

QUEEN OF PEACE ELEMENTARY SCHOOL

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PARENT HANDBOOK

Revised: September, 2009

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School Office Hours

Monday-Friday 8:00 a.m. to 3:00 p.m.

ACCREDITATION

2003 Re-accreditation

by Middle States Association of Schools and Colleges

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NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Queen of Peace Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Queen of Peace does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of Queen of Peace Elementary School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

MISSION STATEMENT

Queen of Peace Elementary School provides our youth with ***quality education in a safe and secure, value-rich Catholic*** environment. We strive to enable our students to become upright citizens who will embrace our multicultural diversity and celebrate each person in their differences.

PHILOSOPHY

Queen of Peace Elementary School exists to be a Catholic school, an extension of the Christian family. Our purpose is to unite Christian and secular teachings and values for those entrusted to our care. We promote spiritual and academic growth, as well as the physical, social and psychological development involved in the formation of our students. By encouraging a love and respect of God, of self and of all life, we strive to instill in our students a love of learning and the understanding that ***all education is a lifelong process.***

VISION

Queen of Peace Elementary School will continue to be a leading Catholic educational community of faith and knowledge that empowers our students to develop an understanding and appreciation of the diversity of our multicultural society. We will continue to provide opportunities to establish a technological proficiency in all of our students. We will continue to encourage an awareness of the issues of safety and health that challenge us in this rapidly changing world of the 21st century.

GENERAL ADMISSIONS POLICY

- **ADMISSION REQUIREMENTS**

Pre-K Program: Pre-K students and parents are required to abide by the school regulations when/where applicable. **Children enrolled in Pre-K 3 and Pre-K 4 must be independent and self-sufficient as far as bathroom needs are concerned. This is particularly important for Pre-K 3.**

Pre-K Three students must be (3) by October 1

Pre-K Four students must be (4) by October 1

Kindergarten students must be (5) on or before October 1

Copies of the following are required for Admission:

Birth Certificate

Baptismal Certificate – if Roman Catholic

Health Data – Required Immunization Records

Physical and Dental Exams before the start of the school year

Transfer Card and Transcript (if coming from another school)

Report Card

Standardized Test Scores

In the event of a closed grade, a waiting list will be maintained for one academic year.

Re-registration is required for admission the following year.

- **MEDICAL**

As mandated by Chapter 14 of the New Jersey State Department of Health, all children entering school must show proof of immunization. The State of New Jersey requires the following list of immunizations. All students must receive these immunizations prior to entering school in September.

(see following sheet)

DPT-DTaP

5 doses – 4 doses if last one after 4th birthday. Any combination of 5 doses is the limit. DT is acceptable in lieu of DPT – DTaP only with valid note from MD or nurse practitioner.

Kindergarten requirement

5 DPT-DTaP or 4 if given after 4th birthday

Pre-K – 4 are sufficient

Vaccines started 7 years old or older – 3 doses TD

POLIO

Any 4 doses OPV or IPV – 3 doses if last one after 4th birthday

Kindergarten requirement – 4; 3 if last dose after 4th birthday

Pre-K – 3 are sufficient

MEASLES

1st dose must be administered on or after 1st birthday

2 doses required of all children born after 1/01/1990 in higher grades as well as in Kindergarten and Grade 1. Must be separated by at least 1 month (28 days)

RUBELLA

1 dose administered on or after 1st birthday

MUMPS

1 dose administered on or after 1st birthday

Note: Any dose of Measles, Mumps, or Rubella given before 1st birthday does not count and must be repeated.

Documented laboratory evidence of Measles, Mumps, or Rubella immunity continues to be acceptable.

HEP B

Born on or after 1/01/90 and entering grade 6 - - - 2 or 3 doses as appropriate to vaccine dose schedule.

Born on or after 1/01/96 - - - 3 doses for Kindergarten and Grade 1

HIB

Has different schedules depending on type of vaccine used.

Child Care Centers – at least 2 before age 1 and 1 after 1st birthday and before 16 months of age.

Number of doses depends on age started. Unvaccinated children ages 12-14 months should receive 2 doses at least 2 months apart. Age 15-59 months – 1 dose

VARICELLA – CHICKEN POX

Required for all children entering Pre-K, Kindergarten and First grade.

PPD – MANTOUX TUBERCULIN TEST

All students entering or transferring from high TB incidents countries are required to have a PPD-Mantoux Tuberculin Test. New Jersey Department of Health listing of high TB incidents countries is available in the nurse's office.

EXEMPTIONS

Where applicable, religious or medical exemption forms must be completed. Forms can be obtained from the school nurse.

**AN APPLICANT
WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE
WILL NOT BE ADMITTED.**

- **DENTAL**

Dental exams are required for students entering Pre-K 3, Pre-K 4, Kindergarten, and grades 3 and 7. All new students are also required to have dental exams.

- **PHYSICALS**

All new students and transfers are required to have a current physical on file in the nurse's office.

All current students entering Grade 3 and Grade 7 need an updated physical on file in our nurse's office.

- **REGISTRATION**

Student registration will occur after the tuition rates have been determined. This usually occurs in early April for students presently in the school. Registration for new students takes place in late January of each year.

Students are not considered registered until all records are complete, including a NON-REFUNDABLE registration fee. Both parents (if married) must sign registration forms indicating tuition and fund-raising options. Social Security numbers must be provided.

- **TRANSFERS**

Transfers are given at the request of the parent or guardian of the student. One week's notice is requested so textbooks and library books may be returned and all financial obligations have been met, including tuition paid in full for services that have been received.

The parent is given a transfer card, copy of health records and the current report card. The parent or guardian giving the school permission to release all student records must sign a "release of information form". After a formal request is received from the new school, student records are forwarded by mail. The school reserves the right to withhold transfer if any debts are outstanding.

