



QUEEN OF PEACE GRAMMAR SCHOOL

STUDENT HANDBOOK 2022-2023

21 Church Place
North Arlington, NJ 07031-6011
Phone: 201-998-8222 | Fax: 201-997-7930
www.qpgs.org

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Dear QPGS Parents and Guardians,

The Queen of Peace handbook of policies and regulations has been prepared in partnership with the Archdiocesan School Office and the administration of Queen of Peace Grammar School.

The QPGS Handbook covers many important areas with regard to the parent, student and Queen of Peace Grammar School's rights and obligations. Please read it carefully. The last page is an acknowledgement that you received the handbook and understand its contents. Please sign and return the form to the school office.

The faculty and staff looks forward to a strong, collaborative partnership with you to support your child throughout the 2022-2023 school year.

God bless,

Linda Jacewich
Principal

Introduction

Our world's present reality varies dramatically from the past regarding safety and security issues. Therefore, this Handbook has been carefully crafted to offer our students a safe and secure school environment. Compliance with the policies and regulations of Queen of Peace Grammar School contained herein is the expectation for each individual student and parent. Since non-compliance to policy can place students at risk, the administration, faculty and staff will make every reasonable effort to assist students in understanding the relationship between adhering to school policy and safety. Parents are expected to monitor homework, be observant of your child's friends and relationships, be vigilant regarding your child's computer and device habits and serve as role models in behavior and attendance at the Sacraments. Parents are also expected to collaborate with the school administration regarding any disciplinary decisions.

Notice of Non-Discriminatory Policy as to Students

Queen of Peace Grammar School admits students of any race, color, national, and ethnic origin, gender, disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Queen of Peace Grammar School does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability 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

The Handbook exists to foster the efficient operation of Queen of Peace Grammar 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 within 30 days of the changes being approved by the appropriate authority.

Governance

For generations, Catholic schools nationwide have been centered on local parishes. Pastors and priests headed the schools; the religious of the parish taught the classes; the children of the parish filled the seats. The Catholic schools of the Archdiocese of Newark were no different, and for generations this model led to thriving and successful schools. Today, however, a rising number of laity in leadership positions and the dissolution of the parish model in many neighborhoods call for a re-evaluation of existing governance models. An

innovative approach was taken to ensure the continued success and sustainability of Catholic education. Under *Lighting the Way*, our school will be guided by a partnership among the Principal, the School Advisory Board, Pastor and the Archdiocesan Catholic Education Services (ACES). The Archdiocesan model was a bold new direction in governance and leadership. It relies more heavily on local lay leaders to ensure the fiscal successes of every school. At the same time it maintains a commitment to the highest academic standards, and a strict adherence to sound Catholic Identity. The new model for Catholic schools in the Archdiocese of Newark is a “Call to the laity.” It is always mindful of the authority and teachings of the Church, and at the same time it provides an opportunity for the laity’s greater involvement in the school’s Strategic Planning, Finance, Facilities, and Marketing and Development activities. The purpose of the School Advisory Board is to assist the Principal in the above mentioned areas.

Accreditation

The school abides by all state laws and regulations that apply to it Queen of Peace Grammar School is accredited by the Middle States Association Commissions on Elementary and Secondary Schools.

History

Queen of Peace Grammar School was established on September 9, 1925 due to the genius and dedication of its visionary first pastor, Monsignor Peter B. O’Connor. The Sisters of St. Joseph of Chestnut Hill, Philadelphia were its first staff members. The words from former pastor, Rev. Msgr. Thomas J. Tuohy, embody the foundation of Queen of Peace Grammar School. “God can give us nothing more precious than the gifts of children. In appreciation we can do nothing more worthwhile than to fashion these children in the likeness of Christ. For this sacred cause no sacrifice is too great, no effort is too demanding. Only the very best is good enough.”

Mission Statement

The mission of Queen of Peace Grammar School, an extension of the Christian Family is to empower our students with Catholic teachings, morality, and traditions as well as knowledge, academic and technological skills that will prepare them to embrace future challenges in a diverse and ever evolving world.

Philosophy

Through the inspiration of Jesus Christ and teachers who are dedicated to their vocations, Our Lady Queen of Peace Grammar School students experience a Catholic, multi-cultural atmosphere of differentiated instruction in a safe, age-appropriate environment. By encouraging a love and respect for God, of self and of all life, we strive to instill in our students a love of learning and the understanding that **education is a lifelong process.**

Vision

Queen of Peace Grammar School will continue to be a leading Catholic educational

community of faith and knowledge that empowers the next future leaders of the Catholic Church and greater community. We strive to empower our students with an understanding and appreciation of the diversity of our multicultural society. Our school endeavors to produce life-long learners that are technologically literate, globally-minded, and prepared to serve their community. We will continue to encourage an awareness of the issues of safety and health that challenge us in this rapidly evolving world.

Beliefs

Queen of Peace Grammar School are founded in the beliefs that:

- Every student is a child of God, made in His image, with goodness and purpose.
- Exposure to and participation in the Mass, sacraments, prayer and tradition further develops the Student's Catholic identity.
- Student involvement in the many opportunities for service deepens and strengthens moral character.
- Parents are a vital part of the learning team and an influential force in the entire learning process.
- The teacher, as motivator and guiding force, is an important influence of the learning posture of all students.
- Every student can learn when the individual learning style is consistently addressed.
- Social interaction between peers, educators, parents and staff leads to true connectivity in a productive learning atmosphere.
- Collaboration and real world applications of learning are essential to the learning process.
- Establishing a sense of responsibility encourages the student's growth and independence.
- Participation in public speaking and the arts promotes self-confidence within the student.
- Daily integration and implementation of technology provides a basis for membership in the global community.
- A positive learning environment cultivates the desire for continued attainment of and interest in all learning which is a lifelong process.

