



Queen of the Rosary Catholic Academy

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Family Handbook

2017-2018

Table of Contents

Non Discrimination Statement	4
Admission	4
Registration and Re-registration	4
Tuition Rates and Fees	4
Religious Education	5
Program	6
Sacraments	7
Academics	7
Classwork	7
Homework	7
Writing Policies	7
Grading and Report Card Policies	8
Promotion/Retention Policy	8
Honor Roll and Other Awards	9
Internet Access	9
Testing	9
Graduation	10
Health Requirements	10
Requirements for Admission	10
Personal Student Information	10
Communication	11
Appointment Procedures	11
Test Folder	12
School Phone	12
School Rules	12
Code of Conduct	12
Anti-Bullying/Harassment Policy	13
Discipline Policy	14
Birthday Celebrations	15
Cell Phones	15
Electronic Devices	15
Visitors	15
School Procedures	16
Hours	16
Arrival	16
Pre-Dismissal Departures	16
Absences	16
Lateness	17
Dismissal	17
Inclement Weather	18
Lunchroom Regulations	18
Field Trips	18

Table of Contents continued

Personal Appearance	19
Pre-K 3 Girls	19
Girls Pre-K 4, Kindergarten & Grades 1-5	19
Girls Grades 6, 7 & 8	17
Pre-K 3 Boys	20
Boys Pre-K 4, Kindergarten & Grades 1-8	20
School Bags	21
Dress-Up Days	21
Dress-Down Days	21
Wall of Fame	21
Parental Responsibilities	22
Non-Custodial Parents	22
School Service	22
School Absence	20
Illegal Absence	22
Responsibility Book	22
Conduct Referrals	22
Field Trips	23
Extra Curricular Activities	23
Tuition	23
Returned Check Policy	23
Mandatory Fund Raising	23
Boosters	23
Chance Books and Candy Drives	24
Use of Student Pictures	24
After School Program	24
Appendix A – Policy on Administration of Epinephrine	25

Queen of the Rosary Catholic Academy

Queen of the Rosary Catholic Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school.

Queen of the Rosary Catholic Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, loan programs and athletic or other school administered programs

A. Admission

Admission to Queen of the Rosary Catholic Academy (QofR) implies acceptance of our religious, moral, and social value system. Each student that applies for admission is evaluated on his or her academic and behavior profile.

1. Registration in QofR is not finalized until all academic records have been received and reviewed.
2. Falsification of information on an admission form is grounds for non-acceptance.
3. Applicants may be interviewed and tested. A newly admitted student's progress will be evaluated throughout their first year and continuation at QofR will be based on their overall performance.
4. QofR honors the forwarding school's decision regarding promotion and retention.
5. Students who have been asked to leave our school will generally not be considered for re-admission.
6. Students with learning differences will be evaluated to ensure that appropriate services can be provided.

B. Registration and Re-registration

Each December, QofR conducts registration for new admissions to our Nursery and Pre-K Programs. Re-registration for the students already attending our school begins in January and registration for students new to our school in grades K-8 begins during Catholic Schools Week, which usually occurs at the end of January or the beginning of February. Parents are required to pay a non-refundable fee by the deadline or face the possibility of forfeiting the child's seat. Families whose tuition or other fees are not kept current will not be re-registered until they meet their current financial obligation to the school. All transfers from other Catholic schools must have academic and tuition clearance.

C. Tuition rates and fees

The administration is responsible for articulating tuition policy. In addition to tuition, there are fees assessed for Graduation. The secretary collects tuition and fees. All questions regarding these issues should be addressed to her attention. Tuition records will be reviewed on a monthly basis and failure to pay tuition in a timely manner can result in a student being asked to leave QofR. No academic records will be forwarded or shared until tuition matters are made current.

2017-2018 Registration Fees (Non-Refundable) Due upon registration.

One Child	\$400
Two Children	\$600
Three Children	\$750
Four Children	\$900

Kindergarten through 8th Grade Tuition Rates

Catholic Tuition Rates

One Child	\$4,350
Two Children	\$6,250
Three Children	\$7,350

Non-Catholic Tuition Rates:

One Child	\$4,850
Two Children	\$7,500
Three Children	\$9,000

Nursery and Another Grade Catholic Tuition Rates

Two children	\$7,400
Three Children	\$8,600

Nursery and Another Grade Non-Catholic Tuition Rates

Two children	\$7,900
Three Children	\$9,400

Early Childhood: For all new students who do not have siblings in Grades K-8

Nursery:	a. One Child 5 Full Days:	\$5,500
	b. One Child 5 Half Days:	\$4,150
	c. One Child 3 Full Days:	\$4,350
	d. One Child 3 Half Days:	\$3,300
	e. Two Siblings 5 Full Days:	\$9,350

** Please note that it currently costs approximately \$6,000 to educate each child that attends Queen of the Rosary Catholic Academy; thus all children receive an excellent education at a discounted rate.*

Obligatory Fundraising Commitments

Participation in the following fundraising commitments is obligatory for students in all grades in order to continue to provide a Catholic education at an affordable price since tuition only covers approximately 80% of our costs.

