



# Queen of the Rosary Catholic School

## Parent & Student Handbook

**2016-17**

**First Bell: 7:45 a.m.**

**Classes Begin: 8:00 a.m.**

**Dismissal Bell: 2:40 p.m.**



**Queen of the Rosary**  
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**Elk Grove Village, IL 60007**  
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[www.qrschool.org](http://www.qrschool.org)

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# QUEEN OF THE ROSARY GRADE SCHOOL HANDBOOK

## **I. MISSION STATEMENT**

Queen of the Rosary School, as part of Queen of the Rosary Parish, accepts the Catholic Church's mandate to fulfill the mission of Christ by spreading His message.

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

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.

## **II. 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.

### **III. ADMISSIONS POLICIES**

#### **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.

#### **A. Registration Requirements**

1. *New Students (preschool, kindergarten)*

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

2. *Transfer students*

- Official copy of birth certificate
- Baptismal certificate (if applicable)
- 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.

3. 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 Queen of the Rosary Parish*
- C. *New students*

**B. Age Requirements**

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 September 1 of the current year).

**C. Statement of Non-Discrimination**

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. (AP 3111.1)

## **IV. STUDENT LIFE**

### **A. General Information**

#### *1. 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)); new.schoolnotes.com; powerschool.com; 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.

#### *2. School Handbook*

A copy of the handbook, which contains Queen of the Rosary's policies and procedures, can be found on the school's website ([www.qrschool.org](http://www.qrschool.org))

#### *3. Parent Newsletter*

A newsletter and monthly calendar are published and emailed weekly by the principal for all parents. The newsletter contains various announcements and other items of interest. The entire packet will be posted to the school website each week.

#### *4. Other*

Occasionally, a hardcopy of a particular document will be sent home with the youngest child in the family.

**FSP Hot Lunch Program- Orders are placed on a monthly basis.** Order forms and menus will be sent home in advance of the due date. These are also available on the school website.



**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.

5. School Calendar

At the end of the current school year, parents receive a copy of the tentative school calendar for the next year. This calendar is also located online.

**B. Proprietary Information**

1. 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.

*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.

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.

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

## 2. Child Custody

### A. 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.

### B. 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.

### C. 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.

*D. 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 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.

3. *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.

4. *Reporting Child Abuse*

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.

5. *Directory Information*

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

**C. Attendance**

1. *Regular Attendance*

**Parents are strongly urged to enforce the habit of regular 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 8:00 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 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.

## 2. Tardiness

**The student should be seated and prepared for class at 8:00 a.m.** After this he/she is considered tardy and will be marked so on his/her attendance record. The student must obtain an admit slip from the school office. If the student is tardy, a parent must either come in to the office and sign in the student or send in a note stating why the student is tardy.

## 3. Truancy

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal shall investigate the situation and apply appropriate remedies. If all efforts to persuade the student to return to school are fruitless, the case shall be referred to the appropriate official of the public school district and/or the police department.

## 4. 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.

## **D. Emergency Closings**

In the event of an emergency school closing by or Queen of the Rosary School, usually due to weather conditions, you will be notified by our **School Reach/School Messenger System**, which notifies you with a message from the principal on your home/cell phone. 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 and CLTV. 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 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.

## **E. Academics**

### *1. 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.

### *2. ACT Aspire*

In the 2015-16 school year, Act Aspire replaced the Terra Nova test. ACT Aspire assesses student readiness in English, math, reading, science, and writing. Grades three through eight take the Aspire tests.

### *3. Cognitive Ability Tests*

Tests to measure cognitive ability are given in grades three through eight during the spring at the same time the ACT Aspire are given. Comparing a

student's native ability with his/her actual performance is an essential aspect of helping the student reach his/her potential.

#### 4. Report Cards

Report cards are issued three times per year, which is about every twelve weeks during the school year. Report Cards communicate the student's academic and behavioral performance. Report card envelopes should be signed by a parent and returned to the homeroom teacher. Preschool report cards are issued twice a year.

#### 5. Formal Conferences

Formal conferences 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.

#### 6. 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.**

#### 7. Communication

In addition to the use of report cards, deficiency notices, letters of commendation, and conferences, the teachers take advantage of e-mail and phone communication with parents. Parents can contact teachers through **Schoolnotes ([new.schoolnotes.com](http://new.schoolnotes.com))** or school email. Schoolnotes includes daily homework assignments and classroom information.

