

*Anchored in Christ's Legacy*

## Queen of All Saints Catholic School



## FAMILY HANDBOOK

2017-2018

[www.qas-school.org](http://www.qas-school.org)

Facebook: Queen of All Saints School (Michigan City, IN)

1715 East Barker Avenue

Michigan City, IN 46360

219-872-4420

**Welcome to the NEW academic year at QUEEN OF ALL SAINTS School!**

Thank you for selecting Queen of All Saints School as your school of choice. The faculty and staff of Queen of All Saints School are looking forward to working with you and your child(ren) this coming school year to enhance their Catholic education.

The purpose of this handbook is to assist the Queen of All Saints School family with a quick reference guide to questions concerning Queen of All Saints School. The handbook is not intended to answer all questions, which may arise throughout the school year. The handbook outlines specific policies and procedures, which provide for the operation of the school, academic excellence, safety, and the creation of a Catholic Christian environment. Please review the general guidelines prior to the beginning of the school year and reference it regularly throughout the school year.

If changes are required during the school year, you will be notified in writing via a parent letter and/or the school newsletter.

**QUEEN OF ALL SAINTS SCHOOL MISSION STATEMENT:**

To learn, to serve, and to love in Jesus' name.

**QUEEN OF ALL SAINTS SCHOOL VISION STATEMENT:**

To teach as Jesus did through Faith, Integrity, and Passion.

**QUEEN OF ALL SAINTS SCHOOL THEME:**

Anchored in Christ's Legacy

**DECLARATION ON CHRISTIAN EDUCATION FROM VATICAN COUNCIL II:**

*"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men so that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs."*

## **ADMISSION POLICY**

### **Criteria**

Queen of All Saints School is a Catholic school in the Diocese of Gary, which serves children from grades Pre-K – 8<sup>th</sup> graded. Built on the foundation of Gospel living, the faculty and administration seek to develop and empower the whole person to experience Christ as the center of his/her life. We also believe that education begins at home. In choosing Catholic education, parents agree to share and teach those religious values of integrity, faith, and passion upon which education at Queen of All Saints School is founded.

### **Non Discrimination Policy**

Queen of All Saints School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school administered programs or admissions.

### **Age Requirement**

In accordance with Indiana Department of Education guidelines, preschool and kindergarten students must be the required age (three, four, or five years old) on or before August 1 of the respective year for the class for which they are registering.

### **Admittance Interview and Testing**

QAS School will meet with the family and child to discuss placement in the QAS School program.

Prior to the admittance of a child in grades K-8 at Queen of All Saints, the administration shall have the right to test the student in any subject and/or to require a written recommendation from the teacher at the prior school. Test results will be used to place a child in a proper grade level and will determine acceptance or non-acceptance into the established curriculum.

### **Transfer Policy**

Transfer students are admitted when space is available and families move into the area. New students will be notified of admittance after all records have been properly transferred and evaluated and all forms and fees have been submitted. New students are admitted at the discretion of the principal on probation for the first year.

### **Registration Requirements**

Families enrolling students at Queen of All Saints are requested to complete the on-line enrollment application available on our website: [www.qas-school.org](http://www.qas-school.org)

- Application for Registration
- Birth certificate
- Registration Fee of \$75
- Most recent report card and standardized test results
- Release of Records
- IEP or 504, if applicable

### **DAILY SCHEDULE:**

The regular daily schedule is as follows:

6:30 – 7:45	Noah’s Ark before School Care
7:45	First bell: Students enter school
8:00	<b>Tardy bell:</b> All students should be in homeroom, if you are not in your homeroom you are considered tardy. Parents need to sign in late students in the office.
8:30	Tuesday and Thursday – All School Mass
11:15	Pre-School/Pre-Kindergarten, Kindergarten, Grades 1 and 2 Lunch
11:40	Grades 3-6 Lunch
12:05	Grades 7-8 Lunch
<b>3:00</b>	<b>Dismissal</b>
3:00 – 6:00	Noah’s Ark after School Care

### **SCHOOL DELAY AND CLOSINGS:**

For school delays and closings, please pay attention to WNDU and WSBT. Our school’s Facebook page is another way to get information quickly. When Queen of All Saints School is closed due to inclement weather, all extra-curricular activities are automatically canceled. Please see additional information under **VIRTUAL LEARNING DAY.**

### **AFTER SCHOOL and BEFORE SCHOOL CARE (NOAH’S ARK):**

A Before School as well as an After School care program, *Noah’s Ark*, is available at Queen of All Saints School. This is a paid service. **Any child remaining on school property after 3:15 P.M., awaiting a ride home, will be sent to Noah’s Ark and the parent/guardian will be charged a fee. This measure is taken to protect all children.**

Mornings: 6:30 – 7:45 AM Afternoons: 3:00 – 6:00 PM

### **SCHOOL DISMISSAL:**

School dismissal is at 3:00. Students should be picked up by their parents or guardian. Students will not be allowed to walk into the parking lot among the cars without parent/guardian supervision.

A student may need to leave school before the regular dismissal time. Parents are asked to send a note to the homeroom teacher expressing this need. **Parents are to pick up the student, and sign him/her out in the School Office.**

### **GENERAL INFORMATION**

#### **ELECTRONIC DEVICES:**

If a parent allows the student to bring electronic devices to school, the school will not be held liable if it is stolen, lost, or damaged. Students will turn in their electronic devices in the morning to their homeroom teacher and the students can use them when needed. If a device becomes disruptive in the classroom, their teacher may take the device away at their discretion. If the student refuses to surrender the device, the student will immediately be sent to the office, the parent will be notified, and the device will be returned to the parent.

