

Mary Queen of the Holy Rosary School Student and Parent Handbook

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INTRODUCTION

Mary Queen of the Holy Rosary School is a parish school, which is part of the system of schools operating under the direction of the Catholic Diocese of Lexington. All schools in the Catholic Diocese of Lexington are required to follow the policies of the Diocese. A copy of the diocesan policies is available to the school community by requesting this information from the Principal. In addition to the Catholic Diocese of Lexington Policies, each school develops their own policies and procedures. This handbook was developed by Mary Queen School staff and the School Board (the "Board"). This handbook contains the official policies and procedures of Mary Queen of the Holy Rosary School and will be available to our school community on our school website (www.maryqueenschool.catholicweb.com). It is designed to provide parents, students, and staff with the information they will need to participate fully in the academic and religious programs of this school. This handbook will be updated and revised periodically. The most current document will be posted on our website and will include the revision date at the top of the Table of Contents. Please refer to this handbook throughout the time your child attends Mary Queen School. (This procedure will allow our school community to always have access to the most current handbook.) A current hard copy will be available at the Reception Desk for reference.

PHILOSOPHY

We believe that Mary Queen is a Christian community where parents, teachers, administrators, and students work cooperatively to provide a comprehensive Catholic education for students in grades pre-kindergarten through eight.

We believe that in the fulfillment of this plan, God created each individual as a unique member of the human family. We strive to develop the uniqueness of each individual. We collaborate with parents to help form children in the likeness of Christ in such a way that faith becomes a CONSCIOUS, LIVING, and ACTIVE reality in each student's life.

We recognize the dignity of each person and seek to continue to develop the spiritual, moral, intellectual, emotional, physical, and social endowments of all students in accord with their individual abilities.

Revised November 2005

MISSION

Mary Queen of the Holy Rosary School is a Catholic community united by a commitment to educate all of our students in religious, academic, artistic, and social areas. In a safe environment, combined with high expectations, Mary Queen School strives to provide all students with the tools necessary to become successful, responsible, contributing, loving members of our church community and society.

Revised November 2005

SPIRITUAL DEVELOPMENT

All students will receive daily religious instruction in the Catholic faith. Students in kindergarten through eighth will attend weekly Mass. Study of the sacraments is included in the religious training for the appropriate grade levels. Prayer and Christian values are integrated throughout the curriculum and are part of our daily school life.

ADULT CHRISTIAN STANDARDS and ISSUE RESOLUTION PROCEDURE

The choice of the Mary Queen School Program by parents for their children, includes a commitment to be governed by the school's policies, procedures, rules and our Catholic values. All parents/ guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

If issues arise between parents/guardians and staff, they are to be addressed in a timely manner using the following Issue Resolution Procedure:

- 1) Issues are to be discussed directly and privately with the staff/people closest to the issue. Ex: If an issue has developed in the classroom, the parent should first contact the teacher and request a conference. If the issue cannot be resolved to the satisfaction of either party, they are to proceed to step two (2).

- 2) The person(s) involved in the issue shall request a conference with the Principal. If the issue is not resolved at this level to the satisfaction of either party, they are to proceed to step three (3).
- 3) The person(s) involved in the issue are to request a conference with the Pastor.

ADMISSION POLICY

No student will be denied admission to the school on the basis of race or nationality.

Mary Queen of the Holy Rosary is a parish school established primarily to serve the people of Mary Queen of the Holy Rosary Parish. As such, preference for admission to the school is given to registered (Mary Queen Parish) Catholic families who give of time, talent and treasure.

SCHOOL PRIORITIES

In general, all students currently enrolled in Mary Queen School (Grades Pre-K through 7) are automatically enrolled for the following year except upon the express recommendation of the principal. Only APPLICANTS will be considered for admission whose educational needs can be met by the programs offered at the school and whose parents or guardians agree to support the administrative and academic policies of the school.

NEW STUDENTS

New students will be accepted using the following priorities:

1. *Mary Queen Parish members with siblings already in school.
2. Children of present faculty members.
3. *Mary Queen Parish members without other children already attending Mary Queen School.
4. Catholic non-parishioners with siblings in Mary Queen School.
5. Catholic non-parishioners without siblings in Mary Queen School.
6. Non-Catholics with siblings in Mary Queen School.
7. Non-Catholics not having siblings in Mary Queen School.

*Parish members for school admission purposes will be defined and prioritized as:

1. Registered Mary Queen members living within the prescribed parish boundaries as stated below (after March 31, 1994, Article 2.)
2. Registered Mary Queen members who lived outside the current boundaries prior to March 31, 1994 and have remained as members of Mary Queen Parish.
3. Registered Mary Queen members living outside the current boundaries and joined Mary Queen Parish after March 31, 1994.

To determine rankings within a priority, the school will use the date of registration as a member of Mary Queen parish, with priority going to the earliest registration date.

Mary Queen reserves the right to make exceptions to these priorities in individual cases with extraordinary circumstances.

CURRENT PARISH BOUNDARIES

On March 31, 1994, the parish boundaries of Mary Queen Parish were changed:

East- remained the same.

South- on Nicholasville Road to the north side of New Circle Road.

West- on New Circle Road to the west side of Clays Mill Road.

South -on Clays Mill to Fayette County Line.

West- on Fayette County Line to the east side of Versailles Road.

North- remained the same.

New and in-coming students will be on probationary status for a six week period from the time of enrollment. The Principal may dismiss probationary students at any time during the probationary period for failure to meet Mary Queen standards related to behavior and academic performance. This will result in the student not being eligible to attend Mary Queen School for the remainder of the school year.

STATEMENT OF NON-DISCRIMINATION

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

TUITION AND FEES

Issues regarding tuition and fees should be addressed to the school Registrar or Principal.

TUITION PAYMENT POLICY

Purpose: The purpose of this policy is to establish a procedure for collecting tuition and addressing late payment issues.

MQHR School tuition payment is due on the first day of each month, beginning in June through May. A late fee of \$20/month will be assessed to all accounts on which payment has not been received by the 10th of each month. Access to Option C accounts will be declined and report cards will be held for overdue tuition payments. A letter from the school will be sent after the 10th of each month to notify parents that a late fee has been added to their past due account.

If payment (tuition due and late fee) has not been received by the 20th of the month, a second letter will be sent informing the parents that their account is past due and reminding them of their obligation to pay tuition in accordance with the school's tuition policy.