8. Grading Code

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

*Grades 1-5			Cutoff %	Grades 6-8			Cutoff%
A+	Outstanding	95		A	Outstanding	93	
A	Outstanding	93		B	Excellent	85	
A-	Outstanding	90		C	Good	77	
B+	Excellent	88		D	Poor	69	
B	Excellent	85		F	Very Poor	0	
B-	Excellent	82		I	Incomplete		
C+	Good	80		NG	Not Graded		
C	Good	77		P/F	Pass/Fail		
C-	Good	74					
D+	Poor	72					
D	Poor	69					
D-	Poor	66					
F	Very Poor	0					
I	Incomplete						
NG	Not Graded						

\*Grades 1-3

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

9. Honor Roll

Students in grades four 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 Rolls:

(Grades 4 & 5)	Reading	Spelling	English
	Math	Social Studies	Music
	Science	Religion	Physical Education

Computer is Pass/Fail.

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

Eligibility for Honor Roll 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.

Reminder: Computer should **not** be counted as a subject when calculating grade point average (GPA).

A.....	4.0	C.....	2.0
B.....	3.0	D.....	1.0
First Honors:	3.5 - 4.0	GPA	
Second Honors:	3.0 - 3.49	GPA	

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

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

Eligibility for Honor Roll is calculated by adding the point value of each letter grade and dividing by the **exact** number of subjects the student takes in a **given** quarter.

Reminder: Computer should **not** be counted as a subject when calculating grade point average (GPA).

A.....	4.0	C.....	2.0
B.....	3.0	D.....	1.0

First Honors: 3.5 - 4.0 GPA  
 Second Honors 3.0- 3.49 GPA

**Students must achieve a passing grade in all subjects to be eligible for Honor Roll.**

10. 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. Homework assignments are listed at the website [new.schoolnotes.com](http://new.schoolnotes.com). The password is the school's zip code 60007.

Homework serves one or more of the following purposes:

1. Remediation (aid in learning concepts and/or skills missed or learned)



2. Reinforcement (drill, reading, etc. in order to help the student maintain learned concepts)
3. Enrichment (relating, building on, and broadening skills and concepts)

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

#### 11. Make-up Work

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.

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

#### 12. Promotion

##### A. Conditions Justifying Promotion

Students are promoted in June provided they have satisfactorily completed the required work for their particular grade. If summer work is required, the student will be promoted upon successful completion of the summer work.

Students will be required to attend summer school if they have a grade of D or F for **two** trimesters in reading/literature, English, math, social studies, science, or if they are absent for 30 or more days in a school year with no tutorial help;

the teacher makes this recommendation based on class performance and achievement test scores. Parents will receive a failure warning as soon as the student's lack of progress warrants it. Regular communication will continue until the student improves. Upon successful completion and validation of summer work, the child will be promoted to the next grade.

### *B. 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.

### *13. Graduation*

A student will receive his/her diploma certifying that he/she has graduated from Queen of the Rosary School only if the following requirements are met: (1) the student has passed every major subject; **(2) the student's tuition for all years attending Queen of the Rosary School has been paid in full no later than May 15 of the year in which the student is scheduled to graduate; and (3) all other fees due Queen of the Rosary School have been paid in full no later than May 15 of the year in which the student is scheduled to graduate.** If the student fails to meet all three of the above requirements, the student will not receive a diploma or graduate. A student may earn his/her diploma by the successful completion of summer school.

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

### **F. Dress Code**

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

- NATURAL color and appropriate cut (discretion of principal)
- Clean and combed
- Above the nape of the neck for boys (discretion of principal)
- Shaved designs are not permitted
- Uniform headband or unadorned headband that color-compliments the uniform
- Uniform ponytail holder or elastic pony wrap
- No beads, wraps, hair extensions, and/or feathers

### 2. Uniforms

#### A. Grades K-1

**Girls:** Red/green plaid tunic jumper

Plain white turtleneck; plain white Peter Pan blouse (no lace, ruffles, puffy sleeves); or plain white knit shirt/polo, long or short sleeve

Navy 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

Navy knit shirt/polo, long or short sleeve, with or without banded bottom

Navy QR fleece vest

Navy QR fleece pullover

**Boys:** Navy relaxed fit trouser or navy plain front twill trouser (**NO CARGO PANTS**)

White knit shirt with long or short sleeves (**banded-bottom** knit shirt may be worn out; **bandless-bottom** knit shirt must be tucked in.)