### **BIRTHDAYS:**

As per the new Wellness Policy, some Smart Snacks may be brought in for a celebration by the whole class and should be something that can be delivered to the classroom prior to the start of school. Treats should be limited to a small treat like a pencil, book, journal, stickers or food that meets the SMART SCHOOL SNACK guidelines. Cookies, cupcakes, candy and ice cream are NOT allowed. To make things easier for our families, you can order treats directly from our cafeteria and the treats will be delivered for your child's special day. Also, please be sensitive to any allergies that your child's teacher may share with you. Please read SMART SCHOOL SNACK section of this handbook

**Parents and students are reminded that invitations to a private home party (such as a birthday party) may only be distributed in school if every child in the classroom receives an invitation. Or if it is a gender-specific party, every boy or girl must receive an invitation**

### **BOOKS:**

Textbooks remain the property of Queen of All Saints School. Hardbound books need to be covered and are to remain covered throughout the school year. **No self-adhesive book covers are allowed.** Lost or damaged textbooks are the responsibility of the individual student. Fees will be assessed before the end of the school year for any lost or damaged books.

### **BROWN ENVELOPE:**

Every Thursday during the school year, parents/guardians may expect the traditional "*Brown Envelope*" which will be brought home by the oldest child in each family unless it is requested that the information be sent home with another sibling. The "*Brown Envelope*" will contain pertinent information from the Principal, as well as various associations within Queen of All Saints School. A school newsletter will be sent home at least every week. Parents must sign and return the "*Brown Envelope*" by Monday of the following week. Parent signature indicates that the "*Brown Envelope*" was received. Newsletters are also uploaded to our website.

### **CHANGE OF CONTACT INFORMATION FOR EMERGENCIES AT SCHOOL:**

Please notify the office immediately if your current address or primary phone number has changed to facilitate ongoing communication.

- If a student becomes too ill to remain in school, or is injured and needs medical care, the parent/guardian is immediately notified. If a parent is unavailable, the person(s) indicated by the parent/guardian to call in such an emergency will then be contacted. (Guardianship refers to the legal relationship between an adult and a child. In order for an adult to be considered "Legal Guardian" of a child, court papers are required.)
- Students will only be released to parents or guardians as listed on the emergency section of the Registration Form. In addition, the parent or guardian must come to the office to sign the student out of school.

### **CLASS FIELD TRIPS:**

Class field trips are a privilege afforded to students. No student has an absolute "right" to attend a class field trip. A student may be denied permission to attend a class field trip if they fail to meet behavioral requirements or if academic assignments are not completed. This includes the 8<sup>th</sup> Grade trip to Washington, D.C. and 4<sup>th</sup> Grade trip to Indianapolis.

- A parent/guardian must complete and return a field trip permission slip requesting that Queen of All Saints School take a student on a field trip/class trip. **No student may go on a field trip/class trip without the *written* permission of the parent/guardian. A phone call is not sufficient permission.**
- Those students who do not go on a class field trip are expected to attend school on the day of the trip. Classroom work will be provided for those students.
- Parent drivers are responsible to drive the students directly to the location and back without any additional stops.
- Volunteers must have a current volunteer driver form on file in the office and have completed Virtus training.

**CLASSROOM PARTIES:**

Classroom holiday parties will happen periodically throughout the year. They will be scheduled on the school calendar at the beginning of the school year. These parties are organized by the room parents. Your participation is needed and greatly appreciated. The school’s Wellness Policy and SMART SCHOOL SNACKS guidelines apply to food brought in for classroom parties. If you have questions, please ask the cafeteria manager, Mrs. Karen Sheets.

**CLASSROOM VISITS/CONFERENCES/PARENT-TEACHER COMMUNICATION:**

Parents/guardians wishing to observe or visit a class for a period of time are welcome to do so. The classroom teacher must be contacted in advance and arrangements may be made for an appropriate time.

Queen of All Saints School welcomes parents/guardians, and is interested in arranging formal and informal parent-teacher conferences. When a parent contacts the teacher, a response will be initiated within twenty-four (24) hours. If a parent/guardian has a concern regarding a student’s academic or social growth, the parent/guardian should request a conference with the teacher(s) involved. If the matter has not been satisfactorily resolved, the parent/guardian should then request a meeting with the Principal. School faculty and staff welcome your visits, communications, and suggestions.

Formal conferences may be held throughout the school year. Teachers look forward to establishing a relationship with the parents so they can work together to help increase student success both in the classroom and at home. It is important that parents attend these conferences.

**EMERGENCY DRILLS:**

Fire evacuation, severe weather, and other emergency drills will be held throughout the school year. Practice drills provide opportunities to become familiar with necessary procedures. Quiet and order must be maintained during these drills. Volunteers and/or visitors will be instructed to follow the same procedures.

**EXCESSIVE HEAT:**

Children are in air-conditioned classrooms and other areas at QAS. However, in the case of severe heat, these policies will be in effect:

- Students will be allowed to carry water bottles and fountain breaks will be encouraged.
- Recess may be cut short or may be held inside

**FOOD AND BEVERAGES:**

- No gum is allowed on school property during the school day or during after school activities.
- Individual teachers will create policies that address whether students may bring food and beverages into the classroom following the SMART SCHOOL SNACK guidelines in this handbook.

### **KINDERGARTEN BIRTHDATE CUTOFF:**

The deadline for Kindergarten and the Choice scholarship moving into Gr. 1 is age 5 on or before August 1. This gives your child every advantage to be successful in school now and in the future. Queen of All Saints School does NOT have an appeal process for families requesting early entrance and follows the August 1 cut-off date.

### **LIBRARY POLICIES:**

- Students come to library once a week. Books are checked out every week except prior to holiday breaks.
- If an overdue book is not returned, the student will not be allowed to check out another. Books must be returned by the end of each quarter or the family will be charged for the book.

### **LOCKERS AND DESKS:**

School desks/lockers will be assigned to students at the beginning of the year and remain the property of the school. School administration and faculty have a right, and a responsibility, to examine the contents of desks, lockers, and book bags for reasons of health, safety, and security. Students are not to change desks or lockers without permission from the teacher.

### **LOST AND FOUND:**

Items that are found should be turned in to the school office. Found articles are kept in the school office. Parents or students are invited to come and check for lost items. Periodically these items are put on a table outside of the office for students to claim during the school day. Articles left unclaimed will be given to a charity for those less fortunate.