Parents with accounts past due for forty (40) days will be contacted for the purpose of scheduling a conference with the Principal to resolve the issue of the late payment.

Any account that is past due 60 days must be brought current (zero past due balance which includes late fees) or the family may be withdrawn from MQHR. The Pastor and the Principal reserve the right to remove the child/children from the school enrollment.

Once a student has been removed from the school's enrollment, a new application must be submitted before the student can be re-admitted and the past due account must be current.

TUITION ASSISTANCE PROGRAM

Mary Queen School has a Tuition Assistance Program (F.A.I.R.) created to provide assistance to Mary Queen of the Holy Rosary Parish families who need financial help in order to send their children to Mary Queen School. The total amount of assistance available each year is determined in the budget process. Information regarding the Tuition Assistance program will be distributed to registered families on or before February 1 of each year. Final decisions on financial assistance will be determined before the first tuition payment is due in June. Interested persons may obtain more information about this program at any time from the Registrar.

INSTRUCTIONAL SCHOOL DAY

Students attend school for 177 instructional days per year as prescribed by Kentucky State Law. The school day begins at 8:00AM and ends at 3:00PM. The building opens each morning at 7:30AM and students are not to be on school property prior to 7:30AM. Students should try to be in their classroom by 7:45 to prepare for the beginning of the day and be present for the morning prayers. Students arriving after 8:00AM will be considered tardy. Students will be marked absent for the proportion of the day they are not in attendance.

ABSENCES, TARDIES & EARLY DISMISSAL

ABSENCES

Attendance at school should be a priority over all other activities as it is vital for the success of the student. If a child is absent from school parents are to notify the school between 8:15AM and 9:00AM. At the time of this notification, the parent may request assignments for the day or days the student is absent. The assignments and needed books may be picked up in the office following dismissal (3:00PM), or sent home with a sibling or neighbor.

It is not recommended that students be absent from school for the purpose of vacationing and/or family trips. If a parent chooses to take their child out of school for this purpose, the Principal and teacher must be notified in writing. Parents are to assume responsibility to assist the child with missed work and assignments.

Parents are to send a signed excuse to their child's homeroom teacher for any day a child is absent. The excuse is to state the reason for the absence as required by Kentucky State Law and is due on the day the child returns to school. Excessive absences may effect promotion to the next grade level.

TARDIES

Students arriving after 8:00AM will be considered tardy. Parents are to send a signed excuse to the receptionist stating the reason for the tardy as required by Kentucky State Law. Students will be marked absent for the proportion of the day they are not in attendance. The student must obtain a Tardy Slip from the receptionist to present to his homeroom teacher any day he arrives at school after 8:00AM.

EARLY DISMISSAL

If a student needs to leave school before the end of the school day, the parent is to send a signed note to the homeroom teacher prior to the time the student is to leave. The signed note is to state the reason for the absence as required by Kentucky State Law. Parents are to come inside the school to the reception area for the purpose of early pick-up and signing out the student. If someone other than the parent or guardian is to pick up the student, prior permission must be given to the school. Parents are to list other adults approved to pick up their child on the informational form distributed at the beginning of the school year. The parent is to send a note or call the school to give permission for one of the prior listed adults to pick up their child. In the case of an emergency when the adult picking up the student is not listed on the informational sheet, the parent is to call the school and verify their identity. The parent may then give permission to the school personnel to release the student. (For example verification may include: A school employee who knows the parent may verify who the caller is. The school personnel can call the parent's home number, work number, or cell number to inquire if the parent gave permission to release the child.)

CANCELLATION & DELAY of SCHOOL

In the event it is necessary to cancel school due to inclement weather and/or other emergencies including during the school day, parents will be and/or notified via the One Call Now system, local television and radio stations. Television channels are: 18, 27, & 36 and Radio stations are 630AM and 590AM. In the event school is cancelled during the school day, television and radio stations will be notified.

STUDENT DROP-OFF AND PICK-UP

Students are to be picked up between 3:00 and 3:15 unless they are attending the After School Day Care Program or an extra-curricular activity.

Students not picked up on time will be sent to the After School Day Care Program and parents charged accordingly for this service.

Parents are to follow the established pick-up and drop-off procedures which are distributed at the beginning of the school year. It is imperative that all parents cooperate with the established procedures for the safety of all students.

RECORDS

STUDENT RECORDS

All student records are confidential. Review of records or release of copies will not be permitted without parental consent. All parents and legal guardians have the right to review their child's educational records. Requests for review of records may be addressed to the school Guidance Counselor or Principal.

A release for records is to be signed by the parent or guardian and sent to the Registrar. The Registrar will forward copies of the school records to the receiving school or agency designated. Mary Queen School will retain original documents of all records submitted for a student.

Non-custodial parents are permitted to review their child's records and obtain copies, unless a court order prohibiting this is filed with the school Principal.

HEALTH & MEDICAL RECORDS

The state of Kentucky requires all students to have up-to-date Immunization certificates on file in the school. Students not having the proper immunization certificates or expired certificates may not be enrolled in school.

Requirements are as follows:

1. A valid Kentucky Immunization Certificate.
2. A physical examination form must be submitted upon entering Mary Queen and before the start of 6th grade
3. Initial entry year of school eye examination.

Requirements for Sixth Grade include:

1. A valid Kentucky Immunization Certificate which includes two MMRs after first birthday.
2. Hepatitis B vaccine
3. A physical examination done within one year prior to entering sixth grade.

Additional detailed information, regarding these requirements is included with application information.

CUSTODY

Parents are required to provide the school with an original copy of court documents regarding custody if the child is not living with both biological parents.

REPORTING TO DIVORCED PARENTS POLICY

If the rights of any parent are in any way restricted by court order, it is the obligation of the custodial parent/guardian to inform the school and to provide certified copies of all court orders reflecting any and all restrictions. In cases of divorce or legal separation, a certified copy of the custody order as well as any subsequent modification of custody should be on file in the school.

Access to Educational Information

All parents and legal guardians have a right to a child's education information except when denied by a court order. Unless otherwise ordered by a court, all school information (notices of school functions, report cards, parent-teacher conferences, etc.) will be provided to both parents.

Access to the Student

Unless otherwise restricted by court order, either parent may have access to the child during school hours for such things as doctor or dental appointments.

SCHOOL AND FAMILY DIRECTORIES

School and/or family directories may not be sold or used for commercial purposes.

HEALTH & SAFETY

MEDICATION

Most prescription medications can be given before and after school or in the evening. Whenever possible, please arrange your child's dosage times so that the medication does not need to be given during the school day.