Navy, white, or black socks; no-show socks

OPTIONAL:

Navy long sleeve V-neck pullover sweater

Navy sleeveless V-neck pullover sweater

Navy cardigan - NO HOOD

Navy QR sweatshirt

Navy QR fleece vest

Navy QR fleece pullover

Navy knit shirt/polo with or without banded bottom, long or short sleeve

Navy pleated front walking shorts – NO CARGO SHORTS (shorts may be worn through Oct. 31 and after Mar. 31)

*B. Grades 2-4*

**Girls:** Red/green V-neck pleated jumper

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 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 belt, navy or black).

Navy blue, white, or black socks; or no-show socks

OPTIONAL:

Navy long sleeve V-neck pullover sweater

Navy cardigan – NO HOOD

Navy QR sweatshirt

Navy pleated front walking shorts – **NO CARGO SHORTS** (shorts may be worn through Oct. 31 and after Mar. 31)

Navy knit shirt with or without banded bottom

Navy QR fleece vest

Navy QR fleece pullover

*C. Grades 5-8*

**Girls:** Plaid skirt or kick pleat skirt, **KNEE LENGTH**

Plain white Oxford cloth blouse (no ruffles, lace etc.); white knit shirt with or without banded bottom, long or short sleeve

Red or white knee socks, red or white 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)

Navy skort, or red/green plaid wrap around kilt skirt, **KNEE LENGTH,**

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)

### 3. 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. 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, or black, including the laces.

### 4. Gym Uniform Information

Students in grades 5<sup>th</sup> through 8<sup>th</sup> must change into their school uniforms after gym, unless they have gym the last period of the day. Students in grades K through 4 may wear their gym uniform to school. They do not need to change back into their school uniform. ***The student must look presentable for school, with the gym uniform being clean and in good repair.***

*What can be worn for gym class?*

#### A. Grades 3 & 4 Yr. Preschool and Kindergarten

Gym shoes must be worn on gym days-NO crocs, sandals, dress shoes, or boots (see rules about gym shoes listed below for grades 1<sup>st</sup>- 8<sup>th</sup> ).

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.

#### B. Grades K-8

**No jewelry** in gym class (bracelets, watches, necklaces, rings or beads in the hair). Small pierced earrings are acceptable.

Any of the articles listed below may be worn for gym class at QR

**Gym Shoes:** Gym shoes must be predominantly white, dark blue, navy, black, or gray, including the laces, and should be worn with white socks  
Gym shoes must have white soles, or non-marring black soles  
Gym shoes may not light up when the child moves  
No platform gym shoes or hiking boots worn as gym shoes  
Laced shoes must have laces and be tied  
Slip-on gym shoes (no laces or Velcro) are acceptable; however, they must fit the child and stay on his/her feet  
For the safety of the child, if any style gym shoe repeatedly falls off, they must be replaced.

For safety reasons, children who are not wearing appropriate gym shoes will not be allowed to participate in gym class

**Gym 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:**

All Spirit wear tee shirts from 2000 - present

All Schoolbelles gym tee shirts

*Cammies may NOT hang out from under the gym tee shirt/sweatshirt*

**Sweatshirts:**

All Spirit wear sweatshirts from 2000-present

All Schoolbelles gym wear sweatshirts

Schoolbelles fleece pullover

**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

**NOT PREPARED FOR CLASS POLICY APPLIES TO GYM (5<sup>th</sup>-8<sup>th</sup> Grade)**

- A.** Two “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.
- B.** On the third “not prepared” for gym class in one trimester, a behavior notice and a detention will be given to the student.

C. A student's grade will be affected by not being prepared for class.

**5. OUT OF UNIFORM DAYS**

On "out of uniform days" at QR, students are still required to dress in their gym clothes for PE class. The casual clothing they wear to school on these special days is not acceptable attire for gym class.

**6. \*SWEATSHIRTS IN THE FALL AND SPRING FOR P.E.**

Cool weather (fall classes, Sept. and Oct., spring classes, April and May) 1<sup>st</sup> through 8<sup>th</sup> grade should be prepared to go outside for gym class in the fall and spring. Chilly mornings and cool days can be expected in the fall and spring, so prepare your child by having them bring a sweatshirt to school. They can leave it in their locker and wear it on days when the temperature warrants a sweatshirt.

