

Our Lady Queen of Peace  
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Dear Parents and Students,

Welcome to Our Lady Queen of Peace School! By choosing Our Lady Queen of Peace, you have shown your commitment to making Catholic education a top priority in your life and in the life of your child. This commitment will allow your child to receive a quality education set in an unyielding foundation of our Catholic faith and traditions.

This Parent/Student Handbook sets forth the policies of Our Lady Queen of Peace School for the 2017-2018 school year. It is important that you read it carefully and sign the attached agreement. By signing the agreement, you are stating that you agree to abide by the policies of Our Lady Queen of Peace School during the 2017-2018 school year.

The faculty and staff of your school looks forward to working with you and your children to promote both academic excellence as well as spiritual development in the context of the teachings of the Catholic Church. I am confident, with all of us working together in the form of a partnership, that your child will reach his/her full potential, both academically as well as spiritually.

God bless you,

Eve Remiszewski  
Principal

### **OUR LADY QUEEN OF PEACE SCHOOL**

Our Lady Queen of Peace School, on the campus of Our Lady Queen of Peace Church in Bethalto, Illinois, is a Pre-Kindergarten through Eighth grade Catholic Elementary and Middle School under the Diocese of Springfield in Illinois.

The curriculum stresses high academic achievement while never forgetting the true reason we exist: Everything we teach is set in a firm and unyielding foundation of faith and tradition so as to allow our students to take seriously their mission of Catholic, Christian service throughout their entire lives.

Our Lady Queen of Peace is fully recognized by the State of Illinois. Our curriculum guidelines are consistent with the state of Illinois guidelines and are followed for the teaching of all secular subject areas. The curriculum is updated and kept current on a yearly basis. We strive to offer a challenging program with an emphasis on meeting the needs of each individual student, both academically and spiritually.

## **Section 1: Mission Statements/Philosophy**

### **DIOCESE OF SPRINGFIELD IN ILLINOIS**

Loved and chosen by God, we are the Diocese of Springfield in Illinois. Through Baptism, we share responsibility for continuing the mission of Jesus. We are called to be a community whose members enable and support the gifts given to each by the Spirit. We are sent to make Christ visible in our world through worship, proclamation of the Word, and service to God's people.

### **OUR LADY QUEEN OF PEACE PARISH**

The members of Our Lady Queen of Peace Parish family are devoted to promoting Christian sharing of time, talent, and treasure of our parish family and community. It is our desire to provide a safe and beautiful place to worship our God, which benefits not only our parish family but also the entire community. We provide for the seasonal Church environment and assist our Pastor in the rites, ceremonial forms, and prayers of our parish. Our parish and school together maintain a quality education for all students, with a strong spiritual foundation, sensitive to everyone's needs and fostering unity by encouraging all to participate in our growth as children of God.

### **OUR LADY QUEEN OF PEACE SCHOOL**

Our Lady Queen of Peace School is an integral part of Our Lady Queen of Peace Catholic Church. It is our primary mission to prepare our students spiritually, intellectually, socially, and physically so they can become religious, responsible, and productive adults. We do this by providing a Christ-centered Catholic education, with a focus on academic excellence.

## **EDUCATIONAL PHILOSOPHY**

The Philosophy of Our Lady Queen of Peace School flows from the educational ministry of Our Lady Queen of Peace Church. All of us recognize that each child is unique and has the right to reach his potential as a knowledgeable person and a responsible adult. Our task is to prepare our students so they will proclaim and live the message of the Gospel to others, and to plant the seed of Christian fellowship which will grow into service to the community. The staff will provide spiritual growth through participation in Liturgy, example, and worship of God, as well as providing an effective and excellent academic situation.

### **Section 2: Academic Policies**

**Our Lady Queen of Peace endeavors to provide an appropriately challenging program for its students. Student achievement is monitored and communication between home and school is ongoing. Every effort is made to recognize the effort and achievement of all students. (November, 1992: Updated, 2004, 2014)**

#### **ABSENCE**

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. **This policy is for the protection of the students of Our Lady Queen of Peace School.** Students who arrive at school before 10:30 AM are considered full-day, but tardy. Arrival after 10:30 is considered a half day.

**Students should be fever free for 24 hours before returning to school.**

IF A STUDENT HAS BEEN OUT OF SCHOOL FOR FIVE CONSECUTIVE DAYS OR HAS BEEN CHRONICALLY ABSENT, THE SCHOOL MAY REQUEST A STATEMENT FROM THE CHILD'S PHYSICIAN INDICATING THE REASON FOR THE ABSENCE, AND THAT THE CHILD IS ABLE TO RETURN TO SCHOOL. (June, 2004, May 2012)

Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and teacher and present a written reason for the absence. The school calendar provides for extended weekends throughout the school year. **Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the students' responsibility.** In the case of a prearranged absence, assignments must be collected by the student on his/her own time before leaving. Upon returning, all assignments must be finished.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent two days would be given two school days to complete the missed work.

\*Excessive absences (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

### **APPOINTMENTS**

Students needing medical, dental, or other appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ day. Three early withdrawals each of which is less than 3 ½ hours is considered a one-half day absence.

**A student is considered absent from school during the time away for an appointment. It is the responsibility of the student to complete all work missed, including tests and/or quizzes.**

### **ARRIVAL**

The doors open for the children to come into school at 8:15. Students arriving before this time are sent to the Caring Hands Before and After School Program in the gymnasium. A fee is charged for the use of this program, and the parents are responsible for payment. Once in the school at 8:15, the students go to their classrooms to prepare for the day. Students may not remain outside after being dropped off at school.

### **BOOKS**

Students use books owned by the school. Care must be taken to keep the books in good condition so they may be used for a number of years. Books must be covered at all times. No tape, contact paper, or other self-adhesive materials may be used on any book. All books must be kept in a book bag when being transported to and from school. Lost or damaged books must be paid for by the student based on the cost to replace the book.

### **CHROME BOOKS/LAPTOPS**

Students in grades 4-8<sup>th</sup> are issued their own personal Chrome Book/Laptop to be used in school. Great care must be taken to keep these in good condition so they may be used for a number of years. Wreckless and/or careless treatment resulting in the damage of a Chrome Book/Laptop may result in student financial compensation for all or part of the cost of that device. Because every situation is different, financial compensation will be determined per individual situation by the administration.

### **CARING HANDS BEFORE AND AFTER SCHOOL PROGRAM**

Our Lady Queen of Peace has a program to assist parents with supervision before and after school. The before school program begins at 7:00 AM. Students who arrive anytime between 7:00-8:15 are to immediately report to the director in the gymnasium. Parents are responsible for payment.

