



## 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](http://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.

## **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.

## **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.

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

(AP3111.1)

#### SEXUAL HARASSMENT

The Archdiocese of Chicago is committed to maintaining a work environment free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall be considered harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an
- submission to or rejection of such conduct by an individual is used as the basis for employment
- decisions affecting such individual; OR
- performance or creating an intimidating, hostile or offensive working environment.

All instances of alleged sexual harassment are to be reported to the immediate supervisor, or pastor, parochial administrator, principal or agency director. If any employee believes that he or she has been subjected to conduct which may constitute sexual harassment, that employee is to immediately report the offensive conduct to his or her immediate supervisor. The supervisor will then report the allegation to the pastor, principal or director, who will then report the allegation to the Office of Human Resources and/or the Office of Legal Services. The HR employee is to contact a higher level of management locally, or the Director of Human Resources who, in turn, will advise the employee and consult with the appropriate level of management to resolve the complaint.

The employee will be advised of the results of that investigation.

Based on a finding of reasonable evidence that sexual harassment has occurred, necessary and appropriate disciplinary action, up to and including discharge, will be taken against the offending party.

Retaliation in any form against an employee who exercises his or her right to make a complaint under this section is strictly prohibited and will itself be cause for appropriate disciplinary action, up to and including discharge.

Reporting sexual harassment will not affect future employment, evaluations or work assignments.

Anyone who knowingly makes false charges against an employee in an attempt to demean, harass, abuse or embarrass that individual will be subject to disciplinary action up to and including discharge.

All parties involved in a sexual harassment complaint are to maintain strict confidentiality while the complaint is being investigated and evaluated.

## 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.factsmgt.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 30 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
- Events after Sunday Masses
- Arranging Get to Know You
- 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](http://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](https://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](http://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. Trips are coordinated by the teacher.

#### 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- 780 AM, 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](http://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.

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. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems (SIRS) in IWAS as they occur during the year by no later than August 1 for the preceding school year.

### 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.

### Employee Standards of Conduct

At Queen of the Rosary School, we are committed to fostering a harmonious and ethical work environment that reflects our Catholic values and complies with Illinois' Faith's Law requirements. All employees are expected to act with integrity, respect, and professionalism in all interactions with colleagues, students, parents, and the broader community. Violations of these standards may result in disciplinary action, including termination.

## **Incorporation of the Illinois Educator Code of Ethics:**

Our school upholds the **Illinois Educator Code of Ethics**, which encompasses five core principles:

1. **Responsibility to Students:** Educators are committed to creating, promoting, and implementing a learning environment that is accessible to each student, enabling them to achieve their highest academic potential.
2. **Responsibility to Self:** Educators are dedicated to maintaining high standards of professional competence through ongoing professional development.
3. **Responsibility to Colleagues and the Profession:** Educators are committed to collaborating with colleagues and contributing to the advancement of the profession.
4. **Responsibility to Parents, Families, and Communities:** Educators respect the rights of parents, guardians, and communities and are committed to developing positive relationships with them.
5. **Responsibility to the Illinois State Board of Education:** Educators are expected to provide accurate communication to the Illinois State Board of Education and comply with all relevant laws and regulations.

## **Definition of Sexual Misconduct:**

In alignment with Section 22-85.5(c) of the School Code, "sexual misconduct" is defined as any act, including verbal, nonverbal, written, or electronic communication, or physical activity by an employee or agent of the school directed toward or with a student to establish a romantic or sexual relationship. Such acts include, but are not limited to:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialogue.
- Making sexually suggestive comments directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- Any sexual, indecent, romantic, or erotic contact with a student.

## **Maintaining Professional Boundaries:**

To ensure appropriate relationships with students, employees must: [dps109.org+1isbe.net+1](http://dps109.org+1isbe.net+1)

- **Transportation:** Obtain prior permission from the administration before transporting a student in a personal vehicle.
- **Photography and Videography:** Refrain from taking or possessing photos or videos of students on personal devices without explicit administrative approval.

- **Interactions Outside Professional Roles:** Avoid meeting with or contacting students outside of their professional responsibilities unless authorized and documented.

### **Mandatory Reporting:**

Employees are mandated reporters and must comply with all reporting requirements under the Abused and Neglected Child Reporting Act and Title IX. Failure to report suspected abuse, neglect, grooming behaviors, or boundary violations may result in disciplinary action, including dismissal.

### **Training Requirements:**

All staff are required to complete training related to educator ethics, child abuse recognition, grooming behaviors, and boundary violations as mandated by state and federal law. This ensures that our community remains vigilant and informed about the standards expected within our school environment.

By adhering to these standards and expectations, we uphold the integrity of our educational mission and ensure a safe, respectful, and nurturing environment for all members of our school community.

### **Supervisory Treatment of Subordinate Employees**

All supervisors are expected to treat their employees with dignity and respect. Serious, continued or deliberate violations of this policy by any supervisor at any level will be grounds for disciplinary action, including discharge. Supervisors are expected to refrain from:

- publicly reprimanding or criticizing subordinate employees;
- making unreasonable demands which cannot be met;
- retaliating against any subordinate employees who exercise their rights to file work related claims with a government agency; files claims for worker's compensation or related grievances to the human resources management or to higher levels of management;
- communicating in ways that can be construed as haranguing or harassment.

Supervisors are expected to listen with courtesy and empathy to the concerns of their employees, and provide adequate opportunity for employees to seek counsel or advice in connection with their work. Supervisors are expected to communicate clearly their expectations for their employees and the responsibilities for which employees will be held accountable.

Supervisors are expected to cooperate with and assist employees who seek to clarify responsibilities, expectations or instructions by asking questions, or by submitting a written summary of such employees to give, without undue interruption, their side of any dispute regarding their work.

## **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](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](http://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](http://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](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.