*7. Medical Excuses:*

If a student has turned in a medical excuse to the school stating he/she CANNOT participate in physical education class, this excuse also carries over to athletics. If the student is not able to take P.E. you are not allowed to participate in QR athletics.

A parent note will excuse a student from ONLY one gym class. Beyond that a doctor's note MUST be sent to the office. A student who has been out of physical education class due to a doctor's medical excuse must turn into the office a second doctor's note when they have been given permission to resume P.E.

*6. Backpacks*

All backpacks/book carriers must fit in the student's locker. They are a safety hazard in the classroom.

*7. 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.

*8. 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 is permitted.** A religious necklace may be worn.



## 9. 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.

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.

## 10. 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 treat for your child's whole class with the child in the morning. The teacher will determine the best time for the birthday treats. Please contact the homeroom teacher prior to sending treats.

## G. 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.

### 1. School Rules

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

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

*2. 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.

*3. Classroom Discipline Rules for Kindergarten – 3<sup>rd</sup> Grade*

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.

4. *Classroom Discipline Rules for 4<sup>th</sup> & 5<sup>th</sup> Grade*

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. Respect others and their property.
2. Be prepared with school supplies and homework
3. Raise hand and wait to be called on.
4. Maintain a quiet and respectful school environment.
5. Do his/her own work.

To encourage students to follow the Classroom Discipline Rules, appropriate behavior will be reinforced at all times. Students will receive consequences for inappropriate behavior.

1<sup>st</sup> time: Student receives a verbal warning.

2<sup>nd</sup> time: Student receives a behavior notice.

3<sup>rd</sup> time: Student receives a detention.

4<sup>th</sup> time: School notifies parent.

5<sup>th</sup> time: Student attends conference with principal, teacher, and parent.

Severe disruption: Student is suspended from classroom.

5. *Classroom Discipline Rules for 6<sup>th</sup> – 8<sup>th</sup> Grade*

Appropriate student behavior and self-discipline in Grades 6-8 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
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*.

1 sticker: one week of desired behavior

6 stickers: one No Homework pass

1 sticker every week for an entire quarter: jr. high teacher-determined treat, such as a movie or a walk to McDonald's or Panera

### All Grades

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

## **H. Lunch Hour and 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.

Late lunches must be put on the table by the office. Please clearly mark the lunch with student's name and room number. Due to safety concerns, lunch supervisors will deliver late lunches to the classroom.

During school hours, cell phones are to remain in the students' backpacks. 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 children during the school day.

Parents are responsible for making sure children are dressed appropriately for cold weather. Snow pants, boots, hat and gloves should 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.

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**

Listen and speak respectfully to all adults in charge.

Stay seated in your own seat during lunch.

Throw away garbage and clean up your desk area and floor.

No food in lockers after lunch

No loud voices or running in the building

No sharing food

Students must stay in their homeroom.

### **PLAYGROUND RULES - GRADES K, 1 2**

Obey adult on duty.

Play safely and be kind to others.

Stay in the assigned area.

Keep away from stray animals.

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

Bring in the outdoor equipment that you took out.

### **CONSEQUENCES FOR BREAKING PLAYGROUND RULES**

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**

Listen and speak respectfully to all adults in charge.

Consume all food in the lunch area.

Four students may sit at one table.

Throw away garbage.

Before leaving the gym, wipe down table tops and clean area under tables.

Throw away garbage and clean up your table area and floor.

Do not put leftover food in locker after lunch.

No loud voices or running in the building

Do not share food.

Students must stay in gym.

## **PLAYGROUND RULES - GRADES 3 & 4**

Obey adult on duty.

Play safely and be kind to others.

Stay in the assigned area.

Keep away from stray animals.

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**

Bring afternoon books to the homeroom before recess/lunch.

Stay in the lunchroom during lunch.

Remain seated while you eat.

Clean desktop/floor after you eat.

Use appropriate language at all times.

Use only teacher approved equipment at recess.

Ask permission to go to the bathroom.

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.

SEVERE CLAUSE

Student will receive lunchtime suspension.

**I. Snow Dress Code for Grades K-5**

Snow pants, boots, hat, and gloves should be worn if child is going to play in the snow. CHILDREN SHOULD BE DRESSED APPROPRIATELY FOR OUTSIDE WEATHER.