General Admissions Policy Registration

Parents seeking admission for their children to Queen of Peace Grammar School must be supportive of our mission. Parent participation and partnership with the school is essential for student success. Registration for the following school year will occur in January, after the tuition rates have been determined.

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.

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 in bathroom needs. 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 all Admissions:

- 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
- Custody Papers (If applicable)

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 Requirements

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.

IMMUNIZATION REQUIREMENTS

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
- UKindergarten requirement U– 4; 3 if last dose after 4 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 (28days)

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.

Hepatitis 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.

Tdap

Every child born on or after 1/1/97 and entering grade 6 on or after 9/1/15 shall receive one dose of Tdap given no earlier than the 10th birthday. If the child received a Td booster less than five years prior to 9/1/15, then the Tdap is not required until 5 years after that date.

MENINGOCOCCAL VACCINE

Every child born on or after 1/1/97 and entering grade 6 on or after 9/1/15 shall receive one dose of meningococcal vaccine

PNEUMOCOCCAL CONJUGATE VACCINE (PCV)

Every child 12 months through 59 months of age attending school on or after 9/1/15 shall have received at least one dose of PCV on or after their 1st birthday.

Every child 12 months of age three

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.

Lice Policy

Queen of Peace Grammar School has a **Nit Free Policy**. A No Nit Policy is a treatment system recommended by health authorities in the USA to assist in the elimination of "head lice infestation". This policy requires sending home and barring of all children who have head lice, eggs, or nits on their hair from controlled settings such as school or day care facilities. Students will not be able to return to school until all lice and nits are removed.

Transfers

All students transferring into Queen of Peace Grammar School are required to bring a transfer card from their previous school, the most recent report card, and standardized test results at the time of the admission interview.

Transfers from Queen of Peace Grammar School 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.

Tuition Policy

All tuition payments and fees are paid through SMART Tuition, an online tuition management program. After registration is complete, an email will be sent with enrollment instructions to SMART Tuition. Please complete your enrollment as soon as you receive notification from SMART. Tuition must be paid on time.

SMART Payment Plan

Families can choose between three payment plans offered by SMART. They are:

1. Ten automatic bi-annual payments. Payments will start in July prior to the start of the academic year and continue through April of the following year. Payments are due on the first of the month. SMART payments can be made through checking accounts, savings accounts, and credit cards.
2. Four quarterly payments. The first payment will start in July, the second in October, the third in January, and the 4th payment in April.
3. One automatic payment in full due by July 1st. There is a \$250 dollar discount given if this payment plan is chosen.

Unpaid Tuition

Timely collection of tuition is essential for the financial health and running of Queen of Peace Grammar School. Please see the tuition collection policy below:

- If a tuition payment is 30 days overdue, a letter from the school reminding the parents of

their financial obligations will be sent. This will be followed up with an email. Immediate payment of overdue tuition is expected. The letter will advise that if tuition payments become 60 days past due, the school will suspend educational services to the child and the parents will have to withdraw the child from the school.

- If the tuition payments are not made current after the 30-day overdue notice, and tuition payments become 60 days overdue, the principal will notify the parents in writing that the school will no longer provide services to the child if payment of overdue tuition and fees is not received within 7 days. This will be followed with an email and/or phone call from the bursar. If tuition payments are not received within 7 days of the 60-day overdue notice, the school will request student transfer information from the parent.
- Final exams cannot be taken, unless all QPGS financial obligations have been paid
- Schools in the Archdiocese will not register students who have overdue tuition at any school in the Archdiocese.

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.

Sending Money 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.

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 essential habits in the student, both for the benefit of the student's current academic achievement as well as for success in future goals and endeavors.

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 (See QPGS Reopening Plan for Revised Schedule during the COVID 19 Pandemic.)

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

Policy Regarding Reporting 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 class work 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 understand 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 (See QPGS Reopening Plan for Revised Schedule during the COVID 19 Pandemic.)

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

1. Arrival time for Preschool is 8AM at the front door. Arrival Time for Kindergarten is 7:50AM at the front door. The teacher or aide will open the door for arrival. On days with inclement weather, Preschool children and parents can wait in the front hallway until 8AM. All students, including Preschool students, must wait in the hallway until prayers and the Pledge of Allegiance are finished.

The first bell rings at 7:50 AM (Arrival); second bell at 8:10 AM (Late Bell). During the time from 7:50 to 8:10AM, both the front and side door entrances are available for entry by a faculty member. At the sound of the late 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 bell work missed during this time will need to be completed during recess or for homework.

Any student in grades 4-8 who is late five times (5 lates – 1 detention per trimester; not cumulative through next trimester) will be given a school detention. Detention is held at lunchtime and afterschool. 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 Grammar School abides by the same procedure for weather closings as the North Arlington Public School system. A phone call from SCHOOL MESSENGER will notify parents of such closings. School closings are also on our school web site :www.qpgs.org.

Weather Related Problems That Arise During School Hours

If severe weather problems develop during school hours, QPGS will follow the protocol of the North Arlington Emergency Services Coordinator. 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 Emergency Card on file in the office. 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

Delayed openings will be implemented on days that require additional time to arrive at school safely. Delayed openings are also in accord with North Arlington Public Schools. Unless otherwise indicated, school will open at 10AM when a delayed opening is called. Parents will be notified through SCHOOL MESSENGER and on our website at www.qpgs.org. If a delayed opening occurs on a half day, the school day may extend hours to a full day dismissal. All students must bring their lunch with this scenario.

