



# Queen of Heaven School

Parent-Student Handbook  
2024-2025 School Year



Queen of Heaven School CORE Values:

LIVING OUR FAITH  
PARTNERED WITH FAMILY  
EMPOWERED TO ACHIEVE  
CALLED TO SERVE  
INSPIRED TO SUCCEED

# Queen of Heaven School

Parent-Student Handbook

2024-2025 School Year



September, 2024

Dear Queen of Heaven School Families,

Welcome to the beginning of what is sure to be another exciting year! Whether you are new to Queen of Heaven School or a familiar face, I know that you will find that you have made the right choice for your child's education needs. Here at Queen of Heaven we are working hard to provide each student with a quality, faith-based education with friendships and experiences that will endure throughout his/her life. Our faculty, staff, and parishioners believe in Catholic education, and most importantly, believe in Queen of Heaven School.

Please use this handbook as a tool to help navigate your family through a successful year! Some changes and amendments have been made to the handbook from previous years. I encourage you and your child(ren) to read through the pages carefully.

Please take the time to read the handbook, especially the policies and the release statements located in the back of the handbook.

God bless us on this journey together,

Mary Damico, Principal

## School Mission Statement

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*The mission of Queen of Heaven School is to educate children in a faith-filled Catholic environment that provides a foundation for life by fostering academic excellence, moral integrity and service to others.*

### **At Queen of Heaven School we believe in...**

- ❖ Proclaiming Catholic values, beliefs and ideals
- ❖ Creating a nurturing environment that strives to meet the educational needs of all students
- ❖ Fostering an atmosphere of mutual respect, responsibility, and acceptance of others
- ❖ Instilling a strong work ethic and promoting lifelong learning that challenges each student to realize his/her greatest potential
- ❖ Encouraging parents to be active partners in the education process

### **The Role of the Parent**

As a parent or guardian, it is important that you become familiar with the **Student-Parent Handbook** so you can support your son/daughter in complying with the rules and policies of Queen of Heaven School. By creating an institution in which parents and the school work together, we can become a strong, positive influence that exemplifies adults working together in a respectful and goal-oriented way.

For a student to be a successful, Queen of Heaven School needs parents to make certain their children are on time to school; to communicate and work with teachers and administration; to stay informed regarding important school events and activities, including disciplinary measures; to convey a positive attitude toward education and Queen of Heaven School; to provide a quiet place at home for students to study and complete homework; to make certain their children are neat in appearance and are dressed appropriately in compliance with the Queen of Heaven Dress Code.

### **The Role of the Student**

Queen of Heaven students are expected to behave and conduct themselves in a manner which is acceptable to an educational institution. Students are expected to be on time and prepared to learn, to be respectful of themselves, their peers and adults, to be responsible for their grades and assignments, and to follow school procedures.

### **The Role of the Teacher and Administration**

The teachers and administration of Queen of Heaven School promote student responsibility, respect and integrity while establishing a sense of community, religious vigor and academic excellence. It is essential that teachers and administration communicate with both parents and teachers in regard to their child's academic performance and well being. Teachers and administration are expected to understand and abide by the Code of Conduct set forth for students and to ensure that it is enforced. It is also the responsibility of the school to help promote Catholic identity and academic excellence while maintaining high expectations and standards.

## School Personnel

Pastor	Fr. Greg Faulhaber	frgreg@qofhchurch.org
Parochial Vicar	Fr. Ryan Keating	frryan@qofhschool.org
Principal	Mary Damico	mdamico@qofhschool.org
Secretary	Debra Joseph	debbiejoseph@qofhschool.org
Nurse	Rada Sinik	rsinik@qofhschool.org
Pre-School	Michelle Trautman	mtrautman@qofhschool.org
Pre-School Preschool Aide	Jodi Clark Kathleen Kling	jclark@qofhschool.org kkling@qofhschool.org
Kindergarten	Thersea Rooney	trooney@qofhschool.org
Kindergarten	Alyssa Leisenheimer	aleisenheimer@qofhschool.org
First Grade	Taylor Gawron	tgawron@qofhschool.org
First Grade	Erica Grad	egrad@qofhschool.org
Second Grade	Christina Beikirch	cbeikirch@qofhschool.org
Second Grade	Tiffany Cacho	tcacho@qofhschool.org
Third Grade	Ashley Rogalski	kmerrill@qofhschool.org
Third Grade	Chelsea Ineson	cineson@qofhschool.org
Fourth Grade	Lauren White	lwhite@qofhschool.org
Fourth Grade	Amanda Pataye	apataye@qofhschool.org
5th/6th Grade ELA	Cheryl Griffin	cgriffin@qofhschool.org
5th S.S./Science; STEM	Kara Boyd	kboyd@qofhschool.org
3rd-5th Religion	Bridget Herod	bherod@qofhschool.org
7th/8th ELA	Cassandra Gallegos	cgallegos@qofhschool.org
Science 6-8	Kris Whelan	kwhelan@qofhschool.org
Fifth and Sixth Grade Math	Sally Manley	smanley@qofhschool.org
PK-4 Spanish;	Donna Biggie	dbiggie@qofhschool.org
Math 7-8; Pre-Algebra; Algebra I	Matthew Garozzo	mgarozzo@qofhschool.org
Spanish 5-8	Hilary Ungaro	hungaro@qofhschool.org
Social Studies 6-8	Thomas O'Leary	toleary@qofhschool.org
Religion 6-8	Tim Neel	tneel@qofhschool.org
Art	Annette Darling	adarling@qofhschool.org
Music	William Texido	wtexido@qofhschool.org
Physical Education	Joseph Morgan	jmorgan@qofhschool.org
Library/Academic Intervention Services	Jane Brod	jbrod@qofhschool.org
Academic Intervention Services	Linda Wach	lwach@qofhschool.org
Technology/Family Consumer Science	Alyssa George	ageorge@qofhschool.org

## Admission Requirements

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We are a parish school that is subsidized by Queen of Heaven Parish. Queen of Heaven School does not discriminate on the basis of race, sex, color, nationality, ethnic origin, age (in accordance to the law) and physical or learning disability, if, with reasonable effort on the part of the school, the disabled person could be accommodated.

### Admission Guidelines

Queen of Heaven School has established the following guidelines for admission for all new students entering in the new school year:

- Parishioners of Queen of Heaven Parish who already have children in the school and who actively support and participate in parish life.
- Parishioners of Queen of Heaven who do not have children in the school, and are active/supportive parishioners.
- Parishioners in Parishes without a school who actively support and participate in Parish life.
- Non-parishioners/non-Catholics, on a space availability basis and at the discretion of the principal.
  - Non-Catholic students and their parents must understand that upon enrollment, the student will be participating in the religious education/evangelical program of the school, and will be expected to participate in Catholic prayer/worship celebrations.

### PreK-4 Program

Queen of Heaven School's PreK-4 program is in attendance five days a week from 8:15 a.m. -2:15 p.m. This is a Catholic PreK program, but children do not have to be Catholic to attend. We follow the Diocesan approved curriculum for PreK, as well as the standards set forth by the Common Core Learning Standards for preschool. All children entering the PreK-4 program must be completely "bathroom" trained and be four years-old by December 1.

### Registration Fee

Registration takes place in February each year and is finalized by completing the registration form and paying a nonrefundable registration fee of \$100 per student. This fee is not part of the tuition.

**A \$200 per family Student Technology and Consumable (STaC) fee will be charged with the first tuition payment. This fee is not part of the tuition and is not refundable.**

**Tuition** The 2024-2025 Tuition Schedule can be found on our website at [www.qofhschool.org](http://www.qofhschool.org). Monthly tuition payments are taken directly from pre-determined checking accounts on the 15th of each month beginning in August and ending in May. All tuition payments must be kept up to date with the business office in the Queen of Heaven Parish Rectory.