**J. 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 **only**. Please do not ask to change the student's milk choice once ordered.

**K. Extra-Curricular Activities**

*1. Band*

The band program consists of a Cadet Band and a Concert Band. There is an additional fee for band. Students are released one period per week for group and/or individual lessons.

In order to join the band program, students must have the approval of the administration and the band instructor. Students who participate in the band program are responsible for the work/announcements in classes they miss. Parents make arrangements with the band instructor for lessons at other times. After-school disciplinary actions take precedence over band activities.

Instructor: Mrs. Anne Linker

Children's Choir

Open to students in grades 2-8. 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. Rehearsals are held on Wednesdays from 2: 45 p.m. to 3:30 p.m.

Instructor: Steve Lisowski, Parish Music Director



### HandChime Choir

Open to students in grades 4-8. Any student in grades 4 through 8 is welcome to join this choir. Music reading ability is not required but is helpful. Rehearsals are on Tuesdays during the lunch period between 11:00 and 11:40. Students will be given time to eat. HandChime choir performs twice a year and at a designated school mass.

Instructor: Mrs. Vicki Ilczyn, Parish Handbell Choir Director

The following programs, offered through **Afterschool Enrichment Solutions and Dream Big** are fee based:

### Chess Scholars

Open to Grades **K-8**. During each one-hour class, there is an interactive instructional period of 15-20 minutes, followed by guided practice. Students can also test for Chess Belts, patterned after martial arts belts. The curriculum is well suited for the needs of young students.

### Let's Build It! Engineering

Open to Grades **K-5**. This class takes a hands-on approach, allowing students to directly engage with basic engineering concepts through a variety of fun and educational activities. Students will improve their problem solving, math, and physics skills all while engaging in exciting building projects. Each trimester-long unit will focus on a specific area of engineering, like energy, electricity, bridge building, and transportation.

### Afterschool Amigos Spanish Club

Open to Grades **K-5**. Learning Spanish is as easy as uno, dos, tres! In Afterschool Amigos Spanish club, children will learn numbers, colors, shapes, greetings, days of the week and more.

### Dream Big Performing Arts Workshop

Open to Grades **2-5**. **Broadway Bound** explores the foundation of theater with fun theater games, acting, improvisation, music and movement.

Open to Grades **6-8**. **Improv** is a fun way to develop character and scene work by working together and thinking quick on your feet. Learn to make it up as you go along while you follow your creative instincts using improvisation.

## 2. Field Trips

To correlate with the educational program, field trips are planned periodically. Field trips are often used to introduce or culminate a unit of study. Field trips can also be used to expose students to various cultural experiences.

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 be 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.

## 3. Sports

### A. 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.

### B. 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.

### C. 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:

1. Eligibility reports will be reviewed by the 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. Absent from school: An athlete who is absent from school due to 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.
5. See Athletic Eligibility Guidelines\*\* for additional requirements. 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.

*D. Organization*

1. The role of the Athletic Director is to organize and manage the interscholastic athletic program at Queen of the Rosary School.
2. 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.

3. 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.

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.

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

F. Self-Discipline

- 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.

Procedures for offenses 2 and 3: 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 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.

G. Age Requirement Regulations per Archdiocesan Handbook

- a. 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).

- b. Grades 4 & 6 games start no later than 7:30 pm. on days where there is school the following day and no later than 8:00 pm. on other days. Grades 7 & 8 games start no later than 8:30 pm. on days when there is school the following day.
- c. Only students in grades 5-8 will participate in interscholastic play. Participation at grades four and lower should be instructional rather than competitive.
- d. It is expected that every student enrolled in the program who meets eligibility requirements will be allowed to play a reasonable amount of time in every game.

#### H. Physicals

Beginning with the 2015-16 school year, a yearly sports physical will be required of all athletes. This requirement is for all Archdiocese of Chicago students who plan to participate in their schools' athletic programs.

Any student in grades 4 through 8 may participate in Queen of the Rosary School Athletics. However, 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 2015-16 athletic season, please schedule your child's appointment after June 1, 2015. *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.

#### L. Bus Transportation

School District 59 provides transportation for full day kindergarten students through grade 8 who meet the following:

A. Requirements for Bus Transportation

School District 59 provides free bus transportation for students (grades K-8) residing at a distance of 1.5 or more miles from Queen of the Rosary School.