Preschool half-day students will dismiss at 12PM on days with a delayed opening.

Home School Communication (See QPGS Reopening Plan –during COVID Pandemic, Visitor Access is Limited.)

Any parent or visitor entering the school must sign in at the main office and obtain a visitor pass to be displayed while they are in the school.

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. To prevent disruption to the educational process, parents are asked not to approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, email, note, 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, email, fax, or send a note that states 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

Consistent communication between Home and the School is essential for student success.

The QPGS website is an important component of communication between the home and school. The monthly calendar of events, fun and fund-raising events, virtual backpack, teacher contact information and Queen of Peace Church connection is a few of the many resources provided. It is the parents' responsibility to keep current with all school events by visiting our school website often: www.qpgs.org In addition, each teacher has been assigned a webpage for parent communication. The webpages can also be accessed through the QPGS website.

Queen of Peace Grammar School participates in the Archdiocesan PowerSchool Parent Portal. Parents receive a pass code which enables them to view their children's grades at any time. A Progress Report is also available through this parent portal midway through each trimester. All Report Cards are generated through PowerSchool at the end of each trimester.

School Messenger provides Queen of Peace Grammar School an effective parent notification and communication system. School Messenger will be used for school closings, emergency communications, meeting reminders and other pertinent information for all QPGS stakeholders. Phone numbers and emails need to be provided to the school office. Messages will be sent via phone and/or email and/or text message.

[HSA Parent Organization](#)

Membership in the Home School Association is open to all parents/guardians interested in taking an active role in our school.

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 Grammar 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 the school 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.

Detention

Students in grades 5-8, who having committed an infraction must serve detention. Detention is held for one (1) hour either during lunchtime or after school.

Academic Policy

Academic Expectations

The administration and faculty expects every student to perform to the best of his/her ability. A continuous effort regarding homework, test preparation, projects, reports and writing assignments, etc. is expected of each student. Lack of effort or interest in academics will warrant a parent conference and could lead to additional consequences

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 Pre K to Grade 8.

Religious Education and Religious Services

The non-Catholic student is welcome at Queen of Peace Grammar 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. Prayer services occur throughout the school year.

Liturgy – the school community (K-8) attends Mass each first Friday of the school month and holy days during the school year.

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.

Technology

The use of technology at Queen of Peace Grammar 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 Technology Acceptable Use Policy and Social Media Contract must be signed by each student and their parent regarding technology use.

Field Trips

On occasion, Queen of Peace Grammar 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 provide the cost of transportation as well as admission for each field trip event. Parents who wish to act as chaperones for field trips must have successfully completed a background check and the RCAN program **Protecting God's Children**.

Volunteers

Queen of peace Grammar School welcomes volunteers. The principal makes the final determination as to whether a particular volunteer's services can be utilized. Volunteers must fulfill the following requirements:

- By mandate of the Roman Catholic Archdiocese of Newark all volunteers must take a workshop in Protecting God's Children and be certified as a volunteer. Background checks will be done as part of

this process. Volunteer activities include but are not limited to; lunch/recess duty, field trip chaperones, assisting in activities and class parents.

- A certificate stating that the Protecting God's Children workshop has been taken along with documentation stating that the background check has been completed are necessary before volunteering for any activity or event.

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 POWERSCHOOL. Teacher communication through POWERSCHOOL alerts parents to the progress or insufficient progress of the student. After receipt of an unsatisfactory progress report, the parent/guardian and teacher should contact the office interview or a telephone call. Poor grades and retention can be avoided by checking POWERSCHOOL regularly.

Conferences

Parent/Guardian/Teacher formal conferences are usually scheduled once a year in the Fall. Parents/Guardians and Teachers can request conferences at other times during the year, if needed.

Report Cards

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
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

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

Honors

Honor awards are given to the students for each marking period in the fourth through eighth grades:

- FIRST HONORS – Numerical average 92 and up (per subject)
- SECOND HONORS – Numerical average 83 and up (per subject)

An **“I”** or **“U”** on any place of 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.

Records and Transcripts

Viewing Records

A parent/guardian has the right to view his/her student's a) academic record, b) academic standardized test results, c) health records and d) emergency card. These records can be made available upon request.

Government Records

Records attached to publicly funded services provided through the local Board of Education, Bergen County Special Services such as Child Study Team Reviews, Speech, ESL, etc. are the property of the Board/BCSS. A parent/guardian who wishes to examine these records or procure additional copies for his/her own use must apply to the Board/BCSS. The academy is not permitted to distribute this information to anyone, not even to a parent/guardian.

Transcripts

Transcripts of academic or health records may not be given directly to the parent/guardian even in a transfer. A request for transfer must be submitted in written form by the parent/guardian. Transcripts will be sent directly from school to school when Queen of Peace Grammar School receives an official written request, with a signature of the parent, from the receiving school.

Transcripts of grades will be sent after 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.

Homework Policy

Homework is an academic activity by students outside of class. It is neither a reward nor punishment. It is a necessity. Assignments are given in order to insure independent mastery of the subject matter taught in class and to provide enrichment. Parents/guardians are expected to supervise and check their children's homework so as to make certain that it is complete, neat, and acceptable. Parents/guardians should also sign homework pads nightly and all tests. The primary objective of homework is to foster student responsibility for the learning process through tasks requiring time management and decision-making.