*In times of events beyond the school's control, i.e. pandemics, flooding, fires, tornadoes, etc. where a school's normal operations are impeded, temporarily or fully stopped during the school year, the school will continue to provide an instructional program using alternative methods that may include online learning or alternative school settings. In such events it is understood that the school must continue to employ its faculty and staff to ensure instruction continues. Accordingly, tuition payments to the school must also continue to be paid throughout the year as per contractual agreement between the school and those who have made the financial commitment for those tuition payments.*  
*In times of events beyond the school's control, i.e. pandemics, flooding, fires, tornadoes, etc. where a school's normal operations are impeded, temporarily or fully stopped during the school year, the school will continue to provide an instructional program using alternative methods that may include online learning or alternative school settings. In such events it is understood that the school must continue to employ its faculty and staff to ensure instruction continues. Accordingly, tuition payments to the school must also continue to be paid throughout the year as per contractual agreement between the school and those who have made the financial commitment for those tuition payments. No tuition refunds will be issued for the 2024-2025 school year.*

### **Age and Documentation Requirements**

Children entering Kindergarten are required to be five years of age by December 1 of the year in which they are enrolling. Requirements for all children entering Kindergarten at the time of registration include:

- birth certificates
- baptismal certificate (if applicable)
- record of immunization
- physical and dental examination forms

### **Custody**

In cases of separation or divorce a custodial agreement must be presented.

### **Screening**

Prospective Kindergarten students and students of other grade levels new to the school must meet the requirements of a developmental readiness evaluation given at Queen of Heaven prior to the school term. Skills that are observed for Kindergarten through 2nd grade include auditory, gross and fine motor skills, language and visual. Skills needed for grades 3-8 are grade level appropriate. Any transfer or incoming student with early intervention services or an IEP must have documentation of services at the time of registration.

### **Transfer Students**

Students registering into grades 1-8 must present:

- completed application
- current report card
- current academic, standardized, or psychological testing results
- registration fee
- birth certificate
- school records (a request form is available in the office)
- updated physical/immunization forms

### **Financial Aid**

Financial aid is available to those who qualify by the following means:

- BISON Fund
- Queen of Heaven School financial scholarship

The simple applications for these aid packages are located in the school office. Queen of Heaven will not consider any family for a financial scholarship unless the BISON application has been submitted and (when applicable) aid has been sought from the home parish. Receipt of funds from BISON does not necessarily include or preclude a family for receiving a Queen of Heaven financial scholarship. All applications are considered.

## Curriculum

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The curriculum for Queen of Heaven School follows the guidelines of the NY State Common Core Learning Standards and the Catholic Diocese of Buffalo. The curriculum is geared to meet the needs of the individual student. Physical education, music, art, computer instruction, Spanish and library are a regular part of the curriculum in Grades PreK-8.

### **PreK-4 Program**

Early childhood is an important developmental stage in every child's life. The preschool program at Queen of Heaven School is designed to accommodate the needs of children who have turned four-years-old before December 1 of the current year.

The curriculum includes reading and math readiness, religion, art, music, science, physical education, computer technology and Spanish. The overall goal of the program is to build a foundation for lifelong learning and achievement of the Common Core Learning Standards. Each child is encouraged to gain independence while adjusting to a regular school routine. The children interact with other grade levels and participate in school concerts and activities.

### **Kindergarten**

Our full day kindergarten program is structured to provide for the development of basic language, reading, math and socialization skills necessary to achieve success in school. The curriculum strengthens letter and number recognition, phonemic awareness, sight words, creative writing, storytelling, simple mathematical concepts and learning through art, music, computer technology, Spanish and physical education.

### **Grades 1-8**

Queen of Heaven provides a strong high school preparatory education for its students. It follows the Next Generation Standards prescribed by the New York State Education Department and the Diocese of Buffalo. In addition to the core subjects of religion, reading, English language arts, mathematics, science and social studies, students receive instruction in art, music, computer technology, library, Spanish and physical education. New York State assessments are administered in grades 3-8.

Religion is taught each day to all grade levels. Each Monday morning, the school community gathers for Mass. Service projects are an integral part of school life as are religious experiences which include prayer services and various devotional practices.

### **Field Trips**

Field Trips for educational experiences may be planned for the students. Permission slips will be sent home. A student will not be permitted to go on a field trip unless the permission slip is signed by a parent/guardian and returned to school before the trip. No verbal permissions may be given for field trip participation.

### **Student Council**

Student Council is a student-based organization designed to help promote school spirit, community and leadership among students, teachers and staff. Student Council is open to students in grades 3-8 who are in good academic standing.

Students who participate in all levels of the Council will maintain a high standard of personal conduct and will demonstrate leadership and Christian qualities. Student Council provides students at Queen of Heaven a democratic forum where students can address school related issues that affect their lives. All Council members will be expected

to participate in approved activities, which will serve to enhance the quality of both the physical and behavior environment of the school.

### **Clubs and Activities**

Students who are in good academic standing, may partake in one or more of Queen of Heaven's many after school clubs and activities. Queen of Heaven School is proud to be a part of the STREAM (Science, Technology, Religion, Engineering, Art and Math) Academy and offers a variety of enrichment activities both during the day and after school.

### **Awards**

The faculty and administration at Queen of Heaven School takes pride in their students' achievements and accomplishments and believe they should be awarded for as such. At the end of each month, homeroom teachers in Pre-K through 8th Grade select a student whom they feel has been a hard worker, a great citizen and role-model within their classroom. Students are also awarded certificates of achievement at the end of each marking period for their final overall average in First, Second and Merit Honors. Finally, we conclude the year with an "Awards Assembly" where students will receive awards for their third semester average as well as "Highest Average" and "Love of the Subject" in all subject areas including art, music, gym and technology.

### **National Junior Honor Society**

Queen of Heaven eighth graders may be selected into the National Junior Honor Society. The school's chapter of this premier organization recognizes and honors students who have demonstrated excellence in the areas of scholarship, leadership, service, citizenship and character. As members of the society, students will be involved with service hours, an emphasis on leadership skills, and working collaboratively to improve school and community life.

### **School Counseling and Character Development**

Through our partnership with Catholic Charities, Queen of Heaven is proud to offer school counseling and character development programs. The goals of these programs are to promote learning engagement, academic success, and positive, social and emotional growth. Topics may include: improving organization and study skills, respect and caring for self and others, learning effective communication and conflict resolution skills, resisting peer pressure, Internet safety, utilizing problem solving skills to make reasonable choices, managing and expressing emotions appropriately, healthy stress-management strategies, developing resilience, positive goal-setting and striving for one's personal best.



## Assessment and Grading

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Class participation, completion of class work, homework, projects, tests and quizzes determine student achievement. The passing mark is 70%. Teachers will make every effort to communicate missing or incomplete work with students, but it is the student's responsibility to check with teachers to be sure all required assignments are complete. Incomplete or missing assignments may be entered as a zero grade into the students' averages.

### Honor Roll Criteria (Grades 3-8)

- **FIRST HONORS** – Average 95.0 – 100  
Effort and conduct must be average or above in all classes
- **SECOND HONORS** - Average 90.0 – 94.9  
Effort and conduct must be average or above in all classes
- **MERIT** – Average 85.0 – 89.9 (Grades 6-8)  
Effort and conduct must be average or above in all classes  
Grades 6 – 8 average conduct grade is 2.5.

A+	98-100	C+	80-82
A	95-97	C	77-79
A-	92-94	C-	74-76
B+	89-91	D	71-73
B	86-88	D-	70
B-	83-85	F	under 70

### Standards Based Report Cards

In grades K-2, students are assessed on the essential standards every student must learn. The report card is broken down into core knowledge and essential skills. The measure of success is reported as a number 1-4.

- Level 4:** The student can independently and consistently use the knowledge learned in creative and new ways.
- Level 3:** The student can independently and consistently demonstrate the standard to expectations.
- Level 2:** The student cannot independently demonstrate the standard consistently.
- Level 1:** The student cannot independently or with support demonstrate the standard.

### Promotion to the Next Grade Level

The following factors are considered in the promotion of a student:

- Class performance according to grade level requirements
- Student age and ability
- Performance on tests and exams
- Successful achievement of required overall passing average as well as in each of the core subject areas of religion, English language arts and mathematics.
- Students who obtain an overall passing average but fail to meet the minimum requirement for any individual subject may be required to submit documentation of successful completion of summer instructional support in order to be promoted to the next grade level.

