, shirts, trousers, and socks may be purchased from other retailers. A used uniform sale is held at the end of each school year. Gym uniforms (grades K-8) can be purchased through Schoolbelles or Booster Club.

## Extended Care

QR offers before school care starting at 7:00 AM and after school care from the end of the school day until 6:00 PM every day that school is in session. The cost of the program is \$4.00/day for mornings and \$12.00/day for afternoons, \$14.00/day if enrolled in morning and afternoon. A \$50.00 family, yearly registration fee is required. The Extended Care program is only available to QR students. Students bring a snack each day and time is provided for homework as well as play.

## Technology

Queen of the Rosary has a technology committee comprised of teachers, parents, and volunteers with an interest and expertise in technology driven areas. Their goal is to keep the school current and up-to-date with respect to the technology field. Queen of the Rosary is equipped with a state-of-the-art computer lab with a dedicated instructor. Students start attending computer classes as early as kindergarten (preschool does have computers available in their classroom). Grades K – 5th

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attend classes on a weekly basis. Students are instructed on the proper use and care of the computer and its components. They are taught proper terminology. Every classroom has Internet access, a wall-mounted television set with cable access, and interactive white board. Additionally, Chromebooks, iPads, and Windows Tablets are available for use by all grade levels. The school has a self-contained in-house television studio for the students and teachers to produce their own programs, presentations, and morning announcements. All technology is designed to reinforce skills, which are being taught in the classroom at each grade level.

## **Library**

Students in grades 1-5 are scheduled to use the library once a week. Teachers in grades 6-8 schedule their own time. All teachers can use the library at any other time for special projects. Volunteer parents read to students in kindergarten through third grade in the library.

## **Gym**

Grades K-8 attends gym twice a week. Preschool attends once a week.

## **Music**

Grades PreK-5 have music once a week for 30 minutes all year. Grades 6-8 have music for one semester for 40 minutes. Band is available for students in grades 4-8 and meets once a week. (There is an additional charge for this program.)

## **Art**

Art appreciation volunteers introduce paintings to students once a month. A variety of prints are shown to the students throughout the year. Each volunteer engages the class in discussion about the painting and often has a follow-up activity. Prints are chosen to correlate to the curriculum whenever possible. All students have art in their homerooms with the help of volunteer parents.

## **Spanish**

Spanish is offered for students in grades 5-8 as part of their school day; K-4 as an after school enrichment class.

## **After School Programs**

Sports programs include, cross country, volleyball, basketball, softball, and cheerleading and are available when there is interest and parents are willing to coach. Other after school programs include: band, scouts, choir, bell chimes and academic / enrichment clubs.

## **Hot Lunch**

Hot lunch is served daily. Children can receive hot lunch by returning a completed hot lunch form, along with the exact change, by the date indicated at the top of the form. Orders are placed once a month.

## **Lunch Parent**

Parents act as lunchtime supervisors for the children during the lunch break. Lunch is usually from 11:00 am - 11:40 am and includes supervised playground time. Younger siblings are allowed to accompany the lunch parent. Sign up for this position in the school office. This is a paid position.

## **Lunch**

Grades Pre K – 2 eat lunch in their classrooms under the supervision of a parent volunteer. Grades 3 – 8 eat lunch in the gym or classroom under the supervision of a parent volunteer. Children attend recess with the lunch parent. Students have 20 minutes to eat.

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## **Santa's Secret Shop**

Children will be invited to Christmas shop at school in early December. The Parents Club organizes the event and asks for volunteer parents to help children shop and to serve refreshments afterwards. Gifts usually range in price from \$0.25 to \$9.00.

## **VIRTUS Training**

Queen of the Rosary **requires volunteers and staff** to participate in the VIRTUS training program, along with completing an on-line Background Check, reading, and signing of the Code of Conduct and Cants Forms. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "right doing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church.

## **Parents Club**

The Parents Club is an organization of parents, administrators, and teachers dedicated to the total development of the students. The Parents Club is responsible for volunteer programs at the school.

## **School Board**

The Parish School Board of Education is composed of eleven members. Nine are elected; the other two are the Pastor and the Principal. The purpose of the Board shall be to develop, define, and support the policies necessary to govern the school in matters of education. This governance extends to all programs concerning education and the participation of Queen of the Rosary students.

## **Communication Channels**

For questions about curriculum and discipline the proper chain of command is the classroom teacher, and, if necessary, the principal.

For general "school life" questions, refer to the QR School Parent Handbook, or the school website, which can be found at [www.qrschool.org](http://www.qrschool.org).

Parents Club meetings and Board of Education meetings are open meetings.

Parents Club meets monthly and is responsible for volunteer activities for the school.

School Board meets bi-monthly. See the monthly school calendar for exact dates.