



# Family Handbook

2026-2027

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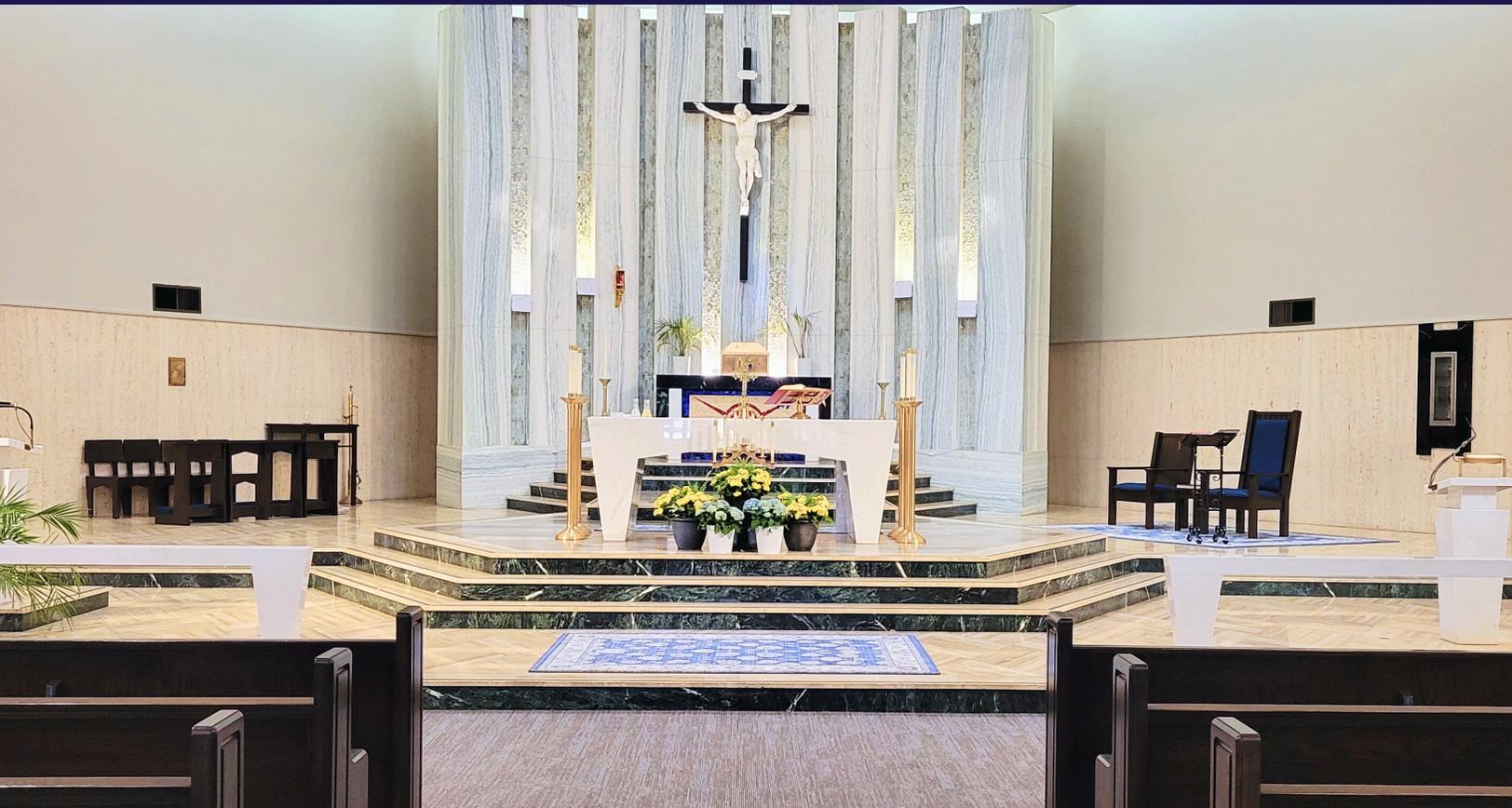
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# INTRODUCTION

Dear Families,

It is my pleasure to welcome you to the Queen of Apostles community for the 2026-2027 school year. We hope that Queen of Apostles becomes your home and is a place where your child can flourish. A Catholic education prepares students for leadership in a diverse world by educating every aspect of the child: spiritually, emotionally, socially, morally, physically, and intellectually. We passionately believe in meeting your child at their level and enhancing their growth as individuals.

Our daily goal is to achieve academic excellence rooted in our Catholic faith. As a Christian community, we foster an environment that is centered on the development of each child according to his or her spiritual growth and intellectual ability. We are honored to serve our remarkable students and maintain a vigilant and consistent atmosphere focused on cultivating a sense of community.

Queen of Apostles is a family focused and caring community where students thrive. Our family atmosphere gives students an opportunity to know one another well and build strong community and leadership skills. Our amazing teachers foster a nurturing and safe environment for all.

We strive every day to partner with our parish families to shape future leaders and key contributors to society. Our graduates will be fully prepared to tackle the challenges of high school and beyond. Please reach out to your child's teacher with any questions throughout the year or visit our website at <http://www.queenofapostlesjoliet.net/school>.

Welcome!

Bob Tyrell  
Principal

QUEEN OF APOSTLES  
CATHOLIC SCHOOL  
FACULTY AND STAFF

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## OUR MISSION

# QUEEN OF APOSTLES CATHOLIC SCHOOL

Queen of Apostles Catholic School is a Pre-Kindergarten through 8th grade school under Queen of Apostles Catholic Parish. Queen of Apostles Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all subject areas.

Queen of Apostles Catholic School is further committed to meeting the instructional needs of all students. The Teacher Assistance Team (TAT) is utilized to document teacher concerns and provide intervention strategies for teachers to implement in the classroom. The differentiated model of instruction will continue to be implemented in all subject areas.



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Queen of Apostles Catholic School is a community centered on the person and teaching of Jesus Christ, which is committed to forming the whole person through faith, virtue, and academic excellence.

## OUR BELIEFS

### We Believe

in the importance of worship and adoration to nurture a true relationship with Christ as the foundation for living the Gospel.

### We Believe

in the importance of developing strong leaders through service to others.

### We Believe

in mutual respect, fostering personal and familial accountability, moral growth and integrity.

### We Believe

in developing young disciples who are guided in Catholic principles and are equipped to share the truth of Jesus Christ.

### We Believe

in embracing the natural learning, skills, talents, and gifts bestowed by God and that each student's potential for success must be nurtured.



# The Academic Partnership and our Philosophy of Education

As Catholics, we believe that it is the responsibility and sacred right of parents to be the first and primary formators of their children and safeguards of their wellbeing. In making the choice to send your children to Queen of Apostles, you have chosen to form a partnership with us in the proper education and formation of your children.

The primary foundation of our school is Jesus Christ. The environment that Queen of Apostles endeavors to create is rooted in the His Gospel and the Teaching of His Holy Church. These teachings have generated standards for academic performance and personal conduct.

There are three actors in that partnership: **The School, the Student, and the Parents**. Each of these actors shares responsibilities in the partnership to make it successful.

**The School** (to include administration of Queen of Apostles Catholic School, its teaching faculty, and support staff) takes the responsibility to educate seriously. We are committed to effective academic strategies, strong classroom management, clear academic and behavioral standards, and clear communication with students and parents.

**Students** enrolled at Queen of Apostles are responsible for ensuring that they are active participants in their education. With the support and encouragement of their teachers and the administration and support staff of Queen of Apostles while at school and with the support and encouragement of their parents/guardians at home, they will be responsible for ensuring that they complete their academic work as assigned, conduct themselves according to the standards regarding student behavior and classroom conduct, and present themselves to school prepared to engage with the Christian academic environment and the Queen of Apostles Community.

**Parents** have freely chosen to enroll their children at Queen of Apostles and therefore must enthusiastically support its environment, goals, and mission. When parents are unwilling to meet this obligation, the partnership is likely to fail. Parents demonstrate their support for the Catholic educational mission at Queen of Apostles by their actions.

## WE ASK THAT PARENTS:

1. Attend Mass and teach the Catholic faith by word and example.
2. Set rules, times, and limits so that your child...
  - A. goes to bed early on school nights.
  - B. arrives at school on time and is picked up on time at the end of the day.
  - C. is dressed according to the school dress code.
3. Ensure that the students complete assignments on time.
4. Ensure the student has a lunch every day or has a lunch ordered every day.
5. Monitor student's use of school-issued electronic devices to ensure the devices are being used in accordance with the technology policy included in the this handbook.
6. Support and cooperate with the discipline policy of the school in all disciplinary matters.
7. Actively participate in school activities such as parent-teacher conferences.
8. See that the student pays for any damage to schoolbooks, school-issued electronic devices, or property due to carelessness or neglect on the part of the student.
9. Notify the school with a written note when the student has been absent or tardy.
10. Notify the school office of any changes of address or important phone numbers.
11. Meet all financial obligations to the school.
12. Inform the school of any special situation regarding the student's well-being, safety, and health.
13. Complete and return to school any requested information promptly.
14. Read school notes and newsletters and to show interest in the student's total education.
15. Support the religious and educational goals of the school.

Finally, parents demonstrate their support and participation in this community by ensuring they hold themselves to the demands of Christian charity that are expected of us by the Gospel in all matters relating to the school. We expect this appropriate conduct as it relates to our school both on and off our campus (e.g. at athletic events, field trips, diocesan events, etc.), online, in communications with and about the school, and on social media.

# Regarding Communication with Teachers and Administrators

Teachers will regularly communicate with parents in a variety of ways that will differ from one teacher to the next; however, parents can expect to receive communication through such mediums as newsletters, email, FACTS, websites, and phone calls.

Parents may contact teachers in writing, by phone, or by e-mail to discuss concerns and make an appointment for a conference. All conferences are subject to the approval of the principal. The principal may choose to attend those conferences or call on other administrators or teachers to do so.

Please do not approach a teacher at arrival or dismissal, at lunch or recess, on field trips or other school sponsored events, or at sporting events to discuss classroom concerns.

The content of these communications is monitored by school and parish administration. All communications with our teachers must be respectful, courteous, generous, and without unnecessary frequency. Failure to abide by this policy may result in a halt to communication and likely an end to the academic partnership.

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*Queen of Apostles Catholic School reserves the right to terminate the educational partnership and force the withdrawal or refuse readmission to any student or students for any reason and at any time. Any termination of this partnership will be communicated in writing by the Pastor of the Parish and the School Principal.*

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Once you sign the agreement below, submit this slip to the school office:

.....

*I have read and agree to the terms outlined in 'The Academic Partnership and our Philosophy of Education' & 'Regarding Communication with Teachers and Administrators' sections of The Queen of Apostles Parent Handbook. I understand that these policies also apply to anyone who engages with Queen of Apostles School on my behalf.*

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CURRICULUM

# Academics

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development. Our curriculum aims at the development and formation of the whole child in truth, goodness, and beauty.

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all subject areas. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (Grammar, Writing, Speaking and Listening, Handwriting), Mathematics, Science, Social Studies, Art, Music, Physical Education, Computer Education, and Library.

**Please see more about the diocesan curriculum standards in The Appendix on p.94-95**

# Religious Instruction

Since religion is the distinctive mark of every Catholic school, systematic religious instruction is provided daily at Queen of Apostles Catholic School. Religion is an integral part of everyday living. The child should show a deep interest in religion through diligent study and by taking an active part in religious exercises. Non-Catholic students must attend the religious functions in which the students are engaged. They are expected to participate in classes of religious instruction. Throughout the week, students are reminded about the Sunday Mass obligation. Parents are strongly encouraged to assist their children in living out their faith by fulfilling this basic obligation of worship.

# Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion program at Queen of Apostles Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Students in Grade 8 will prepare for and receive the Sacrament of Confirmation. If a student in Grades 3-8 has not received the Sacraments of Baptism, Reconciliation, or Eucharist, the parent may contact the Principal to arrange for sacramental instruction. Parents are required to be active partners in the preparation of their children for these sacraments.

# Student Assistance

Queen of Apostles Catholic School believes that every student has the potential to learn by using the gifts which God has given them. To help foster areas in which a student and teacher may need extra help to bring out that potential, resource instruction may be a component of the educational process.

The Queen of Apostles Catholic School will strive to support children experiencing difficulty in the regular class due to properly identified learning deficits. Students that qualify for services will receive their assigned minutes from a Special Education Teacher and/or Social Worker provided by Public Schools District 86.

# Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for future lessons or classroom activities. Homework time does not include long-range projects or assignments.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. At Queen of Apostles Catholic School, students are expected to complete homework and studying deemed appropriate by their teacher. Generally, a student may be expected to complete approximately 10 minutes of homework per grade level (i.e. a 7<sup>th</sup> grader could expect to be assigned 70 minutes of homework/studying each evening).

# Homework Policy due to Illness

A parent may call the office and ask for their child's work. Calls must be placed before 10AM. Work will be emailed or arranged to be picked up at the office.

Students will be allowed one day for each day of absence due to illness to make up their work. For example, a student who was absent three days should be given three school days to complete the missed work.

## Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to produce homework, tests, or quizzes before a planned absence. In certain circumstances, a teacher may be able to assign work or give an assessment in advance; however, school policy dictates that a teacher is not required to do so.

## At-Home Learning

At its discretion, Queen of Apostles Catholic School may elect to institute At-Home Learning.

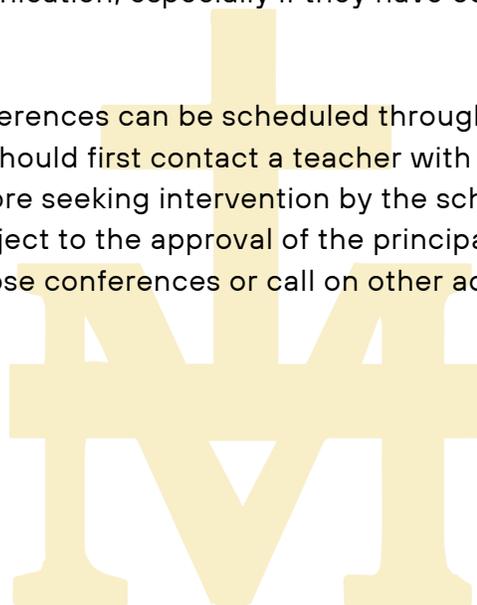
## Textbooks

Textbooks rented by the student must have a proper book cover. Writing in rented textbooks is not permitted. The student will pay a fine or replacement fees for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## Parent-Teacher Conferences

Parent-Teacher Conferences will be held twice a year, once near the end of the first trimester and again near the end of the 2nd trimester. We highly recommend that parents schedule conferences for both sessions to get this face-to-face communication, especially if they have concerns about their student.

Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first contact a teacher with any concerns about a student or class before seeking intervention by the school Administration. All conferences are subject to the approval of the principal. The principal may choose to attend those conferences or call on other administrators or teachers to do so.



# Report Cards & Progress Reports

Evaluation of the student is based on teacher judgment and observation, independent work, teacher prepared tests (which may include but is not limited to projects, portfolios, and other tools for assessment), class participation, and effort.

The purpose of grade reports is to present an assessment of a student's achievement in his/her academic studies to parents. Parents of students in Grades 4-8 are encouraged to stay informed about their child's academic progress using the school's online reporting system, FACTs. Information about how to log-in to this account will be sent home before the beginning of the school year.

**Progress Reports** are sent home midway through the trimester for all students.

**Report Cards** are important tools for communication. Report Cards will be given three times during the academic school year as the school is on trimesters. A Report Card may be withheld if tuition, fees, damages owed, or library fines are outstanding.

## Honor Roll (Grades 6-8)

Queen of Apostles Catholic School seeks to recognize and celebrate student achievement and the discipline such achievement requires. The Honor Roll recognizes top performing students in the core academic subjects. Honor Roll is calculated per trimester.

The core academic subjects are English/Language Arts, Mathematics, Science, Religion, and Social Studies. Additionally, grades earned by students enrolled in the High School Math and Science programs will be included in the calculation.

For a student to attain **Honor Roll**, the student must:

- Earn a 3.5 GPA in the Core Academic Subjects
- Receive an "Appropriate" or "Outstanding" mark for Effort on the Report Card

For a student to attain **High Honor Roll**, the student must:

- Earn a 3.7 GPA in the Core Academic Subjects
- Receive an "Appropriate" or "Outstanding" mark for Effort on the Report Card

# Grading Scale for Grades 1-3

4	Work Exceeds Expectations	A student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks without teacher assistance.
3	Work Meets Expectation	Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with little teacher assistance.
2	Work Approaches Expectation	Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires some teacher assistance: prompts, directions, and reminders.
1	Needs to Improve	Student has not yet demonstrated an understanding of grade level concepts, skill and processes taught to date and needs consistent support. Student requires significant teacher assistance with prompts, directions, and reminders.
NG	Not Graded	Used when a particular subject is not taught.

## Grading Scale for Grades 4-8

A+ = 100%	B+ = 91-92%	C+ = 83-84%	D+ = 75-76%	F = 0-69%
A = 96-99%	B = 88-90%	C = 79-82%	D = 72-74%	
A- = 93-95%	B- = 85-87%	C- = 77-78%	D- = 70-71%	

## ACADEMIC ACCOUNTABILITY

### Penalty for Missing Work

Students are expected to turn in assigned homework the following day unless otherwise instructed by the teacher. Students in Grades 5-8 who fail to complete or turn in homework will receive a Missing Work Notice, which should be signed by a parent and returned to the teacher the next day with the missing work. Failure to return a Missing Work Notice may result in a demerit. After a student has received 5 Missing Work Notices, they will receive an Academic Detention. Tally of the Missing Work Notices will reset after Christmas Break.

Homeroom teachers in other grade levels will develop their own procedure for missing homework.

### Irregularities during Tests/Assignments, Plagiarism, Cheating

Honesty and truthfulness are virtues that are held in high regard at Queen of Apostles Catholic School. There are standard regulations affecting all testing – students have no extraneous material on their desk, they keep their eyes on their own paper, they stop writing when told to do so, and they do not share screens or forward information when on electronic devices etc. These regulations are made to assure the validity of the testing. All irregularities during testing and plagiarism are failures against these standard regulations and indications of dishonesty.

The Principal is informed by the teacher of all such infractions. Plagiarism and cheating of any type will not be tolerated. Where, in the judgment of the Principal, plagiarism or cheating/testing irregularity has taken place, commensurate punishment is assigned, and the offender receives an “F” on the test or assignment on which the cheating/testing irregularity occurred. Students who choose to plagiarize or cheat face a failing grade, detention, suspension, and/or expulsion. A student who participates in plagiarism or cheating may also be unable to participate in sports or extracurricular activities.

### Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose average in any subject is an F will not be allowed to participate in any sports or extracurricular activity until the grade has improved to a passing grade of D- or higher (70% or higher).

## Promotion Policy and Retention Policy

Advancement to the next grade in Queen of Apostles Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when it is believed that such action will better prepare the student academically or emotionally for the next grade.

A decision to retain a student in the Pre-Kindergarten or Kindergarten program shall be based on the child's progress, especially regarding the level of maturity attained and the ability to handle the academic program of the next grade level. This decision will be a consultative one involving the teacher, parents, and Principal.

### • Grades 1-3

The inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. It is important to determine the overall ability of the child in making such decisions. Retention in primary grades is advised over lack of achievement in the next level.

### • Grades 4-8

Promotion in Grades 4-8 is to be determined by a combined average of the grade's students receive in the following subject areas:

- Religion
- Language Arts (Reading/Literature, Grammar, Writing, Speaking and Listening)
- Mathematics
- Science
- Social Studies
- Specialty Subjects (Foreign Language, Computer, Art, and Physical Education)

A student who has received a general average of 70% (D-) or above in these subjects for the year is to be promoted provided he/she has passed two of the three core subjects including English, Literature, and Mathematics.

The school reserves the right to recommend retention for a student whose academic performance and/or behavior indicates that they need an additional year to mature. This is done only in cases where the student will benefit from the additional year.

## END OF THE YEAR PROTOCOLS

# GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee a certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, follow the school's code of conduct, and comply with all school regulations and policies.

The principal shall have the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student. This would occur if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

## 8th Grade Class Trip

Queen of Apostles Catholic School may elect to have an 8<sup>th</sup> grade class trip. This trip is a privilege earned by the students, not a right. Students may be denied participation if they fail to meet academic or behavioral expectations.



## END OF THE YEAR PROTOCOLS

# Awards

Award	Eligible Grade	Award Description
Principal's Leadership Award	8	Given to one 8th grade student who demonstrates consistent Christian leadership throughout their 8th grade year.
Spirit of Queen of Apostles Award	1-8	<p>Given to one boy and one girl in each 1st and 2nd grade. Given to one student per every other grade.</p> <p>Recipients of this award exemplify the spirit of the mission of Queen of Apostles Catholic School.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Spirit of reverence</li> <li>+Integrity</li> <li>+Evidence of service/willingness to help.</li> <li>+Exhibits leadership</li> <li>+Academic effort</li> <li>+Appropriate conduct</li> <li>+Respect for others</li> </ul>
St. Dominic Award for Excellence in Religion	1-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Academic effort</li> <li>+Appropriate conduct</li> <li>+Academic achievement (A's &amp; B's)</li> <li>+Exhibits interest in the Catholic faith</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>
St. Albert the Great Award for Excellence in Science	3-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class.</li> <li>+Academic achievement (A's &amp; B's)</li> <li>+Exhibits interest in applied Science</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>

St. Thomas More Award for Excellence in Social Studies	3-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class.</li> <li>+Academic Achievement (A's &amp; B's)</li> <li>+Exhibits interest in Social Studies</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>
St. Paul Award for Excellence in Language Arts	3-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class.</li> <li>+Academic achievement (A's &amp; B's)</li> <li>+Exhibits interest in Language Arts</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>
Bl. Pier Giorgio Frassati Award for Excellence in Physical Education	1-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class</li> <li>+Academic achievement</li> <li>+Exhibits interest in applied Physical Education</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum.</li> </ul>
St. Joseph Award for Excellence in Art	1-8	<p>Given to one student per grade.</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class.</li> <li>+Academic achievement</li> <li>+Exhibits interest in Art</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>
Bl. Carlo Acutis Award for Excellence in Computer	1-8	<p>Given to one student per grade. Criteria:</p> <ul style="list-style-type: none"> <li>+Displays effort and cooperation in class.</li> <li>+Academic achievement</li> <li>+Exhibits interest in Computer</li> <li>+Active participation in class</li> <li>+Goes above and beyond what is expected in the curriculum</li> </ul>

## ADMINISTRATIVE PROCEDURES

# School Office Hours

The school office is open on all school days from 7:30 AM – 3:00 PM. All messages left on the general voicemail after 3:00 PM will be retrieved the following morning.

# Admission Information

## Non-discrimination Policy

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs, and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the Official Catholic Directory, published annually.

As openings become available, the following priorities will be used to accept students to Queen of Apostles Catholic School:

- Current families with siblings enrolled.
- Members of Queen of Apostles Parish
- Members of other Catholic parishes
- Non-Catholic students

The admissions policy for Queen of Apostles Catholic School adheres to the laws of the State of Illinois and the Diocese of Joliet Catholic Schools Office which determines the age for admittance as well as health and academic records required for admittance.

## Age for Admission to Pre-Kindergarten and Kindergarten

- Children entering Pre-K 3 must be three (3) years of age by September 1st.
- Children entering Pre-K 4 must be four (4) years of age by September 1st.
- Children entering Kindergarten must be five (5) years of age by September 1st.



## ADMINISTRATIVE PROCEDURES CONT.

# General Conditions for Admission

Queen of Apostles Catholic School seeks to serve families who desire to participate in its mission and the mission of the Roman Catholic Church. Parents understand that the mission of Queen of Apostles Catholic School involves active and regular involvement in the Catholic faith through prayer, attendance at Sunday Mass, support of the Catholic Church and Her teachings, and regular reception of the Sacraments.

A family/student is admitted to the school on the premise that the family/student intends to learn about the Catholic faith and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavior), which cannot be reasonably accommodated by the school, may be denied admission.

The following documents are required:

- Birth Certificate (certified copies are accepted)
- Baptismal Certificate
- Immunization Records
- Health Records
- Report Cards
- Standardized Test Results
- Record of IEP
- Signed school contract.

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Queen of Apostles Catholic School will meet the educational needs of the students. An interview with the parents and student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 2-8.

Although Queen of Apostles Catholic School attempts to meet the needs of its students, it is not equipped to serve all special needs. Parents are asked to supply all pertinent information having an impact on the school's ability to provide for the child's needs. Special academic and/or psychological evaluation may be required.

## ADMINISTRATIVE PROCEDURES CONT.

# General Conditions for Admission Cont.

All admissions are subject to the approval of the Principal and are based on such criteria as:

- Active/contributing parish membership.
- Active support of the mission of Queen of Apostles Catholic School
- School records (Academic, Psychological, Attendance, Conduct)
- Predetermined class size

All new students will be given a trial period of one trimester in which to demonstrate both socially and academically that they will succeed at Queen of Apostles. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Queen of Apostles Catholic School. The recommendation and decision of the school is final.

Non-Catholic students whose parents support the mission of Queen of Apostles Catholic School will be accepted on a space-available basis.

**Please see IL state age requirements in The Appendix on p.92**

## Withdrawal or Transfer of Students

Notice of withdrawal of a student must be made by the parent in writing to the Principal in advance of the withdrawal date. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. No student records will be forwarded to another school until financial obligations have been settled.

In accordance with diocesan policy, any student requesting admission as a transfer from a Catholic school will be provided with a diocesan Student Transfer Form to establish the transfer protocol and verify that the student is in 'good standing.' In good standing means that the school has not disciplined the student with an out-of-school suspension or expulsion and the student is entitled to attend classes as of the date of this form. Furthermore, the diocesan transfer policy requires that the family has no outstanding tuition balance owed to the school. No diocesan Catholic school may admit a new student from another school until this protocol is complete.

**Please see Withdrawal Procedure Information in Financial Section, p.75**

## ADMINISTRATIVE PROCEDURES CONT.

### Custody Issues

At the time of enrollment, proof of custody is required. All report cards, conferences, or information concerning the progress of the child/children are sent to the custodial parent unless otherwise authorized.

### Buckley Ammendment

Queen of Apostles Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal.

Non-custodial parents will be provided records of their student's progress after the custody agreement is presented to the Principal. A fee will be charged to non-custodial parents for shipment and handling of records.

### Office Records

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up to date.

### Student Records

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

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Queen of Apostles Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

# GENERAL SCHOOL PROCEDURES

## Attendance

Daily attendance is a key factor in student achievement, growth, and development. Students are expected to be in school whether in person or checked-in online at the scheduled times if Remote Learning is permitted or At-Home Learning is instituted every day that the school is in session unless illness or other emergency situations prevent them.

When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence. The term "absent" or "absence" includes a student who fails to appear in person at school, or fails to login and appear if Remote Learning, or who fails to appear at the scheduled times for the At-Home Learning program if instituted. If the office does not receive a call, a parent will be contacted by 9:00 AM. This policy is for the protection of Queen of Apostles Catholic School students.

The school day is seven hours. A student must be present (either in person or check-in and participating in Remote Learning if permitted or At-Home Learning if instituted) a minimum of three (3.5) hours to be considered present for a full day of school. All absences, tardies, and early checkouts are recorded in the student's attendance record and on the report cards.

If a student is absent, a written statement giving reasons for the absence or tardiness must be sent via email to the student's teacher prior to the student's return.. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and are not issued before family vacation during the school year.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

## GENERAL SCHOOL PROCEDURES CONT.

### Attendance Cont.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. The school or the student's teacher will email the homework assignments to the parent or collect the items to be picked up at the office. It is the parent's responsibility to ensure their student's homework assignments are received.

For short absences (less than three days), students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments may not be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

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

Excessive absence (18) days or the equivalent of 18 days including tardies, can be cause for a student to be retained in the current grade for another year.

### Attendance During School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. If Remote Learning has been approved or At-Home Learning has been instituted, parents must email their student's teacher before the first scheduled time the student is to appear. Students who are away from school or do not login and appear for Remote Learning or do not check-in for At-Home Learning because of a medical appointment for three (3) hours or more will be counted as absent for half a school day.

## GENERAL SCHOOL PROCEDURES CONT.

### Tardiness

Promptness is an important virtue. School begins whether in person or for Remote Learning promptly at 8:00 AM. Students are to be dropped off at school between 7:45-8:00 AM. A rare occasion may necessitate arriving after 8:05 AM. In this circumstance, please accompany the student to the school office to sign in. Tardies will be tracked cumulatively and will reset upon the return from Christmas break.

The following system will be in place for PreK – 8th grade students:

#### **Infraction & Consequence**

1st – 4th: Documented

5th- 9th: Written Notification

10th: Meeting with the Principal to determine course of action.

### Release of Students

Parents must provide a written notice when requesting that a child be dismissed prior to the school's dismissal. Authorization for release must bear the signature of the parent. Students will not be released to anyone other than parents/guardians unless the person is named in the notice from the parent.

Parents sign their child out of school at the school reception area. Parents do not go to the classroom, unless specifically directed to do so by the school personnel.