- **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

A change of address, home phone number or emergency phone number must be reported to the school office, the homeroom teacher and the school nurse as soon as possible. Updated and accurate information is essential for proper communication should an emergency arise with your child during school hours.

ATTENDANCE POLICY

- **IMPORTANCE OF REGULAR ATTENDANCE**

State law requires daily school attendance. Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

- **TRUANCY**

A student, who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant. Habitual truancy will be reported to the Attendance Officer of the child's district of residence. A student who is chronically truant will be subject to discipline.

- **REGULAR SCHOOL HOURS**

The school's responsibility for supervision of students begins at 7:50 a.m. and ends at 3 p.m. For children properly enrolled in the extended care program, the school's responsibility begins at 3 p.m. and ends at 6:00 p.m. Before School Care responsibilities begin at 7:00 a.m. and end at 7:50 a.m.

- **POLICY REGARDING STUDENT ABSENCE**

A parent/guardian must call the school no later than 8:45 to report a student's absence. If no call has been received by 8:45, the School will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, he/she must present a written excuse from a parent/guardian to the teacher stating the student's name together with the dates and reason for the absence. An absence of five consecutive days requires a doctor's note.

The school will contact students who are absent more than five days within a given marking period. Absences exceeding one third of the school year may require **retention**. Absences exceeding fifteen days may require **summer school**.

This includes vacation days taken while school is in session.

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular school related activities that afternoon or evening.

In the event of a prolonged absence, parents should contact the school and make an appointment with the teacher as to how missed classwork shall be made up. Home tutoring may be necessary in case of a prolonged absence.

Parents or guardians requesting permission to take a child on trips, vacations, etc. during the school year must know that the child is considered absent. It is the parents' responsibility to see that the student completes all missed class work and assignments on return to school. Students should keep a daily journal of their trips and bring to school on return. Keeping a journal will enhance reading, writing and observational skills. This can be accomplished on all grade levels.

- **LATENESS**

The following policy will be used when a student is late:

1. The first bell rings at **7:50 AM**(Arrival); second bell at **8 AM** (Begin Bell work) and a third bell at **8:10 AM**(Late Bell). During the time from 7:50 to 8:10 AM, both the front and side door entrances are held open by our safety patrols. At the sound of the third bell (8:10 AM), all doors are secured for the day.

Any student who arrives **AFTER THE BEGINNING OF PRAYERS** is considered late. These late students will be held in the front hallway until after prayers. They will then receive a late slip to be presented to their teacher for late admission to class.

Any student in grades 4-8 who is late **three times** will be given a school detention. Detention is held at lunchtime each day. Students may not be excused or removed from detention without a serious reason or previous notification.

2. Excessive and consistent tardiness is a serious problem which reflects both student and parent value for educational success. Consistent tardiness will be addressed by the principal and disciplinary board on an individual basis. Detention and consistent tardiness may be the cause to withhold honors or membership in National Junior Honor Society.

- **EMERGENCY CLOSING OF SCHOOL**

Queen of Peace Elementary School abides by the same procedure for weather closings as the North Arlington Public School system and Queen of Peace High School. A phone call from **SCHOOL REACH** will notify parents of such closings. School closings are also announced on New Jersey 12 TV News and on our school web site:

www.qpgs.org.

- **WEATHER RELATED PROBLEMS THAT ARISE DURING SCHOOL HOURS**

If severe weather problems develop during school hours, we **WILL NOT HAVE EARLY DISMISSAL**. However, you may pick up your child any time during the school day. If you have designated another person to pick up your child, that person's name must be on the phone chain sheet you previously filled out. A signature must be obtained in the office at the time a student leaves the building with the parent or designated person.

- **DELAYED SCHOOL OPENING**

If in our judgement it is feasible for faculty and students to come to school at a later time, then a delayed opening may be announced in accord with North Arlington Public Schools or Queen of Peace High School. You will be notified through **SCHOOL REACH** and on www.qpgs.org.

HOME SCHOOL COMMUNICATION

- **APPOINTMENTS WITH PERSONNEL**

Parents who wish to meet with the Principal, a teacher, or any member of the school staff must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents are asked not to approach staff members during the school day without arranging an appointment beforehand. Engaging a teacher in conversation at the classroom door, “even for a minute”, takes the teacher’s attention away from the class.

Staff members who wish to communicate with the parents of a student may do so by phone, letter, or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties. When appointments are made, both the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

Any parent wishing to have their child dismissed early must call or fax a note stating the time and reason for early dismissal. Students dismissed early must be accompanied by a parent or responsible adult designated by the parent. All students must be signed out in the main office.

- **REGULAR COMMUNICATION WITH PARENTS**

Queen of Peace will provide regular monthly communication with all parents/guardians through our school website. It is the parents’ responsibility to keep current with all school events by visiting our school website often throughout the month:

www.qpgs.org

In addition, each teacher has been assigned a web site for parent communication. Also, www.classhomework.com is used to inform parents of ongoing classroom events and needs as well as homework assignments.

Queen of Peace Elementary School participates in the Archdiocesan POWER SCHOOL program. Each parent receives a pass code which enables them to view their children’s grades at any time. A Progress Report is also available electronically about midway through each trimester. All Report Cards are generated electronically at the end of each trimester.

- **CHILDREN BRINGING CASH TO SCHOOL**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name, grade, the amount enclosed and its purpose. When possible, a check is recommended.

Lunch money should be put in the appropriate envelope and clearly marked with name, grade and lunch selections.

- **PARENT ORGANIZATION**

Membership in the Home School Association is open to all parents/guardians interested in the welfare of the school children.

An Executive Board of the Home-School Association consisting of the Pastor, School Principal, teacher representative, the officers of the association and five members-at-large, guides the association. Parent representatives from each class are also invited to attend and participate in these meetings in order to share and discuss all school information and policies.