All medications that must be administered to a student during the school day, (over-the-counter, including cough drops etc and prescription) must be brought to the office or health room by the parent or an adult. Students may not administer any type of medication nor are they to have medication in their possession while in the school.

Exceptions to this policy are:

Students may carry and use inhalers with the authorization of their physician and parent. Parents must give written authorization to the school personnel indicating their child is approved by a physician to administer their inhaler.

Students that have their doctor's approval to self-administer insulin may report to the health room for their injection. Parents must give written authorization to the school personnel indicating their child is approved by a physician to administer their insulin.

Medication is to be in the original container with specific instructions of how to administer (dosage, time etc) listed on the outside label.

Written authorization shall include the following:

- child's name
- name of the drug
- purpose of medication
- dosage
- time of day medication is to be given
- number of days the medication is to be dispensed
- possible side effects
- storage instructions
- physician's name and number
- parents' name and daytime number

RETURN TO SCHOOL

If your child has been absent from school due to an illness, the student must be free of the symptom for 24 hours before returning to school. This includes a fever of 100 degrees or higher, Vomiting, Diarrhea, Severe Nausea and all Infectious Diseases.

Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days). Rashes or patches of broken, itchy skin must be examined by a doctor before returning to school.

The school has a "Nit Free Policy". Head lice are passed from person to person by direct contact or on shared objects, such as hats, combs, towels, barrettes, headphones, etc. Encourage your child to keep these things oneself.

If you find your child has nits or lice, please contact the school office and let us know so other students can be checked. Students are not permitted to return to school until all nits are removed.

MARY QUEEN SCHOOL DISCIPLINE PROCEDURES & POLICIES

Upon choosing Mary Queen School for their child's school, parents/guardians agree to be governed by the basic philosophy of the school, its rules and procedures, and Catholic values. Parents/guardians agree also to work with the school to help their child develop a sense of honor, integrity, and responsibility toward self and others. All students, parents and adults are expected to uphold the Catholic Faith. Effective discipline assists in the development of the child's self-control, character, orderliness, and respect for others.

Every student has a right to learn while attending Mary Queen School. Therefore, each student must comply with the school's procedures and policies. All students are expected to comply with the school rules, policies and procedures during the school day, during all school functions at the school or off campus, including overnight trips, at any time they are on school property, and coming to or from school.

Grades K-5

There are three basic levels of concern and discipline:

Level 1: The student and parent will be notified of the inappropriate behavior with a **Behavior Card** which will explain the inappropriate action and which will be issued to the student and signed by the staff person who has observed the inappropriate behavior. This card must be signed by the parent and returned the next school day. (The inappropriate action is such that the parent needs to be informed and discuss the issue with the child.)

The following are examples of infractions for which students might receive a Behavior Card:

- Chewing gum; unauthorized eating in class
- Uniform violations
- Hallway misbehavior
- Cafeteria misbehavior
- Minor verbal, nonverbal or written disrespect of students, faculty, or staff
- Tardiness to class
- Disrespectful/inappropriate behavior in Church
- Disruptive behavior in class
- Inappropriate behavior during safety drills
- Not being prepared for class

- Talking during prayers or announcements

Level 2: The student and parent will be notified of the inappropriate behavior and action taken at the school. A parent/teacher conference will be required and may include the student. (The inappropriate behavior requires parental involvement to assist with redirecting the child.)

Level 3: The student and parent will be notified of the inappropriate behavior and must meet with the Principal who will determine what type of action will be taken. (The inappropriate behavior is serious and may require a consequence imposed by the Principal.)

Grades 6-8

Similar to Grades K-5, several levels of discipline will be used to properly identify and respond to inappropriate behavior.

Level 1: Behavior Card: Parent will receive electronic notification of a **Behavior Card**, explaining the inappropriate action, which will give them the opportunity to work with the child to correct any misbehavior. See examples above of infractions for which Behavior Cards might be issued.

Level 2: Parent/teacher conference: if a student continues to exhibit inappropriate behavior following parental notification of problems, a parent/teacher conference will be scheduled for the purpose of developing a Behavior Improvement Plan.

Level 3: Parent/teacher/principal conference: if a student continues to exhibit inappropriate behavior following a parent/teacher conference, a conference will be scheduled with the Principal to determine what action and consequences are needed to help the student improve his/her behavior.

Level 4: Additional parent/teacher/principal conference: additional conferences may be held to review a student's behavior and compliance with developed Behavior Improvement Plan. The Principal will determine required action which may include suspension.

Detention: Repeated offenses or the severity of the inappropriate behavior may warrant detention at any point in the discipline process, at the discretion of the staff person in charge or the Principal.

Detention shall be conducted as follows:

1. Students assigned to detention must arrive at school at 7:00 a.m. sharp with a parent or adult.
2. Parent/ or adult must sign-in the student for detention in the school lobby.
3. If a student is late for detention, they will not be allowed to participate that day and the parent must take the child home until the normal school start time. The student will be required to attend detention on the next scheduled date.
4. Failure to report to detention on time for the 2nd detention date will result in suspension for the day. Students who are suspended are not allowed to attend class or to make up any work they miss during their absence with the exception of tests.

The following are examples of infractions for which students might receive detention. The Principal reserves the right to determine the seriousness of a student's action.

- Major class disturbances (i.e. excessive talking, throwing things)
- Disrespect of adults or other students
- Obscene language, gestures, notes, etc.
- Physical or verbal harassment of other students
- Cheating
- Destruction/vandalism of property
- Forgery/falsifying of any signature
- Abuse of the acceptable use of technology policies
- Threats, whether serious or in jest
- Cruel or excessive ridicule toward any student
- Disruptive behavior in the lunch room
- Inappropriate behavior in the restrooms

- Repeated acts of misbehavior (uniform infractions, chewing gum, not completing assignments on time, etc)

Reward: Periodic “Special Events” for non-offenders may be offered such as:

- a. Jeans day
- b. Out of Uniform day
- c. Student Day: Students choose an activity on a given day
- d. Additional suggestions from students will be considered

Grades K-8

SERIOUS VIOLATIONS

While every type of inappropriate or illegal behavior cannot be individually listed in this handbook, violations of the following policies will result in severe consequences. The following policies apply to students, staff, and visitors to the Mary Queen School, campus or school events, including overnight trips.

All serious violations are to be reported to the Principal.