If a student is walking home from school or if there are changes to the normal carpool arrangement, please provide the office with this information.

**Please see State & Diocesan guidelines regarding Attendance & Truancy in The Appendix on p.92-93**

## GENERAL SCHOOL PROCEDURES CONT.

# School Hours

The length of the school day is below.

6:30 AM	Before School Care Opens
7:45 AM	Students Enter the Building
8:00 AM	Classes Begin
8:05 AM	Morning Prayers & Announcements
2:50 PM	Homeroom & End of Day Prayers
3:00 PM	Dismissal
3:15 PM	Students not picked up, escorted to After Care
6:00 PM	After School Care Closes



## GENERAL SCHOOL PROCEDURES CONT.

### Arrival

**\*\*Important\*\*** All children are to exit cars on the passenger side of the vehicle only.

Cars will enter the Queen of Apostle property via the Activity Center driveway off Campbell Street and proceed behind the school, and church turning right alongside the church to circle drive. All students will enter the school using the Extended Day Care (EDC) Program door - Door N.

Staff members are stationed at this entrance at 7:40 AM to assist with morning arrival.

Please follow the morning drop-off safety rules:

- Pull vehicle up as far as you can in Circle Dr. before letting your student out
- All students are to exit vehicles on the passenger side only
- Drivers may need to put the car in "park" to help their child(ren) out of the car. Staff and patrol students are present to assist and supervise students once they exit the car.

Parent/guardians may park on Woodlawn Ave. and bring their child(ren) to the main office door ONLY when the student is late for school (8:05 AM or after).

### Dismissal

Please refer to the dismissal map in the school information system.

All students are expected to be picked up by 3:15 PM. Any child not picked up by 3:15 PM will be taken to the Extended Care program. A fee will be charged for this supervision. Parents are asked to pay close attention during the carpool process. We gently remind parents that it is illegal to use cell phones in a school zone in the state of Illinois.

Homeroom teachers and the main office should be advised in writing if a child is to go home in a different carpool or by a different means on a given day.

At the end of the day, the teacher will walk Pre-K who are not meeting older siblings to the Circle Drive entrance of the school where they will be dismissed to their parent/guardian.

This same procedure will be followed when school dismisses early on the designated early dismissal days.

### Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Students who choose to return to school without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of the students and helps them become more organized and personally responsible.

## GENERAL SCHOOL PROCEDURES CONT.

# Extended Care

The Queen of Apostles Catholic School Extended Care program serves children (Pre-K–8th grade) enrolled at the school and operates only on days when school is in session.

### Guidelines:

1. Before School Care begins at 6:30 AM and ends at 7:45 AM each school day.
2. After School Care begins at 3:15 PM and ends at 6:00 PM each school day.
3. On Half Day Dismissal Days, After School Care begins at 11:15 AM & ends at 6:00 PM. On Early Dismissal Days, After School Care begins at 1:45 PM & ends at 6:00 PM
4. The cost of the Extended Care Program for the 2025-2026 school year is \$8.00/hour per child. Charges will be assessed in 15-minute increments.
5. If using After Care on Half Days or Early Dismissal Days, please send your child with lunch. No lunch will be provided.
6. Charges for Extended Care will be added to your account on FACTS on a weekly basis. If an account exceeds 30 days past due, a family may be prevented from using the Extended Care Program.
7. Children are to be signed in/out by parent/guardian each day. Arrangements must be made in advance of any change in the guardian picking up your child.
8. All children are expected to behave as they would in the classroom. All discipline problems will be handled according to school policies and procedures.
9. All children are expected to be picked up by 6:00 PM. If an emergency arises you MUST notify the Extended Care Coordinator.
10. A "late pick up" flat rate of \$8 per child charged for every 5 minutes past the official 6:00 p.m. end time.
11. A phone call will be made to the parents as a reminder not to drop off the student early or to pick up him/her up on time.
12. A letter will be sent to the parents as a reminder that dropping the student off at school prior to 6:30 AM or failure to pick up him/her on time constitutes neglect. Child Protective Services will be notified. If we are unable to get in contact with you or emergency contacts after 6:00PM we reserve the right to call the police and transfer custody to appropriate authorities.
13. Repeated early drop off or failure to pick up your child on time will result in permanent exclusion from the Extended Care Program.

# Deliveries to School

Students will sometimes leave material at home which they need for school. When this happens, the items or material should be delivered to the school's main office. For 4<sup>th</sup>-8<sup>th</sup> grade items, they should be placed on the drop-off cart and labeled with the student's name. The student should check the drop-off cart for any forgotten items between classes.

Deliveries should be limited to only those items required for school. No flowers, gifts, balloons, food (except lunches from home), etc., will be accepted or delivered to students at any time.

# Visitors

Visitors will be by appointment only. At all times, the doors to the building are locked. Any person entering the school building (parents, volunteers, etc.) must ring the bell at the main entrance. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. All visitors are asked to conduct their business, wait for children, etc. in the area designated by the school.

For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

# Volunteers

All individuals who volunteer in the school during the school day must create an account on VIRTUSOnline.org to complete the Diocesan mandated training, Protecting God's Children. Once this training and your background check is completed you will receive an email that you have been added to the Approved Volunteer's List. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for any reason.

## GENERAL SCHOOL PROCEDURES CONT.

# Lunch/Milk Program

A free hot lunch program is available to all Queen of Apostles Catholic School students in grades K-8 and full day preschool/prekindergarten. At the start of each month, full month menus and order forms are posted in the school information system. To participate in the school lunch program, parents/guardians must complete an order for each child on or before the monthly due date. Lunch orders are made one month at a time. Menu substitutions may be necessary. Milk is included with lunch or may be ordered alone.

Students may also bring lunch from home.

Parents/guardians are asked to provide a healthy lunch for their child. These good choices will affect the child's ability to focus and learn well in the classroom.

Please see Lunch Guidelines below:

- Fast Food is NOT permitted and may not be brought to school for lunch.
- Home lunches may not include soda pop or caffeinated beverages.
- Students may not share food during lunch or snack times per our allergy policy
- Designated peanut free tables/sections are available per lunch period.

Breakfast is available to all Queen of Apostles School students on days school is in session.

Students are expected to use appropriate manners when eating lunch. Courtesy toward other students and cooperation with lunch monitors are required.

# Water Bottles

Students may bring a reusable water bottle to school for use during the school day. Water bottle refill stations are provided for the health of the students. Only water is permitted in the water bottles. No other drinks such as juice, tea, etc. are permitted.



# Field Trips

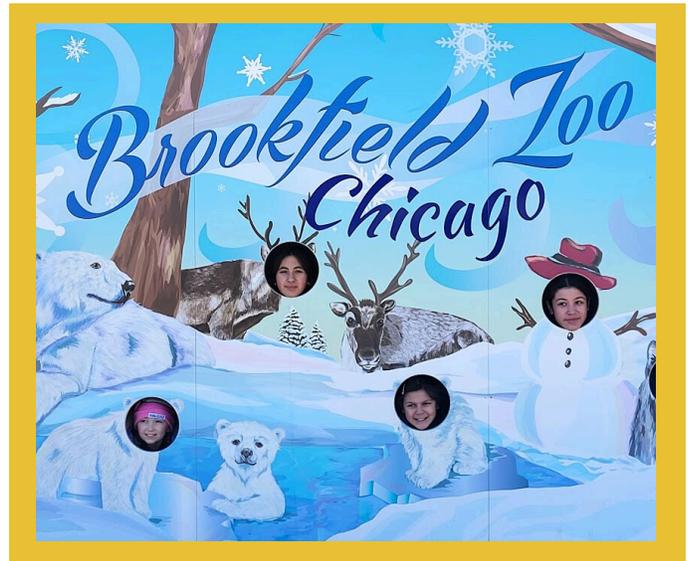
Field trips are privileges planned by teachers and approved by the school administration. Field trips are considered an extension of the school day and the code of conduct will apply. Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety.

Other information:

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience ensure 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 activity. Verbal permission cannot be accepted.
- Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All money collected for the field trip is non-refundable.
- Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company ensures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

## Field Trips Cont.

- All chaperones must be 25 years of age or older.
- All chaperones must have completed the diocesan training "Protecting God's Children," complete proper paperwork and background check.
- The school reserves the right to implement additional policy and procedures it deems necessary for the protection of the faculty, staff, volunteers, and students.
- In the event private automobiles/vehicles of parents/guardians or other authorized adults are to be utilized to transport students on field trips, the drivers and/or vehicle owners must have:
  1. A copy of a valid driver's license
  2. Sufficient liability, medical, and uninsured motorist insurance coverage (\$300,000)
  3. A background check.
  4. Protecting God's Children Training
- Evidence to this effect must be presented to the school office for review and approval prior to the use of such vehicles. The Principal has the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.



## Outside Speakers/ Distribution of Literature

Only speakers enhancing the school curriculum will be allowed to speak to groups of students. The individual responsible for the speaker or group meeting must present a format to be approved by the Principal. Other organizations may leave literature in the school office for distribution with approval from the administration.

Students or teachers, on school property, or at group meetings of students during school hours or after school functions, can only distribute literature approved by the Principal.

## GENERAL SCHOOL PROCEDURES CONT.

### Class Parties

Planning and organization of parties is the responsibility of the teacher and room parent. Communication between the teacher and room parent is important in planning class parties. When deciding on snacks for the parties, please be considerate of all food allergies and make healthy food choices. Parties may also consist of games, activities, or crafts. Because of various food allergies, it is strongly recommended that treat bags sent home should include items other than food.

### Birthday Observances

Students in Pre-K–Grade 8 may come to school dressed out-of-uniform on their birthday. Summer birthdays will be observed at teacher discretion. If their birthday falls on a weekend or day off school, students may choose the day closest to their actual birthday to come out of uniform.

Students may bring in a pre-packaged birthday treat. Birthday treats will be distributed to the students as they leave school for the day.



### Home Parties

Student's may not distribute invitations for a home birthday party while on the school premises. Queen of Apostles Catholic School is not responsible for parent sponsored parties/social functions involving students of Queen of Apostles Catholic School.

### Gifts

Students cannot exchange individual gifts at school. This gesture only creates hurt feelings among other students.



## HOME/SCHOOL COMMUNICATION

### Newsletters

Queen of Apostles Catholic School's primary form of communication is via an e-newsletter. This regular communication informs parents of school, parish, and community events and news. Please ensure that a current e-mail address is provided to the school office and notify the office of any changes to your e-mail address. A weekly Thursday brown envelope communication is used for forms that need to be returned to the school and other communication. If you are unable to receive electronic communications, please notify the school.

### Phone Calls

Students will not be permitted to call home for any reason unless an emergency arises. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. What constitutes an emergency will be determined by the Administration. The telephone in a teacher's classroom is for the use of the teacher only.

### Messages for Students

Ordinarily students will not be called to the telephone for outside messages. If the matter is urgent, please give the message to the receptionist.

### FACTS

In an effort to ensure quick and accessible communications between parents and the school, Queen of Apostles Catholic School uses a messaging system which enables school personnel to notify all households and parents by phone, e-mail, and text within minutes of an emergency or unplanned event that will cause early dismissal, school cancellations, or a late start. The services may also be used to communicate general announcements or reminders. The contact information provided at the beginning of the year will be entered into this system and on such occasions, parents will be notified through a FACTS/Messenger® voicemail, text, and email message. (Please remember to notify the office of any changes to this contact information.)

### Money

When sending money to school, please mark the envelope with the child's name, grade, and where this payment should be applied.

## Inclement Weather/School Closing

If it should be necessary to close the school because of weather conditions, or for any other reason, an announcement will be made over FACTS/Messenger ®, local television stations and radio stations (WJOL 1340 AM; WSSR 96.7 FM; WRXQ 100.7 FM; WCCQ 98.3). Also, cancellations can be accessed online at [www.emergencyclosings.com](http://www.emergencyclosings.com) and enter Queen of Apostles Catholic School. This information will also be posted on Facebook. Ordinarily, when school is canceled all practices and events are canceled.



## STUDENT RESPONSIBILITIES AND BEHAVIOR

# Behavior Expectations

Students as Queen of Apostles Catholic School are expected to develop patterns of self-discipline, respect, reverence, and honesty. Our discipline policies ensure that students are protected from harm and create an atmosphere that is conducive to the total development of the human person: physically, emotionally, socially, morally, intellectually, and spiritually. As partners with the parents, the school endeavors to teach students the necessary skills to become a responsible and self-directed adult. At Queen of Apostles Catholic School, education is formation in the likeness of the Person of Jesus Christ.

Each student is expected to demonstrate respectable Christian behavior, on and off the school grounds. The faculty and staff attempt to foster an environment that promotes the total Christian education of the student. If this goal of maturity is to be realized, discipline is necessary to provide for the health, safety, and development of each person within the context of the common good. Cooperation between faculty/staff, students, and parents will help to build a Christian atmosphere.

General expectations for behavior include:

- Show reverence to God in prayer, Mass, daily conversations.
- Be respectful to all.
- Be on time for school.
- Be courteous and considerate of others.
- Obey classroom and school rules.
- Respect, preserve, and protect property.
- Be honest and trustworthy.
- Respect and observe the school's dress code.

## Discipline

Discipline is fundamental in education and in life. Each person must contribute if there is to be harmony, order, balance, and happiness. Each student is expected to be a positive influence on his/her peers in the classroom, in the school, and during Remote Learning or At-Home Learning. A spirit of cooperation is essential. Queen of Apostles Catholic School does not tolerate cruelty, harassment, or violence in speech, action, or intimidation of any kind. Please report any incidences to the principal, teacher, or staff member immediately.

Students who lack self-discipline or who violate those rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case.

### Discipline Cont.

Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

The Queen of Apostles Catholic School discipline system recognizes that children in the primary grades warrant a form of correction and discipline that is different than the system used for older children. Teacher/parent communication for children in the formative grades of Pre-K through Grade 3 is essential for helping children to grow in virtue and good behavior.

Our discipline system for students in Grades 4-8 is based on a gradation of warnings, demerits, detentions, suspension, and dismissal/expulsion which pertain to different levels of responsibility.

The following are some approved disciplinary measures:

- Warnings from the teacher
- Communication notice to parents
- Demerit slip
- Assignment of special tasks
- Denial of privileges
- Conference with the student and/or family
- Detention
- Probation
- Suspension
- Dismissal/expulsion

Students have the responsibility to conform to the rules of conduct set up by a teacher whether within a classroom, Remote Learning, At-Home Learning, or area of responsibility. Each classroom will have a set of rules which are consistent with the school's general rules. Teachers may also implement a set of rules for Remote Learning or At-Home Learning which are consistent with the school's general rules.