One of the responsibilities of the Executive Board is to provide fund-raising activities through which parents/guardians can meet their fund-raising commitments.

All parents are strongly encouraged to become active participants in the Queen of Peace Home School Association.

- **PARENTAL RIGHTS TO SCHOOL RECORDS**

Queen of Peace Elementary School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

- **COURT ORDERS**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information, which may be useful to the school in fulfilling its obligations.

Please provide us with the name, address and phone number of the non-custodial parent (in writing) if copies of report cards and school notices are to be sent.

- **PICK UP FROM SCHOOL**

The school will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an EXTREME EMERGENCY, a clearly defined, one-time telephone authorization may be acceptable. In any case, a signature must be obtained in the office at the time a student leaves the building with a parent or designated person.

ACADEMIC POLICY

- **CURRICULUM**

Major Subjects – Religion, Reading/Literature, Language Arts, Math/Algebra, Social Studies, Science

Minor Subjects – Art, Music, Physical Education, Computer/Library, and Spanish are available at all grade levels from Kdg to Grade 8.

- **TECHNOLOGY**

The use of computer services at Queen of Peace Elementary School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include: use of personal and school computers and laptops, the Internet, SMART board, e-mail and all associated software.

A contract specifying Rules of Conduct must be signed by each student and their parent regarding the use of the Internet.

- **REQUIREMENTS FOR PROMOTION**

In order to qualify for promotion to the next grade, students must maintain a passing grade in all major subjects. Students who receive a (U) for a final grade in a major subject are required to attend summer school for that subject.

Promotion to the next grade is dependent on summer school attendance and academic performance.

A student may attend summer school for up to THREE (3) MAJOR SUBJECTS.

- **RETENTION IN A GRADE**

Retention would be required for students who have received a (U) for a final grade in three or more major subjects. Decision to retain is mutually agreed upon among the principal, teacher and parent.

- **FAILURE WARNINGS/PROGRESS REPORTS**

A Progress Report will be available online through POWER SCHOOL. The purpose is to alert parents as to the progress or lack of progress of the student. At this time, the parent or guardian and teacher should avail themselves of the advantages of an interview or a telephone call. Unsatisfactory progress and retention can be avoided by using this system.

- **REPORT CARDS**

Beginning in 2007-08 school year, elementary schools within the Archdiocese of Newark will use a system of trimesters (November, March, June) for ongoing student assessment. Report cards for Grades 1 to 3 will be **developmental** with a code system of:

- E** = Exceeds (High Understanding)
- S** = Secure (Understanding Demonstrated)
- D** = Developing (Growth Demonstrated)
- B** = Beginning (Beginning Stages)
- N** = Not yet performing (Assistance Required)

Kindergarten Report Cards will also follow this Archdiocesan plan.

Report Cards for Grades 4 to 8 are **academic** using the following code:

Grading Code – Archdiocese of Newark

A+	97-100	O	Outstanding
A	92-96	S	Satisfactory
B+	88-91	I	Improvement Needed
B	83-87	U	Unsatisfactory
C+	78-82		
C	73-77		
D	70-72		
U	Below 70		
	Failure		

Letter grades are used in each of the main subject categories (**BOLD PRINT**) and a system of **plus** (Strength), **check** (Satisfactory), and **minus** (Weakness) is used in each of the subcategories. A Rubric Code of 1 through 6 is used for Written Communication.

FINAL EXAMS will be administered for all major subjects in Grades 6, 7, and 8 only. Final Exams will be counted as part of the third trimester grade.

HONORS – Honor awards are given to the students for each marking period in the 4th to 8th grades:

FIRST HONORS – Numerical average 92 and up (per subject)

SECOND HONORS – Numerical average 83 and up (per subject)

An “**I**” or “**U**” any place on the report card makes a student ineligible for HONORS. Also, detentions and consistent tardiness make a student ineligible for HONORS, as well as membership in National Junior Honor Society.

- **TRANSCRIPTS**

Academic transcripts may not be given directly to the parent/guardian in the event of a transfer. A request for a transfer must be submitted in written form by the parent or guardian. Transcripts will be sent directly from Queen of Peace to the new school when a written request with parent/guardian signature is received.

Transcripts of grades will be sent when financial obligations have been met. All financial obligations should be met by April of the current school year.

Final examinations may not be taken until all financial obligations have been met.

- **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

The non-Catholic student is welcome at Queen of Peace Elementary School. The non-Catholic student is expected to understand and agree that the school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for the students during the year.

Prayers are said daily as part of the school day.

Liturgy – the School community attends Mass each first Friday of the school month.

Reconciliation – Students have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent.

Sacramental Preparation – Students are prepared for the sacrament of First Eucharist and Reconciliation in the second grade. Final instruction for the Sacrament of Confirmation takes place during freshman year in high school.

- **ARCHDIOCESAN SACRAMENTS PREPARATION POLICIES**

According to Archdiocesan regulations (#0503) the Sacraments of First Reconciliation, First Eucharist, and Confirmation are celebrations of the **parish faith community**. The immediate preparation period of catechesis should be **parish-based, not school based**. It should involve both Catholic and Public school students in a coordinated and unified fashion.

At Queen of Peace, the Sacraments of First Reconciliation and First Eucharist are celebrated in the second grade if the child is properly prepared.

The children of the families who are **registered members** will receive the sacraments of First Reconciliation and First Eucharist at Queen of Peace Parish.

All other children in the second grade who are Catholic **must receive** the above sacraments at the **Parish they are registered in (worship in on Sunday)**. However, if they wish to do so, they may obtain **written permission from their Pastor** to receive the Sacraments at Queen of Peace Parish.

The sacrament of Confirmation is celebrated in the fall of the ninth grade if the child is properly prepared.