The after school programs begins at 3:00 and goes until 6:00 PM. Students who are on the school grounds after 3:10 immediately report to the director in the gymnasium. A snack is served at 4:00 PM. The director is not responsible for students getting their homework finished; however, if a student wants to do this, there are tables set up for him/her to work. Parents are responsible for payment.

### **CURRICULUM**

**Religion:** As a Catholic School, the task of Our lady Queen of Peace School is to help children develop a personal relationship with God as well as a faith commitment in their daily lives, to pass on to our children the basic tenets of the faith, and to engender habits of active participation in the Mass and the Sacraments, daily prayers, and spiritual growth. (June, 2004)

\*Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation will be taught at the appropriate grade levels. As part of Confirmation preparation, the Confirmandi will be expected to complete a certain number of service hours. This service requirement must be fulfilled before a student can be Confirmed.

\*Students in grades 5 and 8 take the ACRE ( Assessment of Catechesis of Religious Education) test in February.

\*In addition to weekend worship with their families, all OLQP students participate in the Liturgy each Friday at an all-school Mass, and on alternating Tuesdays for individual class Masses. The children take an active part as lectors, singers, and gift bearers. Students of other faith traditions who attend OLQP attend the Liturgy with the Catholic students. They are expected to

respect Catholic religious practice, just as our Catholic students are expected to be tolerant of and respect other faiths.

\*During Advent the students attend an Advent prayer service every week. All students are expected to participate in this prayer service. During Lent the students attend the Stations of the Cross. Throughout the year, we have various prayer services. All OLQP students attend these and participate enthusiastically.

\*On a Friday Mass in May we have an all-school May Crowning in honor of Our Lady Queen of Peace, our Mother Mary. This is just one of the many traditions carried down from year to year at OLQP School.

**Spanish:** Student in PK-8 will get a basic foundation in the Spanish language. Various skills will be taught at appropriate grade levels.

**Computer :** Word Processing, Data Base, Spread Sheets, literacy in computer terms, keyboarding, PowerPoint, the use of technical tools, and integration with curricular subjects are all taught throughout the various grade levels at Our Lady Queen of Peace School.

**Handwriting:** Students in grades 3-8 are expected to submit all handwritten work in cursive. Cursive is first introduced to students in the second grade.

**Language Arts:** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature are taught in grades K-8.

**Mathematics:** Mathematics Skills, Pre-Algebra, and Algebra 1. **Students in grade 7 take a test in May.** If they receive a grade which is determined by the 8<sup>th</sup> grade Math teacher to be adequate, and if they have a final average of at least 95% in 7<sup>th</sup> grade Math, **they will be placed in 8<sup>th</sup> grade Algebra**. This is a high school level course taken for high school credit.

**Music:** Our Music Program is taught in grades K-8. Students have Music twice every week. It focuses at the different grade levels on music literacy, appreciation of music, the interrelationship between music and history, different instruments, church music, music as an expression of many cultures, and working together in order to perform at different events throughout the year.

**Physical Education:** The students have Physical Education class once a week with a qualified PE teacher. We stress physical fitness programs which are appropriate for each individual grade level.

**Science:** General Science and Laboratory Experiences are covered in grades K-6. Earth Science is taught in the 7<sup>th</sup> grade. Life Science makes up the 8<sup>th</sup> grade curriculum.

**Social Studies:** History, Geography, Illinois State History, Current Events, and Community Living skills are taught throughout grades K-8. In 7<sup>th</sup> grade the students must pass the US Constitution, in the 8<sup>th</sup> grade they must pass the Illinois Constitution.

### **DIOCESAN INFORMATION TECHNOLOGY SYSTEMS POLICY**

Our Lady Queen of Peace School follows the Information Technology Systems Policy set forth by the Springfield Diocese in Illinois. ( See Appendix)

### **DISABILITY ISSUES**

Students who are eligible for speech services may receive such services once a week at OLQP by a speech professional from the Bethalto Public School District. In addition, students who are eligible for other special services identified through the public school district may be offered a modified program at OLQP; however, this is dependent on the degree of the disability. Discussion of whether our school is the best situation for the student will occur after such testing.

Our Lady Queen of Peace assists parents in placing children where their needs are best served. The school does not have the personnel to handle certain students with special needs. At times this means that the students will be asked to seek placement in a school other than Our Lady Queen of Peace. Ordinarily the decision follows educational testing requested by the parents or teacher. For Our Lady Queen of Peace to keep a child who cannot be served adequately would be a serious disservice to that child.

Our Lady Queen of Peace endeavors to accommodate students with disabilities. Our school is a one level building and is wheelchair accessible by using sidewalks with ramps. Our restrooms are large enough to accommodate students with wheelchairs, walkers, or crutches. We have successfully accommodated hearing impaired students, speech impaired students, students with visual impairments, and students with a wide variety of medical disorders. All school activities are open to participation by students with disabilities.

### **DISMISSAL**

Students must leave the school/parish grounds when school is dismissed at 3:00. Full day PK/4 students and Kindergarten students are dismissed at 2:50, as are the 7/8<sup>th</sup> graders who serve as 'buddies' to the them and walk them to their cars. It is the responsibility of the parent to provide transportation for the child when school is dismissed. Children who are still waiting after 3:10, with the exception of those riding the second bus, will be sent to the Caring Hands After School Program. Parents will pay the fee for the use of the program.

**\*\*When a child forgets something at school:** Students are not allowed in the building or classrooms after 3:15 to get books or supplies if forgotten. If students know they cannot return



to the building, they quickly learn to check their things before leaving school. Please do not put staff members in awkward situations by requesting their assistance in getting into the building or another person's classroom. This includes staff members of the after school program.

### **EMERGENCY CLOSING PROCEDURES**

**The school prepares and updates emergency closing procedures (November 30, 2004, December, 2014).**

When weather conditions necessitate the closing of school, the decision is made as early in the morning as possible. Our Lady Queen of Peace School follows the decision of the Bethalto Public Schools regarding school closings only when adverse road conditions are involved. You will be notified of closings through our school reach notification program. Also, you may look or listen for OLQP on WBGZ or TV channels 2,4,5. We make every effort not to close school early. Parents may come for their children if they have serious concerns that conditions near their homes might prevent them from coming back at dismissal. Needless to say, someone on the staff remains with the children until everyone has gone home.

### **GRADING-KINDERGARTEN**

The Kindergarten report card lists all of the skills that are covered during the year. The grading system, based on the students' knowledge and mastery of the skills listed, consists of checks which indicate a need for improvement. A line through the box means that the skill has not yet been covered. A plus means the child has sufficiently learned that particular skill.

