

Our Lady Queen of Peace  
22 Steele Avenue  
Staten Island  
New York, 10306

Tel:718-351-0370



## 2009-2010 Handbook

Principal:  
Mrs. T Signorile

Pastor:  
Fr. Pancrose Kalist

## Academic Policies

### Academic Expectations

Our Lady Queen of Peace School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and may sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

### Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading. Homework assignments as a guide may be accessed through our school website, [www.olqpschool.com](http://www.olqpschool.com).

The time allotments for homework (written and study) are as follows:

Grades PreK & K	approximately	15 minutes
Grades 1 & 2	approximately	30 minutes
Grades 3 & 4	approximately	45 minutes
Grades 5 & 6	approximately	90 minutes
Grades 7 & 8	approximately	120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework or agenda. At no time should a parent, tutor, adult, or any person other than the student do the child's homework. A homework grade will be assigned each semester to all subjects.

### Grades and Grading

Report cards are distributed four times a year for Grades 1 to 8. Kindergarten report cards will be distributed three times a year. The report card is a link between the school and the home.

## Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

- The achievement mark is based upon the demonstration of mastery of material covered in class such as:
  1. class work
  2. homework
  3. daily quizzes
  4. unit tests
  5. comprehensive examinations and
  6. special projects.

The final June grade on the report card is an average of the four previous record card grades, the midterm grade, and final grade. This grade will be recorded on the student's permanent record card. Any missed midterm or final exam due to an absence requires a doctor's note.

- Numerical marks are recorded on report cards for Grades 1 - 8
- Passing is any mark 70% or above or any mark of D or higher.

## Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

1. follows class and school rules,
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exhibits self-control
6. listens attentively
7. uses technology appropriately.

## Honor Roll

The criteria for inclusion in the Honor Roll at Our Lady Queen of Peace are as follows: \_

<b>Grades 5 – 8</b>	First Honors	A in every subject or 90% average; no mark less than 85%
	Second Honors	B in every subject or 85% average; no mark less than 80%

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct/effort to be eligible for honors. **A student who does not receive an A or B in Conduct will not receive First or Second Honors even though marks might warrant it.** **Additional criteria includes: no more than 10 latenesses for the entire year and no more than 20 days absent for the entire year.**

### Report Card Distribution

Report cards are distributed approximately in November, January, April, and June. **Report cards will be withheld if financial obligations have not been met and any fees are outstanding.** The first report card must be picked up by the parent.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

### Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

### **Criteria for Retention**

- The student has failed to pass the major subjects on each grade level. The list below indicates the specific failure(s) on each grade level that could result in retention at the grade level:  
Grade 1: Developmental immaturity leading to a failure in Reading  
Grade 2: Failure in Reading  
Grade 3: Failure in Reading and Mathematics

Grades 4-8: Failure in Reading and Mathematics; **or** failure in Reading or Mathematics in addition to failures in two of the following: Religion, Science, Social Studies, and Language Arts.

- The student has failed to achieve satisfactory scores on standardized tests in Reading, Mathematics, and Language Arts.
- The student has not demonstrated acceptable effort toward achieving academic success. The following types of behavior might indicate unacceptable effort: failure to complete school and homework assignments and projects, consistent inattention to classroom instruction, and lack of preparedness for school assignments.

Ordinarily, the teacher(s) and principal will give serious consideration to retaining an individual student who has not demonstrated acceptable effort according to the criteria above. Generally, a student should be retained only once in the primary grades (K-4) and/or once in the upper grades (5-8).

## Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

### Standardized Tests

ITBS	Grades 1 to 8	October
CogAt	Grades 2, 4, 5, and 7	October

### Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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### NY State Tests

English / Language Arts	Grade 4, 6 and 8	April - May
Math	Grades 4, 6 and 8	May
Science	Grade 4 and 8	May - June
Social Studies	Grade 5 Grade 8	November June

The faculty of Our Lady Queen of Peace School reviews these test results regularly for the purpose of promotion or retention in *conjunction with classroom performance* and grouping for reading and math.

## **Accidents**

A student accident insurance fee is added to every child's activity fee. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

## **Admission Policies**

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to Our Lady Queen of Peace School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Our Lady Queen of Peace School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

## **Transfer Policy**

A parent must submit a written notification of transfer for any student transferring from Our Lady Queen of Peace. This is necessary in order to officially remove the student

from the register. In addition, all financial obligations must be met before records are released.