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. The suggested time for homework is as follows:

(Approximately)

Grades 6, 7, & 8 – One to one and a half hours

Grades 4-5 – 1 hour

Grades 2-3 – 30-45 minutes

Grades K-1- 15-30 minutes

Grading and Evaluation of Homework

In order to encourage positive student attitude toward homework, individual teachers are expected to instruct their pupils in effective 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 TV/technology usage. While learning can be enhanced through technology, excessive viewing and/or playing video games can impact learning.
7. Familiarize himself/herself with the section of these guidelines entitled "Homework During Absences".
8. **Plagiarism** in any form is not permitted when completing assignments.

Students in grades 1-8 are provided with an agenda to organize daily and long term assignments. Parents should initial this agenda on a daily basis.

Students with Specialized Learning Needs

Queen of Peace Grammar School accepts students with specialized learning needs if with reasonable accommodation, the individual can meet the requirements of the school program. Bergen County Special Services assists students with specialized learning needs in a small group instructional setting. Services include; Supplementary Instruction, Compensatory Education and Speech. Occupational Therapy will be provided per funding from the State of New Jersey.

Assessment (MAP Growth, ACRE, COOP)

Each student in grades 2 - 8 will be administered the NWEA Map Growth Assessment three times annually. Parents/Guardians will receive a narrative report of their child's performance. Eighth grade students are required to take the COOP (HSPT) Exam in November. Students in grades 5 and 8 will take the ACRE assessment for Religious Knowledge.

Discipline

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 self-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 ensure the safety of all students in the building. Queen of Peace Grammar School recognizes the importance of respect and dignity of all members of the school community. It is the expectation for all students to reflect this in all words and actions at Queen of Peace Grammar School.

The Queen of Peace Grammar **School Safety Team** seeks to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address safety and school climate issues such as harassment, intimidation, or bullying. The School Safety Team consists of the Principal, Safety Team Coordinator, the pastor, Early Childhood and floor Captains (Teachers) and other members to be determined by the Principal.

General Discipline Policy

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Queen of Peace Grammar School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices.

Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in school suspension; out of school suspension; or expulsion.

Policy Statement on Harassment, Intimidation, or Bullying (HIB)

As a matter of both school policy and religious obligation, **HIB** behavior will not be tolerated at Queen of Peace Grammar School. **HIB** 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. **HIB** is an abuse of power by an individual

or group who deliberately targets others for repeated physical or psychological abuse.

HIB 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 HIB 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. **HIB** can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

Reporting Guidelines

All acts of HIB behavior or suspected HIB behavior should be reported immediately to the QPGS school office or teacher. (verbally or through a note) All teachers and staff members, volunteers, parents and other adult members of the school community, having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal. Retaliation against the reporter is strictly prohibited. And will be subject to the same disciplinary actions as HIB. All reports will be investigated by the QPGS School Safety Team, prior to any action being taken. **HIB** behavior is considered a major infraction at Queen of Peace School. Every effort will be made by the QPGS Safety Team to discuss and solve problems among HIB offenders and their targets. If a solution cannot be resolved in a reasonable amount of time and the HIB behavior persists to the interruption of the good order of any classroom, the HIB offender may be subjected to suspension of class or school activities, detention, suspension or expulsion.

The HIB policy will be part of the student handbook and thus transmitted yearly to the parents/guardians of students.

This section is intended to serve notice to students, their parents/guardians and all members of the QPGS community, that bullying conduct is a cause for intervention, consistent with the disciplinary policy outlined in the Student Handbook. In addition, we seek in this section to alert all concerned parties, whether students engaged in HIB behaviors (and their parents or guardians); victims of HIB (and their parents or guardians) ; or witnesses to victimization of another by a HIB offender- that HIB is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective responses 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.

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.

General School Rules

QPGS rules are discussed and defined by teachers and students in their homerooms

- Respect all members of the school community in words and actions.
- Arrive at school on time and prepared with materials and completed assignments.
- Wear proper school uniform with adherence to guidelines for hair, jewelry, holiday, and tag day attire.
- Walk quietly and orderly in the hallways.
- Keep your hands, feet, and objects to yourself.
- Follow all directions the first time given.
- Use appropriate language at all times, whether in the classroom, hallway, cafeteria, gym, recess, and all extra-curricular activities.
- Follow classroom, cafeteria, and recess rules. (Listed below)
- Follow guidelines for proper technology use including cell phone use.: (Also see Technology acceptable Use and Social Media guidelines in addendum.)

In addition, the following behaviors are prohibited:

- Violence of any type
- Possession or use of alcohol, drugs, cigarettes, matches, fire crackers, or weapons
- The use of cell phones during school hours including Before Care and Aftercare
- Abusive behavior, speech, foul language, gesture or drawings
- Bullying, Harassment, and/or intimidation
- Disruptive or unsafe behavior
- Theft
- Truancy
- Hitting, punching, kicking, or fighting of any type
- Leaving school grounds without permission
- Disrespectful conduct
- Destroying or damaging property
- Immodest or inappropriate dress and behavior
- Plagiarism
- Forgery
- Conduct detrimental to the reputation of the school
- Gum-chewing
- Snow-ball throwing or playing on school property after dismissal.
- Littering

Additional Guidelines for Dress Code in addition to Uniform Policy:

Hair

- Fad Hair Styles are not acceptable.
- Facial Hair for boys 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 and out of the eyes.
- Hair extensions are not permitted.

Jewelry

- One pair of small hoop earrings or 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.
- Piercings and tattoos (permanent or temporary) are not acceptable.
- Small religious medals are permitted. All other necklaces must be kept under the shirt.
- A simple wrist watch is permitted. (Smart watches are not permitted.)
- Jewelry of any kind is not permitted with the gym uniform.