## **Retention**

Testing and actual testing performance may indicate that some students cannot complete a year's work in the given time. Therefore, it may become necessary to retain a pupil in a particular grade. When the probability of retaining a student arises, the parents will be informed by the principal. The primary criteria for considering retention are:

- A student has failed to pass the core subjects at grade level
- A student has not demonstrated acceptable effort in achieving academic success, including, but not limited to:
  - Consistent failure to complete school assignments, homework and projects
  - Consistent inattention to classroom instruction
  - Lack of preparedness for school assignments
  - Excessive absences or tardiness that have impaired learning

## **Academic Probation for Students**

A student at risk of failing a course (or more) will be given multiple opportunities and support to raise his or her grades to stay in compliance with athletics and/or after school activities mandated expectations. This applies to ALL students regardless if they are involved in after school activities/sports/clubs at Queen of Heaven School.

### **Academic Probation Procedures:**

- **At the 6 week point within a marking period a formal printed Progress Report will go home with all students in grades K-8.**
- **Participation in after school clubs, extension activities, and athletics will still be allowed provided:**
  - The student reports to and is compliant with mandatory mentor sessions during advisement periods.
  - The student is showing a continuous effort and participation in and out of class.
- **At the 9 week point within the marking period students will be re-evaluated. At the 9th week, progress reports will be sent home with any student averaging a 70% or lower in one or more subjects.**
  - At this point, students will need to participate in a mandatory study room with a mentor teacher for the remainder of the trimester.
  - Additional mentor sessions will be provided to help the student achieve and succeed in raising his/her average.
  - Students will continue to have the opportunity to participate in sports or clubs after school providing that consistent academic effort is being put forth for the remainder of the trimester.
  - Students will be re-evaluated for extension activities at the start of the new trimester.

## **Testing Program**

Tests are given throughout the year as chapters and units are completed in each class. Cumulative final exams are given in Grades 3-8 in June. Their purpose is to teach students to coordinate a body of knowledge larger than one unit. The exam results of Grades 3-8 remain a single mark averaged with the three trimester marks to obtain the final average. Students in grades 6-8 with an overall average of 98% (all 3 trimesters) or better shall be exempt from taking the Final Exam in that subject.

## **Formal Testing**

- Early Literacy Profile (ELP), Grades K-3 (PK as needed)
- Developmental Reading Assessment (DRA), Grades K-4
- STAR Testing Early Literacy, Reading, and Math (K-8)
- NYS ELA and Math, Grades 3-8
- NYS Science, Grades 5 and 8
- Algebra 1 Regents Grade 8
- Earth Science Regents Grade 8

## **Homework**

Homework assignments are grade appropriate and may increase at certain times of the year depending on the curriculum. To build a sturdy foundation for lifelong learning, homework is usually given at every grade level and in all subject areas. Grades will be given in classroom subjects as well as Spanish, art, music, physical education, technology and library. Cooperation between home and school is vital to the academic success of our students.

**Parents are encouraged to check the daily planner and other teacher-generated digital communications for homework assignments nightly to review student progress.**

Homework:

- Reinforces skills and information learned in class.
- Prepares students for upcoming topics.
- Teaches students to develop self-discipline and responsibility.
- Aids in evaluating student progress.
- Is an important part of a student's education and establishes a daily link between home and school. As such, homework offers parents an opportunity to be involved in the curriculum on a regular basis. Research has consistently shown that parental involvement in a child's learning is a key factor in promoting student success in school.

## **General Guidelines for Homework, Classwork and Tests**

To foster a good learning environment, students must come prepared for each class. Preparation includes having a pen/pencil, assignment notepad, notebooks, binders, textbooks, loose-leaf paper and assignments. Please refer to individual teachers' classroom requirements and expectations.

Students in Grades 1-8 are required to purchase a school planner to record all assignments. The planner can be purchased at the school office. If the planner is lost, a new one must be purchased.

## Daily Operating Procedures

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### School Hours

Office Hours: Monday – Friday 7:30 – 3:30PM

### School Hours:

- Preschool full day 8:15 – 2:15 PM
- Kindergarten 8:15 – 2:45PM
- Grades 1– 8 8:15 – 2:45 PM
- School Mass is each Monday 8:30AM
- Holy Day Masses 8:30AM

**Students should report directly to the gym and sit with their homeroom unless otherwise instructed.**

### Visitors

For the security of our staff and students, and the integrity of the learning time, it is necessary for each visitor to check in the office upon entering the building. **All classroom visitations must be arranged in advance including before, during, and after school classroom visits.** Parents/guardians/visitors must sign in and receive a visitor's pass before going to a classroom or designated school area.

### Class Days and Times

To maximize instruction time, allow for assemblies and Mass days, and to allow for additional mentoring/study hall work periods at the end of the day, three bells are being used this year. Bell #1 is 39 minute periods to maximize instruction. Bell #2 is assembly periods-34 minutes, and Bell #3 is 35 minute periods to allow for an extra period at the end of the day.

### Morning Arrival and Afternoon Dismissal Procedures

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#### Arrival of Students

**The school day begins promptly at 8:15 am.** Busing is available from most districts in the area. If you wish to drive your child to school, please note that drop-off is from 7:00-8:10AM. Students may not be left unattended on school grounds. Please have your child to school no later than 8:15 AM so that he/she can join the community for morning prayer, pledge and announcements.

- *Students who arrive at school between 7:00AM and 7:30 AM must report to the Gym and sit at a designated area until 8:00am. Students will be escorted to homerooms at 8:00am.*
- *Students arriving at school via bus transportation will enter the main school door and proceed to the gym to sit on a designated spot. Teachers will come to the gym to collect the students at 8:00am.*
- *Students arriving via private transportation should be dropped off in the front circle (no parking zone) and enter through the front door and proceed to the gym. Teachers will come to the gym to collect the students at 8:00am.*
- *Students arriving via private transportation between 8:00-8:10 should be dropped off in the front circle (no parking zone) and enter through the front door. These students will be allowed to proceed directly to the homeroom.*

## **Parking Lot Procedures**

**The speed limit for all parking lots surrounding Queen of Heaven School and Church is 5mph.** Strict traffic patterns must be adhered to for the safety of the students, staff and visitors to the property. All cars MUST stop for buses when red lights are flashing, even in parking lots. Due to the increase in bus traffic, **it is not recommended for any car to drop off in the bus lane.**

### **Afternoon Dismissal**

#### **Pick Up Procedure:**

#### **Preschool-2:15 pm dismissal**

- Parents picking up students from Preschool will pull into the parking lot from Mill Road and form a line in front of the Gym door entrance in the back parking lot.
- A FAMILY SIGN will be placed in the passenger side window for faculty to see clearly.
- Faculty will identify the driver and open the door of the car for the child to get in.
- Cars should move forward for the next parents to proceed.
- Parents should remain in their cars at all times.
- Parents should exit the parking lot via Seneca Street.
- If you are picking a sibling in another grade level you will need to park and join that pick up line when it begins.
- Students requiring after school care will be escorted directly to the program at 2:15pm.
- ***Students not picked up by 2:15pm will be escorted to the after school program. Parents will need to park and enter the Church door, ring the entrance bell, and be let into the building.***

#### **Grades K-8--2:45 dismissal**

- Parents picking up students in grades K-8 will need to enter the parking lot from Seneca Street, proceed past the Convent and form a line adjacent to the Church.
- Faculty will let you know when to proceed in line to the gym doors.
- A FAMILY SIGN will be placed in the passenger side window for faculty to see clearly.
- Faculty will identify the driver and open the door of the car for the child to get in.
- Cars should move forward for the next parents to proceed.
- Parents should remain in their cars at all times.
- Parents should exit the parking lot via Seneca Street.
- Please do not park your car or enter the building at this time. The office will be closed between 2:30-3:00pm to ensure that all students get to their transportation. The office will re-open from 3:00pm-3:30pm
- Students requiring after school care will be escorted directly to the program at 2:45pm.
- Students not picked up by 3:00 pm will be escorted to the after school program. Parents will need to park and enter the Church door, ring the entrance bell, and be let into the building. Parents will need to wear a mask upon entering the building.