Chocolate Drive	\$60 per student (once a year)
Boosters	\$90 per student (\$10 per month from September to May)
Chance Books	\$100 per family (once a year)
Walk-a-Thon	Each student should have at least one sponsor

Special Notes

- Tuition is due monthly from September to June. The monthly rate can be determined by dividing the annual rate by ten. (For example, an annual tuition rate of \$1,000 would equate to \$100 / month.)
- At the time of registration all new students must provide a birth certificate, immunization records and a baptismal certificate (if applicable). If coming from another Catholic school, you must also provide a letter on school stationary indicating that you have met all financial responsibilities for the school.
- Financial aid information can be found on the Queen of the Rosary website at: http://queenoftherosarybrooklyn.org/QR_FinancialAidApplication.html
- Additional requests for financial aid or tuition assistance can be submitted to the Tuition Assistance Committee through the Queen of the Rosary website. Before submitting a request for additional tuition assistance, please be sure to complete the PSAS process. Please direct questions to the Tuition Assistance Committee via the website.
- All grades, where there is and/either a step-up ceremony, graduation, and/or any functions relating to those two types of ceremonies, but not limited to, those ceremonies, will only be allowed to participate in any activities only if all fees, which include but are not limited to: tuition, lunch bills, after-school payments, graduation/step-up fees...etc are paid in full prior to the event/ events that are going to take place.

RELIGIOUS EDUCATION

A. Program

An integral part of the mission of QofR is to share the Catholic faith with the next generation.

1. All students, regardless of religious affiliation, are required to attend Morning Prayer, religion classes, liturgical, and para-liturgical services.
2. Prayer is an important part in our lives and therefore is part of our day. We begin and end our day with prayer and also thank God for his blessings before and after lunch. Non-Catholic students are not required to actively participate in prayer, but are asked to stand reverently as we pray.
3. We encourage non-Catholic parents to share their belief system with their children and welcome their presence at all our social and religious events.

B. Sacraments

As part of our Religious Education Program, the staff of QofR works with the parish priests and Directors of Religious Education to address the spiritual and moral needs of our students. Part of our Religious Education Program includes sacramental preparation.

1. Students who are receiving the Sacraments of Reconciliation, First Eucharist, and Confirmation will receive instruction in our school and through their home parish. Since these sacraments unite us with the Catholic community, they are administered at inclusive liturgical celebrations.
2. According to Diocesan Norms, children will receive their sacraments in their own parish.
3. Parents whose children are part of a sacrament preparation program are usually required to attend Proximate Preparation sessions with their children. The date and time of these sessions are announced by your own parish.
4. According to Diocesan guidelines any child requesting Baptism after the age of seven (7) must participate in the Religious Education program for a minimum of three years. The

child's progress will be evaluated each year. Children who understand both the dogma and teachings of their faith and are willing to accept their responsibilities to participate in the life of the Church will be invited to join the Church at the end of 3 years. These children will be fully initiated at that time. Full initiation means the child will be baptized, receive the Eucharist, and receive the Sacrament of Confirmation at a single liturgy.

ACADEMICS

All children are expected to perform academically to the best of their ability.

A. Classwork

We provide a variety of learning experiences that recognize the multiple intelligences of our students and encourage self-growth.

1. Class requirements are determined by your child's teacher(s).
2. Each student must fulfill all class requirements on time and in the manner prescribed by the teacher.
3. Late and incomplete assignments will be graded accordingly and will affect grades.

B. Homework

1. Students are responsible to complete and submit all homework assignments on time.
2. It is a parental responsibility to ensure that a child completes his/her homework. Parents must sign the homework agenda each day and are encouraged to double check assignments on the homework pages of the school website.
3. Students who are absent are responsible to make up all class work and homework assignments within a reasonable amount of time.
4. In addition, **the Upper School (grades 5-8) has the following more detailed policy:**
 1. Late homework will not be accepted for regular daily assignments.
 2. The only exception is due to absence. In the case of a one day absence, all homework will be expected one day after the child's return. If the absence is an extended absence, then the student is expected to hand in the homework on the Monday after his/her return.
 3. All projects are to be turned in upon return to school.
 4. Homework is posted on each teacher's Homework Page on the website.
 5. All homework is to be neat and clean.
 6. All handwritten homework is to be written in *script*. NO printing is allowed in grades 4-8.
 7. If a **project** is not turned in on the due date, the student will lose one letter grade each day that the assignment is late for up to 3 days. **After 3 days, the student will receive a zero (0).**

Writing Policies

1. Writing assignments, **for all subjects**, are to be done in either blue or black ink in grades 3 and up. Math is the only class where a pencil may be used.
2. Cursive writing (script) is the only acceptable style of writing that is to be used in grades 4 and up.
3. Assignments **for all subjects** are to be written using proper English. Spelling, grammar, sentence structure, and paragraphing will be graded **in all subject areas**.

C. Grading and report card policies

1. Grades are based on class work, homework, quizzes, tests, and individual and group projects.
2. Midway between report cards, children will receive a **Progress Report to keep parents current with how their child is progressing**. Please review, sign and return this report the next day.
3. Report cards are distributed three times a year. The first and second report cards are distributed during Parent-Teacher Conferences in December and March. The final report card is sent home on the last day of school pending account clearance.
4. Children in Nursery, Pre-K and K will be assessed with some checklists but mostly narrative descriptions.
5. Children in grades 1 and 2 will receive letter grades.
6. Children in grades 3-8 will receive numerical grades.
7. Special subjects: Gym, Technology, Spanish/Italian and Art will be graded using a 1-4 Rubric.
8. A grade is made up of several components: 30% tests, 20% projects, 20% homework, 20% class work, 5% class participation and 5% quizzes.
9. Grades can be checked by parents at any time on Option C, assuming that all financial matters are current.
10. Any request for grade reconsideration must be made in writing to the teacher within one week of receiving the grade.
11. A test folder goes home weekly. Parents are required to sign the folder and tests and return the next day.
12. Any student serving a suspension is expected to do their work in a timely fashion. All work and tests must be completed on the day it is assigned for in-school suspensions or when they return to school for out of school suspensions. Make up exams will be scheduled upon return to school for out of school suspensions.

D. Promotion/Retention Policy

1. A student whose final average is failing in any academic subject, who fails the NYS exams or is exhibiting academic difficulty, may be required to attend summer school.
2. A student whose final average is failing in two or more major subjects will be retained. Summer school is also strongly encouraged in those instances as well.
3. Teachers will communicate with parents regarding their child's needs and will make recommendations to help the child succeed. When retention or summer school is a possibility the teacher will notify the parent in writing no later than the last Progress Report.

4. When a teacher determines that a student's difficulty might be addressed through testing and an Individual Education Profile (IEP), full parental cooperation is expected. A student who is having difficulty and requires this profile may not be re-registered automatically until a plan is put into place to benefit the child.

E. Honor Roll and Other Awards

Honor recognition is awarded to students who comply with established school policy and meet the academic criteria. Children with a 1 or 2 in any area are not eligible for honor recognition.

All Awards are dependent on good conduct and effort.

1. Academic honors are issued in Grades 3-8 based on the following:
 - Principals List— 97 to 100 in all subjects
 - First Honors-- 90 to 100 in all subjects
 - Second Honors-- 85 to 100 in all subjects
2. Academic honors are issued in grades 1 & 2 based on the following:
 - Principal's List - A+ in all subject areas
 - First Honors - A or A+ in all subject areas
 - Second Honors - B+, A or A+ in all subject areas
3. Students who have achieved the above grades for a trimester will have it noted on their report card and will be recognized with a certificate distributed **by their classroom teachers.**
4. **An Awards Assembly** will be held at the end of the year. Students achieving Honors for the **entire** year will be recognized.
 - Perfect attendance is recognized at the Awards Assembly and is given to students who have never been late or absent throughout the entire school year.

F. Internet Access

QofR provides our students with the opportunity to access the Internet and will provide instruction in its use as a valuable learning tool.

1. We will make every effort to supervise the use of on-line services and to block undesirable areas.
2. Students may not use the computer facilities except in the presence of an adult supervisor.
3. Students are not permitted to enter chat rooms.
4. Our computers are protected by a firewall to prevent students from accessing undesirable sites. If an unapproved site is accessed, our supervisors will disconnect from that area as quickly as possible.
5. At the beginning of each school year both students and parents are required to sign an Internet use policy.
6. Infractions can result in suspension or expulsion.

G. Testing

1. QofR participates in the Terra Nova testing program for grades 3-8 that is administered through the Diocese of Brooklyn. These standardized tests are administered in October and the results are shared with the parents at the first report card conference.
2. Students at QofR participate in the New York State Standard testing program as follows:
 - Grade 4 Language Arts, Math, and Science
 - Grade 6 Language Arts and Math
 - Grade 8 Language Arts, Math, Science,
 Results of these tests are shared with the parents. Students not meeting the NYS competency level will receive Academic Intervention Services (AIS).

H. Graduation

1. Those students who have met the requirements of New York State and the Diocese of Brooklyn will receive a diploma.
2. The date of Graduation is determined by the school administration and is not finalized until the spring.
3. **In order to participate in the formal Graduation ceremony and other Graduation activities a student's tuition and fees must be paid-in-full by specified dates and his/her department must be reflective of that of a Catholic school student.** The administration reserves the right to exclude students who exhibit unacceptable behavior from Graduation events.
4. At Graduation, accomplishments are recognized. The selection of award recipients is determined by the Middle School teachers in consultation with the school administration. Academics, effort, behavior/conduct, and compliance with school policy are factored into the choices. The Principal approves the awarding of honor recognitions.

HEALTH REQUIREMENTS

A. Requirements for Admission

New York City Health Department regulations require that all new students and every student under six years of age submit a medical form, dated within 90 days prior to the start of the school. No child will be allowed to enter the classroom on the first day of school without a completed medical form.

B. Personal Student Information

1. **Medication:** In accordance with New York State Education Law, only a registered nurse may administer medication. However, there must be a completed Form 504 which must include information from the child's doctor. Students may self medicate under the supervision of the nurse with doctor's documentation. No student may carry medication of any type on their person or in their possessions. Parents/guardians must assume responsibility for administering medication when a nurse is not on site.
2. We ask that you provide your child's teacher and the school nurse with written communication regarding **life threatening allergies**. See Appendix A for Policy on Administration of Epinephrine.

