

Queen of Martyrs Catholic School

Home of the Wildcats

3550 West 103rd Street; Evergreen Park, IL 60805

(Office) 708.422.1540

www.qmschool.com

Parent/Student Handbook



**QUEEN
OF MARTYRS**

**WHERE FAITH &
KNOWLEDGE MEET**

Revised August 2023

To the Families of Queen of Martyrs Catholic School



Let it be known to all who enter Queen of Martyrs School that

Jesus Christ

is the reason for this school,
the unseen but ever-present **Teacher** in all of its classes,
the **Model** of its faculty, and
the **Inspiration** for its students.



Mission Statement

Queen of Martyrs School is a Catholic Educational Center which serves the St. Gianna Parish Community. This parish school witnesses and expresses the faith of this Parish Community. Our Vision promotes the development of a Catholic Educational Community that reflects Jesus' message of love and faith through commitment to service. Our mission is to witness the Gospel through word and example.

Queen of Martyrs Catholic School Philosophy of Education

Queen of Martyrs Catholic School exists to provide a challenging, faith-based learning environment that encourages all students to be self-disciplined students who are confident about making decisions as responsible members of a family, school, St. Gianna Parish, and the local community as well as in the world at large.

Guided by Gospel Values, we at Queen of Martyrs Catholic School direct ourselves to develop within our students, a deep commitment to a meaningful Christian value system. Students will be brought to an awareness of our Catholic traditions and the relevance of our Catholic faith in an ever changing society. Specifically, Queen of Martyrs students will be inspired and nurtured to:

- Accept and respect each child in all their diversity
- Accept and respect themselves in all their potential and to be the best he/she can be
- Be responsible, flexible, and independent problem-solvers
- Develop into caring, thinking, life-long learners
- Assume the responsibility for his/her decisions and actions
- Use their God-given talents to make honest and creative decisions
- Embrace their religion and live a life encompassed by the spirit of prayer
- Be people of service with a concern and compassion for others

Queen of Martyrs School implements its philosophy through various educational modes and techniques, such as self-contained classes, departmental classes, small group programs, individualized programs, physical education classes, the family life program and support groups for individual concerns. Our commitment is to academic excellence in conjunction with the parents, who we see as the primary educators.

Where Faith & Knowledge Meet

This handbook is your guide to the policies and regulations of Queen of Martyrs Catholic School. The school asks that you keep it handy for easy reference and take time to review the contents as a family.

The rules and procedures of Queen of Martyrs Catholic School set forth in this handbook are intended to provide a safe and secure Catholic learning environment for all the children who attend Queen of Martyrs. It is the expectation of the school that all students and families will adhere to the policies and procedures as they are intended for the good of all students.

Also, it is imperative in a Catholic school environment that a spirit of trust, understanding, and cooperation exist between school and home in order for the children to be educated in a harmonious environment. With this in mind, it is important that families do not seek exceptions for their own children and support the policies as described in the handbook.

Should a situation arise that puts your family in conflict with school policy, please contact the Principal directly. Please understand, too, that although this handbook serves as a guide to ensure a safe and secure learning environment for all Queen of Martyrs students, it is not all-inclusive.

Administration's Right to Amend Handbook

There are circumstances when rules and regulations need to be amended. Therefore, the administration of Queen of Martyrs Catholic School retains the right to amend this handbook during the course of the school year. In the event that changes are made, parents will be notified in writing through regular home-school communication channels.

Prayer for a Christian Home

Lord Jesus...may the parents impart to their children the knowledge of you and your love, and may the children love, obey, and support their parents... for your Name's sake.

~ Adapted from The Catholic Prayer Book

Queen of Martyrs Catholic School

3550 West 103rd Street
Evergreen Park, Illinois 60805
Phone: (708) 422-1540
www.qmschool.com

Pastor: Father Benedykt Pazdan

Principal: Mr. Stephen Davidson
sdavidson@qmschool.com

Eighth Grade - Cynthia Scorzo
Seventh Grade - Michelle Mohr
Sixth Grade – Margaret Gruener
Fifth Grade - Patricia Dart
Fourth Grade - Gina DiCola
Third grade – Riley McGreal
Second Grade – Samantha Lewis
First Grade - Lisa Gagner
Kindergarten – Tracey Savaglio
3 year old Pre-K – Beth Guerreo
4 year old PreK - Rachael Smerz
Teacher Assistant - Margaret Bischoff
Computer Science – Nick Boehm
Music – Bridget Ryan
Physical Education – Nick Boehm
Spanish – Paola Ramirez
Resource Teacher – Debra Murray
Coordinator of Faith Formation - Tina O'Shea Creed

School Staff

Patricia Jackson - Administrative Assistant
Sandy Melant - School Secretary
Connie McLaughlin - Operations Director
Carolyn McDonough - Extended Day Program

ACADEMIC REQUIREMENTS

Students desiring entrance to our school are not accepted on the basis of academic achievement or natural intelligence. All students are expected to do quality work. The student and teacher are required to agree on the norms of quality work. Occasionally a student is found to have special needs which cannot be met in our educational program. The parents of that child will be requested to have the child tested in order to determine if there is a more productive environment available for the child.

AGE OF ADMISSION

A child entering Queen of Martyrs Catholic School must be in compliance with requirements of the State of Illinois regarding age admission.

- Pre-School: Must be age three by September 1, 2023
- Kindergarten: Must be age five by September 1, 2023

ACCIDENTS

All accidents are to be reported to the school office immediately. The secretary will attend to the injured and record all details of the incident. Every attempt will be made to communicate with parents/guardians regarding the injury of his/her child. Regardless, for serious situations, 911 will be called, requesting an ambulance be dispatched. Note that the school cannot give permission to a hospital for a procedure or care; therefore, it is essential that information on the Emergency Card be accurate, complete and current. Also note, the school does not assume the financial responsibility of the parent to provide insurance for their children.

ADMISSION POLICY

All students enrolling at Queen of Martyrs Catholic School will need the following:

- A copy of the child's birth certificate
- Baptismal record
- A record of compliance with city and state health requirements (see Health Records)
- When a student is transferring from another school, the parent/guardian shall request the proper transfer and appropriate notification from the school previously attended.
 - Queen of Martyrs Catholic School will, in turn, request all records from the former school, including health records and discipline records, to be transferred.
- New and transferred students will be subject to a one academic year probation period and may be asked to withdraw from Queen of Martyrs Catholic School for violation of any policy or procedure, or at the discretion of the Principal.

Note: A student will not be allowed to enroll unless all financial obligations have been satisfied from the previous school.
- All school age children shall be eligible to apply for enrollment in Queen of Martyrs Catholic School:
 - **Note:** Enrollment/admission priority will be given to children whose parents are registered members of St. Gianna Parish and/or to children who have siblings already enrolled in Queen of Martyrs Catholic School
- Queen of Martyrs Catholic School may admit students who are non-Catholic provided that

they will not displace Catholic students. Both students and parents must understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.

- Final approval of enrollment will be the determination of the Principal.

ADMISSION POLICY (cont'd.)

Transfers In

Parents transferring children into Queen of Martyrs Catholic School must present the following:

- A transfer form from the sending school
- Medical and dental records from the sending school
- The child's birth certificate and baptismal certificate
- A completed registration form, along with payment of registration fee
- Parents must also sign a release form authorizing the sending school to send us all official academic records.

All transfer students are on probation for one academic year. The academic and behavioral status and progress of the student will be evaluated and the results communicated to the parent.

- The child, based on academic and/or maturity level, may at some time during the probationary year, be placed in a higher or lower grade than that attended at the sending school.
 - This placement will be based on a School evaluation, which will be made known to the parent prior to placement.
- Should academic and/or behavioral problems arise and are unable to be remedied, the student may be asked to withdraw from Queen of Martyrs Catholic School at the end of the trimester in which the decision is made.
- In case of a mid-year transfer, registration and book fees are non-refundable. A tuition liability will be prorated from the date of entry if necessary.
- Should space be limited, children will be placed on a waiting list by grade subject to the constraints of the admission policy. While on the waiting list, no fees are paid but a completed form must be on file.
- For Grades 6, 7, and 8 transfer students, an interview between the student, parent, principal and/or teachers may be required.