### **GRADING-FIRST THROUGH EIGHTH GRADE**

Students receive an A-F grade for academic performance. A scale of 1-5 is used for both effort and conduct. **Please keep in mind that EFFORT is the primary factor to be considered and should receive particular attention by parents.**

Our Lady Queen of Peace has a challenging grading scale. This should be considered when reviewing your child's letter grade:

95-100 -	A
87-94 -	B
77-86 -	C
70-76 -	D
69-below	F

### **GRADUATION**

In May of our students' eighth grade year we hold our graduation ceremony. Students who have completed their eighth grade year and have met all the requirements of Our Lady Queen of Peace School receive a diploma at their graduation ceremony.

## HOMEWORK

**A reasonable amount of homework is provided for students at each grade level on weekdays (November, 2004, May, 2012).** Assignments are designed to reinforce daily lessons, to supplement and enrich class work, to promote good study skills, and to prepare for certain lessons through various experiences. Homework, as a general rule, is not given on weekends or over holiday breaks. Long range assignments, extending over weekends or holidays, may be given. Careful planning eliminates the need for using these family times for this school work. **\*\*Eighth grade students enrolled in Algebra may expect weekend homework.** Incomplete assignments are always made up. Teachers assess a penalty for each day an assignment is late. The students name is always put down when he/she doesn't have an assignment the first day. If an assignment is later than one day, checks are given which result in a detention.

## CUSTODIAL PARENTS

In the absence of a court order and with due provision to State law, what is said in these policies applies to any [parent or legal guardian, whether or not the student lives with the parent. (BK3 402.3.1)

\*Parents must provide a copy of the most recent court order to the catechetical administrator.

## NON-CUSTODIAL PARENTS

Our Lady Queen of Peace abides by the provisions of the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order stating otherwise, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## PROMOTION AND RETENTION POLICY

It is the hope and goal of the staff that all students will experience success in our school program. It is the aim of the staff to meet the individual needs of the students equally rather than to approach all children as having equal kinds of needs. Our Lady Queen of Peace does not provide a special education program. **Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully and on time.** Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade or tutoring as a requirement for promotion. The school makes the final decision regarding retention. Should the school recommend a second year in a grade for a child, but the parent insists that the child should proceed to the next grade, the teacher will indicate a 'transfer' rather than a promotion to the next grade. A student who is transferred to the next grade will not be allowed to continue as a student at Our Lady Queen of Peace School. If this should occur following the eighth grade year, a certificate of attendance will be issued in place of a diploma.

## **RECORDS**

Our Lady Queen of Peace adheres to the Buckley Amendment ( Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Parents requesting records/transcripts/recommendations must allow five school days for this request to be completed. All forms should be submitted to the Our Lady Queen of Peace school office for distribution. Completed forms will be sent via the US Mail. Special handling will require that all postal fees be paid by the parents.

**\*\*No student records will be forwarded to another school until Business Office accounts have been settled.**

## **RECORDS- TRANSFER OF**

A Student new to Our Lady Queen of Peace School will request a transfer of records form from the secretary at Our Lady Queen of Peace. This form will be mailed to the last school they attended. That school will then send records/transcripts to Our Lady Queen of Peace School. In the same way, a student leaving Our Lady Queen of Peace to attend another school will ask the school they will be attending to send Our Lady Queen of Peace a transfer of records form. When the secretary of OLQP receives this form, he/she will then send the records to the new school. Please see above (Records) for additional information regarding the transfer of records.

## **PROCEDURE TO REVIEW RECORDS**

Records may be reviewed within the normal school day. At least 24 hours before the time you desire the records, provide the principal with a written request to see the file.

\*Records must be reviewed in the office and may not be removed from there.

\*Permanent records contain a student's academic transcripts, academic testing, attendance record, and health records.

\*Discipline reports, other correspondences, and special education testing are not part of the cumulative record file. Only the cumulative record is forwarded to another school.

## **SYSTEM FOR FLAGGING RECORDS OF MISSING PERSONS**

Our Lady Queen of Peace School requires and maintains certified copies of student birth certificates for all students enrolled in the school per the Missing Children's Records Act.

## **REPORT CARDS AND PROGRESS REPORTS**

Progress reports, also referred to as Midterms, go out to all students grades K-8 during the middle of each quarter. These are to be reviewed, signed by parents, and returned. **These serve as an indicator of the progress each student is making midway through each quarter.**

**Report cards are issued four times a year at the end of each quarter for students in grades K-8.** Report cards must be signed by the parent/guardian and returned to the classroom or homeroom in a timely manner which is determined by the child's teacher.

## **TESTING**

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

**The Iowa Test of Basic Skills (ITBS) testing program is used at Our Lady Queen of Peace.** Students in grades 3,5,7,8 take these tests every year in September. The ACRE test is given to grades 5 and 8 in February.

## **Section 3: Admission Policies**

### **ADMISSION**

**Our Lady Queen of Peace is a Parish elementary school. Parishioners are those persons registered in the Parish, who faithfully participate in the Sacramental life of the Church and who assume responsibility for the ongoing support of the Parish through stewardship of time, talent, and treasure.**

The Parish School serves the Parish families who have children of elementary school age as classroom size permits. This doesn't preclude; however, a recommendation by the principal or pastor that a special needs student enroll elsewhere. Non-parishioners who qualify for a regular academic program are welcome to apply for admission in the school. Before an agreement is reached, the principal reserves the right to review previous school records, interview the parents and child, and arrange for a screening with a teacher in the school to determine the placement of the child. The principal then recommends admission to the pastor. Conditional admission may be recommended, if appropriate.

### **AGE REQUIREMENTS**

**To enter Preschool or Kindergarten at Our Lady Queen of Peace School, a child's age should comply with the Illinois State Regulations ( February, 2004, March, 2014).**

\*To enter Kindergarten children must be five years old by September 1<sup>st</sup>.

\*To enter four year old Preschool, children must be four years old by September 1<sup>st</sup>.

\*To enter three year old Preschool, children must be three years old by September 1<sup>st</sup>.

**ATTENDANCE**

REGULAR ATTENDANCE IS IMPORTANT FOR BOTH THE INDIVIDUAL STUDENT AS WELL AS THE SMOOTH FUNCTIONING OF THE SCHOOL (November, 2004).

Students who have been ill should not return to school unless they have been fever-free for twenty four hours. Children who do not feel well before school should be kept home until they feel well enough to be in school.

**BIRTH CERTIFICATES**

In accordance with state law, any new student entering Our Lady Queen of Peace School must bring a certified copy of his/her birth certificate to school so the school may photocopy it and keep it on file ( November, 2004).

**CLASS SIZE**

The capacity of each room is 30 students. If one child in a family is accepted, siblings by their admittance may extend the capacity in order to keep children in a family together in one school (March, 2004).