At the start of the school year, the teacher and students will discuss the rules for their classroom and, if applicable, Remote Learning or At-Home Learning. The consequences are determined by the individual teacher or the principal.

Because it is impossible to foresee all problems that may arise, this Handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) that violates the spirit, philosophy, and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the school setting.

# Disciplinary Action

Queen of Apostles School also recognizes the need for a school-wide discipline program to respond to infractions and inappropriate behavior. If students fail in what is expected of them, they must learn to accept the consequences of their chosen behavior. To maintain and promote good order and discipline, students must comply with the regulations listed. Failure to obey the rules will result in disciplinary action.

# Demerit System (Grades 4-8)

Demerits are given for any actions, or patterns of poor choices, that violate basic behavior expectations at Queen of Apostles Catholic School. When a student receives a demerit, it is to be taken home, signed by the parents, and returned to school the next day. Parents are asked to sign demerits so that they will have an opportunity to speak with the child regarding his/her behavior.

Violations that may result in a demerit include but are not limited to:

- Failure to obey directions, defiance, or disrespect of a teacher or staff.
- Physical altercations such as hitting or fighting.
- Repeated failure to observe dress code.
- Excessive or out-of-turn talking and loudness.
- Inappropriate language.
- Words or actions which are disrespectful of or detrimental to the well-being of peers and/or teachers, including and especially bullying and/or cyberbullying.
- Getting out of seat without permission.
- Chewing gum or eating without permission.
- Inappropriate hall behavior.
- Arriving late or unprepared for class (including the absence of homework and materials such as paper or pencil needed to participate fully in the lesson).
- Being out of class, whether at school, Remote Learning, or At-Home Learning, without permission
- Destruction of school property.
- Any behavior that takes away from the learning environment.
- Writing or passing of notes, chats, texts, emails during school hours including At-Home Learning
- Public display of affection
- Littering

# Detentions

For serious violations of the expected behavior of students at Queen of Apostles Catholic School, automatic detentions may be given. A detention may be given by teachers or the Principal for a violation of school or classroom rules and regulations. Reasons for giving a detention include but are not limited to:

- Disrespectful behavior at Mass/Church
- Disrespect toward a teacher, staff member, or agent of the school
- Cheating/irregular behavior during testing/plagiarism
- Impulsive behavior that is harmful to another person
- Harassment (bullying/cyberbullying)
- Forgery, lying
- Skipping class including Remote Learning or At-Home Learning
- Vandalizing or defacing school property or personal property
- Deliberate physical harassment (fighting, rough play, etc.)
- Disruptive behavior at assemblies
- Major classroom disruptions (throwing objects, etc.)
- Profanity (verbal or written) or obscene gestures directed toward any person
- Unauthorized access of computer programs, data or message capabilities, inappropriate use of the Internet.
- Using another person's password to access computer network or programs
- Use of cell phone or other unauthorized electronic/media device during school hours (7:50AM-3:20PM), in the school building or during extended care.

# Penalty for the Violation of Expectations

A series of disciplinary consequences will result for students who accumulate demerits and detentions during the school year:

- 3 Demerits = After-School 1-Hour Detention; Reflective Essay, Conference with Principal and student
- 6 Demerits = After-School 1-Hour Detention, No extra-curricular activities, including practices/games for one week
- 9 Demerits = After-School 1-Hour Detention, No extra-curricular activities, including practices/games for one month
- 12 Demerits = 1-Day Suspension, Parent/Principal/Pastor/Student Conference
- 15 Demerits = 1-Week Suspension, Re-registration Denied
- 18 Demerits = Expulsion

Parents are expected, as partners in the educational environment, to support these measures. Failure to do so will result in conference with the principal to determine an appropriate course of action.

### Serving the Detention

The administration will determine when detention will be served after school. A \$10 fee will be assessed to cover the costs of the supervision of your child. Students must serve detention in full uniform. If a student is late to or absent from detention, he/she may have to serve two successive detentions. If a student misses two detentions, he/she may be suspended. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. No detention is excused without the expressed permission of the principal.

### Suspension

Suspension is a serious consequence used when all other methods of discipline have failed to change a student's inappropriate behavior. In the event of a suspension, the student cannot participate in athletic events or extracurricular activities. Suspensions, in school or out of school, may result in the loss of privileges, such as field trips, class parties, etc. Students who are given an in school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

### Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Queen of Apostles Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Pastor and Principal. Students whose parents have violated the Parents as Partners agreement in this Handbook may also be excluded from Queen of Apostles Catholic School.

### Corporal Punishment

No student shall be disciplined corporally or corrected with abusive, demeaning language.

### Off-Campus Conduct

The administration of Queen of Apostles School reserves the right to discipline its students for off campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyberbullying.

# Harrassment

Harassment is defined as any verbal, physical, or visual conduct on the part of a student that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. Harassment includes, but is not limited to, the following:

- unwelcoming and persistent behavior that makes a student feel threatened or unsafe, including hitting, kicking, spitting, pushing/shoving, and social alienation
- verbal conduct such as repeated teasing, taunting, mocking or ridiculing, the use of vulgar or obscene language, repeated racial slurs, derogatory jokes or comments
- behaviors that are sexual or intimidating in nature including physical contact such as assault, unwanted touching, and blocking of normal movements that interferes with another student's work, study, or play
- retaliation or intimidation for having reported or threaten to report serious misconduct
- visual gestures, notes, pictures, graffiti, e-mails, or other means of electronic media/cyberbullying

# Procedure for Reporting Harrassment

Harassment of any type is not tolerated at Queen of Apostles Catholic School. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

- Student(s) should tell a teacher or staff member and their parents of any concerns.
- Parents are asked to inform the student's teacher(s) of their concerns.
- Teachers will address the concern and determine if further action is needed. If necessary, the teacher will refer the situation to the Principal.
- Athletes should tell their coach and parents. Coaches and parents should inform the Athletic Director. If necessary, the Athletic Director will contact the Principal. The Principal keeps the Pastor informed of serious or repetitive incidents.
- Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or legal guardian and school staff. Reports are not shared with those who are not in a position of authority. They may be shared with others in a position of authority on a need-to-know basis.

## Bullying/Cyberbullying

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

Students, parents, faculty, and staff are liable for severe consequences if they threaten another person with harm of any kind. Joking about harming another student is not Christian behavior and will be treated seriously. The student is always a Queen of Apostles student. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Anti-bullying Policy (Diocese of Joliet Catholic Schools Office)

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian, and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“ Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: Placing the student or students in reasonable fear of harm to the student’s or students’ person or property.  
Causing a substantially detrimental effect on the student’s or students’ physical or mental health.  
Substantially interfering with the student’s or students’ academic performance; or  
Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

105 ILCS 5/27-23.7 (b)

”

## STUDENT RESPONSIBILITIES AND BEHAVIOR CONT.

### Bullying/Cyberbullying Cont.

Bullying Conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

This policy prohibits bullying and intimidation of students through internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus or during non-school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

**Reference: The Illinois School Code, 105 ILCS, 5/27-23.7**

### Prohibited Items

Students are not permitted to bring to school items such as, but not limited to, questionable books and pictures, White-out®, liquid paper, knives, pocketknives, sharp items, fireworks, firearms, guns, matches, cigarettes, vapes, laser lights, or anything that will detract from a learning situation.

Further, for the safety of all, especially those with allergies, students are not permitted to bring into school strongly scented perfumes/lotions or aerosol deodorant spray such as Axe, Old Spice, Arid Extra Dry. Students are only permitted to bring in roll on deodorant if needed.

The Principal, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

### Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### Lockers and Cubbies

Each student is assigned a locker or a cubby in which to store clothing, book bag, and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers or cubbies only at specified times. Lockers, cubbies, and desks are school property and are subject to searches by school authorities to protect the safety of all. Lockers may not be decorated inside or out.

### Student and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school.

### Care of School Property

Students are to care for school property in a respectful manner. The parent of a child who carelessly destroys or damages any furniture, school-issued electronic devices, equipment, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the administration. The student will pay a fine or replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

### Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for by the student before any other materials may be checked out.
- Students who have lost or damaged books do not receive progress reports or trimester report cards until their account is cleared.

## Uniforms and Dress Codes

Uniform information and components (pants, shorts, skirts, shirts, pull-overs, fleeces and sweaters) may be requested at the school office. All uniforms are to be purchased through Ken Woody's Sports & More.

At Queen of Apostles, we believe that uniforms create a sense of ambassadorship and loyalty; equalize student dress so students will not be known by what they wear but by who they are; de-stress the daily routine of choosing the appropriate attire; build a sense of community spirit in the students; and encourage a sense of modesty and discipline.

The only exceptions to the uniform guidelines are on Dress Down Days and Birthdays. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.

All students will wear their gym uniform on gym days (TBA) for the entire day.



Located at 2225 W. Jefferson St. in Joliet, IL

Phone: (815) 725-2130

Email: [info@kenwoodys.com](mailto:info@kenwoodys.com)

# Girls' Mandatory Uniforms

## Grades Preschool-3rd

### Jumper:

- Regulation plaid jumper
  - \*Must wear navy or dark colored shorts under the jumpers
- Solid white blouse (no polos/knit type shirts); choice of long or short sleeves with Peter Pan collar
- Optional: zippered navy-blue or gray sweatshirt, navy-blue or gray sweater, or gray fleece from a uniform company.
- Quarter, fold-over ankle, crew or knee-high socks or tights – solid white, navy, or black
- Dress shoes or athletic shoes
  - \*Preschool-Kindergarten students must wear shoes without laces.

### Slacks or Shorts:

- Solid navy blue or khaki dress slacks
- Solid navy blue or khaki walking shorts (April 1st – October 31st only)
- Solid navy blue or gray knit shirt with Queen of Apostles School logo, short or long sleeved (Do not buy your polos at other stores and have them embroidered somewhere.)
- Optional: zippered navy-blue or gray sweatshirt, navy-blue or gray sweater, or gray fleece from a uniform company.
- Solid black or brown belt (Kindergarten – 3rd grade students are not required to wear a belt)
  - \*\*Belt may not have an oversize buckle, any design or metal studs
- Ankle, quarter or crew socks – solid white or navy
- Dress shoes or athletic shoes
  - \*Preschool-Kindergarten students must wear shoes without laces.



# Girls' Mandatory Uniforms

## Grades 4th-8th

### Skirt:

- Regulation plaid skirt should end no more than a 1 inch above the knee

\*Must wear navy or dark colored shorts under the skirts

- Solid navy blue or gray knit shirt with Queen of Apostles School logo, short or long sleeved

\*8th grade only may wear Miraculous Medal provided by school

- Optional: zippered navy-blue or gray sweatshirt, navy-blue or gray sweater, or gray fleece from a uniform company.
- Quarter, crew or knee-high socks – solid white, navy, or black
- Dress shoes or athletic shoes

### Slacks or Shorts:

- Solid navy blue or khaki dress slacks
- Solid navy blue or khaki shorts- shorts should end no more than 1 inch above the knee (April 1st – October 31st only)
- Solid navy blue or gray knit shirt with Queen of Apostles School logo, short or long sleeved (Do not buy your polos at other stores and have them embroidered somewhere.)

\*8th grade only may wear Miraculous Medal provided by school

- Optional: zippered navy-blue or gray sweatshirt, navy-blue or gray sweater, or gray fleece from a uniform company.
- Solid black or brown belt (belt may not have an oversize buckle, any design or metal studs)
- Ankle, quarter or crew socks – solid white or navy
- Dress shoes or athletic shoes



## Boys' Mandatory Uniforms

### Preschool-8<sup>th</sup> Grade

Slacks or Shorts:

- Solid navy blue or khaki dress slacks
- Solid navy blue or khaki shorts- shorts should end no more than 1 inch above the knee (April 1<sup>st</sup> – October 31<sup>st</sup> only)
- Solid navy blue or gray knit shirt with Queen of Apostles School logo, short or long sleeved (Do not buy your polos at other stores and have them embroidered somewhere.)
  - \*8<sup>th</sup> grade only may wear Miraculous Medal provided by school
- Optional: zippered navy-blue or gray sweatshirt, navy-blue or gray sweater, or gray fleece from a uniform company.
- Solid black or brown belt (belt may not have an oversize buckle, any design or metal studs)
  - \*Belt is required for students 4<sup>th</sup>-8<sup>th</sup> grade
- Ankle, quarter or crew socks – solid white or navy
- Dress shoes or athletic shoes
  - \*Preschool-Kindergarten students must wear shoes without laces.



## Physical Education Uniform

P.E. uniforms may be purchased through Ken Woody's Sports & More.

- All students are required to wear their gym uniform on designated P.E. days and will remain in that attire for the entire school day.
- Grades 6–8: Gym uniforms must be worn on Mondays and Tuesdays.
- Kindergarten–Grade 5: Gym uniforms must be worn on Thursdays and Fridays.
- Preschool students are not required to wear a P.E. uniform.
- Tennis shoes and socks are required on P.E. days.
- Gym socks must match the standard uniform guidelines for both girls and boys.
- Not allowed:
  1. Roller skate sneakers
  2. Light-up shoes

## STUDENT RESPONSIBILITIES AND BEHAVIOR CONT.

### Shoes

Dress shoes should be predominantly one color and only contain navy, black, or brown. Oxford style, saddle shoes, loafers, and topsiders are acceptable. Top siders should not have patterns of any kind. Shoes with laces must be tied at all times. Shoes that light up are not permitted at any time.

Tennis shoes may also be worn with the uniform if they only have white and/or black colors on them. Tennis shoes must have matching solid white or solid black laces. Tennis shoes that are worn with the school uniform may also be worn during gym class.

\*Preschool-Kindergarten students must wear shoes without laces.

### Hair

Hair should be neat and well kept. It should not extend beyond the eyebrows in the front. Boy's hair must be above the shirt collar and trimmed around the ears. A Mohawk style hair cut is not permitted. Colored, dyed, or highlighted hair is not permitted. Girls may wear simple hair accessories. Hair bows/ribbons, hair bands, barrettes, and clips should be simple and of uniform colors (plaid, solid color: navy blue, white, yellow, gray, or black). No writing is permitted on hair accessories. No scarves should be worn in the hair. Boys must be clean shaven.

### Accessories

- No makeup, nail polish, lip gloss, colored Chapstick, fake eyelashes, or fake nails may be worn.
- No Hologram contact lenses.
- No visible tattoos of any kind. Students who write on their body will be sent to the office to remove the markings.
- Girls with pierced ears may wear only small studs in one hole per ear.
- No cartilage piercings are permitted.
- No dangling or hoop earrings are permitted. Boys are not permitted to wear earrings.
- No other body piercings are permitted.
- Smart watches such as the Apple Watch are not permitted.
- Other necklaces, bracelets, rings, or pins are not permitted. Any item worn to excess is not permitted.
- Religious medals or a crucifix may be worn on a simple gold or silver chain.
- Simple watches (that match the school uniform) are permitted.
- Watches with a beeping device must be disabled during the school day.