Students not eligible for free bus service may choose to pay for bus service, on an annual basis, providing an existing stop and space on the bus is available. No new stops will be added for any new pay rider. Arrangements are made through the district.

B. Rules Aboard the District #59 Bus

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.

C. Boarding the Bus

Bus riders must board the bus at Queen of the Rosary School. No one is permitted to walk to Grove Junior High School and board there.

Students who are not bus riders may not ride a bus because of the insurance factor.

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.

## V. **HEALTH**

### A. **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 Tdap 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 and dental forms must be on file in the school office by August 1<sup>st</sup>.**

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, Tdap 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 provide a doctor's statement that the immunization is medically inadvisable.

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



## **B. 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.

**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. All 6th grade students must show the specific type of Tdap vaccine received. The doctor/nurse shall use the appropriate box 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).

**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.

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.

### C. Illness

**If a student has a temperature of 100.3 or higher, or displays other symptoms of illness such as diarrhea, vomiting, etc., the student should be kept at home for his/her benefit as well as that of others.**

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.

**If 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 for the student in the office.

### D. First Aid

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.

### **E. 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, 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.**

## **VI. SAFETY**

### **A. 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.

### **B. 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.

### **C. 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.

### **D. 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 WHO DOES NOT ABIDE BY PARKING LOT PROCEDURES ACCESS TO OUR PARKING LOT. PARENTS/GUARDIANS WHO DO NOT FOLLOW DROP OFF/PICK-UP PROCEDURES CAN BE DENIED ACCESS TO THE PARKING LOT IN ORDER TO INSURE OUR STUDENTS' SAFETY.

### **Morning Drop Off**

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.

## Drop Off

If parents are dropping off their children, they must follow these procedures:

1. 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.
2. 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).
3. At the end of the two rows of safety cones, make a 180° turn and exit to Rev. Morrison Blvd. to exit the school premises. **No exit to Elk Grove Blvd. is permitted for drop off drivers.**
4. 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.
5. 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.

## Parking

If you are parking your vehicle and walking your children to the entrance, please follow these procedures:

1. Park in the designated parking spaces located between the school and the church. Always accompany your child(ren) to the door. 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.

2. 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.**

### **General Instructions for Mornings**

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.

### **Afternoon Pick Up**

1. 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.

2. All K-8 car riders will be dismissed from the lower wing doors (Door #6). Preschool students will be dismissed through Door #7.

3. 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.

4. NO CHILDREN SHOULD BE LEFT UNATTENDED OUTSIDE OF VEHICLES IN THE PARENT PARKING AREA. There is to be no ball playing, running around or rough housing by children in the Parent Parking Area. Any student car riders MUST be accompanied by a driver in the Parent Parking Area.

### General Instructions for Afternoons

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.

#### **E. 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.

#### **F. 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.

#### **Exits used are:**

- District 59 bus riders and Elk Grove walkers - front door (Door #1)
- All other Grades 1-8 students - rear primary door (Door #6)

## **G. Bullying**

Bullying is:

- an intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual), including communications made in writing or electronically,
- occurring on campus or off campus during non-school times,
- directed towards another student or students, that has or can be reasonably predicted to:
  1. place the student or students in an unreasonable fear of harm to the student or students' person or property
  2. cause a substantially detrimental effect on the student or students' physical or mental health
  3. interfere substantially with the student or students' academic performance
  4. interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation.

Cyber bullying can include all of the above as well as the use of electronic devices, social media sites, blogs, or websites.

Bullying by a student or students may result in suspension and/or expulsion from the school.

## **H. Gang Activity**

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.

## **I. Harassment and Battery**



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

**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 within three days of each incident.**

#### **J. 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.

#### **K. Sexual Harassment**

Sexual harassment is unacceptable behavior. Anyone who engages in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

#### **L. 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.

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

**The Office of Catholic Schools should 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.**

#### **M. Weapons**

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

- students shall not carry, possess, or use weapons in school, or on school premises.
- weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that can cause bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

**School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.**

#### **N. Wellness Policy**

**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

**O. 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).

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

**P. 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 must include the following information in the Diabetes Care Plan, including:

1. The treating health care 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.

**VII. SCHOOL ORGANIZATIONS**

## **A. 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.

### **Tuition Rates**

Tuition rates and increases are determined by the Queen of the Rosary School Board in conjunction with the Parish Finance Committee. 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 Committee. Our Tuition Package (tuition, books, Parents Club, technology fee, sweepstakes, 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.