**NON-DISCRIMINATION POLICY**

**Our Lady Queen of Peace School admits students of any sex, race, color, national and ethnic origins, to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in its administration of its educational policies, admissions policies, scholarships, and loan programs, and athletic and school-administered programs (November, 2004; November, 2012).**

**PRIORITY OF ADMISSION**

ORDINARILY, NON-PARISHIONERS ARE ADMITTED FOLLOWING THE REGISTRATION OF PARISHIONERS IN THE SPRING. PRIORITIES ARE USED TO ACCEPT STUDENTS TO OUR LADY QUEEN OF PEACE SCHOOL (November, 2004).

Guidelines for priority of admission:   Preschool:

1. Parishioners with siblings in the school
2. Non-parishioners with siblings in the school
3. Parishioners
4. Catholic Non-parishioners
5. Families of other Faiths

Guidelines for priority of admission: Kindergarten-Eighth Grade:

1. Students enrolled the previous year
2. Parishioners with siblings in the school
3. Non-parishioners with siblings in the school
4. Parishioners
5. Transfer students from other Catholic Schools who are Parishioners of other Parishes
6. Transfer students from other Catholic Schools who are not Catholic
7. Transfer students from public or private schools who are not Catholic

### **SACRAMENTAL RECORDS**

Baptism, First Eucharist, and Confirmation information is entered on each child's permanent record. **When enrolling in school at Our Lady Queen of Peace, Catholic children who have not been Baptized at Our Lady Queen of Peace must bring a copy of their baptismal record and any other pertinent sacramental certificates ( November, 2004; October, 2014).**

### **STUDENT SERVICE REQUIREMENT**

The importance of Service to others is taught, emphasized, and modeled at every grade level throughout the school. Students at all levels engage in various service projects throughout the year. The 8<sup>th</sup> grade Confirmandi are required to do 30 hours of service as part of the Confirmation preparation program.

### **TRUANCY**

Students who are excessively absent will be called in to conference with their parents, the Pastor, and the Principal. If the problem continues, a referral to a truancy officer will be made.

## **Section 4: Communication**

### **ADMINISTRATION**

A newsletter ( parent letter) is emailed to every parent each Wednesday of the school year. This letter has relevant information concerning school activities for the week. Parents are responsible for reading the newsletter so as to keep themselves informed of important upcoming events from week to week.

Parents are welcome to use the newsletter as a means of communicating SCHOOL-RELATED information to other parents. Please submit the information to the school office no later than Tuesday for the Wednesday letter.

Any parent who needs to communicate a problem, concern, suggestion, or compliment to the principal is welcome to come into the school office to do so. If the principal is available, a conference can immediately take place. **By calling the school office first, you can insure that a time is set aside for communication between you and the principal.**

### **CRISIS MANAGEMENT PLAN**

A crisis management plan is in place in the school. The faculty/staff reviews the plan on a regular basis. Should a crisis involving the entire school occur, parents coming to school will meet in the church basement. The students will be brought to the church basement to meet parents there.

### **LADDER OF COMMUNICATION**

If a parent has a concern with a teacher, the proper lines of communication should occur. These steps should be followed:

1. Contact the teacher first. This can be done by emailing the teacher, coming to the school, sending a note, or calling the teacher.
2. After making contact with the teacher, if a parent feels the problem has not been solved, contact the principal. The principal may be contacted by phone, a visit to the office, or through a note.
3. After contacting the teacher first and then the principal, if the problem still has not been solved, the Pastor should be contacted.

### **PARENT-TEACHER COMMUNICATION**

Many problems can be solved or avoided if parents and teachers communicate in a timely fashion. If a parent wishes to speak with a teacher, the parent is asked to either call the school office to leave a message for the teacher or to email the teacher directly. The parent can also send a note in the morning asking for the teacher to contact him/her. Teachers may not be disturbed during teaching time so as not to stop the learning process. The ideal situation would be to set up an appointment with the teacher so as to conduct a meaningful interruption-free conference.

Teachers have a variety of methods for communicating with parents. Many times teachers communicate through the assignment book. Lower grade teachers send home a weekly note telling all that will be happening that week. We look at Parent-Teacher communication as crucial to the learning process. Parents, as well as teachers, must keep the lines of communication open at all times.

### **VISITORS POLICY**

Parents/visitors always must report to the office to meet a child or to bring something for a child. Parents should NEVER go to a classroom during school hours without reporting to the office first. For safety and security reasons, each person is required to get a visitor's pass from the office before proceeding to a classroom or anywhere else in the building. Parents who volunteer in any capacity and are in the building for that reason may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process as a whole.

### **WEBSITE INFORMATION**

Our school has a website where much valuable information can be found. Assignments, announcements, hot lunch menu, and much more information is put on the website weekly. The website is **olqpbethalto.org**. By accessing this website you will be able to stay up to date on upcoming events, parent letters, and other vital information about the school.

## **Section 5: Discipline**

### **APPEALS**

When parents are concerned about a disciplinary action taken regarding their child, they have the right to first go to the teacher with their concern. If they are not satisfied, they should take their concern to the principal. If after consulting with the principal, parents are still not satisfied with the result, the pastor will become involved in the situation.

### **BEHAVIOR**

All teachers realize that certain behaviors will occur when dealing with children. All teachers are reasonable regarding 'normal' offenses that occur day to day, such as talking. Only when a student has been verbally warned, and when the behavior is becoming a distraction to the teacher, students, and teaching/learning process does a detention come into play.

Our discipline program focuses on the positive. We reward the class when expected behavior is displayed. Rewards are a key component to our discipline program.

### **BULLYING AND CYBERBULLYING**

Our Lady Queen of Peace School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest online) face detention, suspension, and/or expulsion.

### **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade for the assignment/test/quiz on which they are caught cheating. They also face a minimum 30 minute detention.

### **CONDUCT: INSIDE AND OUTSIDE OF SCHOOL**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies



of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' own sense of appropriateness will indicate to them. **The principal reserves the right to determine the appropriateness of an action if any doubt arises. These rules of behavior/conduct are expected of Our Lady Queen of Peace students both when in school and when at any school function outside of the building. It is our hope that our students will exhibit appropriate behavior no matter what they are doing, or where they are, whether the activity is school related or not.**

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, laser lights, palm pilots, CD's, or anything that will detract from a learning situation are not allowed at school at any time. The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned when the parent/guardian comes to the school to get the item(s).**

**Cell Phones:** If a student must bring a cell phone to school, the cell phone is to be turned off before entering the school building, and remain off until the child leaves school property at the end of the day, or whenever the child leaves school. Cell phones are not allowed in pockets, purses, or lockers. They are to be kept in the student's book bag. If a cell phone rings during school, or if a child is found using his/her cell phone, the phone will be given to the principal. The cell phone will be returned when the parent/guardian comes to the school to retrieve it. If a cell phone is taken from a child three times, that student forfeits the right to keep the cell phone in his/her book bag. The cell phone will be turned in to the office upon the student entering the school every morning from the third confiscation on. If a cell phone is lost, broken, or comes up missing Our Lady Queen of Peace School is not responsible in any way.