In cases of serious violations, the Principal will notify the following:

- law enforcement as required by Diocesan Policies
- proper authorities if a federal or state law is violated
- parents of any student who has committed a serious violation
- parents of any student who was threatened or harmed

The student responsible for the serious violation may be subject to the following:

- suspension
- expulsion
- a psychological assessment (In certain cases, the school may require a psychological assessment be completed by a professional and the Principal be presented with documentation indicating the child does not present a danger to himself/herself or others at the school.)

Types of Serious Violations include but are not limited to:

WEAPONS, VIOLENT BEHAVIOR AND THREATS OF VIOLENCE

No weapons are permitted on school property. Carrying, using, or possessing any firearms or other deadly weapons, including knives and lighters or other destructive device, or explosives on school grounds, in any school vehicle or at any school sponsored activity is strictly prohibited.

No violent behavior is permitted on school property or at school events.

No threats of violence to school employees are permitted. This includes mail, telephone, or electronic threats.

No threats of violence to students are permitted. This includes mail, telephone, or electronic threats.

DRUGS/SMOKING

No illegal drugs or non-prescribed drugs are permitted on school property or at school sponsored events. No one who is under the influence of illegal or non-prescribed drugs, or who reasonably appears to be under the influence of drugs, shall be permitted on school property or at school events, including overnight trips.

Smoking is not permitted on school property or at school sponsored events.

ALCOHOL

No consumption or possession of alcohol is permitted on school property or at school sponsored events. (Adult sponsored events that have obtained approval to serve alcohol are exempt.) No students who are under the influence of alcohol are permitted on school property or at school sponsored events.

SEXUAL HARASSMENT

Physical or verbal harassment of other students, including harassment perpetrated with mobile or Internet technology, is strictly prohibited.

STEALING

Stealing is the act of taking property of others without permission or to appropriate ideas, credit, words, etc without the right of acknowledgment. Stealing is prohibited.

NOTICE

The school Administration has the right to amend rules and/or waive rules and procedures in cases which warrant such action.

POLICY CONCERNING STUDENTS RESPONSIBLE FOR CONCEPTION OF NEW LIFE

Students responsible for the conception of new life will not be required to forfeit enrollment in Mary Queen of the Holy Rosary School based upon that fact alone.

SUSPENSION

Diocesan policy stipulates: “Only the principal, or acting principal, may suspend a student from school”

A suspended student is to complete all regular assignments given during the suspension period. Completed assignments are to be submitted to the teacher(s) for review to ensure the student understands the concepts. However, no grades will be given for these assignments. Long term assignments and projects are exempted from this stipulation.

Suspension from school includes all in school and extracurricular activities that occur during the suspension period.

UNIFORM POLICY

All students in grades K-8th are required to follow the uniform policy.

Uniform Policy for Mary Queen of the Holy Rosary School

Mary Queen School has a required uniform that all students in grades K-8th must wear while on school property and during the school day unless the Principal has declared an exception for a particular day or event. In an effort to ensure all students are in the correct uniform, the policy requires that all uniform items be purchased from the vendors listed. (See asterisks on charts attached.) If a vendor is not listed, you may purchase the item from any vendor. We realize purchasing from one vendor may be an inconvenience, however, it is impossible to enforce a uniform policy while multiple students are wearing items that differ in cut, style, length, color, etc. Therefore, we appreciate your support and cooperation in implementing this policy.

The policy was developed to be easy for parents and staff to interpret and monitor. Simply, the policy attempts to indicate what the student is permitted to wear. If the policy does not indicate something is permitted, assume it is not. Only wear the items listed which are purchased from the vendors listed. One area that was more difficult for the uniform committee to address is hair styles. Two key words used for this area are natural and conservative. We advise parents to check with the Principal prior to selecting a style or procedure if the parent is in doubt. The committee is aware that boys are wearing earrings and girls are wearing multiple earrings. However, it was the consensus of the committee of parents and staff that we would lean on the conservative side regarding this issue. Monitoring the student for compliance of the policy was a major concern for staff. If students only wear what is listed, there will not be a need for a teacher to "interpret or determine" if an item complies with the policy. Another concern the committee addressed, was to make the policy simple for parents to interpret. If a child says "Everyone at school wears those..." it will be easy for the parent to check the policy for that item. **If it isn't listed, it isn't permitted.**

Uniform Policy Elementary Grades K-5th

The Principal will make the final determination regarding compliance with the policy.
Label all items with the student's first and last name.

	Girls	Boys
Shirt *	White (Polo long or short sleeve) Must be tucked in w/belt visible	Same
Pants *	navy (school uniform pant) (This is a traditional cut long pant)	Same
Shorts *	navy (school uniform pant) (traditional cut shorts)	Same
Skort *	plaid skort (longer length)	None
Jumper *	plaid (2 "above the knee or longer)w/P.Pan blouse or Polo shirt	None
Sweatshirt **	hunter green MQHR sweatshirt	Same
Sweater	A plain, navy cardigan	Same
Belt	A plain, brown, black, or blue belt must be worn with pants & shorts	Same
Socks	solid white crew socks or solid white dress socks or ankle socks	solid white crew socks or ankle socks
Tights	White or navy tights	None
Shoes	closed heel and toe shoes(ex: tennis shoes), no raised heel	Same
Jewelry	Items permitted: 1 watch, 1 14"-20" necklace with religious item (medal, cross, etc), earrings, 1 per ear & it cannot extend beyond the lobe, 1 ring per hand	items permitted: 1 watch, 14"-20" necklace with religious item (medal, cross, etc),1 ring per hand
Make-up	non-obvious or non-noticeable makeup	None
Hair	Clean, neat, traditional & conservative styles, cut above eyebrows, natural, colored hair	clean, neat, traditional, conservative styles cut above eyebrows & collar line, natural, colored hair
Nail Polish	clear polish only	None
Gym Uniform		
Gym short ***	gym shorts – navy double mini mesh w/MQHR monogram	Same
Sweatpants ***	sweatpants – navy 8 oz fleece 50/50 blend, elastic waist & elastic cuff	Same
T-shirt ***	T-shirt w/ two color print (MQHR name on front)	Same
Shoe	tennis shoe	Same
Socks	Crew sock and ankle socks	Same

Items with an asterisk (*) must be purchased from vendors listed below.