### Other Uniform Notes

- During the winter months, girls may wear plain sweatpants under their uniform during arrival, recess, and dismissal.
- For warmth during the school day, students can only wear the approved uniform attire.
- The uniform should be clean and pressed with all buttons attached and hem intact.
- Shirts must be properly worn (tucked-in or banded shirts must be properly folded).
- Jumpers and skirts cannot be shorter than one inch above the knee throughout the entire school year. It is required that girls wear navy or dark colored shorts under their jumpers and skirts.

### Hygiene Guidelines (Grades 5-8)

- Students should bring roll-on or solid deodorant.
- Scented lotions are permitted.
- Body sprays, deodorant sprays, or any aerosol products are not allowed.
- Please ensure your child is prepared and dressed appropriately for P.E. to support a safe and active learning environment.

### Out-of-Uniform Guidelines

- Students may wear: tennis shoes, jeans (no holes or patches), shorts (no shorter than 1 in.), & simple jewelry (no hoop earrings).
- Students may not wear:
  - Skirts or dresses shorter than one inch above the knee.
  - T-shirts with inappropriate writing
  - Tank tops (shoulders must be covered)
  - Low cut blouses/tops or V-neck tops
  - Hats
  - Hoop earrings
  - Nail polish
  - Make-up
  - Flip-flop sandals, open back shoes, tennis shoes that convert to roller skates or light up
  - Tight clothing of any sort. This includes, but is not limited to:
    1. Dresses
    2. Biker shorts
    3. Yoga pants
    4. Leggings
    5. Joggers

\*All uniform regulations and guidelines are subject to the discretion of the principal.

## Picture Day Attire Guidelines

Students are welcome to dress up or wear their regular school uniform for picture day.

Jeans are allowed, but they must be paired with a nice top, such as a dressy blouse or a button-up shirt.

Girls may wear heels, but they must be no higher than 2 inches for safety and comfort.

Please remember that all clothing should be school-appropriate and follow the school dress code.

Let's look our best and make Picture Day a great one!



## Out-of-Uniform Notices

Students are expected to always follow the school's uniform code, including wearing the proper gym uniform on designated days.

Any student who is in violation of the uniform policy or fails to bring their gym uniform will receive an Out-of-Uniform Notice.

For students in grades 4–8, one demerit will be issued for every three Out-of-Uniform Notices received.

Please help us maintain a respectful and consistent school environment by adhering to the uniform expectations.

## TECHNOLOGY

# School Issued Electronic Devices

Technology is an important part of today's educational system. Each student will receive a school-issued electronic device. The term "electronic device" refers to laptops, iPads, batteries, power cord/chargers and bag/cases/covers. The school-issued electronic device is on loan to students and remain the property of Queen of Apostles Catholic School.

Students and families must understand that:

- All users of the electronic device are accountable to all school, Diocese of Joliet, local, state, and federal laws, rules, and/or guidelines.
- Electric devices must support education.
- Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement of the electronic device.
- Students are expected to report any damage to their device as soon as possible (no later than the next school day).
- Students are expected to notify their teacher if they come across any information, images, or messages that are inappropriate, dangerous, or threatening.
- Students are not to share their passwords with other students at any time.
- Students may not loan their school-issued electronic device to any other person for any reason.

Any failure to comply with these guidelines may result in disciplinary action. Queen of Apostles Catholic School reserves the right to confiscate the school-issued electronic device at any time.

## Cell Phones and Other Electronic Devices

Students are not allowed to be in a possession of a cell phone (e.g., iPhone, Android, etc.) or other non-school-issued electronic device (ex. Kindle, laptop, video game system, etc.) at any time during the school day (7:45AM-3:15PM) unless special permission has been granted by the Principal or his/her designee. Students are allowed to store a cell phone in their locker so long as it remains in the locker and turned off during the school day. Cell phones are not permitted during extended care. If a cell phone is seen or heard during the school day or during extended care, it will be confiscated and turned into the Principal.

## Acceptable Use Agreement

The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. The goal in providing these services is to enhance the educational development of all students.

To participate in the use of technology at Queen of Apostles Catholic School, parents must discuss the Diocese of Joliet Student Agreement for Internet Access and Related Technology Use and the Diocese of Joliet Acceptable Use Agreement (Located in The Appendix). Both the student and parent must sign and return the Acceptable Use form to the school office. Please note that there is one agreement for students in grades K-3 and another for students in grades 4-8.



## EXTRA CURRICULAR ACTIVITIES

# Extra-curricular Activities Offered

(Note: This list may vary depending on the availability of teachers and volunteers.)

- Altar Server
- Culinary Club
- Craft Club
- Spanish Club
- Band
- Drama Club
- Chess Club
- Crochet Club
- Drawing Club

### Athletics

A variety of sports are offered to students at Queen of Apostles Catholic School.

Sports include:

- Boys Football
- Boys Baseball
- Girls Volleyball
- Co-ed Volleyball
- Boys and Girls Basketball
- Boys and Girls Cross Country

## Club Moderators

### Club Moderator Requirements & New Club Proposal Process

All club moderators—whether staff, parents, or volunteers—must be fully compliant with VIRTUS training and background check requirements prior to initiating or supervising any club activities. This includes completing the Protecting God's Children training, required background screenings, and any ongoing VIRTUS updates mandated by the Diocese and school policy. No club may begin activities until the moderator has met all compliance requirements and received administrative approval.

### Starting a New Club:

Individuals interested in starting a new student club must present a formal proposal to the principal for review and approval before any meetings or recruitment may take place. The proposal must include the following:

- The club's name and purpose
- Meeting days and times
- Maximum number of students allowed to join
- Eligible grade levels for participation
- Name of the proposed moderator (who must be VIRTUS compliant)

All clubs must align with the school's mission and values, and proposals will be evaluated based on student interest, available resources, and scheduling.

## EXTRA CURRICULAR ACTIVITES CONT.

### Participation

Participation in extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in extra-curricular activities. Reports are distributed every six weeks, alternating between interim reports and report cards. Parents may also stay informed about their child's academic progress using the school's online reporting system.

### Ineligibility

The principal tells the Athletic Director when students are to be removed from the team temporarily or permanently. Students are removed when they have a failing grade (F) in a subject area. After a one-week period, if the grade is passing, the student may be readmitted to participation in athletics. The Athletic Director informs coaches. The principal also informs other people responsible for extracurricular activities of any suspensions.

Any student that is absent from school or goes home sick will not be allowed to participate in an extra-curricular practice, game, or event on that same day.



## QUEEN OF APOSTLES ATHLETIC PROGRAM

The Queen of Apostles Athletic program is an extra-curricular program sponsored by Queen of Apostles Catholic School through the work of volunteer parents. The program is self-supporting. Queen of Apostles Catholic School students who meet the eligibility criterion set by the teachers and Administration may participate.

The program exists for the students of Queen of Apostles to foster positive school spirit, good sportsmanship, character formation, positive experience in team participation, and most importantly an enjoyable time for the students. The program emphasizes skill development and honest hard work. Although winning is enjoyable, it is not the primary focus of the program. The school Administration, as well as the volunteer coaches, emphasizes this. Queen of Apostles parent volunteers support the program by coaching, volunteering time at the games, working in the concession stands, and practices. Volunteers are a very important part of the program. It is necessary for parents to give of their time as well as their presence at different functions. If volunteers do not come forward, Queen of Apostles Catholic School will not be obliged to furnish a sports program for the students.

Students must adhere to the policies issued by the school Administration and Athletic Director.



### Coaches

All individuals seeking to serve as coaches must be fully compliant with VIRTUS training and background check requirements prior to beginning any coaching activities. This includes, but is not limited to, attending a VIRTUS Protecting God's Children session, completing all required background checks, and staying current with ongoing training modules as mandated by the Diocese/School Policy.

No coach will be permitted to participate in practices, games, or team events until all compliance requirements have been verified and approved by the school administration.

### Sportsmanship

The Queen of Apostles athlete is expected to perform to the best of his/her ability at all times while also extending courtesy to coaches, officials, opponents, spectators/fans, and school employees during contests and outside of them.

Clothing worn to athletic events must be free of references to drugs, alcohol, sex, or any derogatory remarks. Athletes may not use offensive language or gestures before, during, or after athletic events. If a student chooses to indulge in such behavior they will be suspended for two games. If they choose to repeat behavior for a second time they will be asked to leave the athletic program for the rest of the season.

### Care for Uniforms and Equipment

Please follow care directions in the labels of uniforms. Uniforms are to be returned on time, washed, and in good condition. If a student fails to return the athletic uniform they will be charged the cost of the uniform. Report cards may be held until all uniforms are paid for or returned to the school.

### Respect for Facilities

Students must leave Queen of Apostles or other school's facilities clean and free of damage. Athletes and unauthorized persons are not permitted in the Physical Education office. Coaches, students, and parents must remain in the gym or hall directly outside of the gym. Entry into the school to enter classrooms or access lockers or bathrooms is strictly forbidden.

### Safety During Practice

Athletes may not use the facilities unless coaches are present. Athletes must be supervised during athletic events. They are not to be running around the facilities before, during, or after games.

## Illness or Injury

Students who have been absent from school during the day may not participate in a Queen of Apostles function in the evening. This includes both games and practices. Injury, illness, or incapacitation during a practice or game must immediately be reported to the coach or parents in charge. Before an athlete may return to an athletic activity after any injury requiring a physician's attention, he/she must present the signed approval of the physician and parents/guardians to the Athletic Director.

## Awards

Trophies, plaques, ribbons, and any type of athletic award should not be given to students without the express permission of the Athletic Director and Principal. Banquets, parties, and athletic gatherings require approval and permission of the Principal. End of the year nominations for student athlete awards must be submitted by the Athletic Director to the Principal for approval.

## Parent Obligations

Parents support the Queen of Apostles Athletic Program by:

- Families with students in athletics will need to complete an extra 8 volunteer hours.
- Ensuring students have a proper physical prior to the beginning of the athletic season.
- Ensuring students are dropped off and picked up on time for both practices and sporting events. If students are consistently left at practices and game sites, parents will receive a call. If the pattern continues, the student may not be allowed to continue in the athletic program.
- Support proper student behavior at all athletic events both verbally and by example.
- Give positive and appropriate example to student athletes at all athletic functions. Adults should not be loud or disrespectful to referees or coaches; they should not heckle players from Queen of Apostles Catholic School or opposing teams. They should not use profane language toward coaches, students, referees, or other parents. Adults should have control of their emotions and tempers at all times. Adults should not be surprised if they are asked to leave a contest or practice in which they have displayed inappropriate behavior.

Anyone who violates these rules will be suspended from attending the next event. A parent who consistently violates these rules will be suspended from attending athletic events for the remainder of the season.

**Please see The Appendix for required medical forms & concussion protocols on p.98-101**

## HEALTH AND SAFETY

### Illness Policy

This Illness Policy is subject to change based on new information and updates to existing Diocese of Joliet ("Diocese"), Illinois Department of Public Health ("IDPH"), and Center for Disease Control and Prevention ("CDC") guidelines.

Queen of Apostles Catholic School is committed to providing a safe and healthy environment for all our students, faculty, and staff. The success of any school year depends on everyone in the community being responsible for themselves and each other by practicing good hygiene and following the health guidelines provided by the Roman Catholic Diocese of Joliet, the Center for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH). Queen of Apostles reserves the right to change or add addendum's to its illness policy as it sees fit.

### Head Lice

Head lice are a fairly common problem in school age children. It is most prevalent among preschool and elementary school age children and their household members. While head lice are a nuisance it does not pose a significant health hazard and is not known to spread disease. Head lice can be acquired anywhere in the community and may not be identified until weeks to months after exposure. Having head lice is not related to cleanliness of the person or their environment.

If a child is assessed as having head lice during the school day, the child's parent or guardian will be notified that day and the child will be sent home. The child should receive the immediate proper treatment at home. If head lice are discovered at home, the parents should notify the school and the treatment that has been followed. Parents should continue the treatment at home and continue to check their child for active lice. All active lice and eggs must be removed and remain clear from the child's hair for 24 hours before he or she will be allowed to return to school.

Parents of other students in the class will receive a notification letter indicating that a case of head lice has been reported in the class. Parents should check their child for head lice. The school will not conduct such checks unless the situation warrants such action.

# When Students Should Stay Home

**When your child is sick with...**

Fever	Vomiting	Diarrhea	Rash	Head Lice	Eye Infection	Hospital Stay
Temperature of 100 or higher	Within the past 24hrs	Within the past 24hrs	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stays and/or ER visit



**Your child may return to school when....**

They are fever free for 24hrs without the use of fever reducing medicine i.e. Tylenol, Motrim	They are free from vomiting for at least 24hrs.	They are free from diarrhea for at least 24hrs.	They are free from rash itching or fever. They have been evaluated by a doctor if needed.	They are treated with appropriate lice treatment at home and proof is provided by a doctor.	They were evaluated by their doctor and have a note to return to school.	They are released by a medical provider to return to school.
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## HEALTH AND SAFETY CONT.

# Medication

Queen of Apostles Catholic School will not dispense any type of non-prescription medication to students. If a child needs to take an over-the-counter medication (i.e., Tylenol, cough syrup, etc.) a parent must come into school to administer the medication or sign a release form to give the school permission to administer this medication.

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

- The principal will appoint a responsible person or persons to supervise the storing and administering of the medication.
- Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. Forms may be requested from the school office.
- The request must include instructions as to name of medication, dosage, time, and duration medication is to be taken and possible side effects.
- Medication must be in the original containers (child proof) and have an affixed label including the student's name, name of doctor prescribing the medication, name of medication, dosage, route of administration, and time of administration.
- New request forms must be submitted each school year and as necessary for changes in medication order. At the end of the school year parents are responsible for picking up all medications. All medication left in the school office at the end of the school year will be disposed.

Students are not allowed to carry medicines of any kind except for inhalers, Epi-Pens®, and a diabetic testing kit. If children are to carry one of the aforementioned medical items, a note from the physician stating this, along with a signed permission form from the parent, must be on file in the school office.

**More Information on Administering Medication & Treatment of Specific Health Issues can be found in The Appendix on p. 102-105**



### Record Keeping

At the beginning of each school year, or when a child joins Queen of Apostles Catholic School, parents are asked to submit their child's medical record. From this information the school keeps its medical register which is available for all school staff. If medication changes at any time, parents are asked to inform the school.