**Ipods, toys, etc...-** Students are not allowed to have Ipods and toys out on the playground or in the building during the school day. The general rule is, if a student will be attending the After School Program, these items are allowed during the program. Students bringing these items to school because they will be attending the After School Program, should keep the items in their book bags during the school day. They can use them only at the Program after school. If these items are found during the school day, they will be sent to the principal to be returned upon a parent/guardian visit with the principal. If these items are lost or missing, Our Lady Queen of Peace School is NOT responsible. These items are brought to school knowing that if they are broken or lost/missing that it is not the responsibility of Our Lady Queen of Peace to find or replace them.

### **CONFLICT RESOLUTION**

Our Lady Queen of Peace School will provide a written procedure for addressing disagreements (July, 2004). Refer to page 11 of this handbook, **Ladder of Communication**.

## **CORPORAL PUNISHMENT**

Corporal punishment is never used as disciplinary action at Our Lady Queen of Peace School.

## **DETENTION**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention form with written notification of the detention. This form is sent home with the child on the day he/she receives a detention. The parent/guardian signs the detention and returns it to school the next day. It is on that day, the day the detention slip is returned, that the child serves the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc...**

Although in the early grades, modification of the following procedure does occur, to maintain consistency, all the grade levels use the following as a guide for consequences of inappropriate behavior:

- 1) First offense- After verbal warnings have already been given, a student's name is put down. In the lower grades, this may mean a card is moved, a clothes pin is moved, or some other method of showing the student has not only been verbally warned, but has continued the inappropriate behavior.
- 2) Second offense-After verbal warnings have been given, a check is put by the student's name. This means that the student will be serving a 15 minute detention the next day. A yellow detention slip will be given to the student stating the inappropriate behavior, the day and date the detention is to be served. The slip is taken home and signed by the parent, then brought to school the next day.
- 3) Third offense-A second check is put by the student's name. The student will serve a 30 minute detention the next day. Same procedure as # 2 above.
- 4) Fourth offense in the same day-A third check is put by the student's name. The student will serve a 30 minute detention the next day. In addition, the student is sent to the office at the time of the third check. The student calls his/her parent and explains the inappropriate behaviors that he/she displayed throughout the day. If this happens before 12:00, the student will serve an in-school suspension for the rest of that day. If it happens after 12:00, the student will serve the in-school suspension for the rest of the day and until 12:00 the next day.

\*Students who receive five detentions in any one month will receive a one day in-school suspension.

\*Students who receive three in-school suspensions in the course of a year, will receive a three day out-of-school suspension.

\*Any student who exceeds three in-school suspensions in a year will be called for a conference, along with his/her parents, the pastor, the principal, and teachers to discuss whether Our Lady Queen of Peace is the best place for him/her.

### **EXPULSION**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Our Lady Queen of Peace School. Students whose parents refuse to honor the school policies may also be excluded from Our Lady Queen of Peace.

\*When expulsion becomes a possibility, the pastor and principal will arrange a conference with the parents in the hopes of finding a solution to the problem. The pastor, after consultation with the principal, makes the final decision and communicates that decision to the parents. If expulsion is necessary, the pastor and the principal will help parents make arrangements for further education for their child.

### **HARASSMENT: BULLYING, VIOLENCE**

**Parish elementary schools and parish schools of religion shall maintain a learning environment that is free from harassment. No student in the school shall be subjected to any type of harassment.**

Harassment and/or bullying is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment will be addressed using appropriate disciplinary consequences, counseling methods, and parental contact and involvement in accordance with the nature and frequency of the offense.

Violence in any form will not be tolerated at Our Lady Queen of Peace School. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. All reported or observed instances of violence, bullying, or threats of violence will be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff is to be given the paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **SEARCH AND SEIZURE**

Our Lady Queen of Peace Catholic School reserves the right to search and/or seize a student's belongings as deemed necessary by the Pastor/Principal.

### **SEVERE INFRACTIONS**

There may be a case now and then in which mitigating circumstances call for a different response than has been the norm in the past. In these situations, the normal 'ladder' of discipline may not be followed. The principal is the final recourse in all disciplinary situations, and may find it necessary to give immediate detentions, suspensions, or expulsions depending on the circumstance. When these types of situations occur, the administrator has the right to use his/her discretion regarding the consequences.

Some examples of situations where the normal course of discipline may be waived for more severe consequences are:

-Children are in or place others in physical or psychological danger including, but not limited to, situations involving weapons, fighting, vandalizing, throwing objects, drug use, alcohol use, leaving grounds without permission, careless behavior with sharp objects.

-Children threaten others.

-Children are abusive in tone or gesture including, but not limited to, profanity, name-calling, disrespect for school or classroom rules, disrespect in act, tone, gesture, harassment, bullying in any form.

-Children are out of control including, but not limited to, turning desks over in anger, throwing objects, fighting, unwillingness to work with a teacher or adult, repeated violations of classroom rules.

### **SEVERE INFRACTIONS: DRUG VIOLATIONS, FIRE ARMS INCIDENTS, ATTACKS ON PERSONNEL**

In the case of student drug violations, fire arms incidents, or physical attacks on personnel, Our Lady Queen of Peace administration will immediately notify law enforcements officials.

### **STUDENT GRIEVANCE**

Students will be told by the person in authority what he/she has done wrong and will always be given a chance to be heard.

### **STUDENT SITUATIONS-ADULT**

Our Lady Queen of Peace School affirms the moral teaching of the Catholic Church including teaching of holiness and the giftedness of life. We equally assert the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor to determine arrangements for the student's completion of his/her education and maintenance of his/he health and well-being.

**SUBSTANCE ABUSE**

As stated under 'severe infractions,' students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

**SUSPENSION**

A student may be suspended from the classroom. The suspension may be served in-school or out of school. As suspension is earned by a student who:

- has continued to show lack of cooperation with rules of the school after serving several detentions.
- has been involved in a serious infraction of the rules of the school.
- has been involved in a situation where a detention is not a sufficient consequence. These situations are left up to the discretion of the administrator.
- receives three checks in one school day ( in-school suspension).

In-school suspensions are usually one day in length. Out of school suspensions can be anywhere from one-five days in length. A phone call and/or conference to/with parents precede any suspension.

**THREATS**

All threats will be taken seriously. Diocesan policy and procedure will be followed. Students making threats, seriously or in jest online, face detention, suspension, and/or expulsion.

**WEAPONS**

As stated under 'severe infractions,' students who possess a weapon of any kind at school will face immediate suspension and/or expulsion.

