

February 1, 2011

Dear Parent/Guardian and Student:

The administration, faculty, and staff at Queen of All Saints School are invested in creating a Christian environment that promotes learning, maturation, and healthy relationships. However, during the course of the school year, behaviors and habits have developed that lower the quality of education offered at Queen of All Saints School, including bullying, cyber-bullying, late arrival to class after passing periods have ended, frequent dress code violations, incomplete assignments, and cheating.

Aware of our responsibility to provide quality Catholic education, we recognize the need to rectify these areas of concern, create an environment that raises the educational quality of the students' school day, and hold students accountable for their behavior and choices. With this letter, we want to clarify the consequences that your child/children will incur by violating the directives outlined in the student handbook.

Bullying/cyber-bullying: Bullying of any kind involves an imbalance of power, aggression, and a negative action that is often repeated. Examples of bullying include but are not limited to verbal abuse through the use of derogatory comments, bad names, name calling; physical abuse such as hitting, kicking, shoving, and spitting; and emotional abuse such as making threats, starting rumors, and isolation or exclusion from a group. Cyber-Bullying is bullying through email, instant messaging, chat room exchanges, web site posts, or digital messages or images sent to a cellular phone or other electronic device. Gradations of bullying and cyber-bullying are listed in the student handbook. Consequences include incident reports, loss of recess, in-school suspension, and removal.

School day tardies: Subject to tardy violations, middle school students are tardy if they are not seated at the time the bell rings to begin class. Three tardies will result in the students' loss of recess. Four tardy violations will result in a detention and a conference will be arranged with parents.

Dress Code: The dress code policy outlined in the handbook remains in effect. Infractions against the dress code will first receive a verbal warning, then a written warning. Finally, a detention will be issued for each violation of the dress code thereafter. In cases of violations against haircuts and hairstyles listed in the student handbook, a noted change is in effect. When a student is deemed to be in need of a haircut as prescribed in the handbook, a note will be sent home with the student. The required haircut must be completed within one week. Failure to comply with the requirement will result in exclusion from athletic practices and competitions, if applicable, and the student will also serve a detention.

Failure to complete assignments: Completed assignments are essential to the students' education. Therefore, students will continue to receive a note for failure to complete an assignment, which must be signed by a parent. The student will also use their recess time to complete the assignment for a late grade. After three notes, the student will serve a detention. After three notes, the student will serve a detention and the teacher will schedule a conference with a parent.

Cheating: For the first offense, a student will receive a detention and a zero for the assignment. The second offense will result in an in-school suspension. The student will receive an out of school suspension for the third offense. Continued cheating will result in removal.

All detentions are served during the school week from 6:45 to 7:45 a.m. Respecting the necessity of discipline in our school, three violations of one of the policies listed will result in an in-school suspension for one day. The fourth violation will incur an out of school suspension for 2 days. Students who violate these policies for the fifth time will be removed from Queen of All Saints School.

Enforcement of these changes will begin on February 14, 2011, when Fr. Kevin Huber and I will meet with entire student body for a review of this policy. If you have questions or concerns, please contact me at Queen of All Saints School Office. Thank you for your continued support and cooperation.

Sincerely,

Mrs. Anita. L. Peters
Principal

Please detach the portion below and return to
Queen of All Saints School Office by February 11, 2011.

I/We have received the changes in the disciplinary code at Queen of All Saints School. Our signature below indicates that we have reviewed the information, respect the changes, and are ready to abide by the revised disciplinary code.

Student Signature

Date

Parent Signature

Date