### **STUDENT HEALTH:**

- The School Office personnel will administer medication, if medicine is accompanied by a written permission slip from the doctor or parent. All medication must be brought to the School Office upon arrival on the school grounds.
  - **Prescription Medications:** Without a written note from the prescribing physician, medication cannot be administered. The medication must be labeled with: (a) child's name (b) dosage (c) time of day medication is to be given (d) duration dates. Students requiring the use of an inhaler, need a note from their physician, but may keep the inhaler with them. The inhaler must be labeled with the student's name.
  - **Over the Counter Medications:** Parents wishing to administer over the counter medications are required to come into the School Office to administer the medication. A parent may also authorize the school to administer over the counter medications. A parent/guardian may send a note to the classroom teacher requesting the child be given cough drops.
- There is no problem accommodating students who must take medications over a long-term basis.
- If a student has a chronic illness, such as asthma or an allergy, this information should be on file in the School Office, and the student's teacher(s) will be notified.
- **Communicable Disease:** The school should be notified immediately if a student has a communicable disease. Students are to be excluded from attending school according to the physician's recommendation for communicable diseases. Head lice, as well as, contagious diseases such as strep

throat, eye infections, skin conditions, impetigo, etc. require written release from a physician. Students cannot be readmitted to school without such a written release.

- **Fever:** If a student leaves school with a fever on any given day (defined as 99.5 from the American Academy of Pediatrics, the student should not return to school until the child has been fever free for twenty-four hours.
- **If your child is not feeling well, please keep them home to prevent from passing the illness to other students.**
- **By the 20<sup>th</sup> day of school, all immunizations must be on file for each student enrolled. If not, the student will be excluded from school and all activities until the immunizations are on file.**

### **MUSICAL PERFORMANCES:**

During the course of the school year, students participate in a Christmas Program (December 14) and a Spring Program (May 17). All students are required to be present for the afternoon and evening performances of each program. If a student is not present for any of these performances, their music grade will be lowered in the quarter of which the program was missed.

### **PARENT INVOLVEMENT:**

**We welcome your participation!** Please remember that this is **your school too**, and we all share the responsibility for meeting the spiritual, academic, social, and emotional needs of the children. Please feel free to visit our school. Check with your child's teacher and see what you can do in the classroom to help. Let us know of any special interests, talents, or abilities you can share with us. **We need you!**

QAS is blessed to have an active Parent/Teacher Organization (PTO) that meets quarterly. Please watch the newsletter or website calendar for specific dates and times. **We need you!**

### **REPORTING CHILD ABUSE:**

Indiana State law mandates school personnel to inform the Department of Child Protective Services (C.P.S.) of any suspicion of child abuse or neglect. Child neglect also includes not bringing your child to school on time and on a daily basis. If your child has unexcused absences, this may be a reason to report the information to C.P.S.

### **RELEASE OF STUDENT INFORMATION/ACCESS TO STUDENT INFORMATION:**

The **Buckley Amendment** grants non-custodial parents the right of access to student records. Unless the school is in possession of a copy of a court order to the contrary, a non-custodial parent must be allowed to discuss a student's progress and must be given unofficial copies of the report card, if requested. Non-custodial parents wishing copies of progress reports, report cards, school letters, etc., are asked to supply the school with a self-addressed stamped envelope(s).

**PARENT ACCESS TO STUDENT RECORDS:** The school principal is the custodian of student records. Parents may request to review their child's records. The request should be made in writing to the principal. An appointment will be made where the principal and parents will review the student's records.



### **SAFE ENVIRONMENT PROGRAM: "VIRTUS"**

The Bishops' Charter for the Protection of Children and Youth, adopted in 2002, is in full effect throughout the Diocese of Gary. This program was implemented to prevent, identify, and report sexual abuse and misconduct of children. This program is called VIRTUS. All adults working with children, in any capacity, are required to be VIRTUS trained. This does include classroom volunteers, drivers, and coaches. More information and upcoming training dates are available at [www.dcgary.org](http://www.dcgary.org)

### **SCHOOL BUILDING SAFETY:**

Queen of All Saints takes all cautionary measures to ensure the safety of our students. Doors are locked during school hours. To gain admittance after school is in session, the parent/visitor must ring the bell and will be admitted by the School Office upon stating their name and purpose of their visit. Students should never open the door for anyone, even if they know the visitor personally. Visitors must sign in and out at the office if they plan to stay in the school for an extended period of time.

### **SECLUSION and RESTRAINT:**

Queen of All Saints believes a safe and healthy environment should be provided in which all children can learn, develop and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Policy. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraints.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for the purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g. disrespect, noncompliance, insubordination, out-of-seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purpose of de-escalating the behavior. Parents can access a full copy of our school's plan by request in the school office.

### **LITURGY AND PRAYER**

#### **DAILY PRAYER:**

- Daily prayer is fostered throughout the school as a reflection of our Catholic faith and values.
- Each school day begins with a student-led prayer over the public address system (P.A.) to the complete school. Additionally the Pledge of Allegiance and School Mission statement are recited.
- Grace before and after a meal is said prior to going to the cafeteria. Classroom prayers will be said prior to dismissal each day. Formal prayers such as the Our Father, Hail Mary, Act of Contrition, and Glory Be should be among the prayers that students know. In addition to these, students have opportunities for formal and spontaneous prayer.

- When the school community pauses at the start of the school day for prayer led over the P.A., all students are expected to be attentive and reverent. Students and adults not in a class when prayer is led over the P.A. are asked to stop, become silent, and listen respectfully.

### **LITURGY:**

All students attending Queen of All Saints School are provided the privilege of attending Holy Mass twice each school week as a class, regardless of their religious background. Parents/Guardians and family members are invited to attend and participate. Mass is expected to be attended on the weekends with their families.