## After School Program

An after school program is available to parents five days a week until 6 pm. A registration form must be completed. No child will be allowed to stay unless there has been necessary communication with the parent. No child will be allowed to stay if payment is in arrears for two months or more.

## Announcements

Informational announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said. All announcements must be written and brought to the office and approved by the principal.

## Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed with after school detention.

When the child returns to school, a completed absence form must be given to the teacher similar to the one in the Appendix. Appropriate spaces should be included for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent **MUST** come to the school for the child. ***To eliminate confusion and for the safety of your child, all early dismissals must occur before 2 pm. No child will be released between two and two-thirty.*** The school must be informed ahead of time about such occurrences. Missed classwork must be made up.

When a child is absent, parents are required to phone the school by 8:00 a.m. For your convenience a message may be left on the answering machine prior to 7 am. It is the

parent's responsibility to notify the school office to report the child absent. Absence notes are still required in addition to the phone call. Failure to provide the school with a written absent note will result in the absence being recorded as illegal, or unexcused. An absence of ten or more consecutive days or 20 days in a four month period must be reported to the Department of Truancy. Prolonged or unusual absences require the notification of appropriate archdiocesan, city and state agencies.

Students are responsible to make up all work missed during their absence. The school will send home the work with a sibling or friend if the school office is notified no later than 8:00 am. **No request after 8:00 will be honored.**

## Birthday Parties

Birthday parties for Grades Pre K – 4 may be held monthly with the teacher's permission. Parents should notify the teacher in writing. Parents may not bring in favors or "goodie" bags for the students.

## Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her textbooks and notebooks in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- a. the pupil's name be placed in the space provided in each book
- b. the teacher make a record of the number of the book
- c. the teacher make a record of the condition of the book
- d. in September, each child will put a clean cover on each textbook received
- e. in June, all textbooks are collected, extra materials and covers are removed.

SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

## Buses

Busing is provided within a prescribed limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school a note must be submitted to the principal at the beginning of the school day. A child will be released from the bus for a specific day or period of time **only** upon written request from the parent.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver and monitors- be courteous and cooperative at all times.
- Observe the same conduct as is expected on school property.
- DO NOT eat, drink, or chew gum on the bus.
- DO NOT use profane or vulgar talk.
- DO NOT run, push, shove, or climb over seats.
- Keep the bus clean.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, Our Lady Queen of Peace School will work in consultation with the public school district about possible consequences.

The following procedures will be followed when a student violates the above regulations:

First Offense: Parents will be notified.

Second Offense: Any student who is written up two times will NO longer be able to ride the school bus. NO EXCEPTIONS.

## Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

## Cheating Policy

Our Lady Queen of Peace has a zero policy for cheating. If a student is found to be cheating, the student receives a zero. **Any student helping the student who was**

**cheating will also receive a zero.** There will also be additional consequences, such as detention.

## **Child Abuse Laws**

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **Child Custody**

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc.. Such parents may be asked to supply the office with self-addressed stamped envelopes for convenience and expediency.

## **Communication**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

### Emergency School Closing

In the event that school is closed because of storms, heavy snowfalls or other emergencies, this information will be transmitted by means of the SCHOOL IRIS (Immediate Response Information System). Please do not call the school or rectory. If your line is busy, the automated system will not be able to reach you in a timely fashion.

### Hierarchy of Concern

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place

in the classroom or someplace that insures privacy, ***never in a hallway or on the street or at the arrival/dismissal doors.*** If, after seeing the teacher the parent still is not satisfied, then an appointment should be made with the principal, teacher, and parent.

### Parental Custody

If parents are divorced or separated, the school will presume that both parents have access to the children and school records unless one parent can provide evidence that he/she has the sole right. Such evidence must be presented in writing to the principal and copies maintained in the student file.

### Visits to School

Parents are not permitted in the classroom without permission from the administration. When parents come to school, they are to enter through the front doors and report to the school secretary. Any items which are to be given to the students are to be left in the office and they will be brought to the classroom. During lunch duty, parents are to enter the school via the doors in the school yard next to the cafeteria.

Parents visiting the school or volunteering in some way do not have the authority to disturb any class for any reason during the school day. Parents are also requested not to engage a teacher who is on duty in the lunchroom (or having lunch) in conversation concerning the academic progress of their child.

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred trust should prevail.

## Crisis Plan

Should a crisis require evacuation from Our Lady Queen of Peace School building, students will be brought to a safe place located at the lower church on New Dorp Lane. Parents can meet their child there.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM (Spanish)	<a href="http://www.lamusica.com">www.lamusica.com</a>

*The following are key points in our Crisis Management Plan. For security reasons, we are unable to reveal our entire plan.*

*In the event of a lockdown of any kind, no one will be allowed to enter or exit the building until the authorities have ended the lockdown. All doors of the building will be sealed and we will communicate with parents via a telephone relay. No parents will be allowed into the building at this time.*

*In the event of a nuclear, biological, or chemical attack, all students, faculty, and staff including the school nurse will be moved to the gym. The gym will be sealed. We will also seal off the hallways leading to the bathrooms so that the children will have access to the restrooms. A lockdown will be in effect until the authorities have ended the lockdown.*

*In any event with no lockdown, students will be released to their parents. For the safety of the children, the school has set up a procedure for releasing the children. Anyone picking up a child must show a valid photo ID. Children will be released to the parent or to an adult listed on the child's emergency form. The child will be released to no other person. If you are unable to pick up your child, please be assured that he/she will be kept safe and under adult supervision at all times.*

## Daily Schedule

The following schedule will be observed by Grades K - 8:

<b>7:55 AM</b>	<b>Enter School</b>
<b>8:05 AM</b>	<b>School Begins</b>
<b>11:05 - 11:45</b>	<b>Lunch (Gr. 1 - 3)</b>
<b>11:45 - 12:25</b>	<b>Lunch (Gr. 4 – 6,)</b>
<b>12:25 – 1:05</b>	<b>Lunch (Gr. 7 – 8, K)</b>
<b>2:15</b>	<b>Dismissal (Gr. K)</b>
<b>2:30</b>	<b>Dismissal (Gr. 1 - 4)</b>
<b>2:30</b>	<b>Dismissal (Gr. 5 - 8)</b>
<b>12 PM</b>	<b>Dismissal all half days</b>

Before 7:40 AM and after 6 PM Our Lady Queen of Peace School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students must not arrive on the school grounds prior to 7:40 unless they are partaking in the breakfast program, and parents must arrange pickup at dismissal times. In those instances where children arrive on the school grounds prior to 7:40 parents must provide for their protection and supervision.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

## Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal

responsibility for his or her actions. By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for **minor classroom disruptions**, such as

- not coming prepared to class
- not being in the complete school uniform
- for not completing assigned homework
- for minor verbal disputes with other classmates
- wearing inappropriate clothing
- using profane language
- other incidents which interfere in the teaching-learning process for the child and his or her classmates.

Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. The administration handles such matters in a variety of ways depending on the severity of the incident. This would include chronic minor problems listed above or **major problems** such as, but not limited to

- chronic lateness
- the verbal abuse of the teacher by a child
- signs of disrespect to a teacher or another adult on the staff
- fighting (on or off school grounds); physical, sexual, or verbal harassment of a fellow student, teacher or any member of the school community
- violent behavior
- stealing
- vandalism or graffiti
- the use, sale, exchange or possession of drugs, alcohol, or a weapon
- misuse of computers and computer technology
- assault or battery or any threat of force or violence directed toward other students or school personnel
- chronic and incorrigible behavior which undermines the classroom discipline and impedes the academic progress of the other students moral conduct

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For acts such as major problems (listed above) and/or the repeated violation of any of these rules and regulations can be cause for suspension from school, probation, or the non-reregistration of the child for the next school year.

Offenses may result in detention or suspension, depending on the severity of the occurrence. A second time offense will be noted on the student's permanent record.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will likely be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

**It is the expectation of this school that student behavior is exemplary both on and off school grounds.** A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and for prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also - Telecommunications Policy) Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

#### General Discipline Policy of Our Lady Queen of Peace

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at OLQP. **Students are expected to act with courtesy and respect toward one another, all members of the faculty and staff, and all volunteers.** The school and home need to work together to help students to learn and live the qualities of responsible behavior and corresponding elements of good citizenship.

A student who chooses to disrupt the good order of OLQP or violate a policy or regulation will have to face the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. Accountability for uncooperative, disruptive, or unsafe behavior may take any of the following forms:

- conduct notices
- punishment assignments
- denial of privileges (including class trips)
- detention (at lunch or after school)
- out of school suspension

Actions which violate the law; threaten or cause harm to other students or staff members; cause scandal; and disrupt or impede the welfare and progress of the school community will not be tolerated.

## **Dress Code**

Your school uniform confirms your attendance at Our Lady Queen of Peace School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

### **Kindergarten (Boys and Girls):**

Blue OLQP sweatpants with the blue OLQP t-shirt  
 Blue OLQP sweatshirt for fall and winter  
 Blue OLQP gym shorts for spring and summer  
 White socks  
 White Velcro sneakers

### **Grade 1 to 6 (Boys):**

Blue knit short sleeve placket OLQP knit shirt  
 Navy dress uniform trousers (no corduroys, dockers, or baggy pants)  
 Blue socks  
 Uniform shoes bought at Style-O-Pedic  
 Optional: Blue uniform sweater for fall and winter; shorts for summer and fall  
 Please note: If shorts are purchased then the children can wear **white** sneakers with **white** socks.

### **Grade 7 and 8(Boys):**

Light blue dress shirt  
 OLQP tie  
 Navy dress uniform trousers (no corduroys, dockers, or baggy pants)  
 Blue socks and black belt  
 Uniform shoes bought at Style-O-Pedic  
 Optional: Blue knit short sleeve placket OLQP knit shirt for summer and fall  
 Please note: If shorts are purchased then the children can wear **white** sneakers with **white** socks.

### **Grade 1 to 4 (Girls):**

OLQP Jumper

Light blue dress shirt with a round peter pan collar

No tie

Navy socks

Uniform shoes bought at Style-O-Pedic

Optional: Blue knit short sleeve placket OLQP knit shirt for summer and fall;

Solid blue skort for summer and fall

Solid blue OLQP slacks for winter

Solid white OLQP turtleneck for winter

OLQP cardigan sweater for winter

Please note: If skorts are purchased then the children can wear **white** sneakers with **white** socks.

### **Grade 5 to 8 (Girls):**

OLQP plaid skirt

Light blue dress shirt with a pointed collar

No tie

Navy socks

Uniform shoes bought at Style-O-Pedic

Optional: Blue knit short sleeve placket OLQP knit shirt for summer and fall;

Solid blue skort for summer and fall

Solid blue OLQP slacks for winter

Solid white OLQP turtleneck for winter

OLQP cardigan sweater for winter

Please note: If skorts are purchased then the children can wear **white** sneakers with **white** socks.

### **Gym Uniform (Boys and Girls):**

Navy blue OLQP shorts, navy blue OLQP t-shirt

Navy blue OLQP sweatpants (for fall and winter)

White socks

Modest **white** sneakers

**Girls and Boys:** The presence of anything that proclaims a current fad is not permitted. At all times, shirts must be tucked neatly into shorts/pants.

During the cold weather, students may wear the **navy blue uniform cardigan sweater or the uniform school sweatshirt**. **Other types of sweaters or sweatshirts may not be worn.**

## Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Uniforms should be neat and clean. Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. Should the haircut not be acceptable to the school's administration, it must be corrected within one week. If it is not corrected, lunch detention will be served until it is corrected.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Girls are not to wear facial makeup, nail polish or false nails. Any child who wears polish or facial makeup will be required to remove it in school. Light color nail polish and moderate length nail enhancers are permitted for GRADE 8 ONLY. Boys are not allowed to wear earrings in school, and girls are only allowed one piercing per ear (not cartilage piercing).

## **Drug and Alcohol Policies**

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Our Lady Queen of Peace School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.
- Any student suspected of being under the influence of drugs and/or alcohol while in school will be asked to empty his/her possessions out of his/her desk, jacket, and book bag.

## Electronic Devices

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. In the interest of safety for a child, cell phones can be carried into the building but must be shut off during the school day and not used at any time. If a student uses a cell phone at any time, or if the cell phone rings during school, the school will confiscate the cell phone or electronic device and it will be **returned to the parent at the discretion of the principal**. A fine of \$25 (which will be given to the Fr. Gannon Fund) will also be implemented. (see Telecommunications Policy)

## Emergency Closings/Delayed Openings

In the event that school is closed because of storms, heavy snowfalls or other emergencies, this information will be transmitted by means of the SCHOOL IRIS (Immediate Response Information System). Please do not call the school or rectory. If your line is busy, the automated system will not be able to reach you in a timely fashion. Please contact the school immediately if you do not receive the IRIS message correctly.

## Expectations and Responsibilities for Students

Students attend Our Lady Queen of Peace School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.

- help care for school property and keep the school free from damage and defacement.

## Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. No child is permitted to attend an activity or game if that child is absent the same day. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

## Faculty Meetings

Faculty meetings are scheduled on first Fridays of selected months, unless parents are otherwise notified. All children will be dismissed at 12 on these days.

## Field Trips

Field trips must serve an **educational purpose** and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- 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. **Verbal or faxed permission**

**cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

## Field/Class Trip Guidelines

Parent volunteers will be responsible for all the children in their assigned group and must remain with those same children at all times from the time the students leave the classroom until they return. Chaperones must:

- Be accountable for all of the children in the group for the duration of the trip
- Take care of the bathroom needs of the students. No child should be allowed to use the bathroom without a companion or adult supervision
- Help keep track of the students' lunches and other belongings
- Immediately inform the teacher if a child leaves the group in an emergency
- Report directly to the teacher
- Not purchase candy, snacks, or souvenirs for the group
- NEVER bring siblings or any other child who is not part of the class on any class trip. If a situation arises where the parent volunteer is unable to fulfill her obligation, the parent must withdraw from the trip in advance so that a replacement can be found
- When walking as a group, the parent in charge should be with his/her group at all times
- If the class returns early, NO SIBLINGS will be released from other classes.

## Financial Policies

### 1. TUITION Schedule: Grades K - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Families at OLQP participate in the Tuition Management Plan. Payment is due on the 20<sup>th</sup> of each month from July to April. Your account will be reviewed on a monthly basis. Please be aware that if tuition is in arrears, your child may not be allowed to attend class or attend any school trips/functions. Any money that is sent in to school will be used to satisfy the tuition requirements first if the account is in arrears. Report cards will also be withheld until payment is up to date.

**Please refer to your payment arrangement schedule.**

	Parishioners	Out-of-Parish
<b>1 Child</b>	<b>\$ 3100</b>	<b>\$ 4100</b>
<b>2 Children</b>	<b>\$ 4500</b>	<b>\$ 5500</b>
<b>3 Children or more children</b>	<b>\$ 5200</b>	<b>\$ 6200</b>

**Parishioners:** parents and children who are registered members of OLQP parish, attend Sunday Mass, and contribute regularly (\$10 a week) to the support of the parish.

**Out-of-Parish:** families who attend Mass regularly in a parish other than OLQP.

**IMPORTANT:** In order for a family to qualify for the parishioner's tuition rate, parents must contribute an average minimum of \$10 each week. In January, there will be a review of the Mass attendance and contributions of all parishioner families.

Families who have not been attending Mass and who have not contributed an average minimum of \$ 10 each week will no longer be eligible for the parishioner rate and will be assigned the nonparishioner tuition rate after periodic review.

## **2. FEES**

There is a yearly family general fee consisting of \$300 for families with one child; \$500 for families with two children; and \$600 for families with three or more children. The lunch fee of \$50 per family is returnable upon completion of lunch duty. All fees (general, lunch, and afterschool if applicable) should be paid on time. Please be aware that if tuition is in arrears, any and all money or fees that are paid to the school will be applied toward the delinquent tuition first. If there are outstanding fees at the time of report card distribution, the **report card will be withheld** until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor and Principal.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Our Lady Queen of Peace School.

## **3. FUND RAISING ACTIVITIES**

### **Candy Sale**

Each family must participate in the annual candy sale by selling a minimum of \$50 worth of candy during the yearly World's Finest Chocolate Sale. All other fundraisers are voluntary and appreciated.

## **Fire Drills**

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

## **Guidance**

A guidance program is a resource available to OLQP School students. Service may include counseling, psychological intervention and support for families experiencing change. ADAPP, an agency sponsored by the Archdiocese of New York, oversees the program for a fee.

## **Guidelines for the Education of Non-Catholics**

Parents must be made aware of the intentional Catholic witness in our schools. OLQP School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

## **Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Our Lady Queen of Peace\_School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of

harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, please notify the principal immediately.

### **Parental Cooperation**

Parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty, students, staff, and the family association. The following is unacceptable conduct by parents:

- Assaulting any staff member or child
- Making threats, harassing, or verbal abuse upon any staff member or child

Any behavior listed above, or behavior that the administration deems inappropriate, will be cause for the family to immediately withdraw all children from the school. In some cases, the parent who has violated the above code will not be permitted on school grounds for a period of time designated by the school administration.

### **HIV/AIDS Curriculum**

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York does not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

### **Illness**

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

## Immunizations

### New York State Immunization Requirements for School Entrance and Attendance

#### New York State (exclusive of New York City)

<b>Pre-K, Nursery, Daycare</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
<b>K – 12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
<b>K – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

#### New York City

<b>Pre-K, Nursery, Daycare</b>	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered $\geq$ 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
<b>Kindergarten</b>	4 DTP, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
<b>1 – 12 (born before 1985)</b>	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
<b>1 – 12 (born on or after 01/01/85)</b>	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
<b>College (born on or after 1/1/57)</b>	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19<sup>th</sup> Floor, New York, NY 10007 (212) 676-2273  
 New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

## Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

## Lateness

*Student lateness interrupts the learning process for your child and all other children in that classroom.* Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. Repeated lateness affects your child's ability to be on the honor roll as a student with 10 latenesses will be ineligible (grades 7 and 8). Excessive lateness will result in after school detentions as determined by the teacher and principal.

## Liturgy

All students in K to 8 will attend Mass on various occasions as indicated on the school calendar. Respectful participation of every child is required at school liturgies.

## Lunchroom

Our Lady Queen of Peace School provides a hot lunch through the NYC Board of Education. *All parents* must complete a form that will be distributed in September as we must certify that all parents have been notified of the opportunity to participate. A criterion for eligibility is noted on the form. If your child is not eligible for a free or reduced lunch program, and you wish your child to participate in the hot lunch program, you must send lunch money to the school on a **monthly** basis, in an envelope

marked with your child's name, your child's class, and the amount of money. The envelope must clearly state LUNCH MONEY.

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- In good weather, the children go directly from lunchroom to the school yard.
- During inclement weather, recess will be in homeroom
- For your convenience and to insure there are no interruptions in the school day, a basket is provided in the lobby by the office for you to place your child's lunch if it is forgotten.
- Cans, soda, glass bottles, and outside lunches such as McDonald's *are not* permitted.
- All plastic bottles and food must be disposed of before leaving the lunchroom.
- Any student who misbehaves or shows disrespect to those in authority in the lunchroom or yard will be asked to make alternate arrangements for lunch.

## Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

## Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the

pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Under no circumstance will anyone in the school dispense medication other than the nurse. In the absence of a nurse, parents are responsible for dispensing medication to their children.

## Money

Money that is brought to school for a specific purpose (class trip, book fair, lunch, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$2) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. **The school cannot be responsible for lost money.**

## **Non-custodial Parent**

### Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents need to supply the office with self-addressed stamped envelopes for convenience and expediency.

### Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

## **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.

- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Family Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## Parent Organizations

The Family Association provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

## Philosophy and Goals

Our Lady Queen of Peace School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

## Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. *The decision of the principal is final regarding promotion and retention.*

## Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back. A fee must be paid in order to secure your child's seat for the following school year.

## Release of Students (during school day)

The school has a sign-out book located in the main office. Students leaving early are responsible for any work missed. No student will be dismissed early after 2 pm.

Occasions for the use of a sign-out book are:

- for liturgies and services when altar servers leave school, the students will sign out and in.
- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. No student will be released between the hours of two and two-thirty.  
**[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

## School Calendar

Please refer to the published School Annual and School Monthly Calendar which is posted on the school website, [www.olqpschool.com](http://www.olqpschool.com). Notices will be distributed at times via the school IRIS system.

The dates for Sacramental Preparation Programs for Parents (First Holy Communion and Confirmation) will be announced. The examination schedule for grades 4-8 will be sent to parents when dates have been finalized.

## School's Right to Amend

Our Lady Queen of Peace School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

## Security

To assure the security of the building and the safety of each child, Our Lady Queen of Peace School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal. When parents come to the school they are to enter the building through the front doors (unless doing lunch duty) and report to the secretary. No child will be released for early dismissal between two and two-thirty.

## Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers
- Students should never take things from strangers
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at [Http://www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us) or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Our Lady Queen of Peace School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

## Special Learning Needs

Students with learning differences are children of God and members of the Church. Our Lady Queen of Peace School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

## Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. **Failure to attend summer school will result in retention.** It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

# Telecommunications Policy

## Student Expectations in Use of the Internet

*Please see below for complete policy requiring student signature.*

**The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.**

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the “**Discipline Code for Student Conduct**”, “**Harassment Policies**” and the “**Summary Statement**” in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside of the school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school’s discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school’s guidelines.
7. Parents must give their permission for their child to use the internet for educational purposes as an individual by signing the contract form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the internet independently at school.

### ***Standards of Behavior***

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. *In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason may be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.*
- Technology Use outside normal academic hours and/or off school grounds including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda’s), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the **“Discipline Code for Student Conduct”, “Harassment Policies” and the “Summary Statement”**.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration,

faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

- ***Transmission of any material in violation of any U.S. or state regulation is prohibited.*** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

## Use of School Grounds

Our Lady Queen of Peace School does not have staff available to supervise students present on the school grounds **before 7:40 AM and after 2:30 PM. Students must not arrive on the school grounds prior to 7:40 AM and parents must arrange to pick up at dismissal times. In those instances when students arrive on the grounds prior to 7:40, parents must provide for their child's protection and supervision (unless the student is partaking in the breakfast program). At no time should there be ball playing, running, and pets near the school children.**

## Volunteer Guidelines

Volunteers are an essential part of Our Lady Queen of Peace. Although the volunteer is not employed by OLQP, he/she is a valued member of our community. Therefore, it is necessary for every volunteer to understand and support the philosophy and policies of the school. This is extremely important for the general welfare and security of all of our students. One must remember these guidelines when volunteering:

1. The school philosophy and policies as stated in the handbook must be supported and followed.
2. A volunteer must support the teachings of the Catholic Church.
3. All guidelines and directives established by the administration must be followed.
4. In the course of one's volunteer work, confidential information may unavoidably be learned about students and/or teachers. This includes any information about behavior, performance, and problems. This information must be kept confidential in any setting inside or outside the school.
5. Any suspicions of abuse must be shared with the principal.
6. A volunteer may not search a child's desk or belongings. If there is a problem, contact the administration or teacher immediately.
7. All property on/in a teacher's desk or work area is strictly confidential and is to be accessed only by the teacher or administration.
8. Any touching of a student that can be construed as punitive, such as shaking, pushing, hair pulling, etc. is strictly forbidden.

9. A volunteer is expected to speak in a professional manner. Sarcasm, an angry tone of voice, inappropriate language, or aggressively verbal threats contradicts the philosophy of the school.
10. Supervision is ongoing, both mentally and physically.
11. The principal is responsible for the total school; thus, the principal supervises all who serve in any capacity in the school.

## **Withdrawals and Transfers**

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

## **Summary Statement**

Once students have met the necessary admission requirements and have been accepted in Our Lady Queen of Peace School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Our Lady Queen of Peace School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Our Lady Queen of Peace School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending OLQP School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Our Lady Queen of Peace School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband,

illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Our Lady Queen of Peace School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## APPENDIX

**Our Lady Queen of Peace  
School**

**Parent Signature Page  
2009-2010**

We have read a copy of the school handbook posted on the school's website:  
[www.olqpschool.com](http://www.olqpschool.com)

\_\_\_\_\_  
\_\_\_\_\_  
(Parent's signature) (Parent's signature)

\_\_\_\_\_  
\_\_\_\_\_  
(Grade 2 and above Student's signature) (Grade 2 and above Student's signature)

\_\_\_\_\_  
\_\_\_\_\_  
(Grade 2 and above Student's signature) (Grade 2 and above Student's signature)

\_\_\_\_\_  
\_\_\_\_\_  
(Grade 2 and above Student's signature) (Grade 2 and above Student's signature)

**Signed Form Due September 14, 2009**

**Our Lady Queen of Peace  
School**

**Photo/Video Release Form for 2009-2010 School Year**

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter \_\_\_\_\_  
to be photographed or videotaped at Our Lady Queen of Peace School. I realize that  
the photo may be published in the newspaper, a magazine, or other publication. The  
video may be used for educational or informational purposes regarding the programs or  
curriculum at Our Lady Queen of Peace School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Return by September 14, 2009**

**Technology Use Agreement for 2009-2010 School Year  
for Our Lady Queen of Peace  
School**

**User**

I understand and will abide by the technology use agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return by September 14, 2009**

**Our Lady Queen of Peace  
School**

**Absent Note**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*\*

**Our Lady Queen of Peace  
School**

**Absent Note**

STUDENT'S NAME \_\_\_\_\_

STUDENT'S CLASS \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

REASON FOR ABSENCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doctor's note is attached. Yes \_\_\_\_\_ No \_\_\_\_\_