**Section 6: Extra-Curricular Activities****ACADEMIC PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities.

**CONDUCT STANDARDS**

Students of Our Lady Queen of Peace School are expected to follow the rules of conduct/behavior of the school. Students who constantly break these rules or cause other students not to learn because of constant classroom distraction face the possibility of being prohibited from extra curricular activities.

**CONCUSSION POLICY**

All coaches at Our Lady Queen of Peace School have taken the online Concussion Training Course and have certificates on file in the office as evidence of completing this course.

### **EXTRA-CURRICULAR ACTIVITIES**

Our Lady Queen of Peace School is Title IX compliant. We offer a wide variety of extra-curricular activities that appeal to students with various interests and talents: These include but are not limited to: Computer Club, speech league, spelling bees, book fair, Civic Club, Choir, National Geography Bee, CSW Activities, Educational Fair, Essay contests, Poster contests, poetry contests, field day, Boy/Girl Scouts, altar Servers, SIUE Science Fair, Reading Incentive Programs, Yearbook/Newspaper committee, Youth Group, space camp basketball, volleyball, drill team.

### **STUDENT RETREATS**

The eighth grade students at Our Lady Queen of Peace generally attend one retreat every year prior to receiving the Sacrament of Confirmation. These retreats are part of the Confirmation preparation program. All OLQP standards of conduct apply for students who attend these retreats.

### **Section 7: Field Trips**

#### **OUR LADY QUEEN OF PEACE SCHOOL PROVIDES APPROPRIATE EDUCATIONAL FIELD TRIP EXPERIENCES FOR THE STUDENTS (November, 2004; May, 2012).**

Field trips are a privilege, not a right. No student has an absolute right to a field trip. If a student fails to meet academic or behavioral requirements, that student may be denied a field trip. Ordinarily, each class has the opportunity to take at least one field trip during the school year. Students are asked to pay for the cost of the field trip, as well as partial cost for the bus.

\*All grades do not have the same number of field trips.

\*Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

\*A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. **Verbal permission cannot be accepted.** Permission slips are due into the office at least twenty-four hours before the field trip takes place.

\*A phone call will not be accepted in lieu of the proper field trip permission slip.

\*Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home and will be marked absent on that day.

\*Students who are participating in the field trip must ride the bus to and from the field trip with the class. Students not on the bus may not participate in the field trip and will be counted absent on that day.

\*All monies collected for the field trip are **non-refundable**.

**\*Cell phones may not be used on field trips; therefore, we suggest that cell phones remain at home or in the child's book bag at school. If a student brings a cell phone and is using it at anytime during the field trip, the phone will be taken from the student and given to the principal upon returning to school. The student's parent(s) will have to come to the school to retrieve the cell phone. A student who gets his/her cell phone taken away three times during the year, from the third time on will have to leave his/her phone in the office everyday upon coming to school, and pick it up everyday when leaving.**

### **Section 8: Financial Policies**

ALL PARISH SCHOOLS SHALL BE SUPPORTED BY A FINANCIAL PROGRAM CONSISTING OF A REASONABLE BALANCE OF TUITION, FEES, GENERAL PARISH FUNDS, DEVELOPMENT INCOME AND FUND RAISERS. (Policy 2311, Handbook Educational Policies, Springfield)

IT IS INTENDED THAT SCHOOL PARENTS WHO ARE REGISTERED MEMBERS OF THE PARISH WILL SUPPORT THE PARISH IN ADDITION TO MEETING THEIR SET TUITION RESPONSIBILITIES. NON CONTRIBUTING MEMBERS OF THE PARISH AND NON-PARISHIONERS ARE EXPECTED TO PAY THE FULL COST FOR EDUCATING THEIR CHILDREN.

#### **FINANCIAL ASSISTANCE**

Our Lady Queen of Peace School has a financial assistance program available to parishioners. An application is submitted to the finance council who reviews it and makes decisions regarding financial assistance based on proven need.

#### **REGISTRATION FEES**

There is a supply fee for each child's educational materials. This fee is set at \$200.00 for the 2017-2018 school year.

#### **TUITION**

The Spiritual/Financial Tuition Agreement is included in your registration packet. This agreement explains in detail the tuition cost, payment plans available, and the SCRIP agreement. Our Lady Queen of Peace uses the FACTS tuition Management Service for the collection of tuition.

#### **TUITION/REGISTRATION FEE REFUND**

In the event a student withdraws from the school, the school office as well as the church office must be notified immediately. A tuition refund will be given on a prorated basis according to time enrolled. There will be no refund on the \$200.00 supply fee.

\*ALL QUESTIONS REGARDING TUITION SHOULD BE DIRECTED TO THE PARISH OFFICE AT 377-6519. QUESTIONS REGARDING THE REGISTRATION FEE SHOULD BE DIRECTED TO THE SCHOOL OFFICE AT 377-6401.

## Section 9: Health Policies

### COMMUNICABLE DISEASES

The principal will notify the Department of Public Health when a student is sent home because of suspected communicable disease.

**In the case of an absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.**

### IMMUNIZATION/PHYSICAL REQUIREMENTS

Students entering Preschool, Kindergarten, and Sixth Grade, or any NEW student to our school, must have a current health examination and up-to-date immunizations on the first day of classes, as required by current Illinois Department of Public Law.

### DENTAL REQUIREMENTS

Dental examinations are now required for students entering Kindergarten, second, and sixth grades. Written documentation of the dental exam must be provided by October 1<sup>st</sup> of the school year.

### EYE EXAMINATION

All Illinois children in Kindergarten or upon first entry into an Illinois school beyond Kindergarten, are required to have an eye examination by the first day of school. ( Effective January 1, 2008)

### MEDICATION

In accordance with Illinois law, Our Lady Queen of Peace staff members do not dispense any medication unless a staff member has been trained due to a student in his/her class who may be severely allergic or have a life threatening asthma attack or other disorder. The principal or secretary dispenses all medication in the office. This medication must be received in the prescription container from the parent or guardian of the child. The prescription bottle must contain the following information: name of student, name of drug, dosage, and time interval the medication is to be taken. The parents must provide a written request and permission that the school may comply with the physician's orders. It requires the signature of the physician as well as the parents. **No over the counter medicine may be given to a student by the faculty/staff. In the event that a student needs over the counter medicine ie... aspirin, cough syrup, etc... a parent or a person designated by the parent must come to the school to dispense it.**



## Section 10: School Uniform

### PHYSICAL EDUCATION UNIFORM

Once a week, the students have Physical Education class. On this day the students must wear tennis shoes. If a student does not wear tennis shoes, he/she will sit out and write a paper during his/her PE period. This paper will be assigned by the Physical Education teacher and be on the subject of health and fitness. Students may wear the OLQP t-shirt the purchased at the beginning of each year, on PE days, with their uniform pants/shorts/jumpers/skirts.