Makeup

- Makeup is not permitted.
- Nail polish is not permitted.

Tag Day Guidelines

Occasionally, a tag day will be granted from the administration. The dress code for a tag day is to be modest and non-offensive. Clothing should fit appropriately and be worn with respect.

Tank tops, miniskirts, short shorts, yoga pants, leggings, tops with spaghetti straps, flip flops, or sandals without a strap are not allowed. Tag day attire on gym days should be gym day appropriate.

BIRTHDAYS

Your child's birthday may be celebrated in class. However, this may only be done with cookies, cupcakes, munchkins, and/or a juice box. Please send a napkin for each child. DO

NOT send in bottled juice, birthday cake, ice cream or goody bags. Please check with the teacher to obtain the correct number of children, to see if the date is acceptable, and to see if there is a child who cannot eat what you plan to send in to the class and what substitution can be made.

If you would like to have cards or invitations distributed in school, you must provide one for each child in the class. Otherwise, cards or invitations must be distributed off of school property. Any items that do not comply with this policy will be sent back home.

Acceptable Use of Technology/Social Media Guidance

Please see the QPGS Technology Policy and Student Social Media Contract in the addendum, which requires acknowledgement by both parents and students. Consequences for inappropriate actions outlined in the Acceptable Use of Technology and the Student Social Media Contract by students will be taken by discretion of the Queen of Peace Grammar School administration up to and including suspension and expulsion.

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
4. Possession of alcohol, drugs, cigarettes, matches, fire crackers or weapons
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.** HIB behavior which endangers the physical or psychological rights of others. (HIB Policy)
11. Consistent violation of school dress code.
12. Inappropriate touching

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 (5 lates = 1 detention per trimester; not cumulative through the next trimester)
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 and Superintendent's Office of the Archdiocese of Newark. 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 follow the wellness guidelines for New Jersey schools.

Full-time 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 a quiet and 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 and sit at designated tables.
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.

Recess Rules

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

Safety Policy

CRISIS MANAGEMENT

In the event of an emergency that requires dismissal prior to the appropriate time, it is important to have emergency numbers and emails updated. Queen of Peace Grammar School has a School Crisis Plan in the school office and in every classroom. This is a plan for responding to, recovering from and mitigating an emergency. The School Crisis Plan is also on file with the North Arlington Police Department and the Archdiocese of Newark. Parents will be notified of details for pick up should the need arise to move to an evacuation site. Fire drills, severe weather drills and lock down drills are conducted monthly and recorded.

Fire Drills/Lockdowns

Fire/Emergency Drills are held twice monthly during the school year. Lockdowns are practiced periodically throughout the school year under the supervision of NAPD.

Traffic Routes

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

There are crossing guards 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 DROPPING OFF AT ARRIVAL OR PICK UP AT DISMISSAL, 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, or on Church Place.

[Student Arrival and Dismissal Procedures \(Please see the QPGS Reopening Plan for changes due to the COVID Pandemic.\)](#)

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 K 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 1 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 enter through the side door (church side) and walk directly to their classrooms.

The side door will close at 8:05. After the 8:05 bell, students are considered late and must arrive through the front entrance. If opening prayers have begun, students will be held in the front hallway until prayers and announcements have ended. Students will be given a late pass for entry into their classrooms.

In inclement weather, students may enter the building at 7:45 AM. Grades Pre-K to K wait in the front hall entrance. Grades 1 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

Door – Grade 2 (2:45)

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	2:30 p.m. afternoon dismissal
Kindergarten, 1, 2	2:45 p.m.	
Grades 3, 4, 5, 6	2:50 p.m.	
Grades 7, 8	3:00 p.m.	

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/Emergency Drills are held twice monthly during the school year.

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

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. In addition, she assists the doctors with physical examinations and dental exams.

A nurse is in attendance from 9 AM to 2 PM daily on full days. 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 a physician for sore throats, colds, nausea, diarrhea, chills, fever, skin rash, inflamed eye, discharge from ear, enlarged glands, earache, flushed face, or paleness.

CALL SCHOOL THE DAY OF 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 Grammar 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.

The school nurse or trained designated individual Administration of the Epi-Pen by the School.

It is the policy of Queen of Peace Grammar 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 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 offsite 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 the Law

1. 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 Childhood Protection and Permanency”.
2. 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 Grammar School is committed to the prevention of alcohol, tobacco, and other substance use/abuse.

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

Queen of Peace Grammar 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 UNIFORMS MUST BE PURCHASED FROM:

**LOBEL'S
5819 BERGENLINE AVENUE WEST NEW YORK, NJ
201-864-1700**

WINTER UNIFORMS are worn from a date designated in OCTOBER to MAY (Exact dates are dependent on weather)

Boys K-6

Summer Uniform

- Light blue short-sleeve polo shirts with Queen of Peace embroidered on the left side with Lobel's navy blue shorts.
ALL SHIRTS MUST BE TUCKED INTO SHORTS AT ALLTIMES.
- White sneakers and white **over the ankle socks (no higher than crew socks)** to be worn with shorts only.
- **NO HIGH-TOP SNEAKERS** are permitted.

Winter Uniform

- Light blue short or long sleeve polo shirts with Queen of Peace embroidered on the left with Lobel's navy pants.
- or**
- Light blue turtleneck with Queen of Peace embroidery with Lobel's navy pants.
 - Boys (K-6) may wear a vest, V-neck sweater, cardigan, or fleece jacket from Lobel's
 - All sweaters, jackets, and vests must be from Lobel's embroidered with Queen of Peace on the left side.
 - Navy blue uniform pants.
PANTS SHOULD FIT PROPERLY AND NOT HANG BELOW THE HIP.
 - Black socks and black leather tie shoes. (No sneakers, see attached shoe guide.)
 - Boys in Kindergarten and first grade may purchase **Velcro or slip-on black leather shoes.** **ALL SHIRTS MUST BE TUCKED INTO PANTS AT ALLTIMES. PANTS MUST BE WORN WITH BELT AT ALLTIMES.**

Boys 7th and 8th Grades

Summer Uniform

- Navy blue short sleeve polo shirts with Queen of Peace embroidered on the left

side worn with Lobel's khaki shorts.

ALL SHIRTS MUST BE TUCKED INTO SHORTS/PANTS AT ALLTIMES.

- White sneakers and white **over the ankle socks (no higher than crew socks)** to be worn with shorts only.
- **NO HIGH-TOP SNEAKERS** are permitted.
- **Black** socks and **black** tie shoes worn with pants only. (No sneakers, see attached shoe guide.)

Winter Uniform

- Navy blue short or long sleeve polo shirts with Queen of Peace embroidered on the left with Lobel's khaki pants.

Or

- Light blue oxford shirt with tie (From Lobel's)
- Lobel's khaki pants.
- Boys may wear a navy vest, cardigan, or fleece jacket from Lobel's.
- All sweaters, jackets, and vests must be embroidered with Queen of Peace on the left side.

PANTS SHOULD FIT PROPERLY AND NOT HANG BELOW THE HIP.

- Black socks and black tie shoes. (No sneakers, see attached shoe guide.)
- **ALL SHIRTS MUST BE TUCKED INTO PANTS AT ALLTIMES. PANTS MUST BE WORN WITH BELT AT ALLTIMES.**

Girls K -3

Summer Uniform

- White short or sleeve banded polo shirt with Queen of Peace embroidered on the left side. Lobel's navy blue shorts.
- White sneakers and white **over the ankle socks (no higher than crew socks)** worn with shorts only.

Winter Uniform

- Plaid jumper worn with white, short or long sleeve Peter Pan blouse available at Lobel's only.

Or

- Navy slacks worn with white short or long sleeve banded polo shirt with Queen of Peace embroidered on the left. A white turtleneck with QPGS logo can also be worn but must be tucked in and a black belt must also be worn.
- A Lobel's navy embroidered cardigan or fleece jacket are optional. All sweaters and jackets must be from Lobel's, embroidered with Queen of Peace on the left side.
- Navy blue knee socks or navy blue tights. Navy blue or black tie shoes or Mary Jane style shoes. (Refer to shoe guide)
- Girls in Kindergarten and first grade may purchase **Velcro or slip on black or blue leather shoes.**

Girls 4-6

Summer Uniform

- White short banded polo shirt with Queen of Peace embroidered on the left side. Lobel's navy blue shorts.
- Shorts/pants are **worn with belt at all times if the top is not banded.**
- White sneakers and white **over the ankle socks (no higher than crew socks)** worn with shorts only.

Winter Uniform

- Lobel's plaid skirt. White short or long sleeve banded polo shirt with Queen of Peace embroidered on the left.

Or

- During the winter months (January-March only), navy slacks with Queen of Peace embroidered white short/long sleeve banded polo shirt or white turtleneck. (With QPGS logo) The white turtleneck must be worn with a black belt as with any non-banded top.
- Navy V-neck pullover sweater, vest, cardigan, or fleece are options to be worn with the winter uniform.
- All sweaters, fleece jackets, and vests must be embroidered with Queen of Peace

logo from Lobel's on the left side.

- Navy blue knee socks or tights. Navy blue or black tie shoes or Mary Jane style leather shoes. (No sneakers – see attached shoe guide).

Girls 7 & 8

Summer Uniform

- White short-sleeve banded polo shirt with Queen of Peace embroidered on the left side worn with Lobel's khaki skort.
- White sneakers and white **over the ankle socks (no higher than crew socks)** worn with skorts only.

Winter Uniform

- Lobel's plaid skort. White short or long sleeve banded polo shirt with Queen of Peace embroidered on the left.
- During January-March only, Lobel's Khaki slacks with Queen of Peace embroidered white short/long sleeve banded polo shirt (With QPGS logo) The white turtleneck must be worn with a black belt as with any non-banded top.
- Navy V-neck pullover sweater, vest, cardigan, or fleece are options to be worn with the winter uniform.
- All sweaters, fleece jackets, and vests must be embroidered with Queen of Peace logo from Lobel's on the left side.
- Navy blue knee socks or tights. Navy blue or black tie shoes or Mary Jane style leather shoes. (No sneakers, see attached shoe guide.)

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 Lobel's.

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 (NO HIGHER THAN CREW SOCKS) ARE WORN FOR GYM.**

Grades 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 Grammar School offers an extended care program, which is supervised care for school age children (Pre-K 3 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 7:40 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. Allstudents 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 offers a variety of extracurricular activities including:

CYO Sports	Art Club
Yearbook	National Junior Honor Society
Altar Servers	Safety Patrol
Audition Choir	Scrabble Club
Battle of the Books Club	Student Council
Chess	Forensics
Band	Q.P. Choristers
Math Club	Souls on Fire Service Group
BlocksCOOL	Rubik's Cube STEM Club
Reading Buddies	

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 is 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/ 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 signup sheets are distributed at the proper season throughout the school year.

Archdiocese's Position on Sexuality

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the web site for the United States Catholic Conference of Bishops.