### Reporting Process

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at (847)437-3322 within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students whose absences are excused will be allowed to make up missed assignments.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

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

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 and a parent must come in to sign in the student. Use door 1. (403.03) Students are expected to be in class on time so they maximize their learning opportunities. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

### 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 students 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.

#### Early Dismissal

If it is necessary for a student to leave school during the school day, the student' parent/guardian must call the school office at (847)437-3322. Students to be dismissed early from school will be picked up from the school office.

## 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 Improvement10

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 Math Science	Spelling Social Studies Religion	Physical Education Music Spanish
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The following subjects will be used to calculate the points for the Honor Roll for Grades 6-8:

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

#### **1<sup>st</sup> 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

#### **2<sup>nd</sup> 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	C 2.0
B 3.0	D 1.0

## **Staff and Student Support Compliance Policy**

### **Queen of the Rosary School**

Queen of the Rosary School is committed to ensuring high-quality instruction and comprehensive support for the academic, social, emotional, and spiritual needs of our students. The following policy

outlines the procedures for monitoring staff performance and addressing student support needs, in compliance with educational best practices and Catholic values.

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## **I. Monitoring Staff Performance**

### **1. Staff Monitoring and Evaluation**

- All employees who provide or assist with instruction or hold instructional responsibilities, including teachers, teacher aides, administrators, and department chairs, will be monitored to ensure effective performance.
- Monitoring may include:
  - **Formal Evaluations:** Teachers and instructional staff will receive regular performance evaluations conducted by the principal or designated administrator.
  - **Informal Observations:** For roles that may not include formal evaluations (e.g., teacher aides), informal observations and periodic feedback sessions will ensure accountability and growth.

### **2. Documentation of Monitoring**

- The school will maintain records of staff evaluations and monitoring activities.
- Evidence of monitoring will include observation notes, feedback summaries, and completed evaluation forms, as applicable.

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## **II. Evaluating and Addressing Student Support Needs**

### **1. Identification of Student Needs**

- Students' needs for non-academic support services (e.g., counseling, social work, speech therapy, occupational therapy) will be evaluated whenever a school staff member observes that such services may be necessary.
- Evaluation may be triggered by:
  - Behavioral changes or social-emotional concerns observed by staff.
  - Significant changes in the student body or external stresses within the surrounding community.

### **2. Access to Support Services**

- Support services may be offered through:
  - Agreements with public school districts for services such as speech and occupational therapy.
  - Partnerships with community organizations, religious counseling services, or licensed social workers.
- Parents/guardians will be notified and involved in discussions regarding their child's support needs.

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## **III. System for Addressing Student Support Needs**

## 1. Referral and Recommendation Process

- A clear hierarchy for identifying and addressing student support needs is established, allowing for input at multiple levels:
  - **Parent-Teacher Collaboration:** Teachers and parents may initiate referrals for services based on observed needs.
  - **Student Self-Referral:** Students are encouraged to self-refer for counseling or other support by contacting a teacher, administrator, or designated staff member.
  - **Staff Committee Review:** A designated staff committee may review cases to recommend appropriate services or interventions.

## 2. Support Accessibility

- Students will have access to support services during school hours, with a confidential and supportive environment for self-referrals and interventions.
- Referrals will be documented and reviewed to ensure follow-through and effectiveness.

## 3. Staffing Configuration

- The school's staffing will reflect the commitment to addressing students' social-emotional and mental health needs.
- Roles may include:
  - A designated counselor or liaison to coordinate services.
  - Teachers and staff trained in recognizing and responding to student support needs.

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## IV. Communication and Follow-Up

### 1. Family Engagement

- Families will be engaged throughout the referral and support process. The school will provide clear communication about available resources and involve parents/guardians in decision-making.

### 2. Ongoing Monitoring

- The effectiveness of support services will be monitored through regular check-ins with students, staff, and families. Adjustments to services will be made as needed to ensure optimal outcomes for students.

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## V. Compliance and Review

### 1. Policy Review and Updates

- This policy will be reviewed annually to ensure compliance with best practices and alignment with the mission of Queen of the Rosary School.
- The principal will provide evidence of compliance, including records of staff evaluations, student referrals, and support service partnerships, as needed.

By implementing this policy, Queen of the Rosary School affirms its commitment to providing a nurturing environment where all students and staff are supported in achieving their full potential in alignment with Catholic values.

## 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 to 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.

- **NOTE:** Please remember that all gym clothes need to have the QR logo. Shirts are gray and shorts/sweatpants are blue. K-5 wear their gym uniforms on gym days. Grades 6-8 wear their school uniform to school and change for PE.

#### 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 gym sweatpants from our Spirit wear provider or Schoolbelles uniform company with imprinted QR logo
- Sweatshirts: No hood
  - o All Spirit wear sweatshirts
  - o All Schoolbelles sweatshirts
  - o 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.
- **NOTE:** Please remember that all gym clothes need to have the QR logo. Shirts are gray and shorts/sweatpants are blue. K-5 wear their gym uniforms on gym days. Grades 6-8 wear their school uniform to school and change for PE.

#### 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
- The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

### 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
- The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- 

## 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:**

Girls in K-1 may continue to wear the blue hipster scooter purchased through SchoolBelles, our uniform provider. We no longer allow blue skirts purchased from other providers.

- 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 knee socks; 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 skort purchased through SchoolBelles
- Navy knit shirt/polo, long or short sleeve, with or without banded bottom
- Navy QR fleece vest
- Navy QR fleece pullover

**NOTE:** Please remember that all gym clothes need to have the QR logo. Shirts are gray and shorts/sweatpants are blue. K-5 wear their gym uniforms on gym days. Grades 6-8 wear their school uniform to school and change for PE.

###### **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)

**NOTE:** Please remember that all gym clothes need to have the QR logo. Shirts are gray and shorts/sweatpants are blue. K-5 wear their gym uniforms on gym days. Grades 6-8 wear their school uniform to school and change for PE.