- **FIELD TRIPS**

On occasion, Queen of Peace Elementary School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. Students with discipline problems must be accompanied by a parent. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The school provides the permission slip form. Parents must bear the cost of transportation as well as admission for each field trip event. Parent who wish to act as chaperone for field trips must have completed a background check and the RCAN program called **Protecting God's Children**.

HOMEWORK POLICY

- **DEFINITION**

Homework is an academic activity engaged in by students outside of class.

- **PURPOSE**

The primary objective of homework is to foster a sense of student responsibility for the learning process through tasks requiring time budgeting and decision-making. If a student consistently states that he/she has no homework or that he/she has completed homework assignments in school, parents should contact the teacher for verification.

- **AMOUNT OF HOMEWORK**

The amount of time that students in the same grade will spend on homework will vary due to individual differences; however, it is believed that students should be assigned homework on a daily basis including some weekends.

- **GRADING AND EVALUATION OF HOMEWORK**

In order to encourage positive student attitude toward homework, individual teachers will be expected to instruct their pupils in the proper technique and methods of completing homework assignments. Individual teachers also inform their students of developmentally appropriate expectations for homework in their particular grade level.

- **HOMEWORK DURING ABSENCE**

All class work and homework assignments due to absence are to be made up within a time period specified by the classroom teacher. The student is expected to show initiative in seeking out his/her teacher to determine what assignments were missed and when they shall be due. Work can be sent home to any student involved in extended absence. The teacher should be contacted and given a reasonable time to prepare assignments.

A one-day absence does not constitute a call for homework. Valuable teaching/learning skills during a school day can never be made up by home assignments. Please be sure that your reasons for keeping your child/children home from school are valid. On the other hand, PLEASE do not send your child/children to school if they are **sick**.

- **RESPONSIBILITY OF THE STUDENT**

1. Regard homework as a serious undertaking.
2. Accept full responsibility for completing all homework.
3. Meet all due dates.
4. Use homework as a study guide for quizzes and tests.
5. Ask questions concerning homework assignments prior to leaving school and request assistance from the teacher when necessary.
6. Exercise careful selection in both the quality and quantity of television viewing. While learning can be enhanced through television, excessive viewing and/or playing video games can have a detrimental effect upon homework.
7. Familiarize him/herself with the section of these guidelines entitled "Homework During Absences".
8. **Plagerism** in any form is not permitted when completing assignments.

Students in grades 1-8 are provided with an agenda to keep daily and long term assignments in an orderly fashion. Parents may be asked to initial this agenda on a daily basis. Homework may also be posted on ClassHomework.com.

Though the parent or guardian should be interested in a student's homework assignments, homework that is done by a parent is of no value to the child. In the early grades, parents should assist a child in proofreading. Individual teachers may require parental signature

on all homework papers. In the upper grades, this is a responsibility the student should accept.

A parent or guardian can assist the elementary level child best through proofreading, but the parent best serves the secondary level child by seeing to it that the child does his/her own proofreading.

DISCIPLINE POLICY

- **PURPOSE**

The purpose of discipline is to enable the students to achieve a level of self-respect and responsibility while teaching accountability for one's actions. A sense of order and discipline is necessary in each classroom in order to maximize learning success for each student.

A sense of order and discipline is necessary in hallways and cafeteria in order to insure the safety of all students in the building.

- **CORPORAL PUNISHMENT**

Corporal punishment is described as the laying on of hands. Corporal punishment is forbidden under the New Jersey State Law. Teachers at Queen of Peace are never allowed to use corporal punishment as a form of discipline.

- **SCHOOL RULES**

1. Follow all directions the first time given.
2. Keep hands, feet and objects to yourself.
3. Walk inside the building in silence.
4. Swearing, fighting, spitting or destroying school or personal property is **not** allowed.
5. Gum chewing is **not** allowed on school grounds.
6. Snowball throwing is **not** allowed on school grounds.
7. The use of personal cassette/CD players, radios, MP3s, I pods, Video games or the like is **not** allowed to be used while on school premises under penalty of confiscation. Confiscated items will be returned to parents only.
8. Cell phones must be turned off, kept in school bag, and are **not** allowed to be used while on school premises under penalty of confiscation. Confiscated items will be returned to parents only.

- **MAJOR INFRACTIONS**

Examples of behavior which constitute major infractions and are subject to immediate expulsion, suspension, detention or suspension of school or class privileges:

1. Repeated profanity and obscenity
2. Willful and continued defiance/disobedience
3. Smoking in the building or on school grounds (**zero tolerance**)
4. Possession of alcohol, drugs, cigarettes, matches, fire crackers or weapons (**zero tolerance**)
5. Physical violence to teachers or students/willful physical harm
6. Stealing
7. Vandalism/willful destruction of school property
8. Truancy or cutting class
9. Disrespect of the rights and property of others, including their right to learn
10. Consistent bullying behavior which endangers the physical or psychological rights of others. (**zero tolerance**)
11. Consistent violation of school dress code.

- **MINOR INFRACTIONS**

Examples of minor infractions which are subject to detention or suspension of class or school privileges:

1. No homework
2. Chewing gum
3. Failure to return correspondence requiring parent signature
4. Lateness for class (3 lates =1 detention)
5. Unsafe or inappropriate behavior in the lunchroom, bathrooms or on the playground

- **SUSPENSION AND EXPULSION FROM SCHOOL**

Only the principal has the authority to expel a student after following procedure and consultation with the pastor or appropriate governing authority. Formal suspension is a serious disciplinary action against a student whose conduct constitutes a major disciplinary infraction as specified in the student handbook. Suspension may be in-school or at-home for a period of not more than five days. Suspension is a major step toward possible expulsion. Parents will be informed of this event and will be interviewed by the principal. The principal and/or the pastor will then inform the parents/guardians if expulsion is necessary for the good order and morals of the school.