Each child enrolled at Queen of Apostles School must have all health immunization records, eye exam, and dental exam on file before the first day of school. If an appointment occurs after the first day of school, a note from the doctor which includes the doctor's name and date/time of the appointment must be turned into the school office until the appropriate forms can be obtained. A child will not be permitted to attend school until these records are on file showing the following information: physical/immunizations, eye and dental exam.

All children entering Kindergarten must have a physical, eye and dental exam prior to entrance and they must show proof of having two doses of live rubella virus vaccine, two doses of live mumps virus vaccine and two doses of varicella vaccine (chicken pox) or a written letter from the physician showing proof of having had the disease. Dental exams for Grades 2 and 6 are required per the State of Illinois effective July 1, 2005.

### Asthma

Queen of Apostles Catholic School recognizes that asthma is a serious condition affecting many school children. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever (emergency) inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever (emergency) inhaler. All inhalers must be labeled with the child's name by the parent.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## HEALTH AND SAFETY CONT.

### Food Allergies

Queen of Apostles Catholic School recognizes that life threatening food allergies affect many school children. In order to minimize the incidence of life-threatening allergic reactions, Queen of Apostles Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

The school secretary and parents/guardians will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Reasonable accommodation will be made for children with food allergies. Parents are advised to schedule an appointment with the principal to discuss procedures if their child's allergies may result in a severe reaction.

Our faculty receives appropriate training for handling food allergy issues.

### Heart Defibrillators

Queen of Apostles Catholic School has an onsite heart defibrillator unit for use in an emergency that may occur during school hours or during school activities that take place in the school building. It is the hope that these units will never be utilized, but with the variety of events that happen within the school building, the presence of the defibrillators (AED) allow the school to be prepared in an emergency.

### School Field Trips

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones. There may be occasions when the school would require a parent to accompany a child on a field trip.

## HEALTH AND SAFETY CONT.

### Child Abuse Laws

Queen of Apostles Catholic School abides by the Child Abuse Laws of the State of Illinois. This law mandates that all cases of suspected abuse and/or neglect be reported to the Illinois Department of Children and Family Services (DCFS).

### Crisis Plan and Emergency Drills

Queen of Apostles Catholic School has implemented a Crisis Plan in case of any school wide emergency including fire, tornado, earthquake, lockdown, etc. All teachers and staff are aware of the procedures to follow to keep your children safe. Drill practice is enforced per State regulations.

### Asbestos Management Plan

Please be advised that the Asbestos Management Plan for Queen of Apostles Catholic School required by 40 CFR 763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents.

In 2024, Queen of Apostles Catholic School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact the school office. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested.

If you have any questions about the school asbestos management plan or its contents, please contact the principal or Elena Cabral, the Diocese of Joliet asbestos designated person at 815-221-6195.

### Reporting Attacks on School Personnel

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Illinois State Police's Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

# Reporting Drug Violations

A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

- A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
- A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
- A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 et seq.

Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

# Reporting Firearms on School Property

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

## FINANCES

# Financial Obligations

Catholic education is a responsibility of the entire parish and school community. Queen of Apostles Catholic Parish and School is committed to serving our families. Tuition does not cover the entire cost of education or all of the costs to maintain and operate Queen of Apostles Catholic School. The difference is made up primarily through a subsidy that Queen of Apostles Parish gives the school to cover costs and fundraiser events held throughout the school year. We are committed to assisting our families in any way we reasonably can, including help with payment arrangements and schedules. If there are any questions or concerns, Please call the school at 815-630-4404.

# Registration and Other Fees

A Registration Fee (PK-8) - covers expenses incurred in processing the enrollment agreement and establishing a student records system.

A Technology Fee – (K-8) - This fee is used to provide 1-to-1 devices for students as well as other technology needs such as internet, web filters, etc.

A \$30 Home & School/Parent Association Fee (PK-8) - This fee funds classroom parties, Catholic Schools Week events, and more.

A Curriculum Fee for (PK-8) - This fee covers hard-cover textbooks, consumable workbooks, classroom supplies, planners, art materials, physical education equipment, etc. This fee does not cover field trips, technology costs, Extended Care, the athletics program, or other after school activities.

Credit for Payment in Full: 4% off tuition.

# Tuition Assistance

Queen of Apostles Catholic School does have tuition assistance options available to a family who needs financial assistance. Please call the parish office if you need such help. Any assistance must be arranged with the Business Office of Queen of Apostles Catholic School.

Any Families that wish to receive financial assistance must apply for the FACTS scholarship: Catholic Education Foundation Scholarship - <https://factsmgt.com>

If a family still needs financial assistance after applying for this scholarship they may contact the Business Office. They will determine if Queen of Apostles can give further financial assistance to the family.

# FINANCES CONT.

## Preschool – 8<sup>th</sup> Grade Tuition

Program	Annual Tuition	10-Month Payment Plan	11-Month Payment Plan
1 Child K-8 <sup>th</sup>	\$5,150	\$515	\$469
<b>2 Children K-8<sup>th</sup></b>	\$7,700	\$770	\$700
3+ Children K-8 <sup>th</sup>	\$10,100	\$1,010	\$919
5 Full Days* PS/PK per child	\$5,040	\$504	\$459
5 Half Days* PS/PK per child	\$3,950	\$395	\$360
3 Full Days* PS/PK per child	\$3,950	\$395	\$360
3 Half Days* PS/PK per child	\$2,900	\$290	\$264

\*Full Day Preschool and Pre-Kindergarten: 7:45 a.m.-3:00 p.m. | Half Day Preschool and Pre-Kindergarten: 7:45 a.m.-11:00 a.m.



# Payments of Tuition

For the convenience of our families, Queen of Apostles Catholic School offers a variety of ways to pay the Tuition and Fees. Payments made by cash or check can be processed through Queen of Apostles Parish Office. In addition, Queen of Apostles Catholic School uses FACTS SIS (Student Information Systems) that allows families to review account balances and make online payment. With FACTS, families receive the following benefits:

- Autopay consolidation for payments: Tuition, fees, and other incidental expenses (e/g/ graduation, sacramental, athletics, fundraising) will be consolidated and billed through FACTS.
- Credit card or bank account payment options for various payments
- 24/7 Access
- Statements for Tax Filings
- Payment notification and reminders from FACTS
- There are three options for Tuition payment:
- One annual payment due on or before August 20, 2026 (one-time tuition credit of 4% only for families not receiving financial assistance). If full payment is not received by August 20, 2026, your payment plan will automatically be changed to ten monthly installments.
- Ten equal installments due on the 20<sup>th</sup> of each month, August 2026 to May 2027
- Eleven equal installments due on the 20<sup>th</sup> of each month, August 2026 to June 2027

Financial adjustments will not be made for scheduled holidays, sports-related trips, or family vacation.

If paying monthly by check or cash, payment is due 15 days from the date on the statement. If paying with direct debit or credit card, payment will be charged on the 20th of each month. For credit card payments, a convenience fee of \$38.00 will be added to your payment.

If a payment made by check, bank payment, or credit card is rejected, a \$35 fee will be assessed per rejection and the Responsible party will be responsible for the payment of this fee.

Questions regarding payment options should be directed to the Business Office at 779-205-3985. Paula Bucciferro (Business Manager) [pbucciferro@queenofapostlesjoliet.net](mailto:pbucciferro@queenofapostlesjoliet.net) or Claudia Hernandez (Assistant Business Manager/Tuition Coordinator) at [c.hernandez@queenofapostlesjoliet.net](mailto:c.hernandez@queenofapostlesjoliet.net).

# Queen of Apostles Catholic School

## Late Payment Policy

Tuition is a parental responsibility. Families need to be current in their financial responsibilities, which include Tuition, Fees, Fundraising, Service Hours, or any other financial obligation to the school.

In the event that any family becomes delinquent in their financial obligations, the following procedure will be followed:

- Any financial obligation that becomes ten (10) days past due, Queen of Apostles School will send a reminder letter by email to the family's Responsible Party (defined as the person(s) who signed the family contract with Queen of Apostles School).
- Any financial obligation that becomes twenty (20) days past due, Queen of Apostles School will call the family's Responsible Party in an effort to resolve the delinquency.
- Any financial obligation that becomes thirty (30) days past due, Queen of Apostles School will call and email the family's Responsible Party and inform them that their enrollment at Queen of Apostles School has been suspended. The student(s) will be allowed to continue to remain at school for the next thirty days to allow the family to pay the full balance or make accommodations for the removal of the student from the school. However, a family who has been suspended will be prohibited from attending all school activities such as but not limited to athletics, clubs, and extended care until the balance is paid.
- Tuition continues to accrue during suspension and must be paid in full before the suspension is removed.
- Any financial obligation that becomes sixty (60) days past due, Queen of Apostles School will revoke the family's current and future enrollment and the student(s) will not be permitted to attend school or any school activities.
- If a student does not return to Queen of Apostles School, all school-related items such as, but not limited to books, iPads, laptops, supplies, athletic uniforms are to be returned to the school within 3 days. If items are not returned, a charge of the current cost to replace the items will be added to the balance due to Queen of Apostles School. If Queen of Apostles School revokes a family's enrollment in the school, all balances remain due, and the Responsible Party remains obligated to pay. Furthermore, no school records will be sent to the school the student is currently attending until all balances are paid in full.
- Fees (including but not limited to Fundraising, Technology and Curriculum Fees) will not be prorated or refunded for families who are suspended, or enrollment revoked.

## Queen of Apostles Catholic School Late Payment Policy Cont.

PLEASE NOTE: A family's contact information, including the Responsible Party's, needs to be updated with the school and church office. When multiple parties contribute towards financial obligation, the school will not negotiate between those parties. Queen of Apostles School reserves the right to modify payment schedules for Tuition and Fees with those families who have a written agreement with Queen of Apostles School for a tuition assistance or hardship assistance plan.

Queen of Apostles School asks the Responsible Party to communicate with the school if tuition payments have not been regular or are behind.

## Hardship Assistance Policy

*"And we know that for those who love God all things work together for good, for those who are called according to his purpose." Romans 8:28*

At Queen of Apostles Catholic School, we are sensitive to the fact that life can throw unforeseen challenges before our families that result in changes in a household's financial abilities. We are here to work with those families. If such an event occurs, it is the obligation of the "Responsible Party" (defined as the person(s) who signed the family contract with Queen of Apostles Catholic School) to inform Queen of Apostles Catholic School within fourteen (14) days of such an event that will impact a family's ability to meet its financial obligation. This will allow Queen of Apostles Catholic School to immediately assess a family's eligibility for receiving assistance and support during this event.

Upon contact with Queen of Apostles Catholic School, the Responsible Party will be required to meet with Queen of Apostles Catholic School Principal. In the event Queen of Apostles Catholic School has not been informed and/or assistance has not been provided, late payments will result in the Queen of Apostles Catholic School Late Payment Policy being implemented. Please refer to the Queen of Apostles Catholic School Late Payment Policy for further details.

# Fundraising/Volunteering

Various fundraising events occur throughout the school year and are required by diocesan guidelines to help off-set the costs of providing a Catholic education. While not all fundraisers are deemed mandatory, each family is encouraged to maintain a minimum level of participation.

Please take note of the Fundraising Events listed below and the family obligation as it relates to the contract:

- Raffle Tickets (\$500)
- Spring Fundraiser (\$200)

## Mandatory Fundraisers

Fundraising is essential to offset the cost of tuition. All families are required to participate in \$500 mandatory fundraising by selling 100 raffle tickets that cost \$5 each. The drawing for the cash raffle will take place at the Christmas Program with 8 chances to win. All Raffle Tickets must be returned by the first Friday in December. The winners of the raffle will be drawn at the Christmas Program.

### Service Hour Requirement

Each family is required to complete 10 hours of service during the school year. If you have a child in athletics, you will have to complete 8 extra hours (a total of 18 hours). A variety of service opportunities will be offered, and families can sign up for these opportunities on FACTS SIS. Any family can sign up for anything in the FACTS SIS system, regardless of if it is for athletics or the school. Certain service opportunities will require completion of the Protecting God's Children class and background check.

If a family does not want to fulfill their school service hour requirement, they may opt-out of that requirement by paying a \$200 fee. If a family does not fulfill their requirement, they will be charged \$20.00 for each hour they do not complete. Cancellations for opportunities that a family has signed up for must be made with 24-hour notice. If a family signs up for an opportunity and does not show up, the following consequences will occur:

- A warning will be given for the first offense.
- Each time after the first offense, the family will be charged \$20.00 per hour missed.

The signed school contract for the upcoming school year indicates that the family understands that the agreement constitutes a contractual obligation under Illinois law and agrees to the terms and conditions set forth. In the event of a breach of the contract, the family agrees to pay any reasonable fees associated with collection of this debt, including attorney fees and court costs in connection with any action commenced in a court to enforce the terms of the agreement.

## Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

- Registered students who withdraw before the first full day of school are responsible for 1/3 of the yearly tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the yearly tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- Fees are not refunded when a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.
- Grades and transcripts are held until all tuition and fees are paid in full.

**Please see Withdrawal Procedure Information in Administrative Procedure Section, p.24**



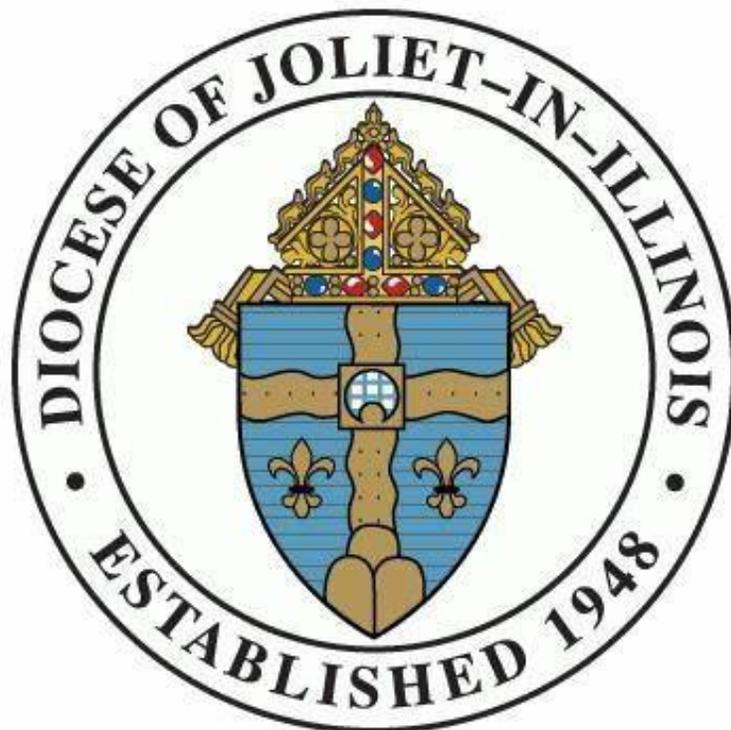
# Appendix

# Diocese of Joliet Catholic Schools Mission Statement

Jesus commissioned His apostles to teach and make disciples. Mindful of this twofold mandate, Catholic Schools in the Diocese of Joliet provide formation in the Catholic faith as well as superior academic education to students of diverse backgrounds. Our Christ-centered education nurtures a personal relationship with Jesus and service to others. Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. Working in partnership with parents and parish communities, Catholic schools prepare students for success in further education, a productive career, and a life eternal with God.