Transfers Out

The following information is needed when requesting a transfer:

- Signed release form to send transcripts to the receiving school
- Name of the receiving school
- Complete address of the receiving school
- Contact person at the receiving school
- New address of the student
- Reason for transfer
- It is the obligation of the parent to secure this information. Transfers will not be issued unless all of the above information is supplied.
- No refunds will be given for tuition or fees paid. All fees, payments and parish obligations must be met before records will be sent.

Non-discrimination Policy

- Queen of Martyrs Catholic School is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago.
- Queen of Martyrs Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.
- Queen of Martyrs Catholic School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs (if the school has a loan program), athletic or other school administered programs.
- In employment practices, the school shall not discriminate on the basis of race, color, sex, national origin, ancestry, age, unfavorable military discharge, marital status, mental or physical handicap unrelated to the ability to perform duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

ALTAR SERVERS

A boy or girl becomes eligible to become an altar server when he/she is in third grade. Both the child and his/her parents must realize that this is not only a privilege but a responsibility he/she assumes in order to serve at Mass. If the child cannot serve when scheduled, it is his/her responsibility to get a substitute.

ASBESTOS

As part of the State of Illinois and Federal Regulations, we must inform you that our buildings have been inspected for asbestos and a management plan is in effect to deal with any asbestos that we do have. If you would like any further information, please contact the school office. The complete asbestos management plan is located in the school office for your review.

ATHLETICS

Under the supervision of the school, the Athletic Association Board puts forth policies and regulations for each sport they govern for the safety of the children and the integrity, financial and otherwise, of the sport; a copy of which can be found on the school website @ qmschool.com.

- Open meetings are usually held monthly from September to May beginning at 6:00 P.M. in the school library.
- Note: Any unpaid fees outstanding at the close of a sport's season will be added to a family's tuition account for collection.

ATTENDANCE

Doors open at 7:50 a.m. each morning. The regular school day begins at 8:00am and ends at 2:45 p.m. Students are expected to arrive on time for school.

- Students are considered on-time when they arrive by 8:00 a.m. and are present for morning prayer. Students arriving after 8:00 a.m. will be considered late.
 - Excessive tardiness will require students having to stay after school to make up time, a meeting with parents or guardians and/or an in-school suspension as deemed necessary by the student's teacher and the Principal.

- Parents are required to notify the office by 7:50 a.m. when their child is going to be absent or tardy.
 - A dated, written note is required when a child is absent for 3 days or more upon returning to school.

Missing Assignments due to Absence: Children who are absent because they are ill should focus on getting better.

- Teachers will not stop and interrupt class instruction to accumulate missed work due to a student's absence.
- All missing assignments and tests are to be made up upon return to school.
- Children will be given the number of school days equal to the number of absent days to complete missed assignments upon his/her return to school.
- Tests must be completed within the number of school days equal to the number of days absent.
- It is the responsibility of each student in grades 6, 7, and 8 to make arrangements with his/her teachers for missed work and tests.
- Teachers will post nightly homework assignments on SeeSaw (Grades Prek-2) and GoogleClassroom (Grades 3-8).
- Teachers will have homework assignments available for pick up in the Main Office at 3pm (no earlier) for pick up by parents or siblings upon request.

Medical and dental appointments should be made after school hours and/or on days when school is not in session.

Excessive absences without a substantiated medical or family reason are frowned upon. Being out of school repeatedly can adversely affect a student's academic progress. Should absences exceed 10 days during an academic year, a meeting will be scheduled with the parents or guardians to discuss their child's academic standing and the possibility of repeating a grade and/or withdrawal from Queen of Martyrs. A child who is absent 20 or more days, regardless of the reasons, may be required to attend summer school, repeat the previous grade, or withdraw from Queen of Martyrs.

Family vacations while school is in session are strongly discouraged as there is no substitute for school attendance, interaction, and instruction.

- Parents who elect to take children out of school for vacation must notify the Principal and homeroom teacher in writing. Exact days and dates must be included in the written notification.
- Parents who decide to take family vacations while school is in session should not expect the teacher to provide class work in advance or to furnish special "catch up" tutoring upon the student's return.
 - Lessons and assignments missed during these absences are the responsibility of the student when they return.

Early Dismissal: Should a parent/guardian need to pick up a child before the regular dismissal time, the parent/guardian should contact the office stating the reason, time, and person who will be picking the student up. The student will be called down to leave once the parent has arrived.

- Should it become necessary to take a child out of school prior to dismissal, a parent or an adult who has been previously authorized by the parent (ID required) must report to the office and sign the student out.
- Once on campus, a child is not allowed to leave the site unattended and without being signed out following the procedure described above.
- No child will be allowed to leave the building unless an authorized adult is present in the school office to sign the child out.

After School: There are occasions when a teacher needs to talk to a child about school work or behavior, or to give the child some extra tutoring. Regardless, parents/guardians will be notified either with a phone call or note. In general, parents/guardians will be notified a day ahead of time that their child must stay after school.

BACKGROUND CHECKS / VIRTUS TRAINING

All faculty and staff members of Queen of Martyrs Catholic School undergo criminal background checks. Parents who volunteer to work with children are required by Archdiocesan guidelines to do the same. In addition, all staff members and school volunteers who work with the students must also attend Virtus training. (see Volunteers)

BULLYING PREVENTION

We at Queen of Martyrs Catholic School believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in our Catholic school community.

Bullying is:

Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically, occurring on campus or off campus during non-school time, directed toward another student or students, that has or can be reasonably predicted to:

- place the student(s) in an unreasonable fear of harm to the student or student's person or property;
- cause a substantially detrimental effect on the student or student's physical or mental health;
- interfere substantially with the student or student's academic performance;
- interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include but not limited to the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

NO student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or extracurricular activities.
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Queen of Martyrs Catholic School community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

CALENDAR UPDATES

Regular calendar updates will be sent home via email. It is important that parents read the parent updates and make note of any changes and revisions that are listed in the update.

CELL PHONES AND ELECTRONIC DEVICES

Students may not have a cell phone on their person or in their desk during school hours (8:00 am - 2:45 pm). In the event that a parent deems it necessary for a child to carry a cell phone to school, the phone must be turned “off” once the child arrives at school. Smart watches must be disabled during the school day so that the student is unable to text, access the internet or social media, make phone calls, etc.

- The phone must be placed in the student’s backpack and remain off during school hours. Should this rule be violated, the cell phone will be confiscated by the school and only returned to the student’s parent/guardian.
- Repeat offenders will be subject to additional consequences determined by the administration.

CHAPERONES

Potential chaperones must have completed Virtus Training and have satisfied a Criminal Background Check, as well as a Code of Conduct and CANTS form before they can be considered as a chaperone for a school sponsored event or field trip.

Asking to chaperone does not automatically entitle an individual to chaperone an event. Oftentimes, more chaperones volunteer than are needed. As such, teachers and/or the Principal reserve the right to decline an offer to chaperone without explanation.

Field Trips

In situations where a parent is not chosen to chaperone a particular event, and they decide to keep their child(ren) home as a result, note that if the child(ren) does/do not attend school to participate in the scheduled event, they will be recorded as being absent for the day.

- If a child takes the bus with their class and a parent who is not chosen to be a chaperone opts to drive to the field trip location on their own, note that the parent will not be able to join the school group for any portion of the day due to liability and admission concerns.
- Similarly, if a child(ren) is/are absent from school on the day of the field trip and a parent chooses to drive the student(s) and themselves to the field trip location, note that neither the child(ren) nor the parent will be allowed to join our school group for any portion of the day due to liability and admission concerns.
- Moreover, if a child(ren) rides the bus to the field trip site, they may not be removed from the school group unless the parent or designated guardian signs them out.
(Refer to the Handbook under Early Dismissal)
- The option to drive to the field trip location separately from a school group cannot be used to circumvent Protection of Children & Youth requirements or school policy.
- Children, especially young children, work better and follow instructions clearly when they are not presented with major distractions such as a parent, grandparent or classmate showing up unexpectedly.

These policies and procedures are imposed not only for liability reasons, but more importantly to promote safety and security for our students, and thus allowing them to have a meaningful time on their trips.

CHILD ABUSE

The *Illinois Child Abuse and Neglect Reporting Act* mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Neglect may include failure by a parent or guardian to provide necessary food, shelter, medical care, and school attendance.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse makes a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith. The 24-hour DCFS hotline: 1-800-252-2878.