## B. Grades 2-4

### Girls:

Girls in grades K-4 may continue to wear the blue hipster scooter purchased through SchoolBelles, our uniform provider. We no longer allow blue skirts purchased from other providers.

- 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:

Girls in grades 5 through 8 may no longer wear the blue skirts or hipster scooter.

The skirts are to be the uniform plaid purchased through SchoolBelles or the used uniform sale:

- Flat front skirt
- Wrap around kilt
- Navy pants and shorts may be worn

- 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:
  - 1<sup>st</sup> time: Student receives a verbal warning.
  - 2<sup>nd</sup> time: Student's name is recorded.
  - 3<sup>rd</sup> time: Student misses a preferred activity.
  - 4<sup>th</sup> time: Parents of student are notified.
  - 5<sup>th</sup> time: Student is sent to the principal.
  - Severe disruption: Student is sent to the principal, and a parent is notified.
  - 6<sup>th</sup> 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 5<sup>th</sup>-8<sup>th</sup> 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, cells 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.
- j. Shall allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.
- k. Shall coordinate with the Concussion Oversight Team and the Office on Return to Play protocols for athletes sustaining a concussion.

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 7<sup>th</sup> and 8<sup>th</sup> 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.

## **Emergency Action Plan (EAP) for Athletic Events**

### **Queen of the Rosary School**

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#### **Introduction:**

This Emergency Action Plan (EAP) outlines the procedures to be followed in the event of an emergency during athletic events at Queen of the Rosary School. The plan addresses medical emergencies, injuries, severe weather, fire, electrical failure, bomb threats, criminal behavior, or any other potential emergency scenario. It is designed to ensure a swift and organized response to protect the health and safety of athletes, staff, officials, and spectators.

#### **Purpose:**

The purpose of this plan is to provide a structured response to emergencies, outline clear roles and responsibilities, and ensure that all participants in athletic events understand the steps to take in case of an emergency.

#### **Scope:**

This plan applies to all athletic practices, competitions, and events held at Queen of the Rosary School.

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## 1. Personnel

### A. Roles:

The following individuals are designated with specific roles in the event of an emergency:

#### 1. Athletic Director

- Primary responsibility for immediate medical care.
- Directs first-aid and provides assessment for injuries.

#### 2. Coaching Staff

- Assist with controlling the scene and preventing further injury.
- Ensure the safety of all players and spectators.

#### 3. Administrator/School Official

- Responsible for communicating with emergency services and ensuring proper coordination during an emergency.

#### 4. Designated First Responders

- Individuals trained in First Aid, CPR, and AED use, designated to assist during an emergency.

### B. Training:

All personnel listed above must have current training in the following:

- **First Aid**
- **CPR (Cardiopulmonary Resuscitation)**
- **AED (Automated External Defibrillator) Usage**

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## 2. Communication

### A. On-Site Communication:

- **Cell phones** and **radios** are available for communication at the athletic venue.
- Coaches and staff should be aware of the **designated phone numbers** for emergency services.
- **Emergency Numbers** (to be posted visibly):
  - **911** for emergencies.
  - **Athletic Director's Phone:** 773-805-5035
  - **School Contact:** 847-271-3866

### B. Off-Site Communication:

- In the event of an emergency, the school official should notify the student's **parent/guardian** as soon as possible.

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### **3. Equipment**

#### **A. Location of Emergency Equipment:**

- **AED (Automated External Defibrillator)** will be located:
  - **Primary Location:** Gym just inside main doors
  - **Secondary Location:** None
- **First Aid Kit** will be located:
  - **Primary Location:** With coach
  - **Secondary Location:** School office
- **Blood-Borne Pathogen Kit:** School office
- **Ice/Cold Packs:** Milk room freezer
- **Towels and Water:** Milk room

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### **4. Emergency Medical Care**

- **Athletic Director** will assess the injury and initiate immediate medical care. If the injury requires further medical attention, **EMS (Emergency Medical Services)** will be called, and the injured individual will be provided care until emergency personnel arrive.
- **Player Medical Information** (e.g., allergies, chronic conditions, medications) will be readily accessible at all athletic events.

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### **5. Player Medical Information**

- Each student-athlete's **medical history** and **physical fitness certificate** will be kept on file.
- Any **existing medical conditions** or **allergies** must be communicated to the coaching staff and athletic trainer before the event.

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### **6. Game Day Responsibilities**

#### **A. Sideline Preparedness:**

- The **athletic director or designated staff** should be stationed near the field or court to respond to any injuries.
- The **first aid kit** and **AED** must be easily accessible at all times.

## **B. Pre-Event Briefing:**

- All staff members should review the **Emergency Action Plan** prior to each athletic event.
- An **emergency rehearsal** should be conducted at the beginning of each season to ensure familiarity with the plan.

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## **7. Catastrophic Incident Plan**

In the event of a **catastrophic injury or death**, the following actions will be taken:

1. **Immediate Care:** The **athletic director, coach, or first responders** will administer care.
2. **Emergency Services:** EMS will be called immediately.
3. **Notification:**
  - **Parents/Guardians** will be notified by the administrator.
  - **School administration** and appropriate authorities will be notified.
4. **Post-Incident:**
  - **Critical Incident Debriefing** will be conducted with all staff involved.
  - **Counseling services** will be made available to students and staff.
  - Review of EAP and response will take place to ensure continued preparedness.

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## **8. Venue-Specific Emergency Action Plan**

**Sport:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

### **A. Emergency Personnel Present:**

- Athletic Trainer: \_\_\_\_\_
- Coach: \_\_\_\_\_
- Other medical personnel: \_\_\_\_\_

### **B. Emergency Equipment On-Site:**

- First-Aid Kit: \_\_\_\_\_
- AED: \_\_\_\_\_
- Blood-Borne Pathogen Kit: \_\_\_\_\_
- Ice/Cold Packs: \_\_\_\_\_
- Water and Towels: \_\_\_\_\_

### **C. Communication:**

- **Access to 911:** Yes/No (Details)
- **Emergency Medical Contact:** \_\_\_\_\_
- **School Emergency Contact:** \_\_\_\_\_

### **D. Role of First Responder:**

1. **Control Scene:** Gain access to the injured individual and secure the area.
2. **Initial Assessment:** Evaluate the injury (Airway, Breathing, Circulation).
3. **Summon Help:**
  - Call **911** if needed.
  - Contact **Athletic Director** at 773-805-5035.
4. **Obtain Supplies:** Send designated person to get necessary medical supplies.
5. **Stay with Injured Athlete:** Remain with the individual until emergency services arrive.

### **E. EMS Access:**

- **Directions to Venue:** Biesterfield Road East which becomes Reverend Morrisson Drive, turn left onto JFK Boulevard and an immediate left into Queen of the Rosary. Park on right side of front entrance by door #2.
- **Emergency Gate Access:** N/A
- **Designated Person to Meet EMS:** Assistant Coach or Parent

## **9. Injury Return Protocol**

The following guidelines will be followed to determine if an athlete can return to participation:

1. No swelling or deformity.
2. No cognitive or sensory changes such as headache, dizziness, nausea, etc.
3. Symmetrical joint range of motion and strength.
4. Ability to bear weight without a limp for lower body injuries or without compensation for upper body injuries.
5. Ability to participate fully in sport-related activities.

If there is any doubt regarding the athlete's readiness, a **medical professional** must clear the athlete before they can return to activity.

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## **10. Review and Rehearsal**

The EAP will be:

- **Reviewed** at the start of each athletic season.
- **Rehearsed** with all involved personnel prior to the season's first event.

The **Athletic Department** and **School Administration** share the responsibility for the development, implementation, and regular revision of the EAP.

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**Last Updated:** \_\_\_\_\_  
**Last Practiced:** \_\_\_\_\_

## 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.qrschool.org](http://www.qrschool.org).

Completed health exams must be performed within one year prior to entering school for grades PK3, PK 4, K, and 6, or any child registering in an Illinois school for the first time. Exams must be received by October 15.

Dental forms must be on file in the school office by May 15 of the school year for 2 and 6 grades. (413.00) (413.04)

Eye exams must be completed before October 15 for K, or any grade if this is the first time a student is enrolled in a school in Illinois.

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 2015-2016, all students entering sixth grade will be required to show proof of recent (one dose received on or after the 11<sup>th</sup> 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 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)

# Queen of the Rosary School

## Asthma Episode

### Emergency Response Protocol\*

#### Purpose

The purpose of this document is to aid a student experiencing asthma exacerbation as evidenced by wheezing, coughing, shortness of breath, chest tightness, and/or breathing difficulty.

#### Equipment and Supplies

1. Prescribed quick-relief medication (albuterol, ProAir, Proventil, Ventolin, etc.). Many students have their own inhaler on their person, as allowed by state law PA 100-726. If asthma medication is not on the student, immediately summon school staff members who have access to the medication.
2. All equipment and supplies necessary for administering asthma medication (spacer, etc.)
3. Student's Asthma Action Plan (if available)

#### Procedures

Step	Condition	Action
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1	<p><b>Asthma Episode</b></p> <p>If student exhibits any of the following signs such as wheezing, coughing, shortness of breath, chest tightness, or difficulty breathing....</p>	<ul style="list-style-type: none"> <li>• Assess student for any asthma episode symptoms.</li> <li>• Student report of “<b>needing my inhaler</b>” should be given primary weight even in the absence of other symptoms.</li> <li>• Summon or notify school nurse of student’s condition regardless of severity of symptoms and report findings (if non-nurse is assisting student).</li> </ul>
2	<p><b>Severe Asthma Episode</b></p> <p>If student has <u>any one or more</u> of the following severe asthma episode symptoms:</p> <ul style="list-style-type: none"> <li>• Very fast or hard breathing</li> <li>• Nasal flaring</li> <li>• Skin retracting/sucking over child’s neck, stomach, or ribs with breaths</li> <li>• Breathing so hard they cannot walk or speak</li> <li>• Lips or fingernail beds turn blue</li> </ul>	<p>Do the following <b>in this order</b>:</p> <ul style="list-style-type: none"> <li>• <b>CALL 911 IMMEDIATELY</b></li> <li>• <b>CALL SCHOOL NURSE (RN) IF NOT ALREADY PRESENT</b></li> <li>• <b>CALL PARENT/GUARDIAN</b></li> <li>• Continue to step 5 “Quick-Relief Medication”.</li> </ul>
3	<p><b>Loss of Consciousness</b></p> <p>If student appears to lose consciousness or ability to participate in own treatment...</p>	<ul style="list-style-type: none"> <li>• <b>Call 911, if not already summoned.</b></li> </ul>
4	<p><b>No Quick Relief Medication available</b></p> <p>Student has no quick relief medication.</p>	<ul style="list-style-type: none"> <li>• <b>CALL 911 IMMEDIATELY</b></li> <li>• <b>CALL SCHOOL NURSE (RN), IF NOT ALREADY PRESENT</b></li> <li>• <b>CALL PARENT/GUARDIAN</b></li> </ul>
	<p>Does school have an undesignated asthma medication policy/medications?</p>	
		<p>No--&gt; Follow no.4 action steps</p>

5	<p><b><u>Quick-Relief Medication</u></b></p> <p>If student has quick relief medication available OR Undesignated Asthma Medication is available and the episode is not an emergency...</p>	<ul style="list-style-type: none"> <li>• Assess respiratory status using peak flow meter.</li> <li>• Give/assist with giving prescribed asthma quick relief medication (with delivery device) as authorized by student's Asthma Action Plan or medical orders.</li> <li>• Stay with the student and observe for improvement. <ul style="list-style-type: none"> <li>a. Stay calm, speak softly, encourage student to take slow, deep breaths.</li> <li>b. Seat student comfortably, indoors if possible. Remove outerwear, if present, and loosen clothing, if needed.</li> </ul> </li> <li>• Do not permit student to lie down or fall asleep.</li> </ul>
6	<p><b><u>Improvement</u></b></p> <p>If student improves after quick-relief medication given....</p>	<ul style="list-style-type: none"> <li>• Monitor student for 15-20 minutes then allow student to return to class and resume activities.</li> <li>• Repeat quick-relief medication every 10-20 minutes, or as authorized in student's Asthma Action Plan, until help arrives, or student's breathing improves. Stay with the student until transferred or recovers. Call parent/guardian or direct someone else to contact parent/guardian.</li> </ul>
7	<p><b><u>No Improvement</u></b></p> <p>If no improvement within 10 minutes of quick- relief medication administration, if symptoms worsen, or if student develops any one of the following symptoms:</p> <p>c. Very fast or hard breathing  d. Nasal flaring  e. Skin retracting/sucking over child's neck, stomach, or ribs with breaths  f. Breathing so hard they cannot walk or speak  Lips or fingernail beds turn blue</p>	<ul style="list-style-type: none"> <li>• <b>CALL 911 IMMEDIATELY</b></li> </ul>

8	<p><b><u>Recording Incidents</u></b></p>	<ul style="list-style-type: none"> <li>• Record all incident information per school or district's emergency medical response guidelines. If needed, work with parent/guardian to obtain Asthma Action Plan for the student.</li> <li>• If Undesignated Asthma Medication is administered, please report to Illinois State Board of Education as required within 3 days of incident.</li> <li>• If Undesignated Asthma Medication is administered, notify parent/guardian</li> <li>• If Undesignated Asthma Medication is administered, notify the provider as written in school's local protocol.</li> </ul>
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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)

##### 1. Authorized Administrators

- Medical cannabis-infused products may only be administered by:
  - The parent/guardian of the student.
  - A registered designated caregiver as identified by the student's medical cannabis registry identification card.
  - A school administrator or school nurse, as permitted by school policy and state law.
  - The student (self-administration), provided they are supervised by a school administrator or school nurse, and the school deems it appropriate.

##### 2. Conditions for Administration

- Medical cannabis products must be in **non-smoking** and **non-vaping** forms only.
- The administration of the product must not disrupt the educational environment or cause exposure to other students.
- The parent/guardian or caregiver must present the product in a sealed, clearly labeled container that complies with applicable state and school safety regulations.

##### 3. Designated Location and Time

- Administration of medical cannabis products must occur in a designated location determined by the school.
- Efforts must be made to minimize disruption to the student's schedule and the school

day.

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### **III. Procedures and Requirements**

#### **1. Parental/Guardian Responsibility**

- Parents/guardians must complete all required documentation, including:
  - Proof of valid registry identification cards for both the student and the designated caregiver (if applicable).
  - A completed written authorization form detailing the dosage, administration method, and frequency as prescribed by the student's healthcare provider.

#### **2. School Oversight and Supervision**

- The school will designate specific personnel to oversee the administration of medical cannabis products.
- School administrators or nurses who administer or supervise the administration of medical cannabis are protected under Illinois law from professional disciplinary actions for complying with this policy.

#### **3. Compliance with State and Federal Laws**

- The school will comply with all applicable Illinois State laws regarding the administration of medical cannabis.
- This policy does not require school staff to administer or supervise the administration of medical cannabis if it conflicts with their professional responsibilities or comfort level, provided alternate arrangements are made for the student's needs.

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### **IV. Prohibitions**

1. Medical cannabis products may not be:
  - Administered in a manner that disrupts the school's educational environment.
  - Stored overnight on school property.
2. Students are not permitted to share, sell, or distribute medical cannabis products under any circumstances.

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### **V. Review and Amendments**

This policy will be reviewed regularly to ensure compliance with Illinois law and alignment with the mission of Queen of the Rosary School. Any updates or amendments will be communicated to parents/guardians and staff.

For questions or additional guidance, please contact the school administration.

By implementing this policy, Queen of the Rosary School ensures that students with legitimate

medical needs can access necessary treatments in a way that respects the safety and well-being of the entire school community.

## Cardiac Emergency Response Policy

### **Purpose:**

This policy outlines the procedures for responding to a suspected cardiac emergency at Queen of the Rosary School, ensuring the safety of students, staff, and visitors by providing a clear and effective response plan in the event of a cardiac emergency, including sudden cardiac arrest (SCA).

### **Scope:**

This policy applies to all staff, faculty, and volunteers within Queen of the Rosary School. It includes recognition of symptoms, immediate action, communication, use of automated external defibrillators (AEDs), and transition of care to emergency medical services (EMS).

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### **1. Recognizing the Signs of Sudden Cardiac Arrest (SCA)**

If you suspect someone is experiencing a cardiac emergency, act quickly. Recognize the following signs:

- The person is **not moving**, unresponsive, or unconscious.
- The person is **not breathing normally** (irregular breaths, gasping, or not breathing at all).
- The person may appear to be having **seizure-like activity** or convulsions. Note that cardiac arrest victims may exhibit convulsions.
- The person may have sustained a **blunt blow to the chest**, such as during physical activity, leading to commotio cordis.

If any of these symptoms are present, initiate immediate action.

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### **2. Facilitating Immediate Access to Professional Medical Help**

#### **a. Call 9-1-1**

- Call 9-1-1 immediately upon suspecting SCA.
- Provide the following details:
  - Facility address-690 Elk Grove Boulevard; Corner of Elk Grove Boulevard and JFK Boulevard
  - Patient's condition
  - Any additional relevant information (e.g., location of the emergency within the school)
- Stay on the line with the 9-1-1 dispatcher and assist with any further instructions. If possible, bring a mobile phone to the scene and put it on speaker.

## **b. Contact the Cardiac Emergency Response Team (CERT)**

- Use the school's designated communication system (e.g., walkie-talkies, overhead paging system) to alert CERT members.
- CERT members should proceed immediately to the scene.
  - Sheila Cruse**
  - Cassie Jagielko**
  - Ryan Andersen**
  - Peter Kokenes**
  - Kim Jones**
  - Debbie Wassenaar**

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## **3. Start CPR (Cardiopulmonary Resuscitation)**

### **a. Begin CPR Immediately**

- The first person to arrive at the scene should begin CPR immediately. Other bystanders should assist with retrieving the AED and performing other tasks.
- **Chest Compressions:** Press hard and fast in the center of the chest at 100-120 compressions per minute (faster than once per second, slower than twice per second).
  - Depth: At least 2 inches (1/3rd of the chest depth for children under 8 years old).
  - Use both hands or one hand for children under 8.
- **Rescue Breaths (Optional):** If comfortable and trained, provide 2 rescue breaths after 30 chest compressions, using a barrier.

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## **4. AED Access**

### **a. Retrieve the Nearest AED**

- The person nearest to the AED should retrieve it immediately, ideally en route to the scene.
- Leave the AED cabinet open as a visual signal that the AED has been retrieved.

### **b. Use the AED as Soon as Possible**

- Press the power-on button, attach the pads to the patient's bare chest, and follow the AED's instructions.
- The AED will automatically analyze the patient's condition and deliver a shock if necessary. If no shock is needed, it will not deliver one.
- Minimize interruptions to chest compressions when placing the AED pads on the patient.

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## **5. Additional Communication Measures**

### **a. Provide Exact Location Information**

- Provide the exact location of the emergency, including room numbers, gym, cafeteria, etc.
- Ensure EMS knows which door to enter.

### **b. Assign a Staff Member for EMS Navigation**

- Assign one person to wait for EMS at the designated door and escort them to the patient.

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## **6. Continue CPR**

- Continue CPR until the patient becomes responsive or EMS personnel arrive and take over.
- Rotate CPR responders to prevent fatigue.
- Do not remove AED pads if the patient regains consciousness; keep the pads in place until EMS arrives.

**Important:** If the AED was used, the data from the device should be downloaded, stored, and shared with the patient's cardiology team.

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## **7. Transition of Care to EMS**

- When EMS arrives, transition care to them in a calm and organized manner.
- Provide EMS with the patient's emergency information sheet.

### **b. Assist EMS in Exiting the Building**

- Ensure the team assists EMS safely out of the building or parking lot.

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## **8. Actions for Office/Administrative Staff**

- A. Verify the patient's location and condition.
- B. Notify CERT members of the emergency and confirm they have responded.
- C. Confirm 9-1-1 Call.
- D. Assign someone to meet EMS at the designated door and escort them to the emergency site.
- E. Direct other staff, students, and bystanders away from the emergency area.
- F. Inform the school nurse, athletic director, safety team, and leadership as appropriate.
- G. Ensure that classes or activities continue without disruption after the emergency response.
- H. Notify the student's parent or guardian as soon as possible.

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## **9. Post-Emergency Debrief**

### **a. Review the Outcome**

- Discuss the outcome of the emergency, including medical details (if publicly available).
- Avoid collecting personal identifiers unless publicly available.

### **b. Evaluate the Response Plan**

- Review whether the Cardiac Emergency Response Plan (CERP) was effective in the specific situation.
- Make recommendations for improvements if necessary.

### **c. Provide Post-Event Support**

- Offer counseling services for responders and affected individuals.

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### **Cardiac Response Team**

**Sheila Cruse**  
**Cassie Jagielko**  
**Peter Kokenes**

**Kim Jones**  
**Ryan Andersen**  
**Debbie Wassenaar**

### **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](http://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 Protocol Policy**

### **Purpose:**

The purpose of this Concussion Protocol Policy is to ensure the safety and well-being of our students. The policy outlines the steps for identification, management, and return-to-play protocols for students who may have sustained a concussion. It is grounded in our commitment to protecting the physical, emotional, and spiritual well-being of each child entrusted to our care, as well as adhering to applicable state laws and educational regulations.

### **Scope:**

This policy applies to all students participating in school-sponsored activities, including but not limited to physical education, recess, sports, and extracurricular activities.

### **Definitions:**

1. **Concussion:** A mild traumatic brain injury caused by a blow or jolt to the head or body that can cause a temporary disruption in brain function.
2. **Signs and Symptoms of Concussion:** These may include, but are not limited to, confusion, headache, dizziness, nausea, balance issues, sensitivity to light and noise, difficulty concentrating, or changes in behavior.
3. **Concussion Oversight Team:** Patrick Kelly-Athletic Director, Chrissy LaPenna-President of Parents Club, Meredith Cloud-Volunteer Coach, Mike Bald-Volunteer Coach. The COT is responsible for implementing and carrying out the steps of the Concussion Protocols.

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### **1. Concussion Identification Protocol**

- **Staff Training:** All staff members, including coaches, physical education teachers, and administrative staff, will receive training in recognizing the signs and symptoms of a concussion. This training will be updated annually.
- **Initial Observation:** If a student is suspected of having a concussion due to an injury during any school-related activity, the following immediate actions must be taken:
  1. The student must be removed from the activity or game immediately.
  2. A trained staff member (teacher, coach, or staff administrator) will assess the student's condition.
  3. If concussion is suspected, the student will be closely monitored, and further medical evaluation will be sought.
- **Parental Notification:** Parents or guardians will be contacted immediately if a concussion is suspected. They will be informed of the incident, the symptoms observed, and the need for further medical evaluation.

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## 2. Medical Evaluation and Diagnosis

- **Required Medical Evaluation:** Any student suspected of having sustained a concussion must receive a medical evaluation by a licensed healthcare provider. The healthcare provider should be familiar with concussion management in children.
- **Medical Clearance:** A student will not be allowed to return to any physical activities, including school activities and sports, without written clearance from a healthcare provider.

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## 3. Return-to-Learn Protocol

- **Initial Rest Period:** Upon a confirmed concussion, the student will begin a period of physical and cognitive rest. This may include limiting screen time, avoiding schoolwork, and refraining from physical activities.
- **Graduated Return-to-Learn:** After an initial rest period and under the guidance of a healthcare provider, the student will begin a gradual return to schoolwork. This includes:
  1. **Step 1:** Shortened or modified school day as tolerated.
  2. **Step 2:** Slowly increasing academic workload as symptoms improve.
  3. **Step 3:** Full participation in classroom activities once cleared by a healthcare provider.

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## 4. Return-to-Play Protocol

- **Graduated Return-to-Play:** After receiving written medical clearance, a student may gradually return to physical activities. The return-to-play protocol follows these steps:
  1. **Step 1:** Light aerobic exercise (e.g., walking or stationary cycling).
  2. **Step 2:** Sport-specific exercises (e.g., running drills or skill exercises).
  3. **Step 3:** Non-contact training (e.g., practice drills).
  4. **Step 4:** Full-contact practice (if applicable to the sport).
  5. **Step 5:** Return to full play in a game or activity.
- **Clearance to Play:** The student must be symptom-free for at least 24 hours at each step before advancing to the next stage. Full clearance for return to play requires approval from the healthcare provider. Students must pass all stages without experiencing symptoms to ensure safe participation.

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## 5. Role of the COT and Staff

- **Concussion Oversight Team:** The COT will play an essential role in managing concussions. They will coordinate the monitoring of the student's condition, coordinate the maintenance of records of symptoms, and communicate with parents.
- **Staff Communication:** The COT will communicate with Teachers, coaches, and staff and will be notified of the student's concussion and any necessary accommodations. Collaboration with parents and healthcare providers will ensure proper care and management.

- **Academic Accommodations:** Teachers will provide academic modifications as necessary, such as extended time on assignments, a quiet place to work, or reduced homework load, in accordance with the medical recommendations.

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## 6. Parent/Guardian Responsibilities

- **Reporting Injuries:** Parents/guardians are encouraged to report any concerns or injuries, even if a concussion is not initially suspected.
- **Monitoring Symptoms:** Parents should monitor their child's symptoms at home and report any worsening or new symptoms to the school.
- **Follow-up Care:** Parents are responsible for ensuring that their child attends follow-up appointments with healthcare providers and for submitting medical documentation of clearance before the child returns to physical activities.

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## 7. Conclusion

The health, safety, and well-being of our students are of paramount importance. This Concussion Protocol is designed to help identify, manage, and ensure a safe return to school and physical activities for students who experience a concussion. As a Catholic school community, we are committed to caring for the whole child—mind, body, and spirit—and will continue to review and update this policy to ensure the best practices for concussion management.

### 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.

Policy 400.00

### **Supply of Undesignated Opioid Antagonists Policy**

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. **To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during:**

school hours: 7:00 am to 2:40 pm

after school hours: 2:40 pm to 3:30 pm

maintained in the following designated secure locations: school office

However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact. Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents

are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

#### Sexual Abuse Response and Prevention Resource Guide

The Sexual Abuse Response and Prevention Resource Guide Pursuant to Public Act 102-0676, 105 ILCS 5/2-3.1881 is a resource and guide to help you know where to find help in the event sexual abuse is suspected, reported, and/or being investigated.

The guide is for students, parents or guardians, or an educator. It provides important information to support and assist not only for the primary victim but for yourself as well.

### **Sexual Harassment and Discrimination Reporting Procedures**

#### **Purpose:**

This policy outlines the process for reporting, investigating, and addressing claims of sexual harassment and discrimination at our school. It affirms the commitment of the school to maintain a safe, respectful, and inclusive environment free from any form of harassment or discrimination. Our school will not tolerate harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or transgender status), national origin, disability, age (40 or older), or genetic information (including family medical history).

#### **1. Definition of Harassment and Discrimination**

Sexual harassment and discrimination are forms of unlawful conduct that violate the dignity of individuals. These behaviors include, but are not limited to, the following:

- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - Submission to such conduct is made a condition of employment or education.
  - Submission or rejection of such conduct is used as the basis for employment or educational decisions affecting the individual.

- Such conduct creates an intimidating, hostile, or offensive working or learning environment.
- **Discrimination:** Any unfair treatment of an individual based on their race, color, religion, sex (including pregnancy, sexual orientation, or transgender status), national origin, disability, age (40 or older), or genetic information (including family medical history). Discrimination may involve hiring, firing, promotion, demotion, pay, and other conditions of employment or education.

### **Examples of Prohibited Conduct:**

- **Sexual Harassment:**
  - Unwelcome comments or jokes of a sexual nature.
  - Unwanted physical contact or advances.
  - Repeated and inappropriate requests for dates or sexual favors.
  - Displaying sexually suggestive objects or materials in the workplace or school setting.
- **Discriminatory Behavior:**
  - Making derogatory comments or jokes based on race, gender, religion, or any protected characteristic.
  - Denying a promotion or job opportunity based on age, disability, or gender.
  - Treating individuals unfairly because of their national origin or sexual orientation.

## **2. Reporting Harassment or Discrimination**

Employees, students, or other members of the school community who experience or witness harassment or discrimination are encouraged to report the incident as soon as possible. Reports should be made to:

- **Designated Reporting Individuals:**
  - The Principal will be available to receive complaints of sexual harassment or discrimination.
  - Employees may also report to the Office Manager or any other trusted school official.
  - If an employee feels uncomfortable reporting to their immediate supervisor, they may report to Vicariate IV- Kalei'o Smith (312.534.5224), Human Resources Manager at the Archdiocese of Chicago.

## **3. Confidentiality and Protection from Retaliation**

- The school will maintain confidentiality to the greatest possible extent while ensuring a fair and thorough investigation. Only those involved in the investigation will have access to information about the complaint.
- Retaliation against any individual for reporting harassment or discrimination or for participating in an investigation is strictly prohibited. Employees who feel they are being retaliated against should immediately report it to their immediate supervisor, or Vicariate IV- Kalei'o Smith (312.534.5224), Human Resources Manager at the Archdiocese of Chicago.

## **4. Investigation Process**

Upon receipt of a complaint, the school will:

- **Conduct a prompt, thorough, and impartial investigation** into the allegations of harassment or discrimination.
- The investigation will involve interviewing the complainant, the alleged harasser, and any witnesses. Documentation and evidence will be reviewed.
- Both the complainant and the alleged harasser will be provided the opportunity to present their sides of the story.

## **5. Corrective and Preventative Actions**

If the investigation confirms that harassment or discrimination occurred, the school will take prompt and effective corrective action, which may include:

- Counseling or training for the harasser.
- Reprimands, suspension, or termination, depending on the severity of the violation.
- Other remedial actions to restore a safe and respectful environment.

The school will also implement preventative measures to reduce the likelihood of future incidents, including:

- Ongoing training for staff and students on recognizing and preventing harassment and discrimination.
- Review of school policies to ensure they are up to date and comprehensive.

## **6. Consequences of Policy Violations**

Any employee or student who is found to have engaged in harassment or discrimination will face disciplinary action, up to and including termination or expulsion, depending on the severity of the incident. The school will ensure that all consequences are consistent with the nature of the violation.

## **7. Notification of Complaint Status**

Employees who file internal complaints will be informed of the status of their complaint throughout the investigation process. Upon conclusion of the investigation, the school will provide the employee with the results of the investigation and any corrective or preventative actions taken.

## **8. Compliance with Laws**

This policy is in compliance with federal, state, and local laws, including Title IX of the Education Amendments of 1972, the Civil Rights Act of 1964, and the Americans with Disabilities Act. The school will regularly review and update this policy to ensure it aligns with any changes in legal requirements.

## **9. Legal Recourse**

The Illinois Department of Human Rights ("IDHR") is the state agency responsible for enforcing the Illinois Human Rights Act ("Act"). The Illinois Human Rights Act prohibits discrimination in the areas of:

- Employment
- Fair Housing
- Financial Credit
- Public Accommodations
- Education

Anyone may contact the Illinois Department of Human Rights to file a complaint of harassment or discrimination.

<https://dhr.illinois.gov/filing-a-charge.html>

(312) 814-4294.

### **Conclusion:**

This policy reflects our Catholic school's commitment to providing a safe, inclusive, and respectful environment for all employees, students, and visitors. All members of our school community are expected to adhere to these standards, and any violation of this policy will be taken seriously and addressed promptly.

## **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 off 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 immediately report drug violations to the local police and shall notify IL State Police of such incidents through the School Reporting System (SIRS). 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, firearms, 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 Handbook**

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.

## **Private Social Media Account Policy**

#### **Purpose**

At Queen of the Rosary School, we are committed to fostering a safe, respectful, and faith-filled environment both on and off campus. Social media plays a significant role in the lives of our students, and this policy is intended to guide the use of private social media accounts to ensure alignment with our school’s mission, values, and disciplinary policies.

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### **I. Definition of “Sufficient Evidence” and Investigation Authority**

- **Sufficient Evidence:** Evidence will be deemed sufficient if it includes screenshots, messages, videos, or other forms of content that demonstrate a potential violation of the school’s disciplinary policy. Anonymous claims will not be considered sufficient evidence unless corroborated by other reliable sources.
- **Investigation Authority:** Only the school principal or a designated administrator has the authority to conduct a formal investigation into private social media accounts. Other staff

members may report concerns to the administrator but may not initiate investigations independently.

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## **II. Evidence of Policy Violation**

The school respects students' privacy but may request cooperation if there is **clear evidence** of a violation of the school's disciplinary policies, including but not limited to:

1. Cyberbullying or harassment of any kind.
2. Sharing inappropriate, vulgar, or offensive content that conflicts with our Catholic values.
3. Posts or messages that promote violence, hate speech, or illegal activity.
4. Activities that disrupt the learning environment or compromise the safety and well-being of the school community.

If no policy violation is evident, students will not be required to share content from their private social media accounts.

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## **III. Cyberbullying Policy Enforcement**

- This policy works in conjunction with our anti-bullying policy, which includes guidelines for addressing cyberbullying. Any behavior identified as cyberbullying—whether occurring on public or private social media accounts—will be subject to disciplinary action.
- Investigations into allegations of cyberbullying will include:
  - Collecting evidence of harmful behavior.
  - Interviews with involved parties.
  - Collaboration with parents/guardians as necessary.

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## **IV. Cooperation and Consequences**

- Students are expected to cooperate fully with the administration during an investigation.
- If a student refuses to cooperate or the investigation confirms a violation of school policy, consequences may include but are not limited to:
  - Loss of privileges (e.g., extracurricular participation).
  - Detention or suspension.
  - Restorative actions, such as mediation or counseling.

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## **V. Safeguards and Respect for Privacy**

- All investigations will be conducted with the utmost respect for student privacy. The school will not demand access to a student's private social media account without clear evidence of a policy violation.
- Parents/guardians will be informed of the investigation and its findings, and their involvement will be sought where appropriate.

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## **VI. Education and Awareness**

- The school will provide regular education for students on the responsible use of social media, the importance of online etiquette, and the potential consequences of misuse.

This policy ensures that the school community maintains a safe, respectful, and faith-filled environment that aligns with our Catholic values. For questions or concerns, parents and students are encouraged to contact the school principal.

### **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 the office 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)

Queen of the Rosary School agrees to comply with any other applicable State or Federal law or regulatory requirement.