**ALL SCHOOL MASS:** All students attend Mass together on **Tuesday and Thursday mornings at 8:30 a.m.**

**HOLY DAY OF OBLIGATION** All students will attend Mass on Holy Days of Obligation. If a Holy Day of Obligation (or a major liturgical celebration, such as Ash Wednesday) falls on a day other than when the students are scheduled to attend Mass, the Holy Day Mass does not “substitute” for the day when students are scheduled to attend Mass.

### **SACRAMENTAL PREPARATION PROGRAMS:**

The Director of Religious Education coordinates the Sacramental Programs for Queen of All Saints School in conjunction with the Pastor, parents, appropriate faculty member(s), as well as the Principal.

The ***Sacrament of (Penance) Reconciliation*** (First Confession) is received in the second grade.

The ***Sacrament of the Holy Eucharist*** (First Holy Communion) is received in the third grade.

The ***Sacrament of Confirmation*** preparation begins in seventh grade and is received in the eighth grade.

### **ACADEMICS**

#### **ATHLETIC CODE OF CONDUCT**

As a parent/guardian:

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at all times.
- I will place the emotional and physical well-being of the athlete ahead of personal desire to win.
- I will treat each athlete participating as an individual, remembering the large range of physical and emotional abilities of the athlete.
- I will support all coaches and officials working with my child in order to encourage a positive atmosphere and experience.
- I will always exhibit proper and ethical behavior while interacting with players, coaches, officials and other parents while attending practices and games.
- I understand that the use of foul or abusive language is STRICTLY prohibited.
- I understand that the Coaches are “Volunteers” and are doing their best.

- I understand the 24 hour “Cool Down” rule which states that I will not interact with a Coach, Official, or School Representative within 24 hours of the end of a sporting event with anything negative or derogatory about said sporting event.
- I understand, that should there be a matter that needs addressed, I will follow the order of chain of command in which to discuss said matter:
  - 1. I will speak with the Coach first (after 24 hour Cool Down if necessary)
  - 2. If necessary, I will request to speak with the Athletic Director
  - 3. If necessary, I will request to speak with the Principal
- I understand that my child’s regular and on-time attendance at both practices and games is vital for a well-prepared and organized team. Therefore, I will always do my best to have my child dropped off AND pick-up on-time.

**ATHLETIC PARTICIPATION ELIGIBILITY:**

All athletes, including cheerleaders, must be conscientious of their academic performance and, therefore, are required to maintain passing marks of at least “C” in ALL classes and an average of 2.5 or higher in Conduct.

**Please Note:**

The last 2 quarters of academic performance of the 2016-2017 school year will determine eligibility for fall sports for the 2017-2018 school year.

**ATHLETIC ACADEMIC PROBATION:**

Grades will be checked every 2 weeks by the Athletic Director to determine eligibility. Should the athlete not meet the above requirements, the following disciplinary actions will be taken:

Step 1: Student will be placed on a two-week probation with a Notice of Probation Letter being sent home to the athlete’s parents.

Step 2: After the initial two-week probationary period, the following will occur:

- If ALL student’s grades have improved to a “C” or above, student is removed from probation.
- If ALL student’s grades have improved, but ANY remain below a “C”, students shall be granted another 2 weeks of probation and Step 2 shall be repeated.
- If ANY of the student’s grades remain at or below the initially checked grades, student will be suspended from any and all Athletics for 2 weeks.

Step 3: If after the 2 week suspension the student’s grades remain at or below the initially checked grades, students will be permanently removed from any and all sports teams.

**HOMEWORK/ASSIGNMENTS:**

Homework is a necessary supplement of regular classroom instruction and provides necessary reinforcement of the curriculum. Homework, which may take the form of reading, studying, creating, researching, problem-solving, and/or writing, will be given at all grade levels. Quarterly, if homework is NOT turned in, assignments 1 – 4 will be completed during lunch and recess. At the fifth assignment, parents will be called in for a conference to assist with completing homework before school or after school. Parent involvement will be required.

If student misses school due to an illness, they will have additional time to complete assignments. One day absence = one extra day upon return to school. Three days absence = three extra days upon return to complete assignments.

**TUTORING:**

Students encountering any academic difficulty should always seek assistance first from the classroom teacher. This extra assistance will take place during the school day as time/schedules permit. The classroom teacher can connect the student with resources at the school or outside in the community. Paid tutoring should NOT include the child’s teacher.

**PLACEMENT/RETENTION:**

There are situations where a student shows marked improvement toward the end of the year and the teacher has the option of placing a student in the next grade level on a trial basis. After the first Progress Report Period if the student is doing well, he/she will remain with their present class assignment for the remainder of the academic year. If at this time the student is demonstrating academic difficulties, he/she will be returned to the previous grade level in order to enhance the necessary skills.

Sometimes, it is deemed advisable for a student to be retained at the present academic level for another year. The teacher will schedule a conference with the parent and Principal, if a student is being considered for possible retention.

**PROGRESS REPORTS:**

A Progress Report is issued to every student at the mid-point of the marking quarter via ***our on-line grade-book***. The Progress Report is intended to show student strengths, and possible weaknesses, prior to the official Report Card. Parents are encouraged to call, or write the teacher **whenever** they have a question concerning progress. It is not necessary to always wait for a Progress Report or Report Card. **Please check the on-line grade-book FREQUENTLY for the betterment of your child.** Parents are welcome to use a computer in the Computer Lab anytime that school is open if you do not have access from home.

**REPORT CARD/GRADING SYSTEM:**

An official Report Card is issued four times per year (approximately every nine weeks of school) and indicates student progress in academic and social areas. Parents are asked to discuss the report card carefully with their student. Questions should be referred to the student’s teacher.

This **is** an official document, and **does** become a part of the Permanent Record of the student.

This is the grading scale used at Queen of All Saints School.