Vendors: * Shaheens
Benedictus Book Store
** MQHR
*** RRR Band Accessories
Educational Outfitters

Enforcement Procedures

Students who are not in uniform will contact their parent to bring the correct clothes to school. The student will be assigned to another classroom outside his grade level and remain there until the uniform infraction is corrected. The student's classroom teacher for each period is responsible for assigning work for the student throughout the time the student is outside his/her classroom.

The Principal may determine additional consequences in cases of repeated or serious infractions.

Uniform Policy Middle School (6th-8th Grades)

Label all items with the student's first and last name.

The Principal will make the final determination regarding compliance with the policy.

	Girls	Boys
Shirt *	evergreen -Polo long or short sleeve Must be tucked in w/belt visible	Same
Pants *	Khaki chinos (school uniform pant) (color: khaki) (Plain-front Chinos and Pleated Chinos) (flat or pleated front) (Plain-front Chinos Style #09257-02T2, 09257-12T7, 09257-22T1, 09257-32T6, Pleated Chinos Style #07113-32T7, 07113-42T1, 07113-52T6, 07113-62T0)	Same Pleated and Plain-front Chinos (Pleated Style#09250-12T1, 09250-22T6, 09250-32T0, 09250-42T5, 09251-92T1, 09252-12T9, 09252-22T3, Plain Style #09236-02T3, 09235-92T0, 09236-12T8, 09236-22T2)
Shorts *	Khaki (school uniform pant) (color: khaki) (Pleated Chino Shorts) (pleated front) (Pleated Chinos Style 07112-32T3, 07112-42T8, 07112-52T2, 07112-62T7)	Same Pleated Chino Shorts (Pleated 09253-12T2, 09253-22T7, 09253-32T1, 09253-42T6)
Skort *	khaki skort (school uniform skort) (color: khaki) (At-the-knee Chino Skort not the <i>Above-the-knee</i>) (Style #07112-92T0, 07113-02T3, 07113-12T8, 07113-22T2)	None
Sweatshirt **	huntergreen MQHR sweatshirt	Same
Belt	A plain, black or brown belt must be worn with pants & shorts	Same
Socks	solid white crew socks or ankle socks	Same
Shoes	closed heel and toe shoes(ex: tennis shoes), no raised heel	Same
Jewelry	Items permitted: 1 watch, 1 14"-20" necklace with religious item (medal, cross, etc), earrings 1 per ear & it cannot extend beyond the lobe, 1 ring per hand	items permitted: 1 watch, 14"-20" necklace with religious item (medal, cross, etc), 1 ring per hand
Make-up	Non-obvious or non-noticeable makeup	none
Hair	Clean, neat & conservative styles cut above eyebrows, natural colored hair	clean, neat & conservative style cut above eyebrows & collar line, natural colored hair
Nail Polish	clear polish	none
Gym Uniform		
Gym short ***	Gym shorts – navy double mini mesh, MQHR monogram	same
Sweatpants ***	sweatpants – navy, 8 oz fleece 50/50 blend, elastic waist & elastic cuff	same
T-shirt ***	T-shirt w/ two color print (MQHR name on front)	same
Tennis shoe	Tennis shoe	same
Socks	crew sock and ankle socks	same

Items with an asterisk (*) must be purchased from vendors listed below.

Vendors: * Lands End SCHOOL CATALOGUE only

 ** MQHR

 *** RRR Band Accessories
 Educational Outfitters

Enforcement Procedures

Students who are not in uniform will contact their parent to bring the correct clothes to school.

The student will be assigned to another classroom outside his grade level and remain there until the uniform infraction is corrected.

The student's classroom teacher for each period is responsible for assigning work for the student throughout the time the student is outside his/ her classroom.

The Principal may determine additional consequences in cases of repeated or serious infractions.

OUT OF UNIFORM POLICY

Mary Queen of the Holy Rosary School Out of Uniform Policy

Adopted 8-21-06

Items not listed are not permitted.

The principal will make the final determination regarding compliance with the policy.

The principal may make adjustments to the policy for special occasions.

Item	Girls	Boys
Shirt	Covering midriff, shoulders (no tank or tube type tops), and torso; devoid of inappropriate phrases/and or illustrations, & shows no cleavage	Same
Pants	Loose fitting; the waist must be covered or top tucked in when arms are raised; without holes & clean;	Same
Shorts	Loose fitting, the waist must be covered or top tucked in when arms are raised; without holes & clean; length must be below finger tips when arms are at side	Same
Skort/Skirt	Loose fitting; the waist must be covered or top tucked in when arms are raised; without holes & clean; length must be below finger tips when arms are at side	None
Dresses	Covering shoulders and torso (no tank/strapless types); without holes & clean; length must be below finger tips when arms are at side; shows no cleavage	
Sweatshirt	Covering midriff and torso, devoid of inappropriate phrases/and or illustrations	Same
Belt	Optional	Same
Socks	Socks must be worn with shoes	Same
Shoes	Covered toes and heels (low). Clogs and shoes such as loafers or lace up shoes are allowed. Slippers, slipper-type shoes, moccasins, house shoes, or flip flops are not permitted.	Same
Jewelry	Items permitted: 1 watch, 1 necklace of choice, earrings 1 per ear & not extending 1/2" below ear lobe, 1 ring per hand, 1 bracelet per wrist	Items permitted: 1 watch, 1 necklace of choice, 1 ring per hand
Make-Up	Non-obvious or non-noticeable makeup	None
Hair	Clean, neat & conservative styles cut above eyebrows, natural colored hair	Clean, neat & conservative style cut above eyebrows and collar line, natural colored hair
Nail Polish	Allowed	None
Gym Uniform		
Short	Loose fitting, knee-length, and worn at the waist; without holes, clean	Same
Sweatpants/Sweat suits	Loose fitting, and worn at the waist; without holes, clean	Same
T-shirt	Covering midriff, shoulders (no tank/tube type tops), and torso; devoid of inappropriate phrases and/or illustrations	Same
Tennis Shoe	Wear or bring to change into for PE	Same
Socks	Must be worn with tennis shoes for gym	Same

Students who are not in compliance with the Out of Uniform Policy will contact their parent to bring the correct clothes to school. The student will be assigned to another room outside his grade level and remain there until the uniform infraction is corrected. The student's classroom teacher for each period is responsible for assigning work for the student throughout the time the student is outside his/her classroom. The Principal may determine additional consequences in cases of repeated or serious infractions.