## Statement of Affiliation/Diocesan

Queen of Apostles School operates under the auspices of the Diocese of Joliet. Therefore, Queen of Apostles School adopts in whole all policies set forth in the Handbook of School Policies published by the Diocese of Joliet Catholic Schools Office. The school administrator, faculty and governance board are required to follow all policies of the Diocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those policies and procedures established by the Diocese of Joliet.



# Diocese of Joliet

## Policy of Christian Conduct

Our Catholic schools are rooted in a vision and values:

- The vision for the Diocese of Joliet Catholic Schools is:
  1. an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith,
  2. educated for excellence and sent to serve.
- The values for the Diocese of Joliet Catholic Schools are:
  - incorporating faith into the classroom
  - balancing challenging courses with a nurturing environment
  - collaborating with families
  - holding each other to a higher standard
  - looking ahead

This vision and these values are based upon the Gospel and summarized by Jesus' command to *"...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength. You shall love your neighbor as yourself."* (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our duty to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents. The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior and accept responsibility.

# Student Agreement for Internet Access and Related Technology Use

The Catholic Schools Office of the Diocese of Joliet and Queen of Apostles Catholic School hereinafter (the "School") support the use of technology in the instructional program through internet capable devices, digital equipment, and electronic communication and associated technology services collectively referred to as ("Technology Resources") as a means to facilitate learning and teaching in a digital world.

## DEFINITIONS:

User includes anyone, including employees, students and guests using the School's Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products.

Network is any and all wired and wireless technology networks, cellular networks, commercial, community, or homebased wireless networks accessible to students.

Equipment refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, kindles, e- readers, as well as portable storage devices.

All uses of Technology Resources shall be for educational purposes only and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, moral and ethical decision-making and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

The School recognizes that students have widespread access to both technology and the internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

### Acceptable Use

The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

### Responsibility

School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that promote Catholic values and that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of all digital users in School and on the Internet. The School Administration or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

### Code of Conduct

Expectations for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age-appropriate behavior when using technology resources.

### Safety

Reasonable efforts will be made to protect users of the network from harassment, or unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication should immediately bring this to the attention of a teacher or administrator.

## Internet Filtering/CIPA

The school will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users.

## Privacy

The user does not have any right of privacy or ownership whatsoever regarding their use of the school's property, network, Internet access or files including email, and all school provided accounts. Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to the use of personal devices as well as school owned equipment.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

## Consequences for Inappropriate Use

The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

## APPENDIX CONT.

### Web Pages

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

### Personal Electronic or Cellular Devices

Students may not carry personally owned devices with them during school hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other mobile devices.

### Indemnification

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

### Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the school network that is contrary to the terms of this Agreement.

## Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the

The school's computer system and network will be error free or without any defects. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the school network or for any damages users suffer.

## Blogs, Social Media, and Other Apps

Engagement in online blogs and the posting of defamatory comments, photos, videos, etc. on other social media apps such as, but not limited to, Snapchat®, Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## Virtual Reality Sites and Video Games

Virtual Reality sites and online video games pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Parents must closely monitor their child's use of online sites and teach them appropriate use and behavior. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

## Video and/or Photographing of Students

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videos, digital images, photographs, and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping /photography may be announced or unannounced and will be conducted according to Diocesan guidelines. The Diocese and Schools of the Diocese do not approve of the display from any third parties of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the school administration and all parties involved.

I. Videos, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

IV. A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

## Video and/or Photographing of Students cont.

V. Students under the supervision of the administrator/teacher or approved designee may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc. Forms of release for videotaping and photographing of students are not required from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media video record or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

No individual, parent, student, or family member is permitted to video, record or photograph any Remote Learning or At-Home Learning classes, conferences with teachers, or meetings with staff of Queen of Apostles Catholic School without the express written consent from Queen of Apostles Catholic School. All At-Home Learning including any video recording or photographs are owned by Queen of Apostles Catholic School and cannot be recorded or photographed without the express written consent of Queen of Apostles Catholic School.

## APPENDIX CONT.

# PARENT/GUARDIAN OBJECTION TO THE PUBLICATION OF PERSONALLY IDENTIFIABLE STUDENT IMAGES AND WORK

The Diocese of Joliet Catholic Schools Office and any of its schools may produce or participate in videotape, Internet (i.e. website), digital or still photograph productions (including school yearbook) that may involve the use of students' names, likenesses, or voices. Such production may be used for educational and/or school marketing purposes and may be copied or copyrighted with the school retaining all rights to such productions.

Videotaping and photographing of students is permitted without parent/guardian permission as stated in the Videotaping and/or Photographing of Students Policy. Parents/guardians have the right to object to the use of the child's/children's name, picture, or voice in these media and may do so by completing the form below and returning it to the principal of the school to be kept on file there.

I OBJECT to Queen of Apostles Catholic School publishing my child's/children's personally identifiable image and work in places and via electronic, video, auditory, print, and any other media accessible by the public (including said School/Parish/Diocese; bulletins, newspapers, websites, yearbook and other print publication).

Family Name: \_\_\_\_\_ (Please print)

Names(s) of child/children: \_\_\_\_\_

Permission Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

Furthermore, I acknowledge that there may be OCCASIONS THAT MY CHILD IS PHOTOGRAPHED OR VIDEOTAPED AT A School/Parish/Diocesan public event during such time as my child is either a participant or spectator. I also acknowledge that my child may be videotaped as part of the school's safety and security measures.

Family Name: \_\_\_\_\_ (Please print)

Names(s) of child/children: \_\_\_\_\_

STUDENTS MAY NOT USE TECHNOLOGY  
RESOURCES UNLESS  
THE FOLLOWING AGREEMENTS ARE  
SIGNED AND RETURNED TO  
THE SCHOOL OFFICE  
CAN BE COMPLETED THROUGH FACTS

## APPENDIX CONT.

# DIOCESE OF JOLIET ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

**Grades K - 3**, (Including Summer Programs)

*As a part of my schoolwork, my school gives me the use of devices and technology resources for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:*

1. I will use technology to do schoolwork, as explained to me by my teacher and not for any other reason.
2. I will use the Internet only in ways the teacher has approved.
3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.
4. I will not put on any device my address or telephone number, or any other personal information about myself or anyone else.
5. I will not upload, link, or embed an image of myself or others without permission.
6. I will not play games or use other resources that a teacher has not approved.
7. I will be polite and considerate when I use devices. I will not use them to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use the technology to bully or threaten anyone, including teachers, schoolmates or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion, or gender.
10. I will not damage the device or anyone else's work.
11. I will not break, copy, or take credit for anyone else's work including any source on the Internet.
12. If I have or see a problem, I will not try to fix it myself, but I will tell the teacher. If the problem is an inappropriate image I will turn off the screen or cover it and then seek help.
13. I will not block or interfere with school or school system communications.
14. My technology use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences.
15. I know that the conduct that is forbidden in school is also forbidden when I use devices outside of school.

Print Student's Name: \_\_\_\_\_

School: Queen of Apostles Catholic School      Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents:** *I have read and discussed with my son or daughter the Acceptable Use Agreement, and I give permission for him or her to use these resources. I understand that technology access is conditional upon adherence to the guidelines above. Although students are supervised when using these resources, and their use is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials, and I may consider inappropriate or not of educational value.*

Print Parent/Guardian Name: \_\_\_\_\_

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

## APPENDIX CONT.

# DIOCESE OF JOLIET ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

**Grades 4-8,** (Including Summer Programs)

*I understand that Queen of Apostles Catholic School hereinafter (the "School") provides electronic resources, including Internet access and storage space for student work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards.*

*I agree to the following responsibilities and restrictions:*

1. I will use the electronic resources, including storage space, only for educational purposes related to work in School and not for any personal, commercial, or illegal purposes.
2. I will use the Internet only with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to any sites without expressed teacher permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, bully or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene or offensive.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter, or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I understand that my use of technology resources is not private, and that the school reserves the right to monitor use to assure compliance with these guidelines; violations may lead to loss of privileges including internet access and/or other disciplinary measures.
10. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of interfering with the educational process as decided by school administration, and that such off-campus violations may lead to disciplinary measures.

## APPENDIX CONT.

# DIOCESE OF JOLIET ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

### Grades 4-8, (Including Summer Programs) Addendum for Personally Owned Devices

*I understand that the School allows me to bring my own devices such as phones, tablets and computers. In order to be permitted to bring my own device, I agree to the following responsibilities and restrictions:*

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school resources apply to my use of my own device on school property and that rule #10 above applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher or administrator without the expressed permission of my teacher or school administrator.
3. I will not use the device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn the device off, to put the device away or to turn the device over to a teacher or administrator.
4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used the device in violation of school rules or this Agreement.
5. I understand that the school is not responsible for theft, damage, or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured.

Print Student's Name: \_\_\_\_\_

School: Queen of Apostles Catholic School      Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents/Guardians:** *I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement.*

*Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials, and I may consider inappropriate or not of educational value.*

Print Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX CONT.

### Non-Public State Recognition of Diocesan Schools

All elementary and secondary schools of the Catholic Diocese of Joliet shall be recognized by the Illinois State Board of Education. Schools must be registered with the State of Illinois and be recognized by the State Board of Education. To maintain ISBE recognition principals must annually comply with requirements which include meeting administrative deadlines as determined by ISBE thus ensuring compliance and recognition. All elementary and secondary schools of the Catholic Diocese of Joliet adhere to all applicable sections of the Illinois School Code [105 ILCS 5] relevant case law including Plyler v Doe, 457 U.S. 202, 102 S Ct 2382(1982).

### Non-Discrimination Statement in Admissions and Employment

**Admissions:** Schools operated under the auspices of the Diocese of Joliet admit students of any race, religion, sex, color, national/ethnic origin, citizenship status, physical or mental disability to all the rights, privileges, programs, and activities generally available to students at the school in accordance with applicable local, state, and federal anti-discrimination statutes to the extent that such antidiscrimination statutes do not conflict with the teachings of the Roman Catholic Church.

**Employment:** The Diocese of Joliet is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally recognized basis, including, but not limited to race, color, sex (including pregnancy, lactation, childbirth, or related medical conditions), age (40 and over), national origin or ancestry, citizenship status, physical or mental disability, veteran status, uniformed servicemember status or any other status protected by federal, state, or local law.

### **Student Cultural Hairstyles** 2 CSO 2025 Illinois Public Act 102-0360PDF

Document, known as the Jett Hawkins Law, prevents school boards, local school councils, charter schools, and non-public elementary and secondary schools from creating hairstyle-based dress code requirements. Specifically, the Public Act prohibits discriminating against hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

**Modification of Athletic/PE Uniforms** The school may allow student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion, cultural values or modesty preferences.

## APPENDIX CONT.

### Age of Admission

A child entering first grade must be six years of age (kindergarten, five years; pre-school three or four years of age respectively) on or before September 1 of that year. The verification of age with a birth certificate is presented at application time. The school maintains certified copies of birth certificates for each student enrolled upon enrollment.

### Compulsory Attendance

A daily student attendance record must be kept in each school. Attendance in class is an essential aspect of our educational program. Illinois law requires that whoever has custody or control of any child between the ages of six (6) and nineteen (19) (and in high school) must ensure that the child attends school the entire time school is in session during the regular school term, except as otherwise provided by law. Parents and/or guardians having legal custody of school-age children are responsible for ensuring the regular attendance of their children in school. The Catholic Schools Office requires that parents/guardians ensure the regular attendance of their children, consistent with Illinois School Code, and inform the school of any absences and the causes of such absences. A telephone call by the parent or guardian is required on the first day and each subsequent day of absence or tardiness. A written excuse signed by the parent/guardian may also be required upon the child's return to school.

### Absenteeism

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend class on a regular basis. Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Illinois School Code are:

- Illness (including mental or behavioral health of the student)
- Observance of a religious holiday.
- Death in the immediate family.
- Family emergency.
- Circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety.
- Other situations beyond the control of the student as determined by the principal and pastor.

Additionally, a student will be excused for up to five (5) days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support postings.

## APPENDIX CONT.

### Absenteeism Cont.

To reduce or prevent excessive absenteeism, the school maintains a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.

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- Provide supportive services to truant or chronically truant students including parent conferences, student counseling, family counseling and information about existing community services.

### Truancy

The Catholic Schools Office considers a student who is subject to compulsory school attendance truant if he/she is absent for the school day or a portion of the school day without an excused absence. Illinois State Board of Education provides additional resources and guidelines for truancy.

The Catholic Schools Office considers a student who is subject to compulsory school attendance a chronic or habitual truant if he/she is absent for 10% or more of regular attendance days without proper permission. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

### Required Instructional Days

The school day and school calendars shall be scheduled by the administration, within the requirements of state law and regulations to offer the greatest educational advantage and reflect at least 180 full instructional days. Of the 180 full instructional days, four (4) days can be used for local Staff Development. A school calendar should have at a minimum 176 total student attendance days. This may also be counted as 968 hours. Hours are allowed per Illinois School Code.

A full day of instruction for grades 1-8 shall consist of at least five- and one-half hours (5 ½) hours per day, excluding time for lunch, recess periods, class bathroom breaks, announcements, etc. In the Diocese of Joliet this accounts for the five (5) hour requirement from the Illinois State Board of Education plus an additional one half (½) hour for daily religion instruction. All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities. Student attendance days totaling less than five- and one-half hours (5 ½) hours may be taken but will only count for a half day of the 176-day student attendance total.

## APPENDIX CONT.

### E-Learning

The health and safety of students and staff is a primary concern for every school principal. Occasionally conditions beyond the control of the principal that pose a hazardous threat to the health and safety of students and staff, including adverse weather such as snow, ice, extreme heat or extreme cold, etc. may result in a school closure. If schools are able to provide e-learning instruction for students, then that day can count as a day of instruction and does not need to be made up. In accordance with the Illinois State Board of Education, the Catholic Schools Office will allow up to five (5) e-learning days to be used per school year.