### UNIFORMS AND DRESS CODE

UNIFORMS ARE WORN BY STUDENTS ATTENDING OUR LADY QUEEN OF PEACE SCHOOL.

Uniform items may be purchased through Fischer Parochial Uniform in Florissant, Missouri. In addition, many of the items for the school uniform may be purchased at local department/retail stores; however, Fischer Parochial Uniforms is the official carrier of the blue plaid jumper/skirts.

All students must be in uniform everyday. There will be out-of-uniform days from time to time which will be announced during the course of the school year. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. If a parent has acquired SCRIP free dress days, the student must present the SCRIP 'Free Dress Pass' on the day the student has free dress. **Students who are out of uniform without an excuse will be sent to the office. We will first try to find the student uniform items that we keep at the school. If we are unable to do this, a parent will be called to bring the proper clothing.**

Our Lady Queen of Peace sweatshirts, which can be worn as part of the uniform, are ordered through the school only. Students may not wear any other sweatshirts as part of the daily uniform.

### UNIFORM GUIDELINES

IT IS EXPECTED THAT STUDENTS MAINTAIN A NEAT, ATTRACTIVE, YOUTHFUL APPEARANCE AT SCHOOL OR IN ANY SITUATION WHICH IS AN EDUCATIONAL EXTENSION OF THE SCHOOL DAY ( November, 2004). Thus, uncombed hair, oversized sweatshirts or blouses, flapping shirt tails, faded pants, torn hems, jeans with holes in them, untied shoe laces, low riding pants, inappropriately short shirts, short, and culottes, spaghetti strap shirts, make-up, hair colored in any unnatural color, and excessive jewelry **are not appropriate for school and are not allowed.**

**Boys:**

- Navy blue plain pants. If they are not purchased at Fischer Parochial, these should be the same style as those sold at Fischer Parochial Uniform.

-Basic/plain polo-style or turtleneck white, light blue, gray, or navy blue shirt

-Navy blue plain shorts may be worn in September, October, April, May.

**Girls:**

-Blue and White plaid jumper ( K-6). These are found at Fischer Parochial Uniform.

-Blue and White plaid skirt ( 7-8).

-Navy blue plain pants, same style as those found at Fischer's. The girls have the option of wearing these year round. **Spandex/knit pants/leggings/yoga pants/or other tight fitting pants are not part of the OLQP uniform and may not be worn unless they are worn under the plaid jumper/skirt.**

-Navy blue shorts may be worn in September, October, April, May. **No shorter than 3" above knee.**

-Basic/plain white, light blue, or navy blue button down or Polo style blouse/shirt.

EARRINGS: If earrings are worn, they must be worn in both ears. Earrings are limited to two per ear.

MAKE-UP: Make-up may not be worn. Nail polish is allowed; however, no nail art. Artificial nails are not allowed in school.

PANTS UNDER THE JUMPER/SKIRT: If girls need to wear long pants under the jumper/skirt, they must be white, light blue, or navy blue.

SHIRTS UNDER UNIFORM SHIRT: Shirts worn under the uniform shirt may be long or short sleeved. These shirts must be white, light blue, or navy blue.

SHOES: Shoes may be dress or athletic shoes. Shoes must have non-marking soles. Sandals are not part of the school uniform, and may not be worn to school, as well as roller skate tennis shoes.

SOCKS: Socks must be worn at all times, even on non-uniform days. Socks must be white, light blue, or navy blue.

SWEATSHIRTS: Only those official OLQP sweatshirts purchased through the school in the Fall of every year are allowed to be worn.

TATOOS OR BODY ART: No visible tattoos/body art of any kind is ever allowed at school.

**Good Rule: If you THINK you shouldn't wear it, you shouldn't!**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

### **NON-UNIFORM DAYS**

On occasion we have a non-uniform day. On these days clothing should always be neat, clean, and modest. **Shorts shorter than 3" above the knees, tank tops, spaghetti strap shirts, halters, t-shirts with inappropriate sayings, and jeans with holes in them are never appropriate or allowed.** Furthermore, clothing that advertises alcoholic beverages or values not in keeping with our Catholic tradition may not be worn at any time in or around school or at school sponsored functions.

Spandex/knit/yoga/leggings, or other tight fitting pants may ONLY be worn on free dress days if the student wears a loose fitting, top that clearly and unquestionably comes to mid-thigh length without having to be pulled down.

\*\* On non-uniform days that occur in August, September, October, April, or May, students may wear shorts as long as they follow the stated guidelines. Students must wear long pants on non-uniform days during the other months of the school year.

**STUDENTS WHO REPEATEDLY VIOLATE THE UNIFORM POLICY WILL BE DENIED PARTICIPATION IN THE NEXT OUT-OF-UNIFORM DAY AND/OR WILL SERVE A DETENTION.**

## **Section 11: Miscellaneous Policies and Procedures**

### **CERTIFICATION AND AUTHORIZATION FOR BACKGROUND CHECKS**

All employees, volunteers, and parents of Our Lady Queen of Peace School who are involved in any program or activity involving school children must sign statements of certification and authorization for background checks, as well as volunteer applications, child abuse forms, and must attend the Protecting God's Children Workshops offered throughout the year at various Diocesan Schools. These forms are completed by all parents and volunteers at the initial registration in September. In the event a parent or volunteer does not have the necessary forms on file or has not attended the PGC workshop, he/she will not be allowed to chaperone or be around the school children and any school sponsored event.

### **INTERNET POLICY**

Students in grades 3-8 and their parents are asked to sign an internet use agreement that is kept on file. The use of the Internet at school is a privilege. Students who do not abide by the terms of the agreement will lose the privilege of using the Internet at school. A copy of the agreement is in the back of this policy book.

### **PARENT ORGANIZATIONS**

\*The Board of Education at Our Lady Queen of Peace serves the parish by promoting the faith development of its members and the educational mission of the Church through creative visioning for the future. The Board is to ADVISE and counsel the Pastor and Principal.

\*The Parish School Association of Our Lady Queen of Peace was established to develop and deepen a greater partnership between the administration and faculty of the school and all interested adults of the parish. The PSA works to support and enhance the educational ministry of the school through fund raising, parent education, and building community.

### **PARENT SERVICE REQUIRMENT**

Parents of Our Lady Queen of Peace School full day PK/4 and K-8 grade students are required to complete 20 hours of service each year. Parents of half day Preschool students must complete 10 hours of service per year. Guidelines for Parent Service Hours are clearly stated in the Parent Service Hour guide located on olqpbethalto.org website.

### **POLICE QUESTIONING**

When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is NOT under the jurisdiction of the Parish/school, if this can be arranged. The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify himself
- Parents/guardian will be notified immediately.
- Student's parents/guardian have the right to be present when conference is in school.
- If parents cannot be reached, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parents or guardian to be present and they request it, the administrator should be a witness to the conference in the school.

### **STUDENT ACCIDENT INSURANCE**

Students must be covered through insurance. If a student does not have personal insurance, parents may choose to purchase the student insurance that is sent home at the beginning of every year. EITHER WAY, STUDENTS MUST BE COVERED UNDER AN INSURANCE POLICY.

### **STUDENT PICTURES/INFORMATION- USE OF**

In the registration packet that parents receive each year there is a form for parents to give permission for the student's picture, name, and/or other information to be used in parent letters, Internet, newspapers, and other forms of media. Before the registration process is

complete this permission must be signed by the parent. If a parent does not wish to give permission for the student's picture, name, and/or other information to be used in the media, THE PARENT MUST WRITE THIS ON THE FORM.

### **USE OF SCHOOL/PARISH GROUNDS**

When any parish facility must be used for outside activities such as scouts, sport meetings, etc... the room must be left in good order. Any trash accumulated must be placed in the dumpster. The gymnasium is scheduled through the parish and school offices. Anyone wishing to reserve the gym for a school-related activity is asked to contact the office for scheduling. Activities not connected with school must be cleared with the Pastor before the activity will be scheduled.

**Our Lady Queen of Peace students are not permitted on the parish grounds at any time without adult supervision. Our Lady Queen of Peace faculty/staff personnel will not be held liable in the case of accident or injury when a child is unsupervised.**

### **RIGHT TO AMEND**

**OUR LADY QUEEN OF PEACE SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK. NOTICE OF AMENDMENTS WILL BE SENT TO PARENTS VIA THE WEDNESDAY PARENT LETTER.**

**ON THE FOLLOWING PAGES YOU WILL FIND:**

- 1) Parents as Partners Information**
- 2) Spiritual/Tuition Information and Agreement to be signed**
- 3) Internet Acceptable Use Form**
- 4) Sample Permission Slip used for field trips**

### **PARENTS AS PARTNERS**

As partners in the educational process at Our Lady Queen of Peace School, we ask parents:

- To set rules, times and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time; and
  - Has lunch, purchased or brought from home, everyday.
- To actively participate in school activities such as Parent-Teacher Conferences;

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To call the school office the first thing in the morning when your child will be absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school
- To inform the school of any special situations regarding the student's well-being, safety, health;
- To complete and return to school any requested information promptly;
- To teach at home and reinforce what we teach about respecting and tolerating ALL students, and to be willing to work with the school when situations arise where this may not be happening.
- To read school notes, the Wednesday letters, and to show interest in the student's education;
- To support the Religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **\*TO BE SIGNED BY ALL 3-8<sup>TH</sup> GRADE STUDENTS AND PARENTS**

### **INTERNET ACCEPTABLE USE POLICY AND PERMISSIONS SLIP**

(Signature required from ALL students and parents before the student is allowed to use the school computers.)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS DOCUMENT!

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The term Internet will include any net, any network, or any information via computer.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and a user may find controversial information.

1. **PRIVILEGES:** the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges after the FIRST offense.

\*The use of the Internet is not to be considered a substitute for doing one's own research, but it can be a valuable addition to one's research base. As a user of the Internet, you may be allowed to access other networks ( and/or the computer systems attached to those networks.) Each network or system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of their other network/systems. **THE FACT THAT YOU, THE USER, CAN PERFORM A PARTICULAR ACTION DOES NOT MEAN THAT YOU SHOULD TAKE THAT ACTION.**

2. **NETIQUETTE:** You are expected to abide by the general accepted rules of network etiquette. These include but are not limited to the following:

- A. Be polite. Do not become abusive in your message to others. Be careful with sarcasm and humor. What you think is funny may offend someone else.
- B. Always use appropriate language. Do not swear, use vulgarity, or other inappropriate language.
- C. Do not ever reveal your personal address and telephone number, not anyone else's.
- D. Do not use the network in such a way that you would disrupt the network for other users.

3. **OUR LADY QUEEN OF PEACE**, the Illinois State Board of Education, the Springfield Diocese, or any other provider will not be held responsible for any damages you suffer. These include loss, misdeliveries, or service interruptions .

4. **VANDALISM:** Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another user or Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

5. **SECURITY:** Anyone trying to alter computer hardware or software will immediately lose Internet privileges.

6. **INAPPROPRIATE USE:** The following are some examples of inappropriate use:

- A. Using the Internet for any illegal activity, including violation of copyright laws.
- B. Using the Internet for financial or commercial gain.
- C. Degrading or disrupting equipment or system performance.
- D. Wastefully using resources ( paper, ribbons, etc...)
- E. Gaining unauthorized access to resources or entities.
- F. Posting anonymous messages.
- G. Publishing on or over the system any information which violates or infringes upon the rights of any other person or information which would be abusive, profane, or sexually offensive.
- H. Sending letters or broadcasting messages to individuals, or any other types of use which would interfere with the works of others.
- I. Ordering material to be sent to your home and billed to the school.
- J. Using your personal software on school computers.

7.

7. **COSTS:** Internet is provided to students at no charge. However, if a student elects to order material for which there is a charge, that student is responsible for payment.

8. **SOFTWARE:** Computer software is protected by copyright laws and users are not to make unauthorized copies of software found on school computers, either by copying them onto your own disks or onto other computers, through electronic mail or bulletin boards.

**NOTE: Students agree not to access inappropriate sites. These include sites with adult material. All students understand that accessing sites which are inappropriate will result in the immediate loss of their Internet privileges for the remainder of the school year.**

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**PERMISSION SLIP: NO CHILD WILL BE ALLOWED TO USE THE INTERNET UNLESS THIS SIGNED PERMISSION SLIP IS ON FILE IN THE SCHOOL OFFICE.**

**I have read the Terms of Conditions of the Acceptable Use Policy and agree to abide by it.**

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**\*NEXT PAGE FOR PARENT SIGNATURE.**



As the parent or guardian of this student, I have read the terms and conditions for Internet access. I understand that his/her access is provided for educational purposes, and that it is impossible for Our Lady Queen of Peace School to restrict all controversial materials. I will not hold Our Lady Queen of Peace responsible for materials acquired on the Internet.

\_\_\_\_\_ My son/daughter may have access to the Internet. We will support the school regarding all rules/regulations of Internet use.

\_\_\_\_\_ My son/daughter may not have access to the Internet.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

### PARENT/STUDENT SIGNATURE PAGE

**\*\*The complete 2017-2018 policy handbook is on our school website, [www.olqpbethalto.org](http://www.olqpbethalto.org)**

**\*\*A hard copy can be made available to you if you are unable to access the school website.**

I have read the 2017-2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated:

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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