Bullying/Harassment Policy **Discipline Procedures & Policy**

Date Adopted: Feb. 12, 2007

We are committed to providing a caring, friendly and safe learning environment at Mary Queen School. Bullying and harassment are behaviors that create a hostile/abusive environment in which a student's ability to participate in or receive the benefits, services or opportunities of the school's program is limited or denied. Bullying and harassment of any kind is unacceptable at our school.

Bullying is repetitive, hurtful behavior that involves an abuse of power by one (or more) person over another. Bullying is regular intimidation that undermines the confidence and capability of individuals. It can take the form of verbal, physical, social or psychological behaviors.

Harassment is unwanted conduct affecting your dignity. It may be related to age, sex, disability, religion, nationality or any personal characteristic and may be persistent or an isolated incident.

Anyone (students, parents etc) who has knowledge that an incident of bullying or harassment has occurred is to report the incident to a staff member. Reports of bullying and harassment will be taken seriously and the appropriate disciplinary actions will be taken.

ASSESSMENT

A good assessment program is critical for a school to be successful. Mary Queen students are assessed on a continual basis. Assessment focuses on three main areas. First, the teacher must assess to determine what the students already know and what they need to learn. This step is what drives instruction. In other words, the teacher must instruct the students at the level they are presently functioning and build on existing knowledge before moving to more difficult material. Secondly, students are assessed to evaluate how well they have understood new concepts and skills. This step assists the teacher in planning for remediation or re-teaching, if necessary. Thirdly, students must be evaluated to see if they are retaining skills and concepts taught.

Standardized Testing

Mary Queen of the Holy Rosary School administers the *TerraNova*, *The Second Edition* and *InView* standardized tests to grades 2 through 7. The tests are administered in the Spring of each school year and consist of testing areas in reading, mathematics, language, science, social studies, vocabulary, language mechanics, math computation, spelling and word analysis. The results from *InView* will help determine whether students are working up to their scholastic potential. Test results are received by the school prior to the end the year and a brief summary of the school wide testing results are reported in the school news letter. Testing results are maintained in each student's academic record. Individual student results are available to the parents through the Guidance Counselor or may be picked up at the end of the year with final report cards.

HOMEWORK

Homework is a very important part of learning. Teachers can teach the students important concepts and skills during the school day. However, students need time to practice these concepts and skills. Homework provides the students with appropriate practice. Parents are expected to assist their children with organizing their daily schedules so there is sufficient time for studying and homework. Parents, when needed, should check to be sure all homework is completed prior to the day it is due. All students are expected to complete homework assignments and submit the completed work on the due date. If your child is spending an excessive amount of time on homework in the evening, please set up a conference with your child's teacher to discuss the issue.

REPORT CARDS & AWARDS

Report cards will be sent home every twelve weeks. Mid term reports will be sent home at mid point between each grading period for students in grades 4-8th.

An new on-line grade reporting program is used at Mary Queen of the Holy Rosary. The program will allow parents to access their children's grades via the internet.

Honors and Highest Honors

Honors are awarded to students in 3rd-8th grades each grading period based on the following criteria: Students must receive a “B” of all academic subjects and special area subjects (art, music, health, P.E. and library). The student is to have no “check marks” for improvement needed in conduct, behavior, or attitude.

Highest Honors (Principal’s List) are awarded to students in 3rd-8th grades each grading period based on the following criteria: Students must receive an “A” in all academic subjects and an “A” average in the special area classes (art, music, health, P.E. and library). The student is to have no “check marks” for improvement needed in conduct, behavior, or attitude.

Panther Pride is given to one student per homeroom who exemplifies great effort and citizenship.

Eighth Grade Awards at the End of the Year

Academics:

Language Arts, Math Religion, Science, Social Studies, Spanish (Honors and Highest Honors are based on cumulative grades for the entire year.)

Special Area:

Art, Band, Computer, Health, Music, Physical Education

Extra:

Academic Team, Battle of the Books, Math Counts, DAR, Perfect Attendance, Outstanding Community Service, KUNA, Altar Dressing Trainer

Special:

President’s Award, Highest Honors (Principal’s List) Every Semester of Middle School, Mary Queen Boys/Girls Basketball Player of the Year, Scholar/Athlete, Matt Thompson
Scholar/Athlete, Y-Club Award, MQ Parish Scholarship to LCH

PROMOTION

At the end of each school year, students are promoted to the next grade level based on their mastery of the academic skills for the present grade level and the readiness for more difficult academic material and their social and emotional readiness to assume the responsibilities that are required to learn the material. If a student has not made satisfactory progress throughout the year, the student may not be ready for promotion to the next grade level. Satisfactory progress is determined by reviewing the student’s grades, assessments of material taught, and the students’ ability to retain and comprehend the material taught. In addition, the social and emotional maturity of the child is an important factor to consider. In some cases, it is in the best interest of the students to allow them more time to learn the material and assume the responsibilities needed for learning and practicing skills. Consultation must occur with the parent/guardian and teachers prior to the principal making the final decision to not promote a child.

Students who have failed one or more subjects are subject to not being promoted. Any student that has failed more than one academic subject must be considered for retention.

Students, who are not promoted, may want to consider summer school or tutoring and may be reassessed in August to determine if they have mastered the material for their present grade level.

GRADUATION

Eighth grade students who have successfully completed the required course work for middle school and are recommended for promotion will graduate at the end of the school year.

Requirements for participation in the Graduation Ceremonies include:

- successful completion of required course work.
- demonstration throughout the school year of appropriate behavior and adherence to school rules and policies

- regular attendance and participation in classes (excused absences are acceptable)

SPECIAL AREA PROGRAMS

Mary Queen School students are offered a wide range of programs available throughout the school day.

Aces
Art
Band
Library
Math
Physical Education
Reading
Spanish
Technology/Computer*
Vocal Music

ACCEPTABLE USE PROCEDURES

All students, staff, and parents using the school computers, e-mail system, and internet are required to adhere to the MQHR Acceptable Use Policy.