3. If your child is taking medication for a medical condition, please provide us with the name of the medication(s) and any possible serious interactions or side effects.
4. **Emergency Contact:** Each child must return an emergency card during the first week of school. **It is the parents' responsibility to complete this form accurately and see that the information is kept up to date.**
5. **Hearing and vision tests** are conducted as prescribed by the New York City Health Department regulations. If medical attention is deemed necessary, the parents will be alerted.
6. **Sickness:** Please do not send your child to school if he/she is sick. Children who become ill in school will be sent to the Nurse and a parent or designated representative will be contacted. When a child is forced to leave school because of illness, only the parent or an adult designated in writing by the parent may pick up the child.
7. **Absence:** When a child misses school for any reason, an absence note must be submitted to the teacher immediately upon return. If no note is given, the absence is marked "illegal". Excessive absences without strong medical reason may be reported to the authorities.
8. **Dental requirements:** It is a parent's responsibility to bring their child to the dentist on a yearly basis. The parents should furnish the school with a dental note.
9. **Medical excuses:** When a student experiences an injury or illness that affects his/her ability to perform at his/her maximum level, the school is to receive written notification and medical documentation of the student's condition so that we can make needed accommodations.
10. **Child Abuse: Under NYS law, teachers and administrators are required to report ALL instances of suspected child abuse and endangerment to the proper authorities. We take this mandate seriously and will report all suspected cases of child abuse and endangerment.**

STUDENT RECORDS

Parents have the right to access their child's records. A written request to view the record must be presented to the Principal. Every attempt will be made to grant access within 24 hours of the written request. If after review, parents request to change or delete items in the record but the administration declines the request, a parent written statement will be included in the record. Any review of a record will be done in the presence of administration. The following items are kept in the Permanent Record:

1. Academy application;
2. Registration documents;
3. Any legal documents regarding parental separation or divorce;
4. NYS and Terra Nova Test results; and
5. Emergency information.

COMMUNICATION

A. Appointment Procedures

Parents are encouraged to communicate with their child's teacher. **A written request for a conference is necessary so that a teacher may schedule adequate time to address your concerns.** The teacher will usually respond to your request within a day. **Please do not approach teachers for a consultation outside the school or in the gym in the morning or at**

dismissal as they have assigned supervisory responsibilities at these times. Parents are encouraged to address teacher concerns directly with the teacher before bringing the concern to the principal. If those attempts do not bring resolution, a request to meet with the principal should then be made, understanding that the teacher will be present at that meeting as well. Administrative concerns should be brought to the principal for resolution prior to contacting the Board of Directors. Only after such attempts have failed, should the issue be brought to the Board. All requests for meetings should be made in writing.

B. Test Folders

The results of any type of assessment given during the week are sent home in the “**Test Folder**”.

1. Parents are expected to read and familiarize themselves with its contents.
2. Parents are asked to sign the signature page on the rear of the folder, as well as each exam and return it to school the following day.

C. School telephone

The office telephone is a business phone and may not be used by students except in cases of emergency. (Forgetting to bring in a homework assignment is not considered an emergency.) Teachers will make phone calls to keep you informed of any special situations with your child.

D. Calendars

An annual calendar is distributed at the beginning of the year and monthly calendars are distributed electronically and may give additional details.

E. Report Card Conferences

First and second trimester report cards are given to parents in person at scheduled meetings on Report Card Day. Specific times are given in advance for the convenience of all concerned. Financial obligations need to be met in order to receive report cards.

F. Confidentiality

Teachers and the principal will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be notified of all concerns.

SCHOOL RULES AND PROCEDURES

Rules at Queen of the Rosary Catholic Academy are for the greater good of the school community. They are intended to help each student grow in individual freedom, personal responsibility, and self-discipline while displaying the good manners characteristic of a member of a Catholic school.

Enrollment of a student in our school implies an acceptance of the philosophy of our school and an agreement on the part of the student and parents to observe these rules. The Administration reserves the right to discipline and/or dismiss a student whose conduct, attitude or effort is considered contrary to our beliefs and/or the **Code of Conduct**.

A. Code of Conduct

As a community of learners, QofR has established certain standards and guidelines to aid in preserving the ideals of a Catholic school. Adherence to a Code of Conduct is an important part of being a member of the QofR community. At the core of this Code are the ideals of honesty and integrity, which fosters maximum growth for the individual and the school. Thus, the following actions are deemed inappropriate and will result in administrative review with possible suspension or expulsion:

1. bullying **and/or** cyber-bullying
2. disrespect/disobedience/fighting;
3. bringing any kind of weapon to school;
4. displaying graffiti, tagging, destroying or defacing school property
5. cheating/plagiarism (the stealing of others words) ;
6. being in unauthorized areas without supervision, e.g. halls, backstairs
7. causing disorder on the academy or church property;
8. using improper language or behavior;
9. eating or drinking in the school other than at specified times;
10. chewing gum;
11. littering.
12. unauthorized use of cell phones

Substance abuse will not be tolerated and may result in immediate suspension and/or dismissal.

Any threat or act of violence will be taken very seriously. If the presence of any student poses a safety threat to himself/herself or others in the school, the student will be removed from school.

Our students are students of Queen of the Rosary Catholic Academy at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

B. Anti-Bullying/Harassment Policy

Purpose:

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

Definition:

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, and webcams. This would also include forwarding such messages if received. This generally constitutes cyber bullying.
- **Reporting Procedures:**
 - The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the teacher, who will then inform the Principal.
 - The principal needs to conduct an investigation by interviewing all parties separately.
 - The parents of all involved students should be notified.
 - If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
 - Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
 - Referral to counseling should be made for all parties if deemed necessary.
 - The principal must follow up to see that the offending conduct has stopped.
 - All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

B. Discipline Policy

Discipline implies a willingness on the part of a student to accept responsibility for his/her actions. Acceptance of one's actions and their consequences helps an individual to grow socially and emotionally. The basis of disciplinary action is to lead a student to recognize the inappropriateness of his/her behavior while respecting the dignity of others and themselves. Every attempt will be made to have discipline be a graduated tool: denial of recess, detention, in school suspension, out of school suspension, no invitation to return the following year and midyear expulsion. Participation in field trips and special events may also be denied. However, each situation will be judged individually and in extreme situations intervening steps may be eliminated in favor of a more extreme intervention.

1. Teachers will usually handle students exhibiting unacceptable behavior. If they think it is necessary, they will refer the student to the school administration.
2. **Students who are disrespectful by action or word to a teacher, staff member, or any person in a supervisory capacity may be suspended.**

3. Serious and/or continued breaches in behavior will require a parent/teacher/principal conference and may result in suspension or expulsion.
4. Students who do not meet our expectations will not be invited to return to QofR for the following school year.
5. Any student engaging in physical violence will immediately be removed from the situation and a parent will be required to come to school and take the child home. Serious and/or continued infractions may result in suspension or expulsion.
6. The principal reserves the right to final recourse in all disciplinary situations.

C. Birthday celebrations

After consulting with the teacher, students are welcome to celebrate their birthday by bringing in **store purchased** cupcakes, goody bags, or other appropriate items (**ice cream, ice cream cake, pizza and fast foods are not appropriate**). Treats sent to school will be distributed at the teacher's discretion. The distribution of birthday presents and/or party invitations in school is not permitted. Students may dress down for free on their birthday.

D. Cell phones

Students are not allowed to use their cell phones throughout the day. Cell phones are to be turned off and will be collected in Homeroom while students are in school or on school grounds. Each teacher has been given a security box under which the cell phones are kept under lock and key. Cell phones are not to be used unless there is an emergency situation and then they are only to be used with the teacher's permission. (**Forgetting homework or having a disagreement with a teacher or classmate is not considered an emergency situation.**) . Cell phones will be returned to students at dismissal.

E. Electronic devices

Walkmans/radios/tape players/CD players/MP3 players/I-pods, beepers/ electronic hand-held games, etc. **are not permitted** in the school. If a student brings these items to school they will need to be handed in during homeroom following the cell phone policy.

F. Visitors

All visitors to our school, including parents of students and invited guests, must sign in and out of the building at the school Office.

Crisis Management Plan

The Academy has a Crisis Management Plan in place which has been shared with the Diocese, the local police precinct and the local fire department. For reasons of confidentiality it cannot be made public.

Custody Issues

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the

custodial parent's responsibility to provide the school with a court certified copy of the court order.

SCHOOL PROCEDURES

A. Hours

1. Students in grades Nursery, Pre-K and Kindergarten must be in attendance between the hours of 8:00 AM to 2:45 PM
2. These times vary somewhat at the beginning of the school year and will be communicated by the teachers.
3. Students in grades 1 & 2 must be in attendance from 8:00 AM to 2:50 PM.
4. Students in grades 3-8 must be in attendance between the hours of 8:00 AM to 3:00PM. These staggered ending times allow for a more orderly dismissal process.
5. Morning Prayer begins at 8:00 AM in the gathering room. Students arriving after 8:10 must obtain a late pass.
6. **Once a class is dismissed a student may not return to a classroom.**

B. Arrival

1. Students may arrive at school at 7:45 AM. **There is no teacher supervision prior to that time and QofR cannot accept responsibility for students who arrive earlier.**
2. The exception to this is if the student is participating in the Breakfast Program. Breakfast is served starting at 7:30 AM in the cafeteria. To eat breakfast, students must be in line by 7:30 AM so there is time to eat, clean up and get to Morning Prayer by 7:55 AM
3. Please feel free to join us for Morning Prayer. This is a wonderful example for the children to see the entire QofR community praying together. .

C. Pre-Dismissal Departures

1. Early dismissals for things like doctor appointments should be kept to a minimum. They will be documented as partial day attendance in the record.
2. Please notify the school in advance of any unavoidable early dismissal so that homework can be prepared in advance.
3. All children **must be signed out in the office log book** by the responsible adult before leaving the building. Therefore you must come into school and not expect to have curbside pick up.

D. Absences

Attendance on an uninterrupted basis is important for academic continuity. The administration and staff consider every day as a valuable learning experience and excessive absences are viewed with grave concern.

1. Parents must notify the school if their child is absent. New York State Education Law requires that an absent note signed by a parent or guardian be presented upon the child's return to school. When a student is absent for 3 or more consecutive days, a doctor's note is required.

2. Lack of an absent note within three days of a child's return will result in the absence being recorded as an **Illegal Absence in the legal attendance register**.
3. Children who have been absent because of communicable diseases (e.g. childhood diseases, pink-eye, contagious rashes) will not be re-admitted to school without a doctor's note.
4. Parents are advised to refrain from scheduling family vacations while school is in session. To do so results in **Illegal Absences in the legal attendance register**.
5. Students are expected to make up missed work within a time frame established by their teacher(s).
6. Prolonged and unexplained absences are reported to the New York City Bureau of Attendance who will investigate the situation.
7. Excessive absences usually result in diminished academic performance and may result in retention.

SAMPLE ABSENT NOTE

Date _____

Dear ___ (Teacher's Name) ___

Please excuse my child, _____ in Grade _____ from attending school on (Dates of Absence). The reason for my child's absence is

_____.

Sincerely,

Parent's Signature

D. Lateness

A student arriving on or after 8:10 AM is considered late and is marked accordingly. A pattern of excessive lateness will result in a review and appropriate measures will be initiated to rectify this situation including the possibility of notifying New York City authorities. During days of significantly bad weather, rain or snow, lateness may be waived.

E. Dismissal

1. Teachers will inform parents of their dismissal location. This year Nursery-2nd will dismiss from 11 Catherine Street, 3 & 4 will be dismissed along Powers closest to 11 Catherine and Grades 5-8 will be dismissed from the old entrance closest to Olive. This was designed for the students safety and best interests.
2. For safety reasons, parents are asked to keep exit areas clear.
3. At the beginning of the year parents are asked to designate responsible adults to act on their behalf in emergency situations. You will be asked to list those individuals who have permission to pick up your child. NO child will be released to an individual without written parental consent.
4. **It is a parent's responsibility to notify the school in writing regarding individuals who are not permitted to pick up their child (e.g. Orders of Protection).**
5. Once a student has been dismissed he/she may not return to any classroom.

6. **When a student is not picked up on time they will be sent to After School.** All After School fees will apply, including the registration fee for After School if it has not previously been paid.

G. Inclement Weather Procedures.

1. When weather conditions or an emergency situation necessitates the closing of school, we will activate our emergency alert system. Parents will receive automated phone calls, emails and text messages. Please ensure that your contact information is kept current with the office. We will also put a notice on the school website. **IF AN ANNOUNCEMENT IS MADE THAT THE SCHOOLS OF THE DIOCESE OF BROOKLYN ARE CLOSED, WE ARE CLOSED.**
2. When rain or snow is forecast, parents are requested to send their child to school dressed appropriately. Raincoats or ponchos with hoods are suggested. Please label coats and both boots. For safety reasons, the use of umbrellas is discouraged. If a student must use an umbrella it may not be opened until after the class has been dismissed.
3. If boots are worn to school, the student must bring his/her uniform shoes to wear in school.

H. Lunchroom Regulations

1. All students are to eat lunch in school.
2. If lunch is being ordered from the lunch program, orders must be sent in each morning.
3. Lunch brought from home is to be sent in a soft-sided lunchbox or brown paper bag.
4. Lunch should be nutritious. Fast food lunches (e.g. McDonald's) are not permitted.
5. Please do not send your child to school with glass bottles or containers.
6. Please be sure to include the utensils that your child will need to eat his/her lunch.
7. When going to and exiting the lunchroom, silence is to be maintained.
8. Talking is permitted in the lunchroom. Loud talking, shouting or running is not allowed anywhere in the building.
9. When the bell is rung immediate silence is expected.
10. Students must obtain permission from the lunchroom supervisor before leaving their table.
11. It is the student's responsibility to keep the area where they are seated free of debris.
12. Students will not be released from the lunchroom until they comply with the supervisor's requests regarding cleanliness and order.
13. Food is not to be brought from the lunchroom to anywhere else in the building or school grounds.
14. Students are permitted to bring books, playing cards, or small games to the cafeteria for use during lunch.
15. Any child exhibiting disruptive behavior may be removed from the lunchroom and appropriate measures will be taken.
16. Adults who assume a supervisory role in the lunchroom are to be treated with respect.

J. Field Trips

Field trips are an important part of the educational experience and are scheduled by the teacher with the approval of the principal. Given the current world situation, we will exercise caution in

scheduling trips and will follow directives set forth by the Office of the Superintendent and governmental agencies.

1. A parent must sign a permission slip for all trips. This form will release the school from liability brought about by non-adherence to the guidelines set forth by the school. Under no condition will a child be permitted on a trip without a completed, signed consent form.
2. Trips must be paid for in full by the specified date.
3. Trips are educational and planned for the benefit of the entire class. While all students are expected to participate, students with excessive absences, lateness and unruly behavior may be excluded from trips. This decision is at the teacher's/principal's discretion.
4. Parent chaperones, if needed, are chosen by the teacher. They must be Virtus trained.
5. Every student, whether or not accompanied by a parent, must return to the school for official release following a class/school field trip.
6. Because buses and tickets must be paid for in advance, the school cannot refund money when a student is absent on the day of a class trip.

PERSONAL APPEARANCE

Nursery & Pre-K

All Nursery and Pre-K children are to wear the school gym uniform and Velcro strapped sneakers every day. This includes the t-shirt, sweat shirt, sweatpants or shorts.

Kindergarten -4th Grade Girls

- Plaid Jumper
- White Blouse (pointed or round collar) (long or short sleeves)
- Navy Blue Knee Socks or Tights
- Navy Blue Button Down or Pull-over School Sweater – **Mandatory**
- Black rubber sole shoes, purchased from Da-Barr Shoes
- Hair accessories should match the color of the uniform: white, navy blue, yellow, black/brown.
- Hair styles must be neat and out of the eyes. No hair coloring, other than natural hair colors, will be allowed.

Gym

- Light blue Queen of the Rosary t-shirt
- Navy blue Queen of the Rosary joggers - worn baggy
- Navy blue Queen of the Rosary sweatshirt
- Navy blue Queen of the Rosary shorts –may be worn in September, October, May & June
- Sneakers tied tightly - No sneakers with wheels
- **NO JEWELRY ON GYM DAYS BOYS OR GIRLS**

Grades 5-8 Girls

- Plaid Skirt or Grey Trousers

- Navy Blue Vest with yellow blouse (pointed collar **only**) (long or short sleeves)
- Fall/ Spring Only: Queen of the Rosary polo shirt (vest is not mandatory with polo shirt)
- Navy Blue Knee Socks or Tights
- Navy Blue Button or Pull-over School Sweater - **Mandatory**
- Black Shoes rubber soles purchased from Da-Barr Shoes
- Hair accessories should match the color of the uniform: white, navy blue, yellow, black/brown,
- Hair styles must be neat and out of the eyes. No hair coloring, other than natural hair colors, will be allowed.

Gym

- Light blue Queen of the Rosary t-shirt
- Navy blue Queen of the Rosary joggers - worn baggy
- Navy blue Queen of the Rosary sweatshirt
- Navy blue Queen of the Rosary shorts –may be worn in September, October, May & June
- Sneakers tied tightly - No sneakers with wheels
- **NO JEWELRY ON GYM DAYS BOYS OR GIRLS**

Girls may wear one stud earring on the lobe of the ear or small hoops that hug the earlobe. This is for safety reasons. Names should not be embroidered on the outside of backpacks. No hair should be permanently dyed with any color that is not the child's natural hair color.

Make-up is never allowed during school. If worn, the child will have to wash it off before returning to class. Exceptions may be made for 8th grade special occasions, but only with **prior approval from school administration.**

Nail polish, false nails, nail extensions or nail decorations are not acceptable. Nail polish remover is kept in the office. The child will be required to remove the polish before returning to class. If false nails or extensions are worn, they will have to be removed before returning to class. Exceptions may be made for 8th grade special occasions, but only with **prior approval from school administration.**

Kindergarten -8th Grade Boys

- **Navy blue slacks worn with a black leather belt (belt optional for K&1)**
- **Fall/Spring Only: Navy blue khaki shorts to the knee**
- **White long sleeve or short sleeve shirt pointed collar dress shirt**
- **Fall/Spring Only: Queen of the Rosary Polo Shirt**
- **Tie is mandatory K-5 plaid tie, 6-8 navy blue/yellow print tie**
- Navy Blue Button Down or Pull-over School Sweater or Blazer – **Mandatory**
- Hair cuts should be neat and clean
-

Gym

- Light blue Queen of the Rosary t-shirt
- Navy blue Queen of the Rosary joggers - worn baggy
- Navy blue Queen of the Rosary sweatshirt
- Navy blue Queen of the Rosary shorts –may be worn in September, October, May & June
- Sneakers tied tightly - No sneakers with wheels
- **NO JEWELRY ON GYM DAYS BOYS OR GIRLS**

SHOES Mandatory

Kindergarten & Grade 1

- Black Velcro shoes purchased from Da-Barr Shoes
- Grades 2-8
- Black laced rubber sole purchased from Da-Barr Shoes

Safety Issue - No names on outside of school bags or clothing

All Students

All students MUST label school sweaters and sweatshirts.

No suitcases/backpacks with wheels or firm handles are allowed.

Dress-Up Days

Students are to dress appropriately on dress-up days. Boys are to wear a collared shirt with a tie, or sweater, dress pants and dress shoes. Girls are to wear a skirt and blouse or dress of appropriate length or dress pants. Absolutely no jeans, sneakers or t-shirts on dress-up days.

Dress-Down Days

These days are for wearing play clothes, jeans, tee shirts, sweatshirts, and sneakers are acceptable. No clothing with inappropriate language or graphics allowed. The following may not be worn and is not limited to: flip-flops, high heel shoes, low-cut shirts, spaghetti strapped shirts, tank tops, tank top style dresses, strapless dresses, spaghetti strapped dresses. Shorts and skirts may be worn; however, shorts and skirts must not be more than 1 inch from the knee. All appropriate attire will be determined by the principal.

Wall of Fame

Students in Grades 1-8 who meet all of the following criteria in a school month will be placed on the Wall of Fame for that month:

1. Fully prepared for class every day.
2. All classwork and homework fully completed.

3. No Incident Reports.
4. No Uniform Violations.
5. No unexcused latenesses or absences.

Students on the Wall of Fame will get a special Celebration Day where they will be allowed to dress down and will receive a special treat. They will also be photographed and placed on the Wall of Fame bulletin board in the lobby.

PARENTAL RESPONSIBILITIES

1. Teach the child respect for the law, authority, the rights of others and for private and public property
2. Arrange for prompt and regular attendance at school and have children comply with attendance procedures
3. Work with the school in carrying out recommendations made in the best interest of the child. This would include disciplinary measures, need for academic or psychological evaluations or the need for retention in a grade.
4. Make sure that all information in your child's record is up to date and accurate. Any changes of address or telephone numbers should be sent in writing to the classroom teacher and to the administration.
5. Make sure that emergency numbers are accurate. It is important that the school have the most up to date information.
6. Talk to your child about school activities; show an active interest in report cards and progress reports.

School Absence

Parents are required to call the School Office before 9:00 AM if your child is absent.

When the child returns to school, he/she must have a **WRITTEN EXCUSE NOTE**. We are required to keep these notes for three years. **If we do not receive a note for your child, your child will be marked illegally absent.** This applies to all grades, Nursery to Grade 8.

Illegal Absences

Visiting, vacation, shopping, needed at home, caring for another child, no shoes, overslept, staying home on half days or trip days are illegal absences. A child is truant when parents expect him/her to be in school and does not attend for other than a lawful reason.

If a note is not given to the teacher within two days of return, then it is marked as an illegal absence in the register.

Incident Reports

Incident reports are used to alert parents of problems regarding behavior. Incident Reports MUST be signed by a parent and returned the very next day to school.

Uniform Violations

Students who are not in proper uniform, as set forth by the handbook policy, will receive a Uniform Violation.

Field Trips

Field trips are a privilege not a right given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet the academic and/or behavioral requirements or tuition is not current. Students who fail to submit a proper field trip form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission.

Extra Curricular Activities

Certain academic or conduct standards must be maintained and tuition must be current in order for participation. Students must also adhere to all requirements related to specific extra-curricular activities.

Tuition

Monthly payments must be paid the *first week of each month. *. A late fee of \$10.00 will be applied after the 15th of the month.

No child will be allowed to attend class once their tuition is two months in arrears. Once parental obligations are met, the child will be welcomed back into all classes.

Parents or guardians are responsible for meeting their tuition responsibilities. Any scholarships, grants or other governmental subsidies will be deducted from tuition obligations at the end of the school year once the monies have been received. If appropriate, parents will be reimbursed for any excess amounts of tuition rendered.

All tuition and outstanding financial obligations must be paid by the first week in May. After the first week in May, only money orders or bank checks will be accepted.

All grades, where there is and/either a step-up ceremony, graduation, and/or any functions relating to those two types of ceremonies, but not limited to, those ceremonies, will only be allowed to participate in any activities only if all fees, which include but are not limited to: tuition, lunch bills, after-school payments, graduation/step-up fees...etc are paid in full prior to the event/events that are going to take place.

**ANY FAMILY PAYING A FULL YEAR'S TUITION BY SEPTEMBER 30TH WILL
RECEIVE A \$100.00 CREDIT**

Returned Check Policy

We cannot accept checks from any family who has had **two returned checks** in one year. Only certified checks or money orders will be accepted. A returned check fee of \$35.00 must be paid for each returned check.

MANATORY FUND RAISING

Boosters

Each student is responsible for **\$10.00 worth of monthly boosters** (September - May). They are to be returned in the envelope that is provided with your child's name and grade. Please be sure to use the special envelope provided. This is your receipt. The date of the monthly drawing will be announced on the monthly calendar. The winners will be announced during the monthly Assembly. You have to be in it to win it!

Chance Books and Candy Drives

All families are required to participate in these drives. They are a vital part of our school's income. You are responsible for **\$100.00 in chance books** per family and **\$60.00 for the candy drive** per child. Additional sales are always welcome!

We will have additional fund raisers which we hope you will participate in as well, but they are not mandatory. Remember all fund raising goes to support the school and your child's academic programs.

**YOU WILL BE BILLED FOR ANY OUTSTANDING FUND RAISING OBLIGATIONS.
ALL CHANCE BOOKS AND CANDY MUST BE PAID FOR ON TIME DURING THE
DRIVE.**

Use of Student Pictures

The school reserves the right to use student pictures in publications and on the school's website. Any parent who **does not** wish to have his or her child's picture used must notify the Principal in writing.

AFTER SCHOOL PROGRAM

The After School program is available five days per week until 6PM. Pick-up must be on time or late fees will apply. Current fee structure is detailed on the registration form. Any child participating in an After School enrichment program such as Band must also be registered for After School. Enrichment classes are also offered and have a separate fee structure. Offerings change each trimester.

**Appendix A
Policy on the Administration of Epinephrine
Effective as of April 1, 2012**

The Catholic elementary schools of Brooklyn and Queens recognize that severe allergic reactions leading to anaphylaxis are a life-threatening medical emergency. In accordance with the New York State and New York City Departments of Health's recommendations, schools should work with their local health providers to receive training on the administration of epinephrine in emergency situations.

Training of School Staff

Assuming the school nurse has been trained to administer an epinephrine device (and has been trained to train others), the school principal as well a minimum of two teachers who are listed in the crisis management plan are recommended to be trained to administer epinephrine to students in an emergency situation.

Parent Responsibility

It is the responsibility of the parent/guardian of the student who is at risk of anaphylaxis:

- to notify the school that the child/student is at risk of anaphylaxis and is in need of the presence of epinephrine on school premises
- to indicate to the school if the child/student is capable of self-administration of the epinephrine device
- to supply the school with the epinephrine device* in its original packaging as received from the pharmacist
- to replace the epinephrine device when it expires, discolors or has been used

*It is recommended that two epinephrine devices be supplied, the second functioning as a backup in case of malfunction or if an extra dose is necessary in accordance with medical documentation.

Epinephrine Access & School Procedure

Immediate access to as well as secure storage of epinephrine necessitates planning among the principal, teachers and school nurse.

- Appropriate measures should be taken in the school and classroom to ensure that an epinephrine device is available at all times, including when a student is away from the school building.
- The epinephrine device must remain accessible to school principal, teachers and school nurse at all times even if a nurse is present.
- All trained individuals should know where the device is stored.
- In cases where a student may carry and/or self-administer the epinephrine device, the student should keep the device (ideally, two) with him/her at all times, including all offsite activities.
- This information should also be included in the school crisis management plan.

When the administration of an epinephrine device is necessitated on school premises, the school nurse, and when not available, the trained teachers should immediately respond to an emergency

of a student for whom there is an epinephrine device. In the event of apparent anaphylaxis, the epinephrine device should be administered in accordance with the training provided to the school staff.

In the event of a school trip or school event conducted outside of the school premises, it is the responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

Emergency Administration of Epinephrine

Upon administering an epinephrine device or simultaneously if others are present:

- Emergency Medical Services (EMS) should be notified immediately by calling 911. The information reported to them must include, but not limited to, the event/time/dose/route of administration.
- The parent/guardian must be notified as soon as possible.
- The principal, teachers and/or school nurse member who administered the epinephrine device should fill out an "Incident Report" and turn it into the school administrator.

Promulgated on March 22, 2012