<b>Grading Scale for Grades 1 through 8:</b>				
<b><u>Excellent Achievement</u></b>	<b><u>Very Good</u></b>	<b><u>Satisfactory</u></b>	<b><u>Below Average</u></b>	<b><u>Unsatisfactory</u></b>
<b>A+ = 100%</b>	<b>B+ = 92%</b>	<b>C+ = 84%</b>	<b>D+ = 74%</b>	<b>F = Below 70%</b>
<b>A = 99 – 94%</b>	<b>B = 91 – 86%</b>	<b>C = 83 – 76%</b>	<b>D = 73 – 71%</b>	(percentage will
<b>A- = 93%</b>	<b>B- = 85%</b>	<b>C- = 75%</b>	<b>D- = 70%</b>	be given)

Pre-School, Pre-Kindergarten and Kindergarten will use the following 1-4 Grading Scale:  
4 – Outstanding      3 – Satisfactory      2 – Needs Improvement      1 – Below Grade Level  
\* - Adjusted Program      NA – Not Assessed

Grades 1 – 8 Effort and Conduct grades will follow the following scale:  
4 – Outstanding      3 – Satisfactory      2 – Needs Improvement      1 – Unsatisfactory  
Conduct and Effort grades will be given in each subject even if the same teacher teaches each class.

**REPORT CARD HONOR ROLL STATUS:**

An honor roll is made at each report card time for students in grades 4<sup>th</sup> through 8<sup>th</sup> to recognize students' accomplishments regarding academic achievement and/or significant effort.

**Principals' Honor Roll:** Students in grades 4<sup>th</sup> through 8<sup>th</sup> earning an A on his/her report card in all classes, including specials, and all 3.5 and 4's in conduct.

**Honor Roll:** Students in grades 4<sup>th</sup> through 8<sup>th</sup> earning grades of an A or a B on his/her report card in all classes, including specials, and all 3's and 4's in conduct.

**Excellence in Conduct:** Students in grades 4<sup>th</sup> through 8<sup>th</sup> earning all 4's on his/her report card in conduct.

**ATTENDANCE**

Regular attendance and punctuality help form life skills for work and family, which will benefit the student. The following are the guidelines for student attendance:

**General Attendance**

- If a student is going to be absent the parent/guardian must call the school office at (872-4420) prior to 8:45 A.M., each day the student will be absent from school.
- If the student is absent due to illness, he/she is not permitted to practice, compete, perform, and attend any athletic contest or activity that day.
- When you call the school about your student's absence, you may request homework to be picked up or sent home with a sibling.
- Parent Conferences will be scheduled after ten absences.

**Tardies**

- When a student arrives late to school, the parent/guardian must sign them in at the school office.
- Students are to be considered tardy if he/she is not in the classroom at the 8:00 A.M. bell.
- Parent Conferences will be scheduled after ten tardies.

**Procedure if you do not call in an absence:**

If the office has not received a phone call prior to 8:45 a.m. accounting for a student's absence, then the parent/guardian will be contacted. It is the parent/guardian's responsibility to make sure that the school has the most current daytime contact information.

**VACATIONS:**

Student absences prevent participation in the ongoing educational process and are, therefore, strongly discouraged when they can be avoided. All absences due to vacations will be counted towards the student's

total number of absences. Parents are requested to send a note to school in advance of an anticipated absence. Missed class discussions, presentations, and collaborative activities and projects cannot be made up.

## **DRESS CODE**

**Shirts:** Shirts are to be collared and white or navy blue in color. They may be short-sleeved or long-sleeved. They must be tucked in at all times for grades 2 - 8. These are the only colors that will be permitted.

- Sweatshirts or sweaters are to be navy blue or white (not cream) in color and may NOT be hooded sweatshirts. They must be the appropriate size for the student and fall between the waist and mid thigh. They can have a small, no bigger in diameter than a quarter, manufacturer logo. The 8th grade will be provided with red sweatshirts that may be worn as an alternative to the navy blue.

**Pants:** Pants are to be navy blue uniform pants and the junior high students may also wear khaki-colored pants. These pants are not to be made of fleece, flannel, spandex, velour, or jersey knits. The pants are not to be made of a material or a cut that make the pants cling to the body nor are cargo pants acceptable. Junior high students are not to wear cream colored or white pants. Pants are to be worn at the waist. Belt loops may not be cut off.

**Shoes:** Tennis shoes are to snugly fit the foot by either being tied or having Velcro straps. Students are encouraged to wear tennis shoes at recess even if they wear dress shoes to school. Dress shoes may be worn. Shoes should be closed toe and should not have heels. Winter boots are to be removed upon arrival to school and the student is expected to change into tennis shoes or dress shoes for the school day. Boots of any kind are not permitted during the school day.

**Socks:** Socks are to be worn daily. If the students are wearing shorts, skirts, skorts, or capris, then the socks are to be navy blue, black, or white in color.

**Belts (for grades 2 – 8):** Belts are to be navy, brown, or black. They are not to have any studding or other colors. All belts are to have a buckle. If the pants/shorts/capris have belt loops, then a belt must be worn. All belts must be worn in the belt loops. Preschool through 1<sup>st</sup> grade may wear a belt if they choose, but it is not required.

**Shorts/Skorts/Skirts/Capris:** They are to be navy blue in color except the Junior high may also wear khaki-colored shorts/skorts/skirts/capris. The length is to be to ½ inch or less above the top of the knee cap except for capris which should be below the knee. If a skirt is worn, then shorts must be worn under it. They are not to be made of fleece, flannel, spandex, velour, or jersey knits. Shorts/Skorts/Capris are allowed to be worn from the beginning of school through October 31<sup>st</sup> and again from the day after spring break until the end of the year. **Cargo shorts are not acceptable for either gender.**

**Jumpers:** Girls may wear navy sleeveless jumpers knee length or below. Junior high students may wear khaki colored jumpers. An appropriate school shirt should be worn under a jumper.

**Hair for both Genders:** Hair should be clean, neat, and groomed. No extremes in hair color such as blue, purple, green, pink, etc. Students will not wear extreme cuts. Boys hair must be off the collar.

**Makeup/Nail Polish/Jewelry/Facial Hair:** Absolutely no makeup is to be worn. Nail polish is permitted. Girls may wear two post earrings in each ear. No dangling or hoop earrings. Boys are not permitted to wear earrings of any kind. Perfume or heavily scented lotion is not to be brought into the school. A simple crucifix, cross, or religious medal or scapular may be worn by either boys or girls. No other type of neckwear is

permitted. A wristwatch may be worn. Religious bracelets may be worn. All male students are to be clean-shaven daily.

**Gym Uniforms:** Gym uniforms have been added for the 2017-2018 school year for all grades. Please watch for information at the Open House on August 15.

### **DRESS CODE FOR SPECIAL DAYS:**

#### ***No Uniform Days:***

- These are days when the school uniform is not required.
- The pants or jeans must be free of holes, frayed edges, and be worn in the same fashion as school uniform pants. Shorts may be worn between beginning of the year and October 31 and after Spring Break. Shorts for both genders must be ½ inch above the top of the knee.
- Clothing must not have any pictures or wording that can be considered offensive; this includes innuendo. No sleeveless shirts are to be worn. Shirts do not have to be tucked in but must be long enough that tucking them in is possible.
- Students may wear clothing according to the dress up day policy, as well.

#### ***Dress Up Days:***

- These are days when the school uniform is not required.
- The pants must be free of holes, frayed edges, and be worn in the same fashion as school uniform pants. No jeans or shorts are allowed.
- Skirts and dresses must be of appropriate school uniform length. The dresses must cover the entire shoulder.
- Clothing must not have any pictures or wording that can be considered offensive; this includes innuendo. No sleeveless shirts are to be worn.
- Students should wear casual or dress shoes. No flip-flops should be worn.

### **DISCIPLINE**

Queen of All Saints School, in keeping with its mission of implementing a Catholic educational community, promotes respect for self, others, and the property of others at all times. Students' conduct, therefore, should be formed by Christian values. Some examples of expected behavior include – *but are not limited to* – participating fully in the Queen of All Saints School Catholic educational community, consistently engaging in the educational process, cooperating with teachers and school personnel, respecting other students, maintaining appropriate conduct during classroom and other school activities, using appropriate language when addressing school personnel and other students, caring for school and personal property, and refraining from the possession of weapons or potentially harmful (or illegal) substances of any kind.

Parents/Guardians are expected to cooperate with rules and philosophies of Queen of All Saints School. If this breaks down, students may be asked to withdraw from the QAS School learning environment.

**Positive Rewards:** By means of notes to parents/guardians, Virtue tickets, homework pass, and other various forms of positive reinforcement, each teacher will establish positive rewards for the students who follow the established guidelines for behavior. The entire school staff will work closely with the teachers in reinforcing positive behavior and attitudes in all of our students so that they will receive the full benefits of an effective, orderly, and consistent educational environment. Students are expected to observe Queen of All Saints School's policies and procedures (as outlined in this handbook) as well as classroom policies and procedures

(determined by faculty) and other school practices. A student's failure to observe these will result in disciplinary procedures.

Behavior that is deemed **very serious** is reported to the parents and the Principal; consequences are determined on a case-by-case basis. When appropriate, the principal may impose more serious disciplinary measures, such as suspension (*In-school suspension is an alternative to suspension from school. Students who receive an in-school suspension are assigned for the entire school day (8:00-3:00). Shortened days will NOT be honored during this in-school suspension time. Students are deprived of the sociability of their peers, but they are not deprived of an opportunity to continue their education.*), probation, and/or parental withdrawal. These disciplinary measures may be imposed, progressively or separately, as the situation warrants. Some behaviors are considered **VERY SERIOUS** and warrant immediate action including but not limited to the following:

- **BULLYING**
- **HARASSMENT OR INTIMIDATION OF OTHERS** such as excessive teasing, racial remarks, making threats, or physically pushing someone around to frighten another.
- **INTENTIONALLY CAUSING OR ATTEMPTING TO CAUSE PHYSICAL INJURY** or intentionally behaving in such a way as could reasonably cause physical injury to a student or school personnel.
- **DEFACING OR VANDALIZING SCHOOL OR ANOTHER'S PROPERTY.**
- **POSSESSION OF ILLEGAL SUBSTANCES OR WEAPONS** (such as alcohol, tobacco, knives, nail clippers, and handguns) OR **ENGAGING IN ILLEGAL ACTIVITY** (calling in false alarms of any nature)
- **FIGHTING** this includes "play fighting."
- **EXTORTION**
- **GANG BEHAVIOR:** Queen of All Saints School, in keeping with its mission of implementing a Catholic educational community, does not tolerate gang behavior in any form. Gang affiliation or the appearance of gang affiliation which includes, but is not limited to, expression in costume; hair styles; signs; insignias; and posters (whether in lockers, books or notebooks); graffiti; and intimidation of others – has no place at Queen of All Saints School and will result in immediate parental withdrawal or expulsion.
- **POSSESSION OF PORNOGRAPHIC MATERIAL** or exploring Internet sites with such material.

This "list" is not intended to be all-inclusive, nor is it intended to approach student behavior from a "negative" viewpoint. As mentioned throughout this handbook, Queen of All Saints School, in keeping with its mission of implementing a Catholic educational community, promotes respect for self, others, and others' property at all times . . . and therefore, expects that students' conduct will be formed by and demonstrate Christian values.

Students are encouraged to discuss their conduct progress and conduct grade regularly with their teacher. Parents are a **tremendous** source of motivation for positive student change; thus, we look to parents for support and a consistent message to students regarding the need for positive, productive behavior. We thank all parents, in advance, for assisting us in assisting you. Every attempt will be made by Queen of All Saints School to cooperate with parents/guardians in the remediation of a student's behavior.