CHILD CUSTODY

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regards to parents' rights to access to their child's school records. All students are registered according to the child's legal name. The school also abides by the provisions of the Illinois law regarding the right of the non-custodial parent to his/her child's school records.

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change of custody should be reported to the school with copies of the proper legal documents.

CLASSROOM VISITS

Neither parents nor guardians are permitted to visit their child(ren)'s classroom(s) without previously checking in at the school office and obtaining permission to do so.

- If a child(ren) is/are late, they must check in at the school office to obtain a late slip. This applies to students in all grades (preschool through 8)
 - Parents are not permitted to escort their children to their classroom.
- Out of respect for students and staff, instruction may not be interrupted to deliver items a student may have forgotten at home.
 - When it is necessary for a parent/guardian to bring materials to school, they are to deliver the item(s) to the office with the child's name and grade clearly marked on them. The office staff will deliver the items to the proper classroom.

COMMUNICATION

The Catholic school, while having an impact on the religious, social, emotional, physical and mental development of the student, cannot replace the **vital role played by parents and guardians**. Therefore, it is the expectation of the school that each parent/guardian partners with the school in the education process. On our part, the school will communicate to our families through regular newsletters, emails, written reports, phone calls, parent/guardian updates, and meetings. We ask that parents/guardians respond by reading all forms of written communication sent home and attend parent meetings and conferences.

- We also ask that parents/guardians take care and avoid any form of gossip whether it is verbal, or electronic on social websites such as Facebook. Gossip and other forms of disrespectful behavior damage the overall mission of Queen of Martyrs Catholic School and it is counterproductive.
- It is also critical that parents and guardians refrain from using previous email distribution lists to send an unsanctioned school related email to their child(ren)'s classmates' parents/guardians. Such rogue emails can be very troublesome and cause undue angst.
- Should a concern arise, parents/guardians are asked to communicate directly with the school (teacher and/or principal) in order to resolve issues and address concerns as quickly and courteously as possible.

CORPORAL PUNISHMENT

Corporal punishment in any form will not be tolerated when disciplining students at Queen of Martyrs Catholic School.

CURRICULUM

Curriculum is a useful tool serving as a guide to reach common goals. We have designed our curriculum to achieve the purpose of Catholic Education and our goals are:

1. To provide students with opportunities to develop moral and spiritual values as well as ethical standards of conduct and integrity.
2. To assist students to develop their power to think constructively, to inquire, to reason independently, to be creative, to solve problems and to accept responsibility for self evaluation and self-instruction.
3. To enable students to develop a sense of responsibility as individuals and as members of family, community and world.

Preschool Curriculum

The Curriculum for both 3 year old and 4 year old program includes:

- Number, shape, color identification
- Arts and crafts
- Fine and gross motor skills
- Pre math skills
- Social skills
- Story time
- Play time
- Language and thinking skills
- Self-help skills
- Academic readiness skills

DAILY BELL SCHEDULE

The following Bell Schedule is the default full day bell schedule. The School Office will notify families of any exceptions.

7:50 a.m.	School doors open for all grades
8:00 a.m.	Tardy bell: Announcements, Prayer, and Pledge
11:00 a.m - 12:00 p.m.	Lunch and Recess
2:45 p.m.	Dismissal for All Grades

Exceptions:

- Half Day Pre-K: 7:50 a.m. - 11:15 a.m.
- Children should not arrive at school before 7:45 am. Doors open at 7:50 a.m. and upon dismissal students should leave the school campus as soon as they are dismissed unless they are participating in Extended Day Care or extracurricular activities. There is no supervision on the playground or in the building before 7:50 a.m.
- Adults and students must obey traffic, parking, and all safety regulations during arrivals and dismissals. Please see the Mandatory Traffic Program.
- If your child(ren) will be detained beyond ten (10) minutes, (3:00 p.m.), parents will be notified.
- Prior to the 7:50 a.m. bell, and once a student is dismissed from school, the school is not responsible for student safety.

DISCIPLINE / CODE OF CONDUCT

Behavior regulations at Queen of Martyrs Catholic School are based on the mutual respect children and adult members of the school community must have for one another. Since the development and formation of self-discipline and respect for all is the goal of the overall school program, the school expects all Queen of Martyrs students to conduct themselves in a refined, courteous manner and serve as a model for Christ-like behavior. Discipline procedures are based on correcting a student's behavior should it be inappropriate, disrespectful, or unsafe for the student or other students.

Teachers will implement the following procedures for off task or inappropriate behavior:

1. A verbal warning will be given in class so that the student can correct behavior.
2. If the behavior continues in the future, the teacher will speak one on one with the student to discuss why the behavior needs to be corrected and an email will be sent home to the parents informing them of the conversation and seeking their support at home.
3. If the behavior occurs a third time, a detention will be issued as an afterschool consequence. The principal will be notified. All detentions must be served within 72 hours of them being issued. Detentions will be held after school with the Principal on Tuesdays and Thursdays from 3:00-3:45 pm. If the detention is not served within 72 hours, additional detentions or a suspension may result.
4. If the violation is considered a major violation, the matter will be referred to the Principal immediately.

Code of Conduct:

In order to maintain a safe and orderly school environment and community in which all persons feel safe and respected, Queen of Martyrs students may not:

- Display any behavior that is disruptive to the classroom instruction.
- Display any type of bullying behaviors (see Bullying).
- Fight or engage in activity that resembles fighting, including horse-play that resembles fighting.
- Intimidate another person in any manner and/or using threatening language for the purpose of intimidation. This includes cyber-bullying.
- Display any type of gang behavior, including flashing gang signs, tagging or writing/drawing gang markings in books, notebook, etc.
- Run and/or make excessive noise in the school hallways and buildings that causes an interruption to learning.
- Damage another student's personal property or school property or participate in any type of vandalism.
- Leave the school grounds without permission. Once a student has arrived at school, he/she may not leave without a parent signing the student out.
- Swear or use God's name in vain, use any type of racial slurs.
- Forge, cheat, steal, and/or copy the work of another student.
- Display or be involved with any type of sexual harassment and/or inappropriate sexual behavior (see Sexual Harassment)
- Be in possession of and/or use drugs, alcohol, tobacco products, matches, cigarette lighters, etc., in the school building or at any school function.
- Be in possession of a weapon of any kind.

Note: This is not an exhaustive list and may be amended at the discretion of the Principal.

Major Violations-Consequences:

Any breach of the school's code of conduct is as serious as it is disrespectful. Therefore, a breach of the code, depending on the situation and age of the student, will result in any of the following consequences depending upon the severity of the offense as determined by the School Principal:

- Parent Conference.
- Evaluation and Counseling.
- Multiple Detentions after school.
- Loss of privilege of extracurricular activities—sports, clubs, dances, etc.
- Suspension from school - this may include In-house Suspension; which includes suspension from any school sponsored extracurricular activities
- Expulsion or withdrawal for repeat and/or serious breaches in the code of conduct.

Parents will be informed when it becomes necessary to invoke one of the consequences.

Disciplinary Action Involving Local Law Enforcement:

Students who are in possession of any type of weapon, knife, alcohol, marijuana or narcotic on school or parish grounds may be recommended for expulsion from the school and the Evergreen Park and/or Chicago Police Department will be notified. Parents will also be contacted immediately.

Parents/guardians are advised that in the face of continued disruptive, disrespectful, and abhorrent behavior by a student, Queen of Martyrs School reserves the right to require examination and evaluation by an outside medical professional. Failure to comply with such a mandate could result in the student being disenrolled from the school.

DRUGS, ALCOHOL & TOBACCO PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of children, Queen of Martyrs School has a fundamental legal and moral obligation to prevent drug use and to maintain an educational environment, which is drug free.

- Under no circumstances will the possession, sale or use of alcohol or any illegal drugs by students be tolerated. This would include possession, sale or use in school, on school grounds, or at school sponsored events.
- Under no circumstances will students be permitted to smoke or use any type of tobacco/vaping products in school, on the school grounds, or at school-sponsored events
- Students suspected to be in violation of this policy may be subject to:
 - Suspension from school pending investigation.
 - Conference with principal, parents, child, pastor, and other appropriate persons. Confidentiality will be maintained.
 - If the violation is founded, professional evaluation, and if necessary, treatment shall be provided by the parent or guardian.
 - Based upon the nature of the particular situation, suspension from school may continue pending treatment.
 - If pastoral or rehabilitative measures have been exhausted with little or no success, the principal may choose continued suspension and/or expulsion. (In extreme or special circumstances expulsion may be considered earlier in the process.
 - Police notification shall be made at the appropriate time, as directed by law.
 - Mitigating circumstances warrant differences in procedures. This would include, but not be limited to the following: first offense, age, seriousness of offense, prior conduct, cooperation of parents, attitude of student, initial success of rehabilitative measures, etc.