School computers are the property of the school and the administration reserves the right to review any information contained on the computers, networks, servers, Internet connections, e-mail etc.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are for the enrichment of our students' educational program. These activities require a time commitment from both the student and parent. Students are expected to fulfill requirements of the extra-curricular activity if they are to benefit from the activity. It is also important for the student to understand they are making a commitment to the team and/or group which requires each member to do their part for the success of the group. Parental help is needed for all extra-curricular activities. Parents should check with the sponsor of the group to determine how they can assist.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES IS AS FOLLOWS:

- The student must maintain a "C" average in their graded subjects and have no failing grades.
- The student must comply with procedures and policies pertaining to appropriate school behavior.
- Students who have received behavior cards for levels two or three will be reviewed for eligibility. The teacher(s), parent, and principal may participate in the review of eligibility and the principal will make the final decision.
- Eligibility to participate may be re-evaluated on a weekly basis.
- If a student is absent from school on a particular day, they cannot participate in any extra-curricular activities on that same day. The Principal may allow an exception for unusual situations such as attending a funeral, etc.
- A student is ineligible to participate while suspended for any reason (academic or behavior). It is the parents' or legal guardian's responsibility to notify the coach or other adult leading the extra-curricular activity that their son/daughter cannot participate. Coaches and other supervising adults shall maintain the confidentiality of the reason for the student's ineligibility from participation. Failure of the parent or legal guardian to notify the adult leading the extra-curricular activity of the ineligibility could result in further disciplinary action which may include suspension of the extra-curricular activity or other action at the discretion of the principal.
- Ineligibility to participate becomes effective immediately upon notification to the child.

ACADEMICS

Mathcounts

Mathcounts is an organization that promotes math achievement in Middle School students. Meetings consist of working unusual, creative math problems, and discussing strategies for solving the problems. We initially meet the first two weeks of January to take a placement test which helps build each student's composite score. These scores are used to build the mathcounts team. Once the team is created, Mathcounts meets once a week beginning around the third week in January, until two weeks prior to the competition. Two weeks prior to the competition we meet twice a week. The competition date varies from year to year, but is typically in February.

Battle of the Books

Interested students read 15 books on the battle of the books list. A test is given to determine a team of 4 members. Competition is held at the end of the year between Mary Queen and other private schools. The time commitment for the students is the time it takes to read 15 books.

Academic Team

Mary Queen School has an elementary academic team for grades 4-5 and a middle school academic team for grades 6-8. Each team practices one day a week and has competitive matches one day per week. The elementary team competes in quick recall (*Jeopardy* style matches) and their season starts in September and ends mid December. The middle school team participates in quick recall (*Jeopardy* style matches) in addition to competition in the State Governor's Cup. The Governor's Cup competition is in the areas of Quick Recall, Written Assessment and Composition categories. The season is September through January.

ARTS, CULTURE AND GOVERNMENT

K.U.N.A

This name stands for Kentucky United Nations Assembly. The Y.M.C.A. leads this conference set up as a mock judicial system in Louisville, Ky. K.U.N.A is where middle school students throughout Kentucky debate and represent countries and their global issues. In preparation for this conference the students study selected countries that Mary Queen will represent at the conference. We write a proposal that pertains to that country. We also represent the country's native dress attire and set up a display. This is a fantastic opportunity for middle school students to become aware of global issues, get involved in leadership, learn how to work as a team and much more.

Time: Conference is in March (three days) - Thurs., Fri. and Sat. or Sun., Mon. & Tues.

Time Commitment – Meetings start after school in October (3:15 - 4:00 pm)

Two meetings per month every other week until January
January, February & March: weekly meetings

Art Club

- Time: after school on Wed. from 3:15- 4:30pm every other week (schedule will be provided)
- Communication will be through email
- The students apply and are selected by an application
- About fifteen students are selected who have indicated an interest in learning more about art. State wide competition occurs at the end of the year. The club displays a particular process or discipline of art. We also undertake larger art projects such as book making, basket weaving and more in depth study of ceramics, drawing, etc.,. We also help with the set design of the plays and any other art need that Mary Queen might have. This is a great opportunity for the student that needs more visual and creative expression.

Musical Theater at MQ

The musical theater program at Mary Queen of the Holy Rosary produces 1-2 shows per year. We try to provide students with an ever-changing variety of shows to showcase their talent. In the past, we have produced musical revues, an island themed production, and dinner theater in the form of a Madrigal Dinner for the Christmas season. All of the musicals involve singing and/or playing instruments, dance, theater, speech, and costuming. Students must audition for parts in all of the musicals. The audition process consists of singing (either solo or in a group) and reading lines from some of the characters in the production. We try to include as many students as possible in the productions, but it is important to realize that not everybody receives a part. Students selected for the production will be required to attend two to three rehearsals per week during rehearsal time. The rehearsals are generally from school dismissal to 4:30 – 5:00pm. Students will be required to perform in two shows (depending on theater location, popularity, etc. this could be more or less) to showcase their talent and hard work. The shows are typically on weekend nights (Friday and Saturday). We will begin rehearsing for the first show at the beginning of the school year with a production date either in December or January. If a second show is produced, it normally begins at the end of January and runs through the end of April or first of May. The musical theater program is funded through a revolving process. We take proceeds from our last show to purchase materials for the current show. There is no cost to the student/parent to join the musical theater program. The only cost will be the purchase or rental of a costume.

ATHLETICS

Mary Queen Athletic Committee offers and supports the following activities for school students:

Football – Flag Football offered to 1st through 4th grade children. 8 man Tackle is offered to 5th and 6th grade students and 7th and 8th grade middle school football is offered through Lexington Catholic. Season runs August through November with 2 practices during the week and games played on Saturdays. A fee is required for this activity.

Basketball – Offered to K through 8th grade boys and girls through the area Parochial League. Season runs October through March with typically 1 practice a week and games played on the weekends. A fee is required for this activity.

Cheerleading – Offered to girls in grades 2nd through 8th. Season runs October through March with typically 1 practice a week and cheering at games played on the weekends. A fee is required for this activity.

Track/Cross Country – Offered to boys and girls. Season runs September through October and March through May. A fee is required for this activity.

Volleyball – Offered to girls. Season runs September through October with practices and games played during the week. A fee is required for this activity.

SERVICE

Y-Club

The Y-Club is a student-run organization that involves young people in school and community service work while teaching them basic leadership skills. We meet one or two times a month after school from 3:15 to 3:45. Each month we focus on one community service project and often have speakers come to our meeting promoting this service organization. We also have various school service opportunities during the month. The cost to join Y-Club is \$10.00 and this covers the annual dues to the state YMCA. Students are expected to regularly attend the meetings and participate in monthly service projects.

OTHER GROUPS AND CLUBS

Boys Scouts and Girl Scouts

Students interested in scouts may join through the Mary Queen Church.

COMMUNICATION WITH STAFF

Parents and school staff have various forms of communication.