### **BULLYING:**

Bully behavior is not allowed at Queen of all Saints School. At Queen of All Saints School, we strive to provide a safe environment for all of our students. Our students have the right to learn without fear of threat, injury or violence (physical harm to another person). Because we have students from grades Pre-School through grade 8, the discipline policies below may fluctuate a bit based upon the age of the student and/or because



some situations may have mitigating factors, **the pastor and the principal are the final recourse in all disciplinary situations.**

**DETENTION: (Formal Detention applies to grades 3-8 only.)**

Detentions may be assigned by *teachers, substitute teachers, playground supervisors, or other school employees* and will be served on Tuesdays, Wednesdays or Thursdays from 7:00 – 7:45 AM or 3:00 to 3:45 PM in the classroom noted on the detention slip as a way to assist the student in realizing the serious consequences of inappropriate behavior. A detention may be issued for, **but not limited to**, such behaviors as dishonesty, academic dishonesty (*such as cheating and/or plagiarism*), disrespect to adults, disrespect to other students, disruption of class, gum or candy, profanity, violations of the Dress Code, consistent tardiness, coming to class without proper materials, consistent misbehavior on the playground or in the cafeteria.

A signature of a parent/guardian is required on the detention form. The receipt of a Detention Slip should be taken as very serious as it indicates that the student has not only tested the limits of a given rule/policy, but with warning has gone beyond. **THERE IS NO EXCUSE FOR MISSING DETENTION.** No sports event, music or dance lesson, planned activity associated with the school or not, takes precedence over detention. If the student is absent that day he/she is to make up the time the following week. If detention is deliberately missed, the detention time will be doubled.

A formal conference involving the student, parent/guardian, Principal, and teacher(s) will take place if a student receives a **second** detention for inability to comply with school policy. Children who do NOT show improvements may be placed on Delayed Registration or, eventually, will not be able to re-enroll for the following year.

**LUNCH:**

Queen of All Saints School does participate in a hot lunch program. A monthly menu is sent home via the “Brown Envelope.” Applications for free or reduced lunches are distributed to every family at the beginning of the school year and are also available in the school office. Your child has an account set up in their name that may have funds deposited into it that can cover several lunches at once. Please send all money for lunch to school in an envelope with your child’s name, grade, teacher, and amount enclosed. This can be delivered to the school office or to the teacher. Parents may bring in a forgotten lunch for their child, but it should be delivered to the school office for distribution. They should not bring extra food for other children unless it is prearranged, approved, and for the entire class. Please help us promote good nutrition and healthy choices.

**Lunch/Meal Accounts:**

Queen of All Saints School will adhere to the following meal charge procedure:

1. All cafeteria purchases are to be prepaid before meal service begins. (You can prepay your student’s account by sending in cash or a check with your student.
2. A student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service account.
3. A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history or making payments on their food service accounts.
4. A student who has charged a meal may not charge or purchase “a la carte” item(s) including extra main entrees or an extra milk.
5. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

6. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal. OR
  - a. School will provide an alternative meal of a cheese sandwich to a student who pays reduced or full price and who does not provide the required payment for that meal.
7. The food service manager of other school personnel will coordinate communications with the parent(s)/guardians(s) that if he/she continues to abuse this policy, then the privilege of charging meals will be refused. OR
  - a. If food service staff suspects that a student may be abusing this policy, then a written notice will be provided to the parent(s)/guardians(s) that if he/she continues to abuse this policy, then the privileges of an alternative meal will be refused.

## **SCRIP**

**SCRIP hours are Monday-Friday 7:45am-9:30am on days when school is in session. Orders that come into our office after this time will not be filled to the next business day.**

**Questions:** If you have questions regarding SCRIP please contact Chris Bentley or Karen Sheets at 219-872-4420 ext. 202 during SCRIP hours.

### **Procedures:**

To order SCRIP you can come to the SCRIP office, or send your completed SCRIP order, along with the payment, in to the SCRIP office with your child. We will process your order and send it home with your child or put it in the office to be picked up by you. (SCRIP is not responsible if you choose to have your child pick up your order.) You can also phone in or e-mail your orders to [scriporders@gas.org](mailto:scriporders@gas.org).

### **Important Information**

1. SCRIP generates funds by obtaining gift certificates from participating merchants at a discount and selling them at face value to program participants. The difference between these amounts is the "SCRIP Gross Profit ". (Gross Profit does not cover the cost of shipping, credit card fees or administrative cost.)
2. School Families must reach a SCRIP Profit goal of \$425.00. After this \$425 goal is met any additional "SCRIP Profit" earned School families get 100% of that profit. This profit goes to Book fees and Tuition for the following school year.
3. In the event that a participating family is leaving Queen of All Saints School and not returning all monies earned will be donated back to Queen of All Saints School. If it is your final child is graduating the 8<sup>th</sup> grade at Queen of All Saints 50% of your profit after the \$425.00 will be returned to you or 50% will go to Marquette for your child. The other 50% will be donated back to Queen of All Saints School.
4. If you would like to use your SCRIP Profit for field trips you only get 50% of your profit after your \$425.00 goal is reached. The \$425.00 and the other 50% will get donated to Queen of all Saints.
5. Marquette families are allowed to use Queen of All Saints SCRIP Program. 50% of all SCRIP Profit earned will go to Marquette for your Child's tuition. The other 50% of the SCRIP Profit will be donated to Queen of All Saints School. If it is your child's final year at Marquette because they are graduating you will get a check for your 50% of the SCRIP Profit. The other 50% will be donated back to Queen of All Saints School. If you remove your child from Marquette all monies earned will be donated back to Queen of All Saints.

6. Advise anyone making SCRIP purchases on your behalf of these rules and guidelines.
7. Participating School families will receive statements in September, January and April.
8. Due to the credit card fees we are charged. If you use a credit card we take 2.5% off your profit earned for that order. EXAMPLE: So if you use it on Meijer you get 0.5% instead of 3%.
9. Queen of All Saints SCRIP Program is not responsible for any lost, expired or stolen gift certificates.
10. In the event a merchant declares Bankruptcy or goes out business Queen of All Saints SCRIP Program will not make any refunds or exchanges.
11. Gift cards that are purchased at Queen of All Saints SCRIP can only be exchanged for other gift cards. The card being exchanged must have been bought within 2 weeks of the exchange. Special order items can't be exchanged .Since we do have to check the balance on the cards being returned it may take up to 2 Business days and not include weekends or holidays. We will call you as soon as we can.
12. All Participating merchants, denominations and percentages are subject to change without notice.
13. There will be a \$25.00 fee on all checks returned. We will need cash or a money order. You will not be able to purchase SCRIP until you have cleared up your returned check and fee.
14. Queen of All Saints Reserves the right of administrative interpretation regarding this plan.
15. As the SCRIP Tuition Credit evolves, Additional guidelines, regulations, etc. may be identified and implemented at any time.

#### **SMART SCHOOL SNACKS:**

Food brought into school must be commercially prepared and packaged in the original container with food/nutrition labels listing all product ingredients and meet the SMART SNACK requirements. See the cafeteria for a list of items offered for sale.

Non-food items are always welcomed and desired such as pencils, bookmarks, small books, journals, stickers or other inexpensive items.

#### Smart Snack Definition:

Not more than 35% of their total calories from fat

Not more than 10% of total calories from saturated fat

Trans fat zero grams

Not more than 35% of their weight from sugars that do not occur naturally in fruits, vegetables, or dairy products.

Snack items cannot exceed 200 calories or 230 mg. of sodium

#### Smart Snack Beverages Definition:

Fruit or vegetables based drinks must contain 100% real fruit or vegetable juice

Isotonic beverages

Low fat and fat free regular and flavored milk

Water

## **TRAFFIC FLOW**

For drop-off, cars may enter off Esther Street (closest to church) and cautiously pull to curb by school. Students should be ready to get out of vehicle on the sidewalk. Cars exit the main lot onto Esther Street near the QAS Annex.

Middle school students may be picked up and dropped off at the north entrance of the school.

For pick-up, cars are to park and an adult is to come to the sidewalk. Students in grades 2 – 5 will exit out of Door C. Students in PK, Kg, and 1<sup>st</sup> grade will exit out the doors by the cafeteria. Please only park in designated spots to pick up students.

If you have a medical condition that prevents you from being able to come to the sidewalk, please call the school and we will make the necessary arrangements.

## **TUITION/FUNDRAISING/WITHDRAWAL POLICIES**

As a parochial school, the primary source of funding your child's education is tuition. In order for the school to meet its financial obligations, it is crucial that your tuition payments be made in a consistent and timely manner at your specified rate.

### **Delinquent Accounts**

If your required tuition payments (based upon the tuition payment method selected) are not made by the due date, and if other arrangements have not been made with the Pastor of Queen of All Saints Parish, then the tuition account is said to be "delinquent". A student with a delinquent tuition account of **60 days** will not be entitled to return to school until the account is current and will be sent home.

- A) If after 1 week no further action is taken to become current your child will be removed.
- B) If after agreeing to become current and you remain delinquent your child will be removed.

All tuition and fees must be current for each semester or the student will not be allowed to return for the next semester and all report cards, student records, 8<sup>th</sup> grade transcripts and diplomas will not be given out.

All outstanding tuition and fees must be paid before records are released as stated in the contract. If the tuition account for a student is delinquent at the time of annual re-registration that that student will not be allowed to register for the coming school year. For students in grades P through 7, this means that the space that would have been reserved for the student with the delinquent tuition account will not be reserved, and may be given to an incoming new student. If the parents of a student whose tuition account is delinquent finish making the required payments, or make other arrangements with the Pastor by the end of the school year, then that student may re-register for the coming year. If the parents of a student whose tuition account is delinquent do not finish making the required payments and do not make other arrangements with the Pastor by the end of the school year, then that student may not be allowed to re-enter Queen of All Saints School.

### **Tuition Refund Policy**

Students who withdraw after August 1 and before the beginning of school will be charged one month of tuition. Students who withdraw prior to the end of the first quarter will be charged ¼ of the tuition. Students

who withdraw after 1<sup>st</sup> quarter ended but prior to the end of the 2<sup>nd</sup> quarter will be charged ½ of the tuition. Students who withdraw after 2<sup>nd</sup> quarter ended but prior to the end of the 3<sup>rd</sup> quarter will be charged ¾ of the tuition. Students who withdraw after 3<sup>rd</sup> quarter ended but prior to the end of the 4<sup>th</sup> quarter will be charged a full year of tuition. Students who leave as a result of disciplinary action will not be granted a tuition refund. Refunds of withdrawal charges and prepaid tuition are at the discretion of the administration and will not be considered until parent/guardian has signed an official notice of transfer/withdrawal.

### **Registration**

The registration/re-registration fee of \$75.00/per student is due at time of registration. The registration/re-registration fee is non-refundable.

### **Stewardship Definitions**

- **Parishioner** – Catholics who give regularly of Time, Talent & Treasure.
- **Non-Parishioner** – Individuals who are not Catholic or whom attends a non-subsidized parish.
- **Subsidy Non-Parishioner** – A Catholic Parishioner from another parish, who receives subsidy from their parish.
- **Stewardship** – Is an attitude and practice of responsible planning and management of resources. This applies to sharing time, talents and treasures.
- **Assistance** – Someone who has very special need.
- **Dual Family** – Two families contributing to a student's tuition.
- **Probation** – A parishioner family placed on probation will have 6 months to improve their giving of time, talent and treasure.

### **VIRTUAL LEARNING DAY:**

Queen of All Saints School is fortunate to have a waiver from the Indiana Department of Education that allows us to make up days on-line when school is canceled due to snow, ice, cold, heat or for professional development days.

1. When school is canceled for the entire day, you and your child need to access RenWeb after 9 AM.
2. Check the on-line classroom for assignments. Expect an assignment for English, Math and Religion.
3. All assignments are due the day we return back to school. Students will be marked absent for the Virtual Learning Day if assignments are not turned in on the day we return to school.
4. If you need assistance, your teacher will be available from 9 AM to 1 PM.
5. Do your best. If you are struggling be resourceful and call a classmate.

### **WORLD VIEW:**

Each year you can expect QAS to participate in a school-wide activity that enhances your child's world view. Watch for more information in the Brown Envelope.