E-LEARNING DAYS

In the event of the school closing and/or a cohort is quarantined, the Learning Management System (LMS) for virtual learning will be through the classroom teacher's Website.

E-Learning Days are defined as days that include online instruction, independent research projects, and other document-based learning, etc. Students in grades Pre-K will have some planned academic requirements on these days but may be limited in scope.

Students can be expected to watch videos on educational websites, read leveled readers or complete tasks using materials that are developmentally appropriate to their grade level. Students in grades 1-8 will complete assignments posted on our school's website or Google Classroom. All assignments will be posted by 9:00 a.m. with teachers available to answer questions via email throughout the day up until 3:00 p.m. It is understood that students will have a wide variety of responsibilities at home during e-Learning Days and that some may not have access to the internet. Teachers understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.

ELECTRONIC DEVICES – USAGE IN SCHOOL

Personal electronic devices such as iPads, Kindles, iPods, Chromebooks, Smartwatches, and any similar device that are not school issued are banned during recess and in the classroom.

- These devices are a distraction. In addition, these devices are expensive, and the school will not be held responsible for their safe-keeping.
- Recess period is only 20 minutes. Children should be engaged and interact with classmates during this time. If quiet time is desired, students can bring a book to read.

ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES

- Should any financial obligation due Queen of Martyrs remain in arrears, the athlete will be ineligible for any and all sports until the tuition balance is paid in full.
- All student-athlete classroom work, progress reports and report cards will be checked regularly by teachers and the School Principal. If, at any time, a student-athlete is carrying a failing average in any subject, they will be suspended from playing or practicing their sport until which time the student earns a passing average. For these situations, the Principal will notify the Coordinator, who will notify the coach, who will then notify the parent when an athlete becomes ineligible.
- Once deemed as passing all classes by teachers and the Principal, the student-athlete will regain their eligibility. Notification of re-eligibility will happen through the channels described above.
- Ineligible student-athletes may not practice with their team but may attend games in street clothes.
- As determined by the School Principal and/or Pastor, any student-athlete involved in any disciplinary action will be ineligible to play in any game or match. Reinstatement will be at the discretion of the School Principal and/or Pastor.

- Student-athletes who do not attend Queen of Martyrs School, but are members of official Queen of Martyrs teams, are expected to comply with these eligibility requirements. Student-athletes who do not attend Queen of Martyrs School must be a registered and an active participant of the School of Religion at Queen of Martyrs in order to be eligible to participate on Queen of Martyrs teams. These student-athletes are required to submit copies of all progress reports and report cards to the Principal of Queen of Martyrs to verify academic eligibility.
- Attendance at Religion education classes by student-athletes are mandatory throughout the year and takes priority over any practices, games or matches that may conflict. If a School of Religion student continually misses class, they will be suspended from playing sports at Queen of Martyrs.

These eligibility requirements may be adjusted accordingly for students with special needs.

EMERGENCY DRILLS

Queen of Martyrs Catholic School conducts emergency drills that help the students and staff to prepare for emergencies such as fire, tornadoes, earthquakes, and lockdowns. Should it be necessary to evacuate the building, the first place of safe refuge will be the Saint Xavier Campus. During times of impending danger, parents may pick up their children at any time, but are required to sign the child out with school personnel.

EMERGENCY INFORMATION

The Emergency Contact forms must be returned to school within the first week. Family contact numbers must be kept current for the safety of the child. It is the responsibility of the parent to inform the school should the emergency contact information change or become outdated.

- It is essential that, should a need arise, we are able to contact a parent or designated adult. Hospitals will refuse to treat a child in a non-life-threatening situation without the signature of a parent who must come to the hospital.
- If a child becomes ill, a parent or designated adult must be contacted to come and take the child home.
- Should a parent not be able to be contacted in the case of a medical emergency, the secretary will contact the parties listed on the Emergency Contact form. Please make sure when you list an individual, that the person has written authority to authorize medical care for your child.

EXCUSED ABSENCE

An excused absence constitutes missing all or a portion of the scheduled school day for an acceptable reason as authorized by the principal. Acceptable reasons may include the following:

1. An organized outing sponsored by a recognized school group (i.e. Altar Servers, Girl Scouts, Band).
2. Family member's funeral/memorial service.
3. Shadow Days at high school for 7/8 grade students.

In all cases, the principal and teacher should be made aware of the absence beforehand in writing by the parent for acceptance by the principal.

EXTENDED DAY

The Queen of Martyrs Extended Day Program will be in session between 6:30am and 6:00pm. The Extended Day Program is under the direction of the Queen of Martyrs School Administration. Participation in the program is restricted to students registered at Queen of Martyrs School. Students are held to the same code of conduct expected of them during the school day. This program will provide a variety of activities including homework time, arts and crafts, games and toys, etc. A snack will also be provided.

- The email address is cmcdonough@gmschool.com
- Any student not picked up by 2:45 will be sent to Extended Day Care. Payment will be required for this service.

Registration and Supply Fee: \$50 per family

Hourly Morning & After School Fees:

- One Child - \$8.00/hr
- Two Children - \$10.00/hr
- Three or more Children - \$12.00/hr

There will be **no** after school child care on 11:30 dismissal days. There will be **no** childcare on days off.

EXTRA-CURRICULAR / ENRICHMENT ACTIVITIES

The school reserves the right to grant or refuse permission for a child to participate in any extracurricular activity, including school sponsored athletic activities and school field trips. Students who participate in school related activities outside of the school are serving as representatives of the school, therefore, the school behavior code and expectations for behavior must be followed at all times.

- Note that only students who are academically and behaviorally in good standing will be allowed to participate in extracurricular activities sponsored by the school.
- Also note that only students whose financial obligations to Queen of Martyrs Catholic School are up to date will be allowed to participate in school extracurricular activities.

FAILURES

Students who fail any two trimesters in the same core class will have to attend summer school and show the office proof of completion and success in order to progress to the next grade. Core Classes consist of the following subjects: Reading, Math, Language Arts, Science, Social Studies, and most importantly, Religion. In cases of 8th grade graduation, students will have to attend summer school and show the office proof of completion and success in order to receive their diploma. If a student fails two core classes, they will have to complete both classes in summer school. Please note that summer remediation will not be provided by the school; parents will have to obtain services through a third party provider and have these services approved by the administration in order to receive credit.

In all cases, student proficiency is determined on an individual basis and the determination of a student's academic eligibility is at the principal's discretion.

FIELD TRIPS

Field trips are an important and enriching aspect of students' educational experiences. A written consent by a parent/guardian must be obtained before a child is permitted to leave the school for any type of field trip. Every effort will be made on the part of the school to ensure all students participate in field trips.

- Field trips are privileges afforded to students to expand their classroom education. However, the school reserves the right to deny participation of a student should he/she fail to meet academic and/or behavioral expectations.
- If a student cannot attend the trip, no portion of the field trip payment can be refunded. If behavior on the day of the trip causes the student to be excluded, no fees will be refunded.

Chaperones:

Please refer to the section in the Handbook on Chaperones.

GANG PREVENTION POLICY

All students have a right to attend school in an environment conducive to learning. Since "street gang" membership and activities are, for the most part, illegal and interfere with both effective learning and the healthy development of children, Queen of Martyrs School has a fundamental legal and moral obligation to prevent gang involvement by any of its' students.

- Under no circumstances will gang membership, or even the display of gang membership (e.g./clothing, appearance etc.) be condoned or tolerated. Students suspected to be in violation of our stated policy would be subject to the following procedures.
- Suspension from school pending investigation.
- Conference with principal, parents, child and other appropriate persons as determined by the principal.
- If the violation is founded, the student will be expelled.

GRADUATION REQUIREMENTS

The following graduation requirements must be satisfied before a diploma will be issued:

- A student must have completed all academic work with passing marks and/or have the written approval of the school Principal.
- Tuition, book fees, fundraising, service hours and graduation fees must be paid in full prior to the Eighth Grade Ribbon Day; and all school materials must be returned.
- Graduation requirements are in compliance with the Illinois State Education Code.

Diploma Requirements:

- Students who graduate from Queen of Martyrs Catholic School must earn their diploma through diligent effort and a desire to achieve their best. In order for an eighth grade student to receive an official diploma, he or she must earn a 70% overall average for the year.
- Students who fail to fulfill this requirement will not receive an official diploma at graduation but rather will receive an unofficial certificate of completion of Elementary Education.

- Upon validation of summer school class or make-up work completed, the student will receive an official diploma in exchange for the certificate received at graduation. The continuing goal of excellence and a need for academic standards to adequately prepare students for high school have been our guide in preparing these requirements.

GRADING

A+	99- 100	C+	83- 84	F	Below 69
A	95- 98	C	79- 82		
A-	93- 94	C-	77- 78		
B+	91- 92	D+	75-76		
B	87- 90	D	71-74		
B-	85- 86	D-	69-70		

Honor Roll

The guidelines for making the Honor Roll are as follows for Grades 4 through 8:

A Honor Roll - A grade point average of 3.75 or higher.

B Honor Roll - A grade point average of 3.0 up to 3.74.

A+ = 4.33	A = 4.0	A- = 3.67	F = 0
B+ = 3.33	B = 3.0	B- = 2.67	
C+ = 2.33	C = 2.0	C- = 1.67	
D+ = 1.33	D = 1.0	D- = 0.33	

HOMEWORK

Homework is an extension of the classroom experience to reinforce what has been taught. It does not, as a rule, introduce new material. The purpose of homework is to support the following:

- Reinforcement: to build on and give practice in learned concepts;
- Enrichment: to expand areas of learned concepts.

It is expected that all children will do homework. Homework assignments will be posted on SeeSaw or Google Classroom. The amount and kind will vary according to the child's age and ability. Students should have an assignment notebook (available in the office) in which to write down each assignment as it is given. The school expects each pupil to show growth in self-discipline and responsibility. Students should come to class with their assignments completed every day. If a child misses an assignment due to absence, it is his or her responsibility to find out what was missed and make it up in the same number of days that they were absent.

- It is the responsibility of the student to find out what work was missed during an absence and submit that work within a time period established by the handbook. If the nature of the work prevents it from being "made up" (demonstration, presentation, recitation, etc.), the teacher may afford the opportunity for the student to do a comparable assignment. Students are not penalized for late work due to a verified absence (phone call and note from a parent). Students sent home from school due to illness or injury will be credited with a 1/2 day attendance.
- Students are encouraged to have homework partners; someone in their homeroom who will notify them of assignments and bring home their needed materials when absent. Brothers and sisters may pick up materials after 3pm in the Main Office upon request to the teacher. Please do not expect the school secretary to make such arrangements.

- Parental involvement is vital to an effective homework policy. Parents are encouraged to listen to their student read aloud, practice their spelling words out loud, define terminology, help in research, explain their problem solving strategies and give encouragement. Parents are never to just give answers. If this is happening, notify the teacher that your child is having difficulty so the teacher may take steps to reteach the material or secure tutoring help for the child.
- We ask that parents make sure that there is a place set aside at home in which the child can do homework as free from distraction as possible. Parents are encouraged to review their child's work and discuss it.

INCLEMENT WEATHER / SCHOOL CLOSURE

On rare occasions, the principal may decide to close the school due to severe weather conditions or an emergency situation. The Principal will indicate whether the school day is an E-Learning Day at home or a free day in the initial closure message. In addition to notifying school families via email and social media, school closings will be announced on radio stations: WMAQ/670 AM, WGN/720 AM, WBBM/780 AM and 102 FM. School closings will also be announced on ABC Channel 7, NBC Channel 5, CBS Channel 2 and online at www.emergencyclosings.com.

INTERNET / COMPUTER USE - POLICY FOR ACCEPTABLE USE OF TECHNOLOGY

Computer and Internet access at Queen of Martyrs Catholic School is provided strictly for use in school-related activities. Students will use only software approved by the school.

Through the use of filtering software, inappropriate and objectionable content is blocked. However, no filtering software can be completely foolproof. As such, Queen of Martyrs School cannot be held responsible if such material is accessed.

- Unintentional discovery of inappropriate material should be reported to a faculty/staff member immediately by the student.
- By guiding student access to appropriate areas of the Internet and teaching proper techniques/standards for Internet participation, students will be able to safely explore the educational resources available on the Internet.
- The misuse of the Internet could result in loss of access privileges, result in disciplinary action, as well as have possible monetary and/or legal consequences.
- The school will also be monitoring related issues such as privacy, software uses, copyright laws, and e-mail etiquette.
- Since Queen of Martyrs owns all the technology equipment in the school, it also owns any information contained on the equipment.

Use of technology resources that are prohibited include, but are not limited to:

- attempt to access files or folders of others
- using a school computer without knowledge/approval of school personnel responsible for the computer
- changing or attempting to alter any configuration, program, or password on any computer
- downloading, installing or storing software on a school computer without approval of appropriate school personnel

- attempting any unauthorized access, including hacking any computer system in order to bypass filters or firewalls
- accessing, downloading, uploading or sharing inappropriate material (violence, nudity, gambling, hate, racism, etc.)
- violating copyright laws
- plagiarizing information-which is representing information found on the Internet as if they were your own. This includes the use of AI programs to generate work.
- using inappropriate language, pictures, and gestures in any form on the Internet
- using school technology resources for financial gain, illegal activity, political purposes or for making unauthorized purchases
- giving out personal information such as name, address, telephone number, credit card number, pictures, etc.
- deliberate damage to computer equipment, printers, network, etc. or continual neglect which causes damage
- accessing or attempting to access another person's files without the other person's permission
- cyber bullying, which is defined as using technology to hurt, threaten, harass or be cruel to another person
- unauthorized use of social networking sites, such as Facebook, Instagram, SnapChat, etc.
- engaging in any activity on the computer that violates a school rule or a local, state, or federal law

Parents/guardians are responsible for any damage caused by a student's inappropriate use of the Internet or school devices. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family. The school is not responsible for any damages the student may incur, including loss of data. The school is also not responsible for the accuracy or quality of any information obtained through any school Internet connection.

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action as well. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

At the beginning of each school year, parents/guardians and students must read and sign the Queen of Martyrs Policy for the Acceptable Use of Technology before students will have access to the school's technology resources. The school may withdraw this access at any time.

Should a student violate any of the above guidelines, a student's use of the Internet and/or other forms of technology will succumb to disciplinary action which could lead to suspension and/or expulsion.

LUNCH PROGRAM

Out of courtesy and respect for the other students, “fast food” lunches, such as McDonald’s, are not allowed at school; and no exceptions will be permitted even on special occasions such as a birthday.

“Special Lunch” days will continue to be offered twice a month. Students will receive an order form through homeroom teachers at the beginning of each month. Forms and payments must be turned in to the Main Office by the deadline on the ordering form.

Mark lunch bags and lunch boxes with the child's name and grade to avoid confusion over lunch boxes and lost lunches.

Note: No birthday party invitations should be distributed in school unless the entire class receives one.

When determining a treat for birthdays, a small item for each student would be sufficient. Please NO homemade treats out of respect for those with allergies. All items must be store-bought, wrapped and with an ingredient list on the packaging.

Proper behavior during lunchtime will be expected at all times. Students are expected to pray together prior to sitting down to eat and clean up their area after eating. Lack of respect for the lunch supervisors will not be tolerated. Failure to conform to lunchtime rules will result in disciplinary action.

MASS ATTENDANCE / FAITH DEVELOPMENT

The school exists to foster and promote our Catholic faith. Incorporated throughout the school day are many lessons, activities, prayers, and devotional moments that are designed to foster and strengthen students’ faith. At Queen of Martyrs Catholic School, we believe all of us are part of God’s family, and therefore, we look after each other with the care and love of a Christian family.

Mass

As the Mass is the very heart of our Catholic faith, it is the expectation of the faculty and the clergy that all students attend Mass on Sunday with their families. It is our belief that a Catholic education has the most impact on a child’s character and academic development when the family participates and takes a leadership role in the religious education of their children.

Grades PreK 4 year olds through 8 will attend a weekly school mass morning @ 8:30am throughout the school year on Tuesdays.

MEDICAL / DENTAL

The State of Illinois requires every student to have a complete physical exam when entering preschool, kindergarten, and sixth grade.

- Immunization records of all students must be current. Students whose records are not up to date will be excluded from school until the records are in order.
- Diabetes screening is to be completed on all school physicals
- All children entering kindergarten or first grade for the first time are required to have an eye examination.
- Each child in kindergarten, second grade and sixth grade must present to the school proof of having been examined by a dentist. The exam must take place within 18 months prior to May 15 of the school year.

Health Records: The following records are required by IL State Regulations:

- **Examinations:** The State of Illinois requires every child entering school for the first time in kindergarten or grade one, and all sixth grade students to have a complete medical and dental examination within a year of the first day of school.
- **Immunizations:** Illinois State law requires every child's parents/guardians to present to the school proof of immunization from communicable disease. This information must be on file for every child in the school.
- **Proof of Immunity:** The Department of Public Health requires proof of immunity from Diphtheria, Pertussis, Tetanus, Polio, Mumps and Rubella.
- **School Exclusion:** According to Illinois law, any child whose parent/guardian has not presented proof of required health examinations and immunizations shall be excluded from school. Parents must meet these requirements by October 15. After that date, if such proof has not been presented, the child will be refused admittance to school. Ample notices are sent to remind and inform the parent. (see Medical/Dental)

MEDICATION ADMINISTRATION

Parents must notify the school office if their child is taking prescription medication of any kind either at home or at school.

- Medication may not be administered to students by school personnel without expressed written permission by a parent or guardian, substantiated by a doctor's Medication Authorization Form.
 - Administering medication at school will be permitted on an exception basis when all other alternative options have been exhausted
- Otherwise, it is the responsibility of the parent/guardian to administer medication that is needed by a student during school hours.
- Parents must fill out a self-medication form each year if their child is taking medication during the school day.

HOUSE BILL 4870 - SCHOOL CODE, MEDICAL CANNABIS

This legislation – introduced by Representative Lou Lang (D- Skokie) – requires a school district, public school, charter school, or nonpublic school to authorize a parent or guardian of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student (as a qualifying patient) and the parent or guardian (as a designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act. Also provides that a parent or guardian may not administer a medical cannabis infused product if the school administration determines it would create disruption to the school's educational environment or would cause exposure of the product to other students. Also provides that nothing in the provision requires a member of the school's staff to administer a medical cannabis infused product to a student. The bill passed both the House and Senate nearly unanimously and was signed into law by the Governor on August 1, 2018.

MONIES

All monies sent to school with a student should be enclosed in an envelope with the student's name, room number and reason why it is being sent.

- All monies should be exact as the school is not able to make change.

MUSIC

No private music lessons are offered during the school day. The band program is under the direction of Mrs. Shannon Haak. Any questions regarding the band should be directed to Mrs. Haak.

PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school. Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the attitudes or actions of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of the regular school hours in a monitored setting; the setting may be monitored by the pastor, principal or assistant principal.
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the principal, as confirmed by the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

- Inform the parent/guardian of their right to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

SCHOOL ADVISORY BOARD

The Queen of Martyrs School Advisory Board represents the Queen of Martyrs School in advising the Principal and Pastor in promoting the intellectual, physical, moral and spiritual development of the students at Queen of Martyrs School, in accordance with the Parish School's Mission Statement and Philosophy. Members of the Board attain this goal by meeting regularly with the Pastor and Principal to discuss issues, provide insight and to advise and assist in the development of policy when needed.

PARENT ORGANIZATION/FAMILY SCHOOL ASSOCIATION

The purpose of the Family School Association shall be the advancement of Catholic education and the welfare of all the children of Queen of Martyrs School. It shall further be to act in the promotion of a parent-school partnership. Finally, it shall attempt to improve the parent's and teacher's role in the education of the child by providing an opportunity for parents and teachers to work together for the good of the child and to grow in mutual respect and concern.

PHYSICAL EDUCATION

Instructions in physical education are given once a week to each class. If a child is unable to participate in the PE program, the parent must send a doctor's note to the office. The child's homeroom teacher and the PE teacher will then be made aware. On the day of their gym period, students must have the prescribed attire and shoes to take part in class.

POWER SCHOOL

All parent (s) or guardian (s) have access to your student (s) grades, missing assignments and attendance through PowerSchool online at: www.archchicago.powerschool.com/public. A student Access ID and password will be provided at the beginning of the school year with instructions as to how to register for the Power School. Once you have registered to the PowerSchool parent portal you will not have to register every year.

PUBLICITY

Pictures and videos of school activities may be used for publicity on the School's website, on the School's social media pages, in the local newspapers and television stations. If a parent does not want his/her child's photograph to be used in media publications, this desire must be stated in writing.

RELIGIOUS EDUCATION

- The specific mission of a Catholic School is to instruct the children in the light of the Gospel message. However, teachers perform their services only as partners of the parents. In the light of the teachings of Vatican II, the Church is keenly aware of the grave obligation parents have as "the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it." (Declaration on Christian Education, Vatican II)
- Religious education, of itself, is far less important in helping our students grow towards maturity in faith than the parents' religiousness. Unless religion is discussed, witnessed to, lived and reinforced at home, it becomes simply another academic subject.
- The Church reminds parents of the serious duty, which is theirs especially in the preparation of their child for the reception of the sacraments. Administration, the priests and faculty encourage you, the parents, to take an active and responsible role in the formation of your child through religious education and especially during preparation for the sacraments.
- Your example as Christian adults and your involvement with your child during the formal preparation for the sacraments is critically important. To assist you in this responsibility we will provide sessions to help you in your continuing education as adults. Your participation in these sessions is a requirement for your child to celebrate the sacraments.

Special all school Masses are held throughout the year on Holy Days of Obligation to which you are always welcome. This is a good experience for students to share their love for God and one another by planning and participating in the liturgy through readings, prayer and song.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued three times a year.

- Note that report cards will not be made available to parents or guardians should their financial obligation to the school be in arrears.
- In addition to report cards that are given at the end of each trimester, Queen of Martyrs Catholic School has incorporated three mid-trimester progress reports to ensure parents are informed of their child's progress in a timely manner. The progress reports are to be signed and returned to the teacher within three days of distribution.
- At any time during the school year, a parent or guardian may request to meet with his/her child's teacher, if there is a concern. Appointments for conferences may be made directly with the child's teacher.

RESTRICTED ATTENDANCE

- In instances of a communicable condition (lice, measles, etc.), the student will be barred from class until the school receives, in writing, a note from the family doctor or treating physician that the child may return with no resultant threat to the student population. The classroom teacher will make alternate work available to keep the student up to date on class work.
- Parents/guardians are to contact the office to arrange to pick up student work after 3pm. Physical impairments (broken bones, operations, etc.), will likewise require a note from the treating physician as to restrictions on activities that may aggravate the condition and offering some indication as to how long the restriction may be in effect.

RETENTION

Retention is a viable and necessary option for some students. If a teacher feels that retention is a possibility, she should notify the principal and meet with the parents by the end of the first trimester.

- Should a teacher and/or parent feel that retention of a child would be beneficial to the child, they should meet several times during the course of the year and discuss the child's attitude and academic and social progress. Ordinarily, the final decision to promote or retain a student should be a cooperative consisting of parents along with the student, teacher and principal.
- If a child needs to be retained, it is most beneficial to the child if this action is taken in the Primary Grades.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS

All volunteers are required to complete the following before being able to work with children or chaperone any student activity or function.

- Criminal Background Screening
- Virtus Training
- Read and sign the Code of Conduct Form
- Complete the CANTS Form

SAFETY PATROL

Students from Grades 7-8 are eligible to be members of the safety patrol. It is the responsibility of the patrol to ensure safe crossing at intersections and help maintain school rules in other areas of the school.

Patrol members will receive their assignments from the teacher moderator. Students on patrol duty should always wear a patrol belt and should be courteous and helpful. These students give up their time for this duty and all other students are expected to obey the patrol members and treat them with respect.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

Searches of School Property: All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Searches of Student's Person and Personal Property: The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

CONDUCTING THE SEARCH

The Principal will always have another school authority present when a search is conducted. Where possible, one person will be of the same gender as the student. If a weapon or other substance is suspected, the school shall contact the local police department immediately. If a weapon or illegal drug is actually seized, the school authority will contact the local police department to report the incident and secure the contraband until the police arrive. Appropriate parent/guardian will be informed of the situation as soon as possible. If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student will be detained under supervision until parents are contacted and they have arrived.

SEXUAL HARASSMENT STATEMENT

Sexual harassment by one employee to another, by an employee to a student, by a student to an employee, or by one student to another student is not acceptable conduct. Employees or students who engage in any type of sexual harassment, including harassment involving technology, will be subject to appropriate discipline, including suspension and/or expulsion.

- In any case of suspected or intentional sexual harassment, the school will gather the facts regarding all allegations of sexual harassment in as prompt and confidential manner as possible and take appropriate corrective action as deemed necessary.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

SCHOOL OFFICE HOURS

The school office opens at 7:00 a.m. each school day morning and closes at 4:00 p.m. During the school day, visitors may enter at the school entrances on 103rd Street entrance. All visitors, including parents and guardians, must always report to the school office upon arrival regardless of the business at hand.

STUDENT ASSESSMENT TESTING

As directed by the Archdiocese, the school will conduct the i-Ready diagnostic and benchmark tests in grades K-8. The i-Ready assessments will be given during the fall, winter, and spring. In addition, students who receive an Empower Illinois Scholarship must take the Illinois Assessment of Readiness (IAR).

STUDENT COUNCIL

The Queen of Martyrs' Student Council began in the Fall of 1994. The Student Council is the elected voice of the students and should be respected as such. Students in Grades 5 through 8 are eligible to run for positions on the Student Council. Student Council Qualifications by position are referenced below:

President & Vice President

- Must be in Eighth Grade while in office with a Grade point average of 3.0 or higher and their conduct must be commendable.
 - Check marks in Personal & Social Growth may result in a student being ineligible to run for office.

Treasurer

- Must be in Eighth Grade while in office with a Grade point average of 3.0 or higher and their conduct must be commendable.
 - Check marks in Personal & Social Growth may result in a student being ineligible to run for office.

Secretary

- Must be in Eighth Grade while in office with a Grade point average of 3.0 or higher and their conduct must be commendable.
 - Check marks in Personal & Social Growth may result in a student being ineligible to run for office.

Homeroom Representative

- Must be a member of the grade they will represent with a Grade point average of 3.0 or higher and their conduct must be commendable.
 - Check marks in Personal & Social Growth may result in a student being ineligible to run for office.

STUDENT RECORDS

Queen of Martyrs School keeps a permanent record of each student's grades, attendance, and tests results.

The Confidentiality of Records Act was signed into law in 1974. This act provides access on the part of parents to student records maintained by an educational institution. All requests for school records must:

- Be in writing; State the specific record desired; and State the reason for the request
Within five days of the receipt of the request an appointment will be made with one of the authorized school personnel to interpret the record for the parent.
- Parents should notify the school in cases of a change of address or telephone number.
Because it is occasionally imperative to contact a parent immediately, the school must have an up to date file on business and emergency phone numbers as well as home information.
- Parents who will be moving during the school year or at the end of the year should notify the school office at least one week prior to the date the child(ren) will be leaving. This notice will give sufficient time for the school to complete work on the child's file and prepare the needed transfer.

SHADOW DAYS

7th and 8th Grade students should make every attempt to schedule a high school shadow day on a date when Queen of Martyrs Catholic School is not in session. Students should contact the high school ahead of time to make arrangements to shadow.

If an 8th grader wishes to shadow on a day when Queen of Martyrs is in session, they may do so one time and the day off will be an excused absence.

- Students must first seek the approval of their teachers prior to taking off to ensure that no critical assignments and/or tests will be missed.
- Students who are missing assignments or whose grades need improvement will not be allowed to take off school to shadow.
- If a 7th grader wishes to shadow on a day when Queen of Martyrs is in session, besides seeking the approval of their teachers, this day off will be considered an unexcused absence on their attendance record.
- Note that shadowing is **not** a dress down day. Students represent Queen of Martyrs, and as such, should dress appropriately. No shorts, t-shirts, sweat shirts, jeans or gym shoes.

TARDINESS

Students arriving after 8:00 a.m. must report to the school office for a tardy slip. Excessive tardies, in excess of 3 in a trimester will result in a parental notification, any additional tardies will then result in a detention. If the tardiness continues, the student may face suspension. In addition, a check mark for the category, “comes prepared for class.” will be recorded on a student’s report card. The Principal reserves the right to use discretion for each tardy based upon individual circumstances.

- Any student who is tardy is required to report to the office to pick up a tardy slip upon entering school.
- A note from home will not excuse a tardy being recorded on a student’s attendance record. The only exception would be for a medical reason and would require a note from a doctor or dentist.

TEACHER/PARENT CONFERENCES

Scheduled teacher/parent conferences will be held in the Fall. If at any other time you wish to meet with your child’s teacher, please make an appointment ahead of time in order to give both parties an opportunity to prepare.

- In the case of an emergency and when contacting the teacher is not possible, please take your concerns to the school principal, who will intercede and contact your child’s teacher.
- Parents and guardians are not allowed to show up to a classroom unannounced at any time for an impromptu conference.
- Similarly, parents and guardians are asked not to interrupt a teacher for an impromptu conference while they are managing their class in line, outside of the classroom.
- Student safety is paramount and a teacher should not be distracted from watching their class.

TEACHER QUALIFICATIONS

All full and part-time teaching faculty members meet the requirements and qualifications required by the Archdiocese of Chicago.

TEXTBOOKS

Students are responsible for books assigned to them. If a book is damaged or lost, the parent or guardian will be billed for the replacement cost. Damage to textbooks includes, but is not limited to, writing in books or damaging the outside bindings of the books.

TRAFFIC SAFETY

For the protection of the children on their way to and from school, there are crossing guards located at the following intersections: 103rd & Central Park and 103rd & St. Louis.

- It is expected that pupils who travel main thoroughfares use one of these intersections in order to insure their safety.
- If your child requires door-to-door service due to a disability, please use the 103rd Street gym entrance.
- All children and adults must obey the directions of the crossing guards and the Safety Patrol. Please report any safety concerns directly to the principal, including reports of someone attempting to move the barriers that are used to block traffic from streets during the time children are present.
- It is necessary that parents & students understand, observe, and obey the following traffic safety regulations:
 - Never double park
 - Enter & exit vehicles curbside only
 - Always cross at street corners
 - Listen to and obey the instructions of the crossing guards and safety patrol members.
 - When the intersection is clear of dangerous traffic, walk, and not run across the street.
 - Be aware of and careful of cars which now legally may make a right hand turn on a red light.
 - The throwing of snowballs at cars or at each other is strictly prohibited.

The following Mandatory Traffic Plan must be followed for the safety of our children:

- There is no parking/standing on 103rd St. from St. Louis to the Statue of Mary between 7:30am and 8:30am. During this time, this area is a DROP OFF ZONE ONLY!
- There is no parking or standing on Central Park from 103rd Street, and proceeding north past the rectory and beyond the barricaded entrance way into the St. Joseph parking lot between 7:30 a.m. and 8:30 a.m. During this time, this area is a DROP OFF ZONE ONLY!
- St. Louis will be closed to all 103rd street traffic from 7:30am to 8:30 am and from 2:30 p.m. to 3:00 p.m.
- You may park on St. Louis or in the St. Louis parking lot to wait for your child. You may then use the St. Louis Parking Lot to return to 102nd street. (St. Louis is still a DROP OFF ZONE ONLY from 7:30-8:30 a.m.
- You may park on 103rd Street during the afternoon pick up time.
- In addition to city crossing guards, the school maintains a trained and supervised group of safety patrol members. Patrol members are at their assigned post 15 minutes prior to the opening session and 10 minutes after afternoon dismissal. Students who do not obey safety rules and endanger themselves as well as others will receive disciplinary action.

- Note that parents are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist the crossing guards. There may be times, due to circumstances beyond the control of the school, when a student is not on duty at a crossing point.

TRUANCY

If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate the situation and take appropriate action. Truancy also includes a student leaving the school grounds once he/she arrives at the school.

TUITION MANAGEMENT (FACTS)

Queen of Martyrs Catholic School uses FACTS, a tuition management company to manage the collection of student/family tuition. Should you have a question regarding your tuition payment, contact the School Office. You can also reach a representative of the company at FACTS Management Company at 888-470-6008:

TUITION & ATTENDANCE INTERRUPTION

Queen of Martyrs Catholic School reserves the right to exclude students from school due to unpaid financial obligations.

UNIFORM DRESS CODE

All parents and guardians are advised that any article of clothing or accessory thereof (including masks) that display a political slogan or any slogan that might reasonably be interpreted as politically related, or those which might be interpreted as religiously or socially divisive, are never authorized for wear.

Appearance:

Proper grooming is expected of each student. Uniforms must be clean, neat and without holes or ragged hems. Failure to comply with the uniform dress code and or the gym uniform dress code will result in the child being sent to the office to contact their parent / guardian in order to request a proper change of clothes be brought to school.

- It is the responsibility of parents and guardians to ensure that their children are in proper uniform attire each school day
- Dress-down or special dress days will be announced ahead of time.
- All pants and shorts must fit around the waist.
- Belts are to be worn with pants.
- White polo shirts must be tucked into pants or skirts at all times.
- Fad haircuts, trendy hairdos, including hair coloring consisting of more than a single, solid, natural color are not acceptable. They become a distraction for the student as well as for those around them. Inappropriate haircuts will need to be adjusted before a student will be allowed to return to school. For boys, hair must not hang in the student's eyes nor can it be below the collar in the back.
- No facial piercings or visible tattoos are permitted.
- Make-up is not allowed to be worn at school and may not be brought to school. Nail polish is not allowed to be brought to school.
- Students are not to wear decorative jewelry with their uniform, including hoop or dangle earrings. While in school, girls are limited to one earring per ear and boys are not allowed to wear earrings at all. Simple chains or crosses may be worn to school as well as wrist watches.

- The only necklaces allowed in school must be of a religious nature. (eg. scapulars, crosses)
- No ankle jewelry of any sort is allowed.
- Leg warmers may be worn to and from school in the cold weather. They must be removed and not worn in the classroom.
- In the cold weather sweatpants are not allowed to be worn under the uniform skirt in the classroom. Burgundy, black, or gray tight or leggings are allowed.
- No colored or printed T-Shirts may be worn under uniform shirts or blouses except for the approved gym uniform on gym days.
 - If students wear unacceptable t-shirts under their uniform shirt or blouse, they will be required to remove it.
- Burgundy sweaters or fleece jackets and socks MUST be purchased at Schoolbelles, Schools Are Us or Martinelli's for uniformity.
- Sweaters and fleece jackets are an integral part of the daily uniform from October 1st to May 1st.
- All burgundy and gray plaid jumpers and skirts must be 100% polyester. Only Schoolbelles, Schools Are Us or Martinelli's have these materials.
- Backless shoes (clogs) or sandals are not acceptable footwear.
- **Students may wear either black or brown dress shoes or gym shoes during the school year.**

Ordinarily, students are to be in full uniform starting the first full week of school until the last full week of school. The principal will communicate exceptions to this rule. Kindergarten children also wear the uniform. **Pre-K** students are not required to wear the school uniform but should be dressed in appropriate school attire.

Girls: Kindergarten & Grades 1 - 3

- Burgundy and gray plaid jumper, white polo shirt, long or short sleeves
- Burgundy sweater and fleece jacket, cardigan or V-neck pullover
- White or black socks that are visible, gray or burgundy knee high socks, or burgundy, black or gray tights/leggings
- Gray dress slacks and white polo shirts are an acceptable option.

Girls: Grades 4 & 5

- Burgundy and gray plaid jumper, white polo shirt, long or short sleeves
- Burgundy sweater and fleece jacket, V-neck vest or V-neck long sleeve pullover
- White or black socks that are visible, gray or burgundy knee high socks, or burgundy, black or gray tights/leggings
- Gray dress slacks and white polo shirts are an acceptable option
- Girls who are entering Grade 5 may purchase skirts rather than a jumper

Girls: Grades 6 - 8

- Burgundy and gray plaid skirt, white polo shirt, long or short sleeves
- Burgundy sweater and fleece jacket, V-neck vest or V-neck long sleeve pullover
- White or black socks that are visible, gray or burgundy knee high socks, or burgundy, black or gray tights/leggings
- Gray dress slacks and white polo shirts are an acceptable option

Boys: K through 8

- Gray (medium) or charcoal dress pants purchased from Martinelli's, Schoolbelles or Schools Are Us only. Cargo pants are not acceptable.
 - Medium gray dress corduroy pants may be worn from October 1st until May 1st
- A black or brown belt should be worn at all times. Boots (hiking or otherwise), are not permitted
- White dress shirt, short or long sleeve, or white polo shirt
- Burgundy sweater and fleece jacket, cardigan, V-neck vest, V-neck long sleeve pullover
- White or black socks that are visible

Gym Uniforms

On Gym Days, students have the option to wear their Gym Uniform, the Queen of Martyrs Sweatsuit instead of their burgundy/gray uniform. From October 1st to May 1st, the uniform sweatsuit (Navy blue with white lettering) should be worn to school.

- Uniform gym shorts/shirt may be worn under the sweats for Physical Education Classes, OR the sweatsuit may be worn for class.
- White or black socks that are visible need to be worn on gym day.
- Students must wear gym shoes.
- Gym uniforms can be purchased at Martinelli's or Schools R Us.
- Adjustments will be made for weather as necessary.

Warm Weather Uniforms

- Students have the option of wearing official Queen of Martyrs t-shirts and shorts instead of their regular school uniform at the beginning and end of the school year. Sweatshirts and/or sweatpants are not an acceptable option.
- Starting the first day of school, students are permitted to wear their warm weather uniform described above. This would continue to be the case until notification comes from the school office.
- At the end of the school year, sometime in May, notification from the school office would be sent home indicating whether or not the warm weather uniform is permitted for the remainder of the year.

Dress Down Days: Students may only wear any form (T-shirt, sweatshirt, jersey) and any color of Queen of Martyrs Spirit Wear. Jeans and cargo shorts are OK for dress down days. All shorts must be of an acceptable length.

- Non-Queen of Martyrs shirts or any type of logo shirt is not acceptable.
- Torn or sagging pants and shorts, or pants and shorts with any type of logo are unacceptable.
- Short shorts and tight fitting stretch-type pants are unacceptable attire for dress down day. Yoga pants are not acceptable.
- Any basketball or gym shorts with a sports team logo are not acceptable for dress down days.

VISITORS

For the safety of our children, all visitors must report to the School Office and sign-in prior to visiting anywhere on site. Visitors include parents, guardians, grandparents and other relatives of the students.

- Visitors also include Queen of Martyrs alumni as well as guest speakers, vendors and/or presenters.
- Visitors are not allowed to show up unannounced to visit a classroom, at lunch or at recess. During school hours, visitors are not allowed to pull their children out of line or away from their class in school, church, and the lunchroom or from recess.
- Completion of a Virtus class does not grant a parent guardian a right of free access to visit and interrupt a classroom, school mass, lunchroom or recess.
- Moreover, parents/guardians are not allowed to remove their children from a classroom, church, lunchroom and/or recess without first signing their children out in the school office. Upon doing so, the classroom will be contacted and the children will meet their parent/guardian in the school office.

VOLUNTEERS

Parents and guardians are encouraged to participate in all aspects of the school. Volunteering helps build a positive and productive school community.

Volunteers, including chaperones and coaches are required to complete the following to comply with the Protection of Children and Youth policies of the Archdiocese of Chicago:

- Criminal Background Check – eAppsDB
- CANTS 689 form (Child Abuse and Neglect Tracking System) submitted to principal annually
- Code of Conduct read, signed and dated prior to beginning service
- Virtus Training Program - Protection of Children and Youth.

Regardless of one's compliance with the safe environment protocols for the Protection of Children and Youth, the school principal reserves the right to decline an offer to volunteer and/or prohibit an individual from volunteering for a school sponsored event.

Saint Pope John Paul II

Teachers provide instruction in the original sense of the term, that is, they make a substantial contribution to building the personality; they educate in the sense of the ancient Socratic image, helping students to discover and to make use of the skills and gifts of each one...

You have been called to teach. This is a vocation, a Christian vocation...There, at your teacher's chair and desk, God has called you by name to an indispensable service to the truth.