### Curriculum Responsibility

The Superintendent approves the curriculum of the school in accordance with the standards specified by the Catholic Schools Office. The local principal implements the system's basic curriculum expectations. Each school shall implement a comprehensive curriculum that is characterized by systematic planning, articulation, and assessment. Cross-curricular integration is encouraged.

### Curriculum Design

The instructional program reflects the philosophy of the school, responds to student abilities, and needs, encourages teaching techniques consistent with the child as learner, and provides relevant and developmental content. Each school has a published school philosophy that is identifiably Catholic and is the basis for formulating school goals and objectives. Each teacher writes classroom objectives that reflect the broader school goals and objectives.

### Curriculum Content

The required subject areas are Fine Arts (Art, Drama, and Music), Health, Language Arts (English, Oral Presentation, Phonics/Word Analysis, Reading/Literature, Spelling/Vocabulary, and Writing), Mathematics, Physical Education, Religion, Science, Social Science and Technology. Religious Education (Faith Formation) The curriculum developed by the Religious Education Office and the Catholic Schools Office is followed by all teachers of religion and integrated into other subjects when possible and appropriate. The General Directory for Catechesis, The Catechism of the Catholic Church and the National Directory for Catechesis serve as the basic sources for religion curriculum. Church teaching defines parents' role as primary educator of their children. The priority given to their own faith formation as parents as well as their direct involvement in the faith formation of their children is essential to making this role a reality.

## APPENDIX CONT.

### Required Medical Information

Per Illinois School Code

**All Incoming Preschooler & PreKindergarten students are required to have:**

- A current physical exam, recorded on a state of Illinois Certificate of Child Health Examination form and signed by a physician, advanced practice nurse (APNs) or physician's assistant (PAs). A complete record of immunizations your child has received is also to be completed on the form.

**All Incoming Kindergarten students are required to have:**

- A current physical exam, recorded on a state of Illinois Certificate of Child Health Examination form and signed by a physician, advanced practice nurse (APNs) or physician's assistant (PAs). A complete record of immunizations your child has received is also to be completed on the form.
- An eye exam, recorded on a State of Illinois Eye Examination Report form and signed by an optometrist or ophthalmologist who provides eye exams.
- A dental exam, recorded on an Illinois Department of Public Health Proof of School Dental Examination form.

**All children entering second grade are required to have:**

- A dental exam, recorded on an Illinois Department of Public Health Proof of School Dental Examination form.

**All children entering sixth grade are required to have:**

- A current physical exam, recorded on a state of Illinois Certificate of Child Health Examination form and signed by a physician, advanced practice nurse (APNs) or physician's assistant (PAs). A complete record of immunizations your child has received, including Tdap and Menactra, is also required.
- A dental exam, recorded on an Illinois Department of Public Health Proof of School Dental Examination form.

## APPENDIX CONT.

### Required Medical Information Cont.

Per Illinois School Code

As required by Illinois state law, all children in Catholic schools shall present proof of having had a medical examination and received such immunizations against preventable communicable diseases. These records are to be presented to the school before the first day of school by producing a Certificate of Health Examination form completed by a physician.

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the medical examination and presents proof of having received the required immunizations.

State law requires medical examinations:

- Prior to entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois.
- Within one year prior to entering preschool, pre-kindergarten, kindergarten or 1st grade, and upon entering sixth and ninth grades.

All students are immunized according to Illinois School Code and Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

### Vision Examinations

Illinois state law requires that all children (except preschool students) enrolling in public, private or parochial schools for the first time and/or entering kindergarten receive a vision screening. Parents/guardians shall be notified of this requirement at registration. Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist shall be submitted to the school. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist (at the discretion of the principal).

## APPENDIX CONT.

### Required Medical Information Cont.

Per Illinois School Code

As required by Illinois state law, all children in Catholic schools shall present proof of having had a medical examination and received such immunizations against preventable communicable diseases. These records are to be presented to the school before the first day of school by producing a Certificate of Health Examination form completed by a physician.

If a child is not in compliance with the health and immunization requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the medical examination and presents proof of having received the required immunizations.

State law requires medical examinations:

- Prior to entrance into any public, private or parochial preschool or transferring from outside of the State of Illinois.
- Within one year prior to entering preschool, pre-kindergarten, kindergarten or 1st grade, and upon entering sixth and ninth grades.

All students are immunized according to Illinois School Code and Department of Public Health regulations. Students are excluded from school (by October 15) for noncompliance with this law.

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### Hearing Examinations

Illinois state law requires that, once a child begins school, hearing screenings are required at kindergarten and grades 1, 2 and 3, and with teacher or parent referrals.

## APPENDIX CONT.

### Medical & Religious Exemptions

Parents/guardians are able to exempt their child from state-required medical examinations in two ways: through either a medical or a religious exemption.

Medical immunization Exemption Guidelines can be found at the Illinois Department of Public Health website. If the physical condition of the child is such that any immunization should not be administered, the examining physician, advanced practice registered nurse or physicians' assistant responsible for performing the health examination shall endorse this fact on the student's Certificate of Health Examination form.

Religious objections to immunizations shall be provided to the school from the parent/guardian in writing and must set forth the specific religious belief that conflicts with each immunization. The parent's statement of religious objection should be attached to the student's Certificate of Health Examination form. The principal shall determine whether to accept or deny the immunization exemption request.

As required by Illinois state law, parents/guardians must be informed by the local school authority of a measles outbreak control exclusion procedure with the Illinois Department of Public Health Guidance and Control of Communicable Diseases at the time such an objection is presented.

### Required Pre-Participation Sports Physical

If your child (Grades 5-8) will be participating in extracurricular sports or activities, they must have a sports physical on file prior to the season's first practice. 6th grade students may use the required IL Certificate of Child Health Exam form in lieu of a sports physical, however a sports physical CANNOT be accepted as proof of the IL Certificate of Child Health Exam Form required for those grades. Sports physicals are valid for 395 calendar days from the date the physical was issued.

### Concussion Protocols

The purpose of this policy is to safeguard students and student athletes by (1) educating school personnel, parents/guardians, students and student athletes about concussions, (2) requiring that a student (student athlete) be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student (student athlete) to return to learn and return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

## APPENDIX CONT.

### Concussion Protocols Cont.

While much of this policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless of whether the sports program is intramural, interscholastic, after school or provided during the summer (e.g., summer sports camp), this policy also applies in the case of head injuries during the school day.

**Please contact The Queen of Apostles Athletics Department for the required forms**

### Concussion Signs & Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion.

Signs and symptoms (observed by others or reported by athlete) of a concussion include the following:

- Appears dazed or stunned Headache or "pressure in head"
- Appears confused Nausea
- Forgets sports plays Balance problems or dizziness
- Is unsure of game, score, opponent
- Sensitivity to light or noise
- Moves clumsily Double or fuzzy vision
- Answers questions slowly Feeling sluggish or slowed down
- Loses consciousness (even briefly)
- Feeling foggy or groggy
- Shows behavior or personality changes
- Does not "feel right"
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall
- Concentration or memory problems
- Confusion

## APPENDIX CONT.

### Concussion Protocols Cont.

#### **REMOVAL AND RETURN TO PLAY**

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an interscholastic athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer
- the school administrator
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an interscholastic athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn.

## APPENDIX CONT.

### Concussion Protocols Cont.

- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols.
- A coach of an interscholastic athletics team may not authorize a student's return to play or return to learn.

#### ***Licensed Health Care Professional***

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

### Interscholastic Athletics

Interscholastic Athletics are a part of the educational process and are consistent with the philosophy and goals of the Diocese and local school. The athletic program is an outgrowth of a sound physical education program and emphasizes good sportsmanship, teamwork, and personal development.

Each local school develops its own specific athletic philosophy, rules, regulations and eligibility standards for interscholastic sports for boys and girls in accordance with direction provided by the Catholic Schools Office. This philosophy and its accompanying policies, rules, regulations, are developed under the direction of the principal in collaboration with local school board and athletic personnel.

Eligibility standards are developed in accord with a school's athletic philosophy.

When possible, regional consultation is sought before enacting such standards.

Behavioral and academic criteria are considered in setting standards. Students who play on school teams should be students of the school, so that other eligibility standards can be maintained. Every effort should be made to schedule athletic events so that they do not interfere with a family's attendance at liturgy. No games or practices are scheduled in a parish facility before the last Sunday morning or early afternoon liturgy has been completed.

The superintendent, in collaboration with the principals, develops administrative regulations general to the interscholastic athletic program and specific to the various sports.

## APPENDIX CONT.

### Interscholastic Athletics Cont.

Schools comply with these regulations or discontinue sports programs that repeatedly do not comply. All athletes in grades 4-8 must show proof of an annual sports physical. 6th grade physicals, as well as sports physicals, are a requirement of the Diocese of Joliet. Students will not participate in practices or games if the physical requirement has not been met. This information is required by law on the first day of school, with an extension time of October 1st for students who begin school on the first day. Any students entering school after the first day will be allowed 30 days from their entrance date to comply with this policy. Children may be excluded from school if they are not in compliance with the requirements. In consideration of the philosophy outlined above, the following regulations shall govern participation in interscholastic athletics in the Catholic elementary schools:

### Dispensation of Medication

The administration of medication to students during school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Ordinarily, local school personnel do not administer medication to students. Parents must sign the Parental Consent form for student self-medication.

### Dispensation of Medication

Students should not be permitted to possess or take prescription medication on school grounds or at any school-sponsored activities. If it is medically necessary for a student to ingest nonprescription or prescription medication during the school day or at any school-sponsored activities in the opinion of his/her authorized/treating physician, the student may be permitted to do so at the discretion of the principal. The parents/guardians must request that the school dispense the medication to the child and follow the procedures for dispensing medication. Parents/guardians shall provide documentation from a licensed medical practitioner on the type, dosage and frequency of the prescription or treatment, and emergency action plan, if required. It is recommended that all prescriptions be kept in a secure, central area of the school (rather than retained by the individual student or their teacher). The principal shall ensure that appropriate, approved school personnel are properly trained in administering the prescription or medical treatment. This policy should not prohibit any school employee from providing emergency assistance to students. Parents will be asked to sign a hold harmless agreement, understanding that school staff are not held liable in the case of accident/injury.

### Allergies

Parents/guardians shall notify the school in writing of any diagnosed allergies and the necessity to self-administer and to self-carry an epinephrine auto-injector. A signed parent permission notification and a signed physician authorization must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis of such requirement. Both the parental permission and physician authorization will be held on file at the school where the student attends. For serious allergies, the principal (or designee) shall meet with the parent/guardian to develop a written set of procedures, as well as an allergy emergency action plan, to ensure a safe environment for the child. A template Individual Health Care Plan can be found through the Illinois State Board of Education. School personnel may administer epinephrine auto-injectors ("epi- pens") with the approval of the parent/guardian, and with proper authorization from the principal and training. Accommodation requests are initiated by a parent/guardian to the local Catholic school and include a physician's report outlining the severity of the allergy and the recommended actions by the physician that are medically necessary to avoid any reaction. Administration explains to parents/guardians what reasonable accommodations they can make. Allergy-free is not a credible accommodation that schools make, however, effective practices to reduce the chance of exposure to allergens may include, but are not limited to:

- Designating a separate table/area for students with an allergy.
- Allowing the allergic student to eat at his/her own desk, keeping the same desk year-round to reduce possible contaminants if there is no common lunchroom.
- Limiting/prohibiting food in classrooms.
- Removing food as a reward in classrooms or for celebrations.
- Regular cleaning of classrooms and lunchroom.
- Educating school personnel on the management of students with allergies.

## APPENDIX CONT.

### Asthma

A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:

- The parents/guardians of the pupil provide to the school written authorization for the student to self-administer medication or for use of an epinephrine auto-injector.
- Written authorization from the pupil's physician, physician assistant or advanced practice registered nurse.
- The parents/guardians of the pupil provide to the school the prescription label, (which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is administered).
- If a student has been diagnosed by a physician to have asthma and is required due to this diagnosis to self-administer and to self-carry asthma medication of any type, a signed parent permission notification and a copy of the prescription must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis of such requirement. Both the parent permission and the copy of the prescription will be held on file at the school where the student attends. Parents/guardians should be informed that the school and its employees and agents incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the student.

### Diabetes

Students are allowed to self-manage their diabetes in the school setting if they are authorized to do so by their diabetes care plan. The diabetes care plan should specify the nature of the student's self-management and may include:

- Allowing students to check blood glucose levels when and wherever needed.
- Self-administration of insulin.
- Self-treatment of hyperglycemia or hypoglycemia; and allowing the student to possess, at all times, supplies and equipment necessary for diabetes management including, but not limited to, syringes, food and drink.
- If a student has been diagnosed by a physician to have diabetes, to self-administer and self-carry diabetes medication, a signed parent permission notification and a signed physician diabetes care plan must be provided to the local Catholic school either at the start of a new school year, upon enrollment or immediately following diagnosis. Both the signed parent notification and the physician diabetes care plan will be held on file at the school where the student attends.

## APPENDIX CONT.

### Diabetes Care Plan Requirements

It is the responsibility of the parent/guardian to share health care provider instructions concerning the student's diabetes management during the school day. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

The services and accommodations specified in the diabetes care plan shall be reasonable, reflect the current standard of diabetes care, include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia and emergency situations. A diabetes care plan shall include a uniform record of glucometer readings and insulin administered by the school nurse or delegated care aide during the school day using a standardized format. The Illinois State Board of Education Nursing Division has several resources regarding diabetes care on a school campus. A diabetes care plan shall include procedures regarding when a delegated care aide shall consult with the parent or legal guardian, school nurse, where available, or health care provider to confirm that an insulin dosage is appropriate. A diabetes care plan shall be submitted to the local Catholic school at the beginning of the school year, upon enrollment, immediately after a student's diagnosis or when a student's care needs change during any given school year. Parents shall be responsible for informing the local Catholic school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers. A school or a school employee is not subject to discipline and not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

### Administration of Medical Cannabis

Students are not to be permitted to use or possess medical cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student demonstrates his/her son or daughter is a "registered qualifying patient," has an individual who is a "registered designated caregiver," and both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis infused product to the student (non-smoking/non-vaping form) at school. The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A parent/guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

## APPENDIX CONT.

### Missing Children Records Act

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police.

The procedure is as follows:

Upon notification by the Illinois State Police of a child's disappearance, a school in which the child is currently (or was previously enrolled) shall flag the record of that child by placing it in an orange file folder so that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing child. The school or other entity shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person.

Upon notification by the Illinois State Police that the missing child has been recovered, the school or other entity shall remove the flag from the child's record.

# Right to Amend

Queen of Apostles Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday e-newsletter communication.



Thank You