Conferences- All conferences need to be scheduled with the staff member. Parents may schedule a conference with a staff member by leaving a phone message, e-mail, or note. Teachers are available during their planning times, before and after school. We encourage parents to schedule a conference each 12 week grading period. It is recommended parents schedule any time throughout the 12 weeks as opposed to only on the conference day. This allows the teacher time to meet with every parent at some time during each grading period. Evening conferences are held to accommodate working parents.

E-Mail- This is the fastest and easiest form of communication. Every employee has an e-mail address. Use the first letter of the employee's first name, their last name, and then add: @mq.cdlex.org Example: Mrs. Jane Jones' e-mail would be: jjones@mq.cdlex.org

Middle school parents are strongly encouraged to provide the teachers including special area, with an e-mail address. This makes it much easier for the middle school teachers who teach 180 children, to keep parents informed if problems arise.

Telephone: All staff members have a voice mailbox. Callers may leave a message for teachers/staff to return their call during planning blocks or at the end of the day.

Written correspondence: Parents may send correspondence through the US mail, their child, or use the Clear Envelopes.

Clear Envelopes: These go home on Wednesday and are to be returned on Thursday.

LOST & FOUND

Many items are “lost” each week that cannot be returned to the students because they are not labeled with the students’ names. Please be sure that every item of clothing, including jackets, sweaters, scarves and gloves, lunch boxes, glasses, backpacks, etc all have the child’s first and last name marked on the item. Use permanent marker. If an item is found with a child’s name in it, it will be returned to the student. If there is no name, the item will be placed in the Lost and Found box for a period of time. If it is not claimed, it will be donated.

AFTER SCHOOL CARE

After school care is available for Mary Queen students from the hours of 2:50pm to 6:00pm. Parents may request information about the program including costs, procedures, and regulations through the office or by contacting the After School Care Director. (277-3030 Extension: 217)

PARENT/TEACHER GROUPS

EDUCATION FORMATION

This is a parish organization. Information about the organization may be obtained from the Rectory Office.

PARENT TEACHER ORGANIZATION

The group consists of a president, vice president, treasurer, secretary (which are voted on by the school parents), principal, 2 teacher representatives and the volunteer coordinator. PTO is a support organization that coordinates involvement of parental support of school activities and offers activities for teachers, students and parents. They meet once a month after school and contribute to many activities within Mary Queen. Funds are raised through Market Day, sweatshirt sales and other activities to offer teachers and students rewards throughout the year.

FALL FESTIVAL

The Fall Festival comes once a year and is typically the first weekend of October. It is staffed by parent and teacher volunteers and is very successful every year. This is our primary fundraiser and we expect each parent to work a 2 hour shift per child, contribute \$5.00 to the country store and donate an item toward the homeroom baskets. If you will not be able to attend, there are plenty of hours to be worked leading up to and after the festival. Remember, this is only successful with parental participation.

SCHOOL BOARD

Purpose and Function

The Mary Queen of the Holy Rosary School Board (the “Board”) is consultative in nature and formulate and recommends policies for the educational programs of the school. The Board also assists in insuring that all local policies are in accordance with the intent and spirit of the policies established for the school system by the Lexington Diocesan Board of Education. The Board acts as a liaison between the school, parents and the school administration and facilitates communication between school related groups (i.e. Athletics Board, the Marketing Committee, Fall Festival Committee, and the Welcoming Committee, etc.)

The Board consists of nine members which include: three members who are parents of MQHR students and are elected by school families; three members elected by the Parish; and three member appointed by the Pastor (i.e. a Financial Advisor, a Public Relations Advisor and a Legal Advisor). Each elected member holds office for three years. The Pastor and the Principal/School Administrator are ex-officio members of the Board. A faculty representative and the Chair of the Athletics Board also attend Board meetings.

The Board holds regular monthly meetings during the school year. The minutes of these meetings are published and distributed to MQHR parents via the school website. Parents are encouraged to contact Board members with questions, comments, etc. related to school programs and activities.

School Board By-Laws are located on the Mary Queen website.

VOLUNTEERS

Volunteers are a vital part of the Mary Queen School Program. Many services are provided by volunteers that enrich the educational program for children. Every family is asked to donate time and/or talent to assist the school

in some way throughout the school year. This assistance can be helping in the cafeteria, office, library, health room etc, serving on a committee (PTO, SAC, school committee), driving on a field trip, sponsoring a club (chess, academic team, plays, etc), providing computer/ technology assistance, etc. The Volunteer Program is coordinated through the Parent-Teacher Organization (PTO). Parents may sign up at the beginning of the year or contact the Volunteer Coordinator to see where their services are needed.

All volunteers that work directly with children must meet the following requirements:

1. Complete a Criminal Background Check through the Administrative Office of the Courts
2. Participate in the “Protecting God’s Children” Virtus training. This is a 3 to 3.5 hour training focusing on awareness of child sexual abuse and prevention of sexual abuse
3. Review the Diocesan Sexual Misconduct Procedures
4. Review the Bloodborne Pathogens Procedures

ELECTRONIC DEVICE / CELL PHONE POLICY

Purpose: The purpose of this policy is to establish a standard for use of electronic devices/cell phones by students during the school day and to ensure the instructional day for students is not interrupted.

POLICY STATEMENT:

Students are not permitted to use or carry cell phones or other electronic devices (music players, audio and video recording devices pagers, beepers, PDA's etc.) which can transmit or receive information during the school day (7:30AM-3:00PM). This policy will be effective during all school day functions, both on campus and off campus (ex: field trips, after-school care*). The school will not be responsible for any electronic equipment that is lost or stolen from any student while at school. Parents are required to notify the principal in writing that their child will bring a cell phone or electronic device to school or to a school function. These devices are to be stored in the student's backpack during the school day and left in their locker/cubbie.

(* The teacher in charge will advise students where cell phones can be stored during field trips and at what time of the day these devices can be turned on.)

Consequences:

Any student carrying a cell phone, pager, beeper or other electronic device or using one during the school day will be issued a behavior card along with a copy of this policy, and the electronic device will be confiscated. The consequence will be the same whether the device is ON or OFF! The parent will be responsible for picking up the confiscated device from the principal. Multiple offenses may result in more serious consequences which will be at the discretion of the principal.

Adopted: December 13, 2004

My child _____, _____ _____
(First name) (Last Name) (Homeroom)

will bring to school a _____.
(ex: cell phone, or electronic device such as pager, beeper).

I have read the Electronic Device / Cell Phone Policy and reviewed it with my child. We agree to adhere to this policy.

(Parent) (Parent)

(Student) (Date)