The RCAN School Office is also notified of this action.

- **RULES FOR LUNCHROOM BEHAVIOR**

Students may bring their lunch from home or buy lunch in the school cafeteria. Lunch orders are taken on a daily, weekly and monthly basis. All foods and snacks served by NU-WAY concessionaires follows the wellness guidelines for New Jersey schools.

Those students staying for lunch must obey all school rules and regulations while in the cafeteria. This includes use of the lavatory. Failure to obey the rules may result in suspension or termination of lunchroom privileges.

1. Enter and leave the lunchroom in an orderly fashion.
2. Running is not permitted.
3. Form and keep a single line at the service area.
4. Students must remain seated at all times.
5. Proper table manners are expected.
6. Refrain from PUSHING and asking others for food. Throwing food will necessitate in removal from the lunchroom.
7. Conversation at lunch tables is not only permitted, but also desirable. However, loud and boisterous talking, yelling, screaming, etc. are definitely not acceptable.
8. Leave the table and floor clean.
9. Talking stops when signaled for prayer.
10. Line up quietly for dismissal.

- **PLAYGROUND RULES**

1. No throwing objects (except balls when permitted). Hard balls are not permitted.
2. Play safely. No pushing or fighting.
3. At the bell, line up quietly and obey the teachers and mothers on duty.
4. Language should be appropriate at all times.
5. Please observe fair play, team play and obey game rules.

- **POLICY STATEMENT ON BULLYING**

As a matter of both school policy and religious obligation, **bullying** behavior will not be tolerated at Queen of Peace Elementary School. **Bullying** is defined as any gesture, verbal or written or physical act or electronic communication that is reasonably perceived as being motivated either by an actual or reasonably perceived characteristic, such as race, color, religion, ancestry, natural origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus. **Bullying** is an abuse of power by an individual or group who deliberately targets others for repeated physical or psychological abuse.

Bullying has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of the school or the student's ability to be educated. Examples of bullying behavior include (but are not limited to) a pattern of intimidation, threats, menacing taunts, teasing, spread of rumors, leaving someone out on purpose, and psychological abuse and/or physical contact aimed at either provoking a defensive or aggressive response, or in the extreme, causing injury. **Bullying** can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

Bullying behavior is considered a major infraction at Queen of Peace School. Every effort will be made by both teachers and principal to discuss and solve problems among bullies and their targets. If a solution cannot be resolved in a reasonable amount of time and bullying behavior persists to the interruption of the good order of any classroom, the bully may be subjected to suspension of class or school activities, detention, suspension or expulsion.

Bullying is a community concern requiring community-wide accountability and commitment to both its prevention as well as prompt, appropriate and effective response if and when it occurs. The Queen of Peace staff agrees to create a value-rich Catholic environment with a positive atmosphere of respect and responsibility through praise, rewards and privileges. The basic rules of the school reinforce self-control and accountability for one's own behavior; always trying your best and always respecting the feelings, property and space of others.

SAFETY POLICIES

For the safety of the children, we require that all of the North Arlington Police Department regulations be followed.

We have a crossing guard at both Franklin Place and Church Place. No one is allowed to make a right turn on to either street once the DO NOT ENTER signs have been posted.

CARS ARE **NOT** PERMITTED TO TRAVEL BETWEEN THE CHURCH AND SCHOOL DURING THE SCHOOL DAY.

- **PARKING**

The parking lot on the corner of Ridge Road and Franklin Place is a well-used and abused area. Spots have been designated for faculty parking during the school day beginning at 7:30 a.m. until teachers leave in the afternoon. **Please do not park in this area.**

IT IS OF GREAT IMPORTANCE THAT WHEN YOU DROP YOUR CHILD OFF IN THE MORNING OR PICK UP AT DISMISSAL, YOU DO NOT LEAVE YOUR CAR IN A TRAVEL LANE. IF YOU FEEL YOU MUST ACCOMPANY YOUR CHILD TO THE SCHOOL DOOR, PLEASE FIND PARKING ON ONE OF THE SIDE STREETS

AND WALK YOUR CHILD TO THE BUILDING. THE SAME PROCEDURE SHOULD BE FOLLOWED WHEN PICKING UP YOUR CHILD.

Pre-K Pick-Up - Parking is not permitted in front of the Church, in the high school parking lot or on Church Place.

- **STUDENT ARRIVAL AND DISMISSAL PROCEDURES**

ARRIVAL

Before school care students are to go directly to the school auditorium upon arrival using the outside stairway.

Students in Grades Pre-K to 1 assemble in front of school and enter by the front door. When the bell rings, a teacher will lead the classes into the building.

Students in Grades 2 to 8 go directly to the school auditorium using the outside stairway on the side of the school. An assigned teacher from each floor will lead students to their classrooms at 7:50. Students who arrive after 7:50 should walk directly to their classrooms either from the cafeteria or the field door.

Three student safety patrols will hold doors open from 7:50 to 8:10. At the sound of the 8:10 bell, **all school entrance doors are locked.** Students who arrive during opening prayers will be held in the front hallway and given a late pass for entry into their classrooms.

In inclement weather, students may enter the building at 7:45 a.m. Grades Pre-K to 1 wait in the front entrance. Grades 2 to 8 go to the auditorium.

DISMISSAL

Students should not congregate on school premises at dismissal time.

Playing in the street or running around the building or on the Church lawn is not permitted.

Front Door – Pre-K(2:30 PM), Kindergarten, Grades 1 and 2 (2:45 PM)
Church Door – Grades 3 to 8 (2:50 to 3 PM)

At the front door dismissal site, parents are asked to wait at the bottom of the steps and stand a distance back so that teachers and students can see you. Teachers will not dismiss a child unless you or your designated other is present.

Dismissal Times:

Pre-K	11:00 a.m. morning class	2:45 p.m. afternoon class
Kindergarten, 1, 2	2:45	
Grades 3, 4, 5, 6	2:50	
Grades 7, 8	3:00	

Any parent picking up a child individually for a specific purpose must wait in the first floor office.

Parents may not go to the classroom unless permission is given and a Visitor's Pass is issued in the main office.

- **FIRE DRILLS/LOCKDOWNS**

Fire Drills are held twice monthly during the school year.

Lockdowns are practiced periodically throughout the school year under the supervision of NAPD.

SCHOOL HEALTH ISSUES

- **GUIDANCE COUNSELOR**

Queen of Peace employs the services of a part time school counselor. This counselor works with students who have learning/social issues as presented by the principal, teacher or parents. This counselor conducts individual sessions as well as group sessions. Students may be recommended for guidance sessions on a short-term or a long-term basis. Queen of Peace Administration reserves the right to recommend counseling to any students who display consistent inappropriate behavior that may conflict with the acquisition of learning for him/her as well as for his/her classmates.

- **SCHOOL NURSE**

The school nurse is a licensed registered nurse who assists pupils and staff in attaining and/or maintaining optimum health and promotes positive health habits and attitudes. The school nurse is responsible for all state mandated screenings and examinations – hearing, vision, scoliosis, tuberculosis, monitoring growth and development (height, weight, and blood pressure) maintain all health records, first aid and counseling. She also assists the doctors with physical examinations and dental exams.

A nurse is in attendance from 9 AM to 2 PM daily. In the event of an emergency of a serious nature, illness or injury, the parent or guardian is notified as soon as possible.

- **ILLNESS**

To keep your child healthy, be sure he/she is well rested and well nourished. In case of sickness, keep your child home and call the doctor for sore throats, colds, nausea, diarrhea, chills, fever, skin rash, inflamed eye, discharge from ear, enlarged glands, earache, flushed face, paleness.

CALL SCHOOL ON DAY OF THE ABSENCE AND SEND A NOTE TO YOUR CHILD'S TEACHER WHEN HE/SHE RETURNS TO SCHOOL.

IF YOUR CHILD IS ABSENT FOR 5 OR MORE DAYS, HE/SHE MUST BRING A DOCTOR'S NOTE TO RETURN TO SCHOOL. IF YOUR CHILD IS ABSENT FOR SOMETHING CONTAGIOUS, (chicken pox, pink eye, etc.) HE/SHE MUST BRING A DOCTOR'S NOTE STATING THAT HE/SHE IS NO LONGER CONTAGIOUS.

If medication is necessary, follow the procedure previously outlined.

If your child gets sick in school, the school nurse or school secretary will contact you.

- **INJURY**

Injuries that occur during school hours must be reported to the teacher or person on duty and the school nurse – IMMEDIATELY.

- **INSURANCE**

During school hours and school-related activities, all students are covered by a blanket insurance policy. If your child comes home and complains of an injury that occurred while at school, please notify the school immediately so proper claim reporting can begin. This will insure satisfactory and timely claim processing if required.

- **POLICY ON MEDICATION IN SCHOOL**

NO MEDICATION IS TO BE CARRIED ON THE STUDENT'S PERSON
(prescription or over the counter)

Prescribing and dispensing of drugs and medication is not the responsibility of the school. The school will not provide students with any medication including over the counter drugs, e.g. Tylenol, cough drops, etc.

School policy on administration of medication in school is as follows:

Queen of Peace Elementary School discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely

essential that a student receive medication while under school supervision, the following procedures apply.

1. A parent/guardian should come to school and personally administer the medication.
2. If this arrangement is not possible, the School Nurse, the Principal, or designee will administer the medication under the following conditions:
 - a. The medication must be given to the School Nurse or Principal by the parent/guardian
 - b. The medication must be in the original pharmacy-labeled container
 - c. The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the School Nurse.

Students will be permitted to self-administer medication only for life threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form.

- **POLICY ON ADMINISTRATION OF EPINEPHRINE**

As permitted by New Jersey law, P.L. 1997, Chapter 368, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements regarding Liability

Written authorization for administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provided by law.

Administration of the Epi-Pen by the School

It is the policy of Queen of Peace Elementary School to apply New Jersey Public Law 1997, Chapter 368 in the following way:

The school will provide for the administration of EPI-PEN, Epinephrine auto-injector. The school nurse or trained designated individual is able to administer epinephrine in accordance with New Jersey Law 1997, Chapter 368. This may be facilitated as follows:

- The parent/guardian of the student has provided his/her written authorization of the administration of the epinephrine;
- The parent/guardian of the student has provided written orders from the primary health care provider that the student requires the administration of epinephrine and that the nurse or trained designated individual may administer the treatment;
- The parent or guardian signs a statement acknowledging that all individuals involved shall have no liability as a result of any injury arising from the administration of the epinephrine and that the parent/guardian shall indemnify and hold harmless the individuals involved against any claims arising out of the administration of the epinephrine;
- The parent/guardian has read this school policy on the administration of epinephrine and has signed acknowledgement form indicating his/her understanding and acceptance of the policy;
- It is the responsibility of the parent/guardian to provide a current pre-filled, single dose auto-injector mechanism containing epinephrine.
- Orders and forms must be renewed yearly.

If and when the school nurse and the designated individual are not physically present and a situation arises where a student experiences a severe allergic reaction/anaphylaxis, 911 will be immediately called and the student will be transported to a medical health care facility. Examples of these situations include but are not limited to the following: student is on a class trip, student is at an after school activity, student is participating in an off site educational experience. Under no circumstances will epinephrine be administered if there is no order from a primary health care provider, but 911 will be called and the student will be transported to the nearest medical health care facility.

- **COMPLIANCE WITH LAW**

- a. Suspected Child Abuse or Neglect: “New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services”.
- b. Asbestos Management Plan: “The School’s Asbestos Management Plan” is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. As

required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

- **SUBSTANCE ABUSE AWARENESS**

Queen of Peace Elementary School is committed to the prevention of alcohol, tobacco, and other substance use/abuse.

Queen of Peace Elementary School understands that health problems of youth are primarily the responsibility of the home and community. However, we share in that responsibility because chemical dependency problems interfere with appropriate school behavior, student learning and the student's ability to reach his/her full potential. We believe that students must be chemically free in order to develop in the most productive and healthy manner, and we are committed to being a drug free school.

The policy of Queen of Peace Elementary School concerning alcohol and other substances is modeled in our school philosophy.

Queen of Peace Elementary School conforms to New Jersey State Statutes. The alcohol and drug abuse policy has been written with due consideration for the legal rights and responsibilities of administration, faculty, students and parents who may find themselves involved in such situations. New Jersey Statute (NJSA18A:4.0-4.1) requires that educational personnel report a pupil whom they perceive to be under the influence of a controlled, dangerous substance.

STUDENT DRESS CODE

SCHOOL UNIFORM MUST BE PURCHASED FROM:

LOBEL'S
5819 BERGENLINE AVE.NUE
WEST NEW YORK, NJ
201-864-1700

WINTER UNIFORMS are worn from OCTOBER 13, 2009 to MAY 3, 2010.
(Depending on weather)

- **BOYS K-6**

Summer Uniform

Blue short sleeve golf shirts with Queen of Peace embroidered on the left side
Navy blue shorts with Queen of Peace emblem on the left side. **Worn with belt.**

ALL SHIRTS MUST BE TUCKED INTO SHORTS AT ALL TIMES.

White sneakers and white **over the ankle socks** to be worn with shorts only.

NO HIGH-TOP SNEAKERS are permitted.

Navy blue uniform pants. **Worn with belt.**

Black socks and **black** tie shoes worn with pants only.

Winter Uniform

Blue short or long sleeve golf shirts with Queen of Peace embroidered on the left
or

Blue turtlenecks with Queen of Peace embroidered on the left side.

Turtleneck must be worn with navy blue vest or navy blue cardigan.

Boys in grades 6-8 may wear a V-neck sweater over the turtleneck.

All sweaters and vests must be embroidered with Queen of Peace on the left side.

Blue short sleeve or long sleeve oxford shirt worn with tie.

Navy blue uniform pants worn with belt.

Pants should fit properly and not hang below the hip.

ALL SHIRTS MUST BE TUCKED INTO PANTS AT ALL TIMES.

PANTS MUST BE WORN WITH BELT AT ALL TIMES.

Black socks and black tie shoes.

Boys in Kindergarten and first grade may purchase **buckle velcro** uniform shoes available at Lobel's.

- **GIRLS K-6**

Summer Uniform

White short sleeve golf shirt with Queen of Peace embroidered on the left side.

Navy blue shorts with Queen of Peace emblem on the left side or skort.

Shorts are **worn with belt at all times.**

ALL SHIRTS MUST BE TUCKED INTO SHORTS AT ALL TIMES.

White sneakers and white **over the ankle socks** worn with shorts only.

Navy blue uniform pants. **Worn with belt at all times.**

Navy blue socks with navy blue or black tie shoes or Mary Janes worn with pants only.

Winter Uniform

Current style skort available at Lobel's only.

White short or long sleeve golf shirt with Queen of Peace embroidered on the left.
White short or long sleeve oxford blouse. Must be worn with vest or cardigan.
White turtleneck with Queen of Peace embroidered on the left side.
Turtleneck must be worn with navy blue vest or navy blue cardigan.
All sweaters and vests must be embroidered with Queen of Peace on the left side.

ALL SHIRTS MUST BE TUCKED INTO SKORTS AT ALL TIMES.

Navy blue uniform pants. Worn with belt.
Navy blue knee socks or navy blue tights.
Navy blue or black tie shoes or Mary Janes.

Girls in Kindergarten and first grade may purchase **buckle** uniform shoes available at Lobel's.

• **BOYS/GIRLS (7-8) (NO SUMMER UNIFORMS)**

Short or long sleeve golf shirt (Blue for boys; white for girls).

Khaki-colored pants.

Navy blue or black socks. Navy Blue or black tie shoes or Mary Janes.

- All uniforms must be neat and clean every day.
- Uniforms are to be worn with school shoes.
- School shirt may be worn outside the waistband IF it is no longer than tummy length; also, it must be long enough to reach pants pocket.
- Any color sneaker may be worn on Gym Day with the correct gym uniform.
- NO jewelry may be worn except for a wristwatch or small religious medal. Small earrings may be worn by the girls. NO bracelets or necklaces.
- Everyone must have neat and clean hair every day.
- NO hair in the eyes.
- NO girl or boy may have hair coloring, streaks, highlights or anything other than their natural color.
- Boys' hair must be cut over the ears and the neckline must be kept neat and clean.
- NO NAIL POLISH may be worn.
- Piercings are not permitted.
- Make-up is not permitted.

- **GYM UNIFORM (UNISEX K-8)**

The gym uniform is **blue**. T-shirts for all grades will be birch (gray with a blue emblem.)

All gym uniforms are to be purchased at R&R Sporting Goods or at Lobel's.
A new lighter weight gym short is now available to students in all grades.

Summer Uniform

Blue gym shorts with Queen of Peace emblem
Birch T-shirt with blue Queen of Peace emblem

Winter Uniform

Blue gym pants with Queen of Peace emblem
Birch T-shirt with Queen of Peace emblem
Blue gym sweatshirt with Queen of Peace emblem

**CHILD'S NAME SHOULD BE WRITTEN ON INSIDE TAG
OF SWEATSHIRT.
ONLY SCHOOL GYM T-SHIRTS ARE PERMITTED.**

**WHITE , TIED RUNNING SNEAKERS or CROSS TRAINERS
AND
WHITE OVER THE ANKLE SOCKS ARE WORN FOR GYM.
(Skater and Boat Shoes are not permitted.)**

- **HAIR**

Fad Hair Styles are not acceptable. This includes spiked hair.

Facial Hair is not acceptable.

Hair coloring of any type is not acceptable.

Boys hair length must be above the ear and off the collar and worn out of the eyes.

Girls' hair must be combed neatly out of the eyes.

Piercings and tattoos (permanent or temporary) are not acceptable.

Hair extensions are not permitted.

- **JEWELRY**

One pair of small hoop earrings and post earrings (girls only) are acceptable in the lobe of each ear.

Dangling earrings and large hoops are not permitted.

Boys may not wear earrings.

Small religious medals are permitted.

All other necklaces must be kept under the shirt.

A simple wrist watch is permitted.

Jewelry of any kind is not permitted with the gym uniform.

- **MAKEUP**

Makeup is not permitted.

Nail polish is not permitted.

- **GRADES 6,7,8 DRESS CODE PRIVILEGE**

**Both boys and girls may wear any color sneakers
on Gym Day.**

**DETENTION WILL BE GIVEN FOR ANY UNIFORM VIOLATION .
CONTINUED VIOLATION OF SCHOOL UNIFORM CODE MAY CAUSE
STUDENT TO BE INELIGIBLE FOR HONORS/NJHS.
CONTINUED VIOLATION OF THE GYM UNIFORM CODE WILL BE
REFLECTED IN THE GYM GRADE.**

EXTENDED CARE PROGRAM

Queen of Peace offers an extended care program, which is supervised care for school age children (Pre-K 4 to Grade 8), before and after regular school hours on days in which school is in session.

BEFORE CARE is available from 7 AM to 7:50 AM each school morning.

AFTER CARE is available from 3 to 6 PM each school day.

AFTER CARE is also available on all half -day sessions from 12 to 6 PM.

All students should bring a brown bag lunch.

The AFTER CARE program consists of HOMEWORK ROOM (from about 3:15 to 4:15 PM, Mondays to Thursdays); outdoor play time; snack and movies and indoor play activities. Special events are also planned for these students.

Teachers from our school are employed to offer extended care supervision. Also, high school volunteers are used in this program. Such personnel instill in the children the importance of respect, sharing and fair play in this cross-graded program.

A fee is charged for this service.

EXTRACURRICULAR ACTIVITIES

Queen of Peace conducts a variety of extracurricular activities which includes

CYO Sports	National Junior Honor Society
Yearbook	Safety Patrol
Altar Servers	Scrabble Club
Audition Choir	Future Astronomers of America
Literary Club	Student Council
Battle of the Books Book Club	Q.P. Choristers
Band	

In addition, vocal and instrumental lessons are available after school through the music teacher. The cost is not included in the standard fee and tuition.

CYO PROGRAM

The Queen of Peace CYO Program has always been first and foremost a parish ministry reaching out to all children from grades 1 through 8. The mission of the CYO is for Queen of Peace Church to meet the needs of its children through Spiritual, Social and Athletic Programs and Events.

Volunteers supervise and oversee the entire CYO Program. This includes coaches and program moderators.

Students may participate in the following programs:

Competition Cheerleading	Track & Field
Basketball Cheerleading	Baseball
Basketball	Softball
Bowling	Youth Group

Additional information and sign up sheets are distributed at the proper season throughout the school year.

TECHNOLOGY POLICY

STUDENT NETWORK USE AGREEMENT 2009-2010

The use of computer services at Queen of Peace Elementary School is a privilege not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services, such as the Internet at all times. Network and computer services include: use of personal and school computers and laptops, use of the Internet and SMART boards, and use of all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Queen of Peace Elementary School's policies apply to information services in very particular ways:

Students may only use their password.

Students may not reconfigure or tamper with the network system in any way nor attempt to access or alter files without proper authority.

Students may not unlawfully copy software or information.

Students may not use illegal software.

Students must cite properly all information that is required from electronic sources and used in their assignments.

A student is held responsible for all activity conducted on his/her account or under his/her password.

Queen of Peace Elementary School holds specific expectations for students at each grade level for how they use their computer during official school hours and after school in the computer lab, classrooms or library.

Game playing is not permitted on any school-owned computer, server or network system.

Failure to comply with these standards or acceptable use of Queen of Peace Elementary School's technology will result, in the very least, in suspension or withdrawal of network privileges.

**QUEEN OF PEACE ELEMENTARY SCHOOL
ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY
2009-2010**

I, _____, have read and understand
please print name (student's name)

the ACCEPTABLE USE POLICY for Queen of Peace Elementary School and agree to abide by its terms.

Signed: _____ Date _____
student's signature

As the parent or guardian of _____,
I have read the ACCEPTABLE USE POLICY for computer network at Queen of Peace Elementary School, and understand that this access is designed for educational purposes. I recognize that it is impossible for Queen of Peace Elementary School to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

I hereby give my permission for Queen of Peace Elementary School to issue and account/password for my child.

Signed: _____ Date _____
parent's signature

Please sign and return this form within 30 days. Failure to do so will relinquish your child's right to use the computer network services.

A parental consent form is sent home under separate cover to allow or not allow your child's photo to be used on the web site or in local papers.

THIS COPY IS TO BE RETAINED IN THE HANDBOOK. FORM FOR SIGNATURE WILL BE SENT UNDER SEPARATE COVER

ACKNOWLEDGMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for Queen of Peace Elementary School. I have read the handbook ONLINE or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.

Name of Student

Grade

Signature of Parent or Guardian

Date

PARENT/STUDENT HANDBOOK

2009-2010