### **Busing for Students**

Busing is available for students from most districts in the area. **Students requiring bus transportation must register with their respective public school district by April 1<sup>st</sup> for the following school year.** The districts determine the routes, pick up/drop off times and bus stops.

### **Changing Buses**

With the parent's permission, students who reside in the **same** school district may wish to ride a friend's bus home for child care. Please send in a signed note to the office to let us know of the desired bus change for that day's dismissal. **Students must show the bus driver the note in order to gain access to the bus.**

### **Expected Bus Room and Bus Behavior**

Good behavior will be expected in bus lines, on the bus, and at the bus stops. Bus drivers will report behavior problems to the principal through a Bus Incident Report form. Parents will be notified of infractions. After three (3) warnings, the student's bus privileges will be revoked and the parents will be responsible for the child's transportation. For serious misconduct, bus privileges will be suspended immediately and parents will be notified.

**Parents and students will need to be aware of and follow all new bus procedures and protocols.**

Students of Queen of Heaven School utilize bus rooms prior to embarking on the school bus. This room is to be kept quiet to ensure that students can hear their bus being called. Students are also respectful and courteous to the person "in charge" of their designated bus room as well as the environment. **Cell phones or electronic devices should not be used in the bus rooms.** Failure to adhere to this rule may result in a write demerit/or detention.

### **Authorized Persons**

If someone other than the parent/guardian is picking up the child, ID must be shown. Please make your child as well as your child's teacher aware of such an arrangement. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

***If a child is to be dismissed differently from the regular routine, a note must be sent in to the teacher. If the child attends the After School program, two (2) notes must be sent in, one for the homeroom teacher and one for the After School Program. If the teacher does not receive a note, the child will be sent home the regular way. It is the parent's responsibility to inform their children of a change in normal dismissal.***

### **Bicycles and Skateboards**

Skateboarding is prohibited on any part of Queen of Heaven parish property. Skateboards are not to be brought to school or any part of Queen of Heaven's parish property at any time, including after school hours or vacation time. If you would like your children to ride bikes to school, please review bike safety rules with them. Remember that a helmet is **required by law** for any students riding bikes to and from school. Bicycles should be locked in racks located in the school parking lot.

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Queen of Heaven School has adopted and will implement an attendance policy in accordance with New York State Education Law Section §3205. This comprehensive attendance policy will help to uphold the mission statement of our school and to ensure sufficient pupil attendance at all scheduled periods of actual instruction or supervised study activities to permit pupils to succeed at meeting the state learning standards.

Regular attendance is a critical factor in school success for students. Therefore, both the students and their parents must view regular attendance as the most effective way of meeting course requirements. It is the responsibility of the parent to notify the school office of an attendance concern no later than 9:00am.

#### **Attendance Objectives:**

- To know the whereabouts of every student for safety and other reasons.
- To determine the district's average daily attendance for state aid reimbursement
- To verify that individual students are complying with Education Law in relation to compulsory attendance to determine eligibility for course credit
- To identify individual and group attendance patterns in order to provide attendance improvement programs and services, to improve student academic performance and increase school completion.
- Provide an educational program, predicated upon the presence of the pupil, which requires continuity of instruction and classroom participation.
- Help students develop a sense of responsibility, discipline, and good work habits.
- Maintain close communication and cooperation between home and school to encourage and sustain regular school attendance.
- Improve students' opportunities for academic and social accomplishment.

#### **Attendance strategies to meet instructional objectives:**

- Create and maintain a positive school environment among teachers, staff, parents, and students thereby fostering a nurturing school community, establishing positive feelings between the school and students, thereby encouraging increased attendance.
- Attendance will be taken at the beginning of each school day prior to the first period of instruction.
- Attendance will be taken at the beginning of each scheduled class period.
- Attendance will be taken in class and/or school field trips.
- Maintain accurate record keeping via eSchool attendance register, tracking individual student attendance and trends to identify possible attendance problems.

#### **Determination of the kinds of absences, tardiness and early departures that will be excused and those that will not be excused:**

- A student is considered absent if not present when attendance is taken.
- A student who arrives after the time fixed by school policy for the beginning of the morning is tardy.
- A student is absent for part of the day if present when attendance is taken and then leaves school.
- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardiness is one recognized by the State Education Department and the school as valid and avoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
- Truancy is the willful violation by a student of the compulsory attendance provisions of Education Law §4305.

**Excused:** An absence, tardiness or early dismissal may be excused if due to personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved high school shadow days (2), "Take Your Child to Work Day", unavailability of transportation due to school districts being closed, or other reasons approved by the Diocese.

**Unexcused:** An absence, tardiness or early dismissal is considered unexcused if the reason for the lack of attendance does not fall into the above categories (i.e. family vacations, oversleeping, and death of a pet). Queen of

Heaven School's Student Handbook, "Homework Due To Vacations/Planned Absences" states the following: "Vacations are considered illegal absences from school. Parents should notify the school and teacher as soon as possible regarding a planned vacation. The school calendar provides extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process."

Excused absences, tardiness or early dismissals must have proper written documentation from the parent or guardian or other designated officials (i.e. physician, court...etc.) must be presented to the school office personnel within three school days upon the child's return to school. Without the written excuse the absence will be recorded as unexcused (illegal). In addition, a physician's note is required for absences of three days or longer. A notation should be made in the records as to the excused reason.

A student is considered tardy if not in the classroom at the time the session begins. Teachers must exercise discretion and should always inquire privately into the reason for the tardiness.

EXCUSED	UNEXCUSED
<p>The following reasons for absence or tardiness may be considered excused:</p> <ul style="list-style-type: none"> <li>● Sick</li> <li>● Scheduled medical appointments (doctor's note needed)</li> <li>● Bad weather; impassable roads</li> <li>● Court appearance</li> <li>● Family emergency</li> <li>● District bus problem</li> <li>● High school visit (8th graders only--limit 2)</li> <li>● Death in the Family</li> <li>● Impassable roads</li> <li>● Required court appearances</li> <li>● Lack of transportation due to closed school districts</li> <li>● Take your child to work day</li> </ul>	<p>The following reasons for absence or tardiness would ordinarily be considered unexcused:</p> <ul style="list-style-type: none"> <li>● Family trips</li> <li>● Missed the bus</li> <li>● Overslept</li> <li>● Sports activities (not related to QofH)</li> <li>● Running late</li> </ul>

**The Coding System for Identification of Reasons for Student Absence:**

Attendance reports are recorded daily using eSchooldata. The Coding System for Identification of reasons for student absence is provided through the eSchooldata service. Recordable reasons are as follows: Excused: attending funerals, car trouble, court, death in family, dentist, doctor appointment, occupational therapy, orthodontist, high school visit, home district closed, home tutoring, hospital, illness, illness – no note, impassable roads, take to work day, in-school suspension, injury, late bus, special services, speech, student testing, surgery. Unexcused: missed bus, no bus, no note – no reason, no reason given, occupational therapy, orthodontist, out-of-school suspension, out of town, overslept, running late, tardy – no note, traffic, unknown, vacation, will be late, will not be in, family business.

**School Attendance Recordkeeping/Data Collection Policy:**

According to the Administrative Handbook for Elementary Schools in the Diocese of Buffalo, under Section E: School Management, the following law is required:



***The Education Law of New York State requires minors between the ages of six and sixteen years to be in attendance at an approved school for full day instruction. Home-tutoring for medical reasons is counted toward the days a child is actually in school. The law also requires that schools be in session not fewer than 180 days each year. It is the duty of the principal and the teachers to insist on regular attendance (New York State Education Law, Sections 3205, 3602, Sub. 3)***

*\*The above law only applies to Public Schools so our school may be in session for less than 180 days.*

- Pupil attendance shall be recorded daily online via eSchoolData.
- The record for each student's presence, absence, or tardiness shall be recorded into the eSchool attendance system each day. Each absence or tardiness will be marked as "excused" or "unexcused" according to the eSchool data code for the reason.