### **Tuition Delinquency**

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 made 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 forward to the high school only after all past due tuition and fees have been paid in full.

## **B. Parents Club**

### **Purpose**

Parents 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.

### **Meetings**

Regular open meetings are scheduled during the year where topics of mutual concern to parents and teachers are presented. Parents Club board meeting dates and times are printed on the school calendar.

### **Responsibilities and Activities**

The Parents 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 Manna Gift Certificate program, Market Day, Welcome Cakes, and the Used Uniform Sale.

### C. Volunteer Program

A successful volunteer program has been a part of the educational process at Queen of the Rosary School for many years. Parents actively assist in the operation of the school in various areas including but not limited to the school office, recess/lunch supervisors, library helpers, field trip chaperones, classroom volunteers, and extracurricular activities. (ie, sports/scouts)

When volunteers accept a position in the Catholic School system, they are expected to complete all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

*1. Complete an online criminal background check.*

Online at [www.archchicago.org](http://www.archchicago.org). Scroll to the **Protecting Children** link. It will take you to a second screen. Select **Compliance for Clergy, Employees, and Volunteers**. Then select **Background Screening**.

*2. Attend Virtus/Protecting God’s Children for Adults.*

Online at [www.archchicago.org](http://www.archchicago.org). Scroll to the **Protecting Children** link and select **Virtus**, or go directly to [www.virtus.org](http://www.virtus.org).

**Note:** All participants must pre-register online to attend a class. After completion, a copy of the Virtus certificate must be put on file in the school office.

**Note:** If Virtus training occurred in another diocese, call 888-847-8870 and ask that the Virtus registration be transferred to the Archdiocese of Chicago, and submit a copy of the certificate to the school office.

*3. Read and sign Code of Conduct.*

Online at [www.archchicago.org](http://www.archchicago.org). Scroll to the **Protecting Children** link, and it will take you to a second screen. You need to select **Compliance for Clergy, Employees, and Volunteers**, and select **Code of Conduct**. The signed copy of the Acknowledgement Form is filed in the school office.

4. *Read and sign the Child Abuse and Neglect Tracking Forms (CANTS)* Online at [www.archchicago.org](http://www.archchicago.org). Scroll to the *Protecting Children* link, and it will open a second screen. Select *Compliance for Clergy, Employees, and Volunteers* and select *CANTS*. The completed form should be filed in the school office. You will need to sign one yearly.

## VIII. GENERAL INFORMATION

### A. 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.

### B. Electronic Devices

Students **DO NOT** have permission to use cell phones, cameras, MP3 players, iPods, electronic games, or other potentially disruptive devices during the school day, including during lunch time. They can be used after school with adult supervision.

*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.

### C. Technology Use Outside of School

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary



action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

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

### **Technology Acceptable Use Policy**

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 computers may result in a loss of access to use them, as well as other disciplinary and/or legal actions.

Student Technology Acceptable Use Policy
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The *Technology Acceptable Use Policy* herein, as well as the following statement, must be read and explained to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of technology and the Internet, and I have reviewed, understand, and will abide by the *Technology Acceptable Use Policy*.

Student Signature #1:	Date:
Student Signature #2:	Date
Student Signature #3:	Date
Student Signature #4:	Date

The following is required of all parent(s)/guardian(s) who wish to allow technology and Internet access for their child(ren):

*I have read the Technology Acceptable Use Policy and this Authorization for Technology and Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that Internet access is intended for educational purposes and that the Archdiocese and QR prohibit the access of inappropriate materials and have filters and/or other software in place to keep some/most inappropriate material away from users, but that it is impossible for the Archdiocese and QR to restrict access to all controversial and inappropriate materials. I will hold harmless the archdiocese, QR, their employees and/or agents from any harm caused by materials or software obtained or observed by my child(ren) via the Internet. I also agree, on my child’s behalf, to the terms of the Technology Acceptable Use Policy. I hereby affirm my child’s obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child(ren)’s compliance or non-compliance with this Policy and/or use of Internet. I have discussed the terms of the Policy and Authorization with my child, and I hereby request that my child(ren) be allowed access to technology and the Internet in school.*

Parent/Guardian signature:

\_\_\_\_\_  
 Family Name  
 (PLEASEPRINT):\_\_\_\_\_