Among other things, the Catechism of the Catholic Church states: "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity." (§2393, Catechism of the Catholic Church).

"Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church."

If a student's expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic School, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw from the School.

As in the case of students, if serious concerns arise to a parent's or guardian's (herein "parent's") position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by School. If the matter involving the parent/student'(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

Technology Policy

Queen of Peace Grammar School (QPGS) provides a wide variety of technology access for students. Our goal as a school is to provide technology to promote educational excellence. Technology access has been established for a limited educational purpose that shall be consistent with the school's curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited, high-quality web-based learning. All students and parents/guardians must sign a copy of this agreement and return it to the student's teacher prior to being allowed to use QPGS Technology.

Technology Terms and Conditions - Failure to follow these rules and standards can result in the suspension of the student's accounts, and/or other disciplinary action.

1. Acceptable Use - The purpose of technology is to support research and education providing access to unique resources. The use of your account must be for educational purposes only and directly related to the instructional objective at the time of use.

a. By signing this form, parents and students consent to the terms of use and privacy policies of all QPGS subscriptions. This information can be obtained from the QPGS Technology Integrator.

2. Privileges - The use of technology and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. To ensure the health, safety and security of all students, QPGS reserves the right to monitor the use of its technology and email systems. You are to have no expectation of privacy with respect to any computer hardware, software, email, or other computer electronic means of communication or storage.

3. Network Etiquette - You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:

a. Use existing programs and computer setups as established by QPGS staff. Changes to computer programs or setups on computers are limited to QPGS Technology Integrator.

b. Use appropriate language.

c. Promote positive communication and digital citizenship. Do not intentionally access, transmit, copy, or create material that violates the school's rules (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass; i.e., cyber bullying).

d. Sending of unsolicited or mass emails is not allowed.

4. Safety and Security – Student safety and security on all computers and accounts is a high priority.

- a. If you can identify a security problem on the school network, you must notify a teacher immediately.
- b. Do not use other users' individual accounts or share your password with anyone.
- c. Do not give out your own or someone else's personal information such as last name, address, phone number, email address, or screen name.
- d. Images of students are not to be used as profile pictures.

5. Vandalism - Vandalism will result in a suspension of your computer privileges. Vandalism is any attempt to damage a computer or to intentionally upload a computer virus. You do not have permission to install any software programs or download any programs from the Internet to the computers.

6. Responsibility - Students are to exercise digital citizenship within our school community and the community at large.

- a. Academic Integrity - copying and pasting work from the Internet into your work without proper citation is plagiarism.
- b. Follow the rules for acceptable use of information on the Internet and copyright law (use of photos, graphics, etc.).
- c. Immediately report any problems you see to a teacher.

7. School Community - Any inappropriate conduct off campus that negatively impacts our school learning environment will be investigated and appropriate disciplinary action will be taken.

**QUEEN OF PEACE GRAMMAR SCHOOL ACCEPTABLE USE
AGREEMENT FOR TECHNOLOGY 2020-2021**

I, _____ (print student name) have read the Student Technology Usage Agreement and agree to follow these rules and guidelines when using technology. This applies while I am at Queen of Peace Grammar School as well as when I am out of school. I understand it is my responsibility to honor the Student Technology Usage Agreement online and offline. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Student Technology Usage Agreement. I understand there will be disciplinary actions taken if I violate this agreement.

I agree to the ACCEPTABLE USE POLICY for Queen of Peace Grammar 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 Grammar School and understand that this access is designed for educational purposes. I recognize that it is impossible for Queen of Peace Grammar 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.

A signature is required indicating that you have read and understand the Student Technology Usage Agreement and that you have discussed it with your child. Your signature also indicates agreement to provide payment for any damages incurred by your 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.

Student Social Media Contract

In the digital age we live in, social media platforms are an unavoidable part of daily life for many. There are benefits to social media as they help people access information and build community. However, there are also risks and dangers – especially to our children – who have grown up in this online age.

Queen of Peace Grammar School (QPGS) respects the right of its students to use social media. However, it is important for QPGS students to understand the need to exercise care in setting appropriate boundaries between their personal and public online behavior and to understand that what may seem private in the digital world can often become public, even without knowledge or consent. QPGS students who use social media must remember that any information posted reflects on the entire Queen of Peace Grammar School community and, as such, is subject to the same behavioral standards set forth in the Student Handbook.

BEST PRACTICE FOR SOCIAL MEDIA USE:

For the purpose of these guidelines, social media means any form of electronic communication through which students share information, ideas, personal messages, and other content on platforms including but not limited to: Snapchat, Instagram, Twitter, Facebook, and Tumblr. These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a Queen of Peace Grammar School student you should:

1. Be Aware that Privacy Settings are NOT Foolproof. Students are highly encouraged to use privacy settings on social media sites. However, students should be aware that privacy settings are not foolproof. It's best to assume that anything you post may potentially be seen by your school, your parents and strangers.
2. Avoid Posting Confidential Information. Be aware of the kind of information you are posting on social media sites. Posting information such as your date of birth, address, phone number, class schedule, social security number, bank account number, etc. is NOT recommended. Once such information is posted, it becomes the property of the social media site.
3. Avoid Unprofessional Public Profiles. Any information you put on social media sites is considered public information and may be viewed by members of the public. Be mindful of the image you create for yourself online. Potential, current and future employers as well as high school and college admissions recruiters may access the information you put on social media sites.
4. Avoid Posting Illegal Activities. Photos posted via social media become the property of the social media site. You may delete the photo from your profile but the photo remains on the social media site's

server. In addition, even if your profile is set to private, a friend can always download and save incriminating photos that third parties, such as the authorities, can use against you in the future.

5. Avoid Bullying/Threats of Violence. While QPGS students have a right to free speech, that right is NOT unlimited. Bullying is a serious problem and is not limited to student-to-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. Queen of Peace Grammar School students should avoid the following:

- Derogatory language or remarks about classmates, teachers, etc.
- Demeaning statements about and/or threats to any third party; and
- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

Queen of Peace Grammar School students should be aware that if their conduct is deemed inappropriate, such conduct may be subject to discipline, not only by school authorities, but also by law enforcement agencies.

6. Avoid Lying, Cheating & Plagiarizing. Again, all information posted on social media sites is considered public information. It may be viewed by third parties and used against you. It is best to assume that anything you post may be seen by your school, your parents and your peers.

Queen of Peace should be aware that their online actions have consequences. While QPGS does not monitor student social media accounts, it has the right to act on information provided by third parties (i.e. students, parents, & community members). Furthermore, every social media platform has an age minimum of 13 to have an account. If a student account is reported to the school below the age threshold, we will report the account to the social media platform for removal.

QPGS also has a right to investigate students' social media sites in the event of allegations of inappropriate online conduct. QPGS has a right to discipline students for online conduct which is related to a school activity or attendance and is: 1) substantially or foreseeably disruptive to the school environment; 2) lewd, vulgar or offensive; and/or 3) advocating violence or illegal activity. In addition, students should be aware that, in certain circumstances, their online conduct may be subject to criminal investigation.

The following online actions are considered to be substantially or foreseeably disruptive to the school environment and subject to consequences up to and including suspension or expulsion at the discretion of the school administration.

ONLINE ACTIONS

- General inappropriate language of profane or sexual nature
- Profane or inappropriate language directed towards classmates, teachers, etc.
- Demeaning statements about or threats to any third party
- Incriminating photos, statements, or language in reference to any illegal activity
- Creating a danger to the safety of another person with threats of physical or emotional injury
- Indicating knowledge of an unreported crime
- Indicating knowledge of an unreported school violation

STUDENT SOCIAL MEDIA CONTRACT

As stated above, consequences for such inappropriate actions by students are left to the discretion of the Queen of Peace Grammar School administration up to and including suspension and expulsion.

It is the expectation of Queen of Peace Grammar School that as a student, you will represent our school in the best possible manner. Your signature below indicates that you understand this information and the attached discipline. Furthermore, you will continue to uphold the high standards and character that is expected of all of our students.

Name of Student

Student Signature

Grade

Signature of Parent or Guardian

Date

USE OF PHOTO IMAGE

PARENT/LEGAL GUARDIAN CONSENT

This parental consent form requests permission for your child's photo/image to be published on the school's web site, print materials and in local newspapers. As a general rule, we do not print names with photos.

In today's world, there are many potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed, however, we do want to celebrate your child and to advertise the good things that we do at our school. The law requires that we ask for your permission to use information about your child.

Check one of the following choices:

Pictures of students are taken and used on our web site, printed materials and in local newspapers. In general, we do not use names.

_____ I grant permission for photo/image that includes this student without any other personal identifiers to be published on the school's web site, printed materials or in local newspapers.

_____ I **do not** grant permission for photo/image that includes this student to be published on the school's web site, printed materials or in local newspapers.

Student's Name (please print) _____ Grade _____

Parent/Guardian (please print) _____

Signature of Parent or Guardian _____

Relationship to Student _____ Date _____

COVID-19 ADDENDUM TO PARENT-STUDENT HANDBOOK

The School has taken necessary steps, utilizing CDC guidelines, for maintaining a safe educational environment, which include but are not limited to:

- Requiring that face masks be worn by all employees, students, and visitors, and providing face masks to those who need one
- Providing hand sanitizer and encouraging washing of hands regularly
- Providing cleaning products and cleaning frequently touched areas regularly
- Encouraging social distancing
- Advising employees and students to monitor their symptoms daily and to stay home if they are sick or experiencing any symptoms related to COVID-19
- Advising parents to monitor their children’s health daily, to keep them home from school if they experience any COVID-19 symptoms, and to promptly report any health changes to school administration

All parents are required to sign the Acknowledgment below that they have received, reviewed, and understand this COVID-19 Addendum to the Parent-Student Handbook before their child will be permitted to attend School. In doing so, parents acknowledge that serious health risks exist due to the COVID-19 pandemic, that School attendance includes possible exposure to illness from infectious diseases including COVID-19, and that parents knowingly and freely assume such risks.

COVID-19 Testing. The School in its sole discretion may require any student to remain out of school, and/or undergo a COVID-19 test and produce the results to the School, if circumstances require.

Positive COVID-19 Case. If the School becomes aware of an instance of a positive COVID-19 result in the School community, notification will be provided to all parents and employees while making efforts to maintain the privacy of the individual(s) known to have tested positive.

Virtual Instruction. To the extent any School instruction is conducted virtually as a result of the COVID-19 pandemic, certain rules apply with regard to virtual instruction. Any livestream into or from classrooms is for the exclusive use of students only. If parents wish to engage with the teacher, communication should be made separately. Furthermore, students’ images that are available via virtual instruction shall not be used for any other purpose.

ACKNOWLEDGMENT

By signing below, I/we acknowledge that I/we have received, reviewed, and understand this **COVID-19 Addendum to the Parent-Student Handbook**. Student’s

Name: _____

Parent’s Name (print): _____

Parent’s Signature: _____

Date: _____

**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 Grammar 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