**Attendance is taken and recorded in accordance with the following:**

- For students in non-departmentalized kindergarten through three (i.e. supervised group movement to other scheduled school activities such as physical education, technology, art, etc.), such students' presence or absence shall be recorded after the taking of attendance once per school day.
- For students in departmentalized grades four through eight (i.e. students pass individually or in specific groupings to different classes throughout the day), each student's presence or absence shall be recorded after the taking of attendance in each period of scheduled instruction.
- Any absence for any portion of a school day will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
- In the event that a student in grades Kindergarten through grade eight is tardy or leaves early from a school day, such tardiness or early dismissal will be recorded as "excused" or "unexcused" in accordance with the standards written in this policy.
- A record shall be kept of each scheduled school day during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other causes as may be found satisfactory to the Diocese of Buffalo Department of Schools.
- Attendance records will also indicate when a student is dropped from the enrollment due to change of schools for any reason.

**Student Attendance/Course Credit:**

Students in grades Kindergarten through eight who are absent 18 days or more (both "excused" and "unexcused" absences) and whose parents have not periodically met with the principal regarding the absences are in jeopardy of being denied promotion to the next grade level.

Students are considered in attendance if:

- The student is physically present in the classroom or working under the direction of the classroom teacher during the class scheduled meeting time.
- The student is receiving approved alternative instruction (i.e. at-home tutoring due to medical issues.)
- Students who are absent from class due to their participation in a school sponsored activity (i.e. track team event) are to arrange, with their teachers, to make up any missed assignments in a manner and timeline determined by the student's teacher.
- Missed assignments due to excused absences may be sent home with a sibling or picked up at a pre-designated time by the parent at the teacher's discretion. It is the responsibility of the student to consult with the teacher(s) regarding completing missed assignments and/or tests in accordance with specifications designated by the teacher.
- According to Queen of Heaven School's handbook, "Teachers are not required to give make-up tests or assignments for absences due to vacations or other unexcused absences." No exceptions to this policy.

Please do not ask the teacher to make an exception or offer payment of homework given in advance of an unexcused absence.

### **Parent Notification of Minimum Attendance Standard:**

Parents and/or legal guardians and students are informed of the Queen of Heaven's policy regarding minimum attendance and course credit in the school student handbook. The following guidelines will be followed:

- Overall main points of Queen of Heaven School's Comprehensive Student Attendance Policy will be stated in the Student handbook distributed to all families at the beginning of the school year.
- Reminders regarding the components of the comprehensive student attendance policy will be published in school newsletters corresponding with the end of the first and second trimesters. It will also be stated that the policy will be on file in the office for parents/guardians to review at an appointed time agreed upon by the parent/guardian and the administration of the school.
- A designated staff member will notify the parent/guardian by phone regarding a student's unexcused absence(s) and explain the correlation between the student's attendance and the possibility of denial of promotion. If the parent/guardian cannot be reached by telephone, a letter or email will be sent to the parent detailing the information. (i.e. date of absence, reason and importance for an excuse and if necessary, the amount of times the particular student has had an unexcused absence, etc.)
- A child who is absent because of hospitalization should have a written consent from the family physician to return to school.
- **Students who miss all or part of the school day for a doctor's appointment must present a doctor's note.**
- Parents who have children with serious health problems should make an appointment to meet with the school nurse personally.

### **Intervention:**

- **Parents with a student that has more than 10 unexcused tardy slips in a trimester will need to have a meeting with administration and the homeroom teacher. Excessive tardiness throughout the year may be a deciding factor in promotion for the next academic school year.**
- If deemed necessary by the school administration, or if requested by the parent/guardian, a conference will be scheduled between the parent/guardian and appropriate school staff members to address the student's attendance issues and possibly develop appropriate intervention strategies that best meet the needs of the individual student.
- Students arriving after 8:15 will be marked tardy. Parents of a student that arrives late to school must come to the office and sign the student in. A late pass will be given to the student to admit to class.
- Regarding intervention of non-compliance with the Comprehensive Student Attendance Policy, a designated staff member will review Queen of Heaven School's Attendance Policy with the parents/guardians of students who have excessive and/or unexcused absences, tardiness or early departures. Referral to the Public School District student support services and/or community support services and agencies will be implemented prior to the denial of promotion of the student due to non-compliance with the attendance policy.

### **Incentives:**

The following incentives will be implemented to encourage student attendance. The strategies will include, but are not limited to:

- Classroom acknowledgment of the importance of good attendance (i.e. certificates, recognition, etc.)

### **Process to Develop Specific Intervention Strategies:**

Once a case of excessive, unexcused absences, tardiness or early departures has been identified, the following steps will take place:

- Specific patterns in the non-compliance of the attendance policy will be identified (i.e. type of unexcused absences, tardiness or early departures, time frame, etc.)
- The student's parent/guardian will be contacted by phone. If attempts to establish contact by phone proved futile, the second attempt will be by email, followed by mailing a letter, if need be.
- A conference will be called between the principal, any involved staff and the parent/guardian to develop individual intervention strategies to meet the needs of the specific student.
- Once a set of strategies is agreed upon, implementation will take place.
- Utilize appropriate Public School District services and/or community resources to assist in the intervention process.
- Monitor and report the short and long term effects of the implementation of the intervention.

### **Early Dismissal Procedures**

Permission to leave school early will be granted only for the most compelling reasons. ***We strongly recommend medical appointments be made outside of school hours.*** Your child's hours in school are vital to success in our program.

- Parents of a student that needs to leave early, must have a **written note sent to the office PRIOR to pick up**. The note must state the reason, the time of day, and the person responsible for picking up the child.
- The student will be called to the office upon the arrival of the parent/guardian.
- **Teachers are NOT permitted to release students directly from the classroom.**

### **School Closings**

Queen of Heaven School is automatically closed when West Seneca Central School District is closed. Cancellation of school takes place during circumstances such as extreme weather, equipment failure or public crisis. Please tune in to the local news networks for cancellation information. The School Messenger contact system will be used to contact families by phone and/or email when necessary and appropriate.

### **Emergency Closing/Drills**

In the event that Queen of Heaven must close early for any reason, we will make every effort to contact parents beginning with parents of younger children. Our crisis Emergency Plan will be followed. In school, the students and staff periodically practice safety drills. During a drill, students must be silent and orderly so that directions can be heard. Each classroom teacher will instruct students in advance of the procedures to follow for that particular classroom. ***Please be sure that your Emergency Contact Information is up to date.***

### **Completing Missed Assignments**

Students are to make up work missed during an absence. It is the student's responsibility to speak with the teacher about what is to be done. The teacher will determine the appropriate time frame for all makeup work to be completed. If it is anticipated that a child will be absent more than one day, work may be requested and may be picked up at the office. **Parents must request make-up work no later than 12:30PM. Teachers will send work to the office by 2:45PM. Work must be picked up by 3:30PM. Teachers do not provide work for family vacations taken during school days.**

## Family/School Communication

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### General Communication

It is our goal to openly communicate with parents in a timely manner and ensure that everyone feels like an important part of our school family. The school updates the communication page of the website ([www.qofhschool.org](http://www.qofhschool.org)) called “Family Envelope” each week. Electronic versions of important information can be found and downloaded. On occasion, there becomes a need to send personal or confidential information home. When this occurs, a “**Family Envelope**” is sent home with the youngest or only child of each family. **Please review the important materials, and return the envelope with the student by the next day.**

### Email

A school email list is used for school communication only. The school email list will not be sold or shared. Important messages and information such as school closings will be shared with families via our SchoolMessenger phone messaging and email service. Please make sure that the office has your current email address and phone number.

### School Directories

Student and parent names, addresses, phone numbers and email addresses are printed in the Parent Directory and distributed to school families. ***Information in the Parent Directory is not to be released by anyone inside the Queen of Heaven School community to any outside sources.*** Participation in the Parent Directory is voluntary.

### Individual Communication

Parents with concerns, questions or comments should first contact their child’s teacher by phone or email. Teachers’ email addresses are listed on the directory page of this document. If you do not receive a reply within a day, please contact the child’s teacher through the school office at 716-674-5206 or email.

### Report Cards

Queen of Heaven is operating on a Trimester Schedule for the 2024-2025 school year. Students will receive report cards three times a year: December, March and June.

### Parent-Teacher Conferences

Conferences are an important means of communication and cooperation between home and school. Any problem that confronts a child academically, emotionally, socially or behaviorally is an obstacle to his/her success and is worthy of discussion. For grades PK-8 regularly scheduled conferences are held this year on November 25 and 26. *Whenever a parent or teacher feels there is a need to confer an appointment may be made by emailing the teacher or calling the school office between 8AM and 3PM. **Teachers are never to be called at home.***

### Report Card/Tuition Policy

**No report cards, awards, or diplomas will be distributed to any family where tuition/fees/charges/after school fees are delinquent.**

Final report cards are given out to the students on the last day of school if tuition and other charges are paid in full. If a student is on a family vacation for the last day, the report card may be mailed.

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**DRESS CODE****Uniform Specifications**

The purpose of the dress code is to teach the self-discipline associated with personal hygiene and grooming, and to encourage students to take pride in their personal appearance. ***Clothing must be clean and pressed without holes or tatters.*** The uniform pieces may be purchased from Flynn & O'Hara <https://www.flynnohara.com>. Locally, McKay's Work Clothes (851 Abbott Rd, Buffalo) also sells our pieces. Uniforms may also be purchased from other local vendors provided they look like uniform pieces.

**Important Uniform Notes**

- 8<sup>th</sup> Graders may wear their school designed sweatshirts (excluding during Mass and Prayer Services) .
- Shirts must be worn tucked in, with the exception of girls wearing banded bottom shirts.
- Undergarments must be **plain white (no printing or logos allowed)** and not showing except at the collar.
- Tank tops, spaghetti straps, halter tops, tops that are cut too low or too revealing **are not allowed.**
- Skirts or shorts that are too tight, too short or too revealing **are not allowed (2 inches above the knee).**
- Appropriate gym clothes and sneakers must be worn for Physical Ed classes. **Grades 3-8 can wear OH Spirit wear OR must change into gym clothes for P.E.**
- Hair must be a natural color and worn out of the face and eyes; **boy's hair must be clean cut, not touching the ears, the eyebrows, or collar. No facial hair for boys.**
- **Makeup is not allowed. Nail polish (Clear only) is allowed.**
- Any jewelry that interferes with learning is not allowed.
- Post earrings are acceptable for girls only. **Dangle or hoop earrings of any kind are not allowed.**
- Body piercings or visible body art are not allowed.

**Dress Up Days** include uniform type clothing with a choice of colors and styles and appropriate footwear.

**Dress Down Days** include relaxed, modest clothing such as jeans, t-shirts and sneakers. Clothing must be clean, without holes or tatters, have no inappropriate/offensive messages, and not too tight, short or revealing. **Leggings or "jeggings" worn to school must be accompanied by a shirt or sweater that modestly covers the body below the fingertips.** Track pants or "joggers" are acceptable providing they are clean and not tattered. All shoes must have a hard-soled bottom and a back. **Students are not to wear flip flops, open-toed shoes, fur-lined shoes, clogs, clogs, slippers, or moccasins. \*\*Students arriving at school dressed in inappropriate clothing, will be issued uniform pieces from the Uniform Loan Closet.**

## PRESCHOOL DRESS CODE

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	<b>Girls</b>	<b>Boys</b>	
<b>Bottom</b>	Navy pants, shorts, skorts, knit pants (leggings)	Navy pants, shorts, joggers	<b>Bottom</b>
<b>Top</b>	<b>Yellow</b> long or short sleeve polo shirt with Queen of Heaven <b>embroidered</b> School logo AND/ OR Yellow short sleeve Queen of Heaven <b>embroidered</b> Tee Shirt	Yellow long or short sleeve polo shirt with Queen of Heaven <b>embroidered</b> School logo AND/ OR Yellow short sleeve Queen of Heaven <b>embroidered</b> Tee Shirt	<b>Top</b>
<b>Top Option</b>	Queen of Heaven <b>embroidered</b> fleece  Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	Queen of Heaven <b>embroidered</b> fleece Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	<b>Top Option</b>
<b>Shoes</b>	Sneakers only	Sneakers only	<b>Shoes</b>

PK students may also wear Spirit wear sweatshirts over their polos

School polos, tee shirt, fleece, and other uniform parts may be purchased at:

**McKay's Work Clothing Store @ 851 Abbott Rd, Buffalo, NY 14220 (716-824-7900)**

**Dress Code – Grades K-2**

	Girls	Boys	
<b>Bottom</b>	Queen of Heaven Plaid jumper or Khaki (tan) cotton twill dress pants ( no cargo pants), Khaki flat or pleated front skorts.	Khaki(tan) cotton twill dress pants (no cargo pants)	<b>Bottom</b>
<b>Top</b>	<b>Navy blue</b> long or short sleeve polo shirt (Plain or with Queen of Heaven <b>embroidered</b> School logo), a <b>light blue blouse or oxford shirt</b> or a blue (light blue is acceptable) Peter Pan collar blouse.	Navy blue long or short sleeve polo shirt (Plain or with Queen of Heaven <b>embroidered</b> School logo)	<b>Top</b>
<b>Top Option</b>	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullover are not permitted during prayer services or Mass days)  Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullover are not permitted during prayer services or Mass days)  Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	<b>Top Option</b>
<b>Socks</b>	<b>Solid black, navy, or white:</b> tights <i>or</i> knee highs <i>or</i> ankle socks. (No logos).	<b>Solid black, navy or white socks.</b> (No logos)	<b>Socks</b>
<b>Shoes</b>	Sneakers only	<b>Sneakers only</b>	<b>Shoes</b>
<b>Summer Dress Sept/Oct May/June</b>	Khaki (tan) cotton twill walking (not cargo) shorts may be worn or Khaki flat or pleated front skorts.	Khaki (tan) cotton twill walking (not cargo) shorts may be worn.	<b>Summer Dress Sept/Oct May/June</b>

**QOFH Spirit Wear sweatshirts or fleeces can be worn with the uniform for K-2.**

**Students in 1st and 2nd grades CAN WEAR Q of H Sports sweatshirts with their uniform.**

**Spirit Wear can be purchased at McKays or ordered online from: <https://www.crossbarathletics.com/collections/queen-of-heaven>**

### Dress Code 3rd-5th grade

	Girls	Boys	
<b>Bottom</b>	Queen of Heaven Plaid jumper or Khaki (tan) cotton twill dress pants ( no cargo pants), Khaki flat or pleated front skorts.	Khaki(tan) cotton twill dress pants (no cargo pants)	<b>Bottom</b>
<b>Top</b>	<b>Navy blue</b> long or short sleeve polo shirt (Plain or with Queen of Heaven <b>embroidered</b> School logo), a <b>light blue blouse or oxford shirt</b> or a blue (light blue is acceptable) Peter Pan collar blouse.	Navy blue long or short sleeve polo shirt (Plain or with Queen of Heaven <b>embroidered</b> School logo)	<b>Top</b>
<b>Top Option</b>	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullovers are not permitted during prayer services or Mass days)  Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullovers are not permitted during prayer services or Mass days)  Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) No zippers, ruffles, hoods, or logos	<b>Top Option</b>
<b>Socks</b>	<b>Solid black, navy, or white:</b> tights <i>or</i> knee highs <i>or</i> ankle socks. (No logos).	<b>Solid black, navy or white socks.</b> (No logos)	<b>Socks</b>
<b>Shoes</b>	<b>Solid, one color blue, black or brown</b> shoes with no more than a 1” heel. No sneakers. All shoes must have a hard soled bottom and a back. <u>PLAIN colored Sperrys only.</u> <b>Kindergarten students should wear sneakers only with the uniform.</b>	<b>Solid, one color blue, black or brown</b> shoes with no more than a 1” heel. No sneakers All shoes must have a hard soled bottom and a back. <u>PLAIN colored Sperrys only.</u> <b>Kindergarten students should wear sneakers only with the uniform.</b>	<b>Shoes</b>
<b>Belts</b>	Black, brown or solid tan belt to be worn with pants or shorts Grades 3rd-8th	Black, brown, or solid tan belt to be worn with pants or shorts. Grades 3rd-8th	<b>Belts</b>
<b>Summer Dress Sept/Oct May/June</b>	Khaki (tan) cotton twill walking (not cargo) shorts may be worn or Khaki flat or pleated front skorts.	Khaki (tan) cotton twill walking (not cargo) shorts may be worn.	<b>Summer Dress Sept/Oct May/June</b>

Queen of Heaven Spirit Wear may be worn on PE days in place of the uniform.

**EXCEPTION:** Students having PE on a Mass day or Prayer service day MUST come to school in uniform and change in the locker rooms.

Students not wishing to purchase Spirit Wear must arrive at school in their regular uniform and BRING a change of clothes for PE. Spirit Wear crew neck or ¾ Zip sweatshirts CAN be worn as part of the uniform OVER the polo.

QH Sports ¾ Sweatshirts can still be worn OVER a polo. No hoods or full zipped Spirit Wear should be worn during class or on PE days.



## Dress Code - Grades 6-8

	Girls	Boys	
<b>Bottom</b>	Uniform Plaid in box-pleated skirt or kick pleated skirt . <b>*Skirts may not be rolled, appropriate hem 2 inches above the knee only.</b> *Must be worn at the waist	Khaki cotton twill dress pants <b>worn with belts.</b> (no cargo pants or pants with elastic on the ankle)	<b>Bottom</b>
<b>Top</b>	Navy blue long or short sleeve polo shirt (Plain or with Queen of Heaven School <b>embroidered</b> logo) Plain navy blue banded- bottom polo type shirts are allowed.	Navy blue long or short sleeve polo shirt (Plain or with Queen of Heaven School <b>embroidered</b> logo).	<b>Top</b>
<b>Top Option</b>	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullovers are not permitted during prayer services or Mass days) Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3-6 buttons) <b>No zippers, ruffles, hoods, or logos</b>	Queen of Heaven <b>embroidered</b> fleece or Queen of Heaven Sports ¾ zip pullover (pullovers are not permitted during prayer services or Mass days).Solid, Plain-front, Navy blue button-down cardigan sweater (can be 3 or 6 buttons) <b>No zippers, ruffles, hoods, or logos</b>	<b>Top Option</b>
<b>Socks</b>	<b>Solid Black, Navy, or white:</b> tights <i>or</i> knee highs <i>or</i> ankle socks. (No sport logos)	<b>Solid navy, black, or white socks</b> (No sport logos).	<b>Socks</b>
<b>Shoes</b>	<b>Solid, one color blue, black or brown</b> shoes with no more than a 1” heel. No sneakers. All shoes must have a hard soled bottom and a back. PLAIN colored Sperrys only.	<b>Solid, one color blue, black or brown</b> shoes with no more than a 1” heel. All shoes must have a hard soled bottom and a back. PLAIN colored Sperrys only.	<b>Shoes</b>
		Black, brown, or solid tan belt to be worn with pants and shorts.	<b>Belts</b>
		Khaki (tan) walking (not cargo) length shorts. A belt must be worn.	<b>Summer Dress May/October</b>
<b>Winter Dress Nov.-April</b>	Navy Blue or White Knee Socks or tights for all Masses and Prayer Services	<b>Light blue or white</b> long or short sleeve dress shirt with navy blue tie or bowtie. Eighth grade boys may wear the tie or bow tie of their choice (*appropriate for school) for all Masses and Prayer Services	<b>Winter Dress Nov.-April</b>

Queen of Heaven Spirit Wear may be worn on PE days in place of the uniform.

**EXCEPTION:** Students having PE on a Mass day or Prayer service day MUST come to school in uniform and change in the locker rooms.

Students not wishing to purchase Spirit Wear must arrive at school in their regular uniform and BRING a change of clothes for PE. Spirit Wear crew neck or ¾ Zip sweatshirts CAN be worn as part of the uniform OVER the polo.

QH Sports ¾ Sweatshirts can still be worn OVER a polo. No hoods or full zipped Spirit Wear should be worn during class or on PE days.

## School and Personal Supplies

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A list of supplies needed for each grade is sent home at the end of the school year. Whenever possible, children should have all their supplies on the first day of school. **Supplies should be replenished as needed throughout the school year.**

### Books

Under the Textbook Loan Law, New York State provides some money for the purchase of textbooks. Queen of Heaven supplements these funds to purchase books each year. Books must be properly cared for. Books should be covered upon receiving them in September and kept in good condition. ***Students are required to pay for lost or damaged texts and school library books.***

### Library

Our library is equipped with reading, reference and study material. Books may be borrowed from the library during library periods. Fines are charged for lost or overdue materials. Weekly library classes for grades K-5 provide for literacy enrichment and the development of study skills. Assignments are given which are used to assess student skills and academic progress.

### Lockers

Students may go to lockers during the school day as determined by their teachers. Items should be retrieved quickly and quietly. Students must avoid visiting with friends at the lockers and go directly to class. Lockers belong to the school and are not the personal property of the students. Students should respect the rights and belongings of others at all times.

### Search and Seizure

School officials have the right to search students' lockers, desks or storage spaces that are the exclusive property of the school. If illegal items are found, including drugs and/or weapons, they will be turned over to law enforcement authorities. If items violate school rules, they may be confiscated.

### Substance Abuse

This school recognizes that substance abuse is an illness. Students who identify themselves as having problems with substance abuse will be directed to a treatment program with no penalty. Notwithstanding this policy, students are subject to the school's disciplinary regulations regarding the use of illegal substances, including drugs and alcohol, at school or at school-sponsored events. We notify parents of concerns about student life or behavior even when off campus.

### Forgotten Items

It is the responsibility of each student to bring necessary materials to school. Parents should make every effort to teach this responsibility to their child(ren). **It should be rare for a parent to bring in forgotten items or homework. Parents and students should not be entering a classroom or locker before or after school to retrieve an item without the express consent of the teacher or administration. *Any forgotten items being dropped off to school during the school day will be placed on a table in the front hall for collection.***

### Lost and Found

The Lost and Found is located in the school office. Please note that the school cannot be responsible for lost items. If your child would be brokenhearted to lose a specific item, please do not allow the item in school. If an item is lost on a school bus, please call the bus company directly. All items not claimed will be given to charity. ***Sweatshirts, fleeces, lunch bags, pencil bags, gym bags, etc. should be labeled with the student's full name.***

## **Anti-Bullying and Non-Harassment Policy**

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All students have the right to an education free of discrimination and harassment. A student's ability to learn and to meet high academic standards, and a school's ability to educate its students is compromised by incidents of discrimination or harassment including bullying, taunting, or intimidation. Everyone at Queen of Heaven is committed to making our school a safe and supportive learning environment. We will treat each other with respect, and we will refuse to tolerate bullying, discrimination and harassment in any form. **Trying to justify discrimination, harassment, or bullying as "just a joke" will not be accepted or tolerated.**

### **Examples of bullying, discrimination, and harassment include:**

- Hurting someone physically by hitting, kicking, pushing, or pinching
- Stealing or damaging another person's property
- Ganging up on someone
- Name calling or teasing someone in a hurtful or threatening way
- Using put-downs, such as insulting someone's weight, gender, appearance, height, race, disability, etc.
- Making comments or actions of a sexual nature, which are unwelcome and make the recipient uncomfortable, such as spreading rumors of a sexual nature, making comments about someone's body, inappropriate touching, grabbing, or showing of private body parts.
- Spreading rumors about someone
- Leaving someone out on purpose or trying to get other students not to associate with someone
- Intimidating aggression through not writing, graffiti, or slam books
- Intimidating aggression through phone calls, text messaging, and social media outlets, such as email, Facebook, Twitter, video chat, instant messaging, etc.
- Harassing anyone on the school property or at a school function
- Subjecting any student to discriminate based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex on school property or at a school function.

### **Staff at our school will do the following to prevent discrimination, harassment, or bullying and help students feel safe at school:**

- Report all incidents to the principal
- Closely supervise students in all areas of the school and school grounds
- Watch for signs of discrimination, harassment, or bullying and stop it when it happens
- Respond quickly and sensitively to discrimination, harassment, or bullying reports
- Take seriously parent concerns about discrimination, harassment, or bullying
- Look into all reported discrimination, harassment, or bullying incidents
- Assign consequences for discrimination, harassment, or bullying based on Queen of Heaven Discipline Policy
- Provide a safe environment for students who report discrimination, harassment, or bullying.

### **Students at our school prevent bullying by:**

- Treating each other respectfully
- Refusing to discriminate, harass, or bully others
- Refusing to let others be discriminated against, harassed, or bullied.

*Queen of Heaven School takes terroristic threats seriously. Any student who threatens violence (in writing, in person or on social media) against another student, a teacher, the school or any individual associated with the school will be referred to local authorities. The student will be immediately suspended by the principal, and an evaluation of the student will be mandated. The possibility of the student's readmittance to school will be predicated upon a number of things, to include, but not limited to: a mental or psychological evaluation by a professional, an evaluation by the district Committee on Special Evaluation and possible prescription of an Individual Education Plan. The administrator also reserves the right to transfer the student out of the school.*

## Code of Conduct

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### Student's Bill of Rights and Responsibilities

#### Queen of Heaven Student's Rights are:

- Students have the right to a safe learning environment free from intimidation, harassment and bullying.
- Students have the right to a productive and enriching learning environment.
- Students have the right to a clean and safe school including classrooms, hallways, lavatories and lunchrooms.
- Students have the right to expect teachers and administration will be there to help solve their problems and guide them to the best of his or her ability.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to express their own thoughts respectfully, as not to interrupt the educational process.

#### Queen of Heaven Student's Responsibilities are:

- Students are responsible for their own behavior and actions and are expected to make an effort to learn.
- Students are expected to exhibit good behavior and conduct which is Christ-like and which displays regard for the safety and welfare of others.
- Students are responsible for being prepared for class.
- Students are responsible for respecting the property of the school and personal property of other individuals.
- Students are responsible for attending all classes on time.
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to follow the instructions of teachers and other school staff including administration and substitute teachers.
- Students are expected to dress appropriately for school according to the Student Uniform Policy and follow the "Dress Down" guidelines for appropriate clothing.

#### Goal

The goal for all of our students is to demonstrate great character, integrity and excellence. Knowing that education is a journey, it is to be expected that there will be bumps in the road and lessons will be learned. Inevitably, students may choose to make poor choices academically or behaviorally. We strive for balance between the interests of the school community and the interests of the individual student in implementing disciplinary consequences.

#### Belief

Students should act in a Christian manner following THE GOLDEN RULE: "Treat others the way you want to be treated." Students should conduct themselves in an appropriate manner as it relates to the mission of a safe learning environment. If students choose not to act appropriately, they will be held accountable for their actions.

## **Behavior Expectations**

In order to establish the best possible atmosphere for growth in our school, school personnel and the parents must work together to be role models and provide positive reinforcement to the children. The culture of Queen of Heaven School will consistently reflect Gospel values and living. Each individual associated with Queen of Heaven School shares the responsibility for preserving a faith-based learning culture. Parents are expected to supervise and train their children, students are expected to be prepared and consistently demonstrate respect for others, themselves, and their environment. Faculty members are expected to model Christian values.

## **Reporting Concerns**

In compliance with the New York State Dignity for All Students Act [July 1, 2012], students should report inappropriate conduct to a teacher, staff member, or administrator.

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## **Discipline Policy**

### **Grades Pre K-2:**

Discipline at this level is handled case-by-case and begins in the classroom with rules and expectations set up by the teacher. Uniform infractions will be handled at the discretion of the classroom teacher in accordance with the handbook.

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### **Queen of Heaven School Demerit System for Grades 3-5**

Discipline is a necessary ingredient of any school program if the teaching-learning process is to be effective and is established by setting forth clear and concise rules and regulations. Discipline begins with self-control and includes practice of Christian virtues of respect and concern for others throughout a typical school day.

A student, in grades 3-5, who knowingly violates any rule or policy of Queen of Heaven School shall, at the discretion of administration, be subject to one or more of the following disciplinary measures:

- **Warning:** a verbal or written reminder communicated to the student and/or the student's parents
- **Demerit:** issued by the teachers for minor offenses and are cumulative by trimester
- **Detention:** A student will be in a specific location for lunch away from their designated cafeteria table on a specified day.
- **Parent Conference:** a conference among the student, the student's parent(s)/guardian(s), one or more teachers, and administration
- **Loss of Privileges:** denial of a student's permission to participate in field trips, school dances, computers, or other extracurricular activities.
- **Probation:** monitoring of a student's conduct and grades during a particular period for the purpose of determining whether any other disciplinary measure is warranted
- **Out-of-School Suspension:** denial of a student's permission to attend school, requiring that the student perform all assigned work at home and/or excluding that student from participation in school activities
- **Expulsion/Dismissal:** permanent expulsion/dismissal of a student from the school
- **Restitution:** requiring a student to pay school the value of any property damaged or destroyed by that student.

## Queen of Heaven School Demerit System for Grades 6-8

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Discipline is a necessary ingredient of any school program if the teaching-learning process is to be effective and is established by setting forth clear and concise rules and regulations. Discipline begins with self-control and includes practice of Christian virtues of respect and concern for others throughout a typical school day.

A student, in grades 6-8, who knowingly violates any rule or policy of Queen of Heaven School shall, at the discretion of administration, be subject to one or more of the following disciplinary measures:

**The following acts are considered unacceptable and will result in demerits by the classroom teacher or authority figure in charge:**

### **Level One Handbook Violations:**

**A Demerit Slip/Violation Slip will be issued to a student after each violation. An email will be sent directly to the parents stating that a demerit/violation has been given and why. The demerit/violation will need to be signed and returned to the teacher. After receiving three demerits/violations during a trimester, the student will be issued a lunchtime detention.**

- Dress Code violation—**3 dress code violations will result in a detention**
- Eating food outside the lunchroom (teacher's discretion)
- Chewing gum
- Defiance of classroom or school-wide policies
- Lunch room and bus room behavior.
- Inappropriate behavior in class, in Church or during an assembly
- Uncooperative behavior
- Wearing make-up/nail polish

### **Level Two Handbook Violations**

The following acts are considered unacceptable and will result in the issuing of immediate detention.

- Vulgarity/profanity
- Repeated disruptive behavior on school grounds
- Inappropriate physical contact
- Cheating
- Insubordination towards school personnel
- Consistent defiance of classroom or school-wide policies
- Plagiarism
- Using technology for personal use during instruction time
- Cell phone use

### **Level Three Handbook Violations**

The following acts are considered unacceptable and will result in a mandatory parent meeting and suspension; the length of which will be determined by the principal.

- Failure to attend detention session
- Forgery of a parent signature

- Stealing
- Fighting/Unsafe behavior
- Damaging/Defacing property
- Continued cell phone use

#### **Level Four Handbook Violations**

The following acts are considered unacceptable and will result in the issuing of **immediate suspension out of school or in-school suspension where the parent will pay for the substitute if needed.**

- Possession of Weapons/Firearms
- Possession of Tobacco/Alcohol/Illegal Substance
- Inappropriate computer/internet use
- Repeated Handbook infractions
- Harassment/Threatening behavior toward other students or school personnel including but not limited to the use of social media and other digital platforms

**The Diocesan School Conduct and Discipline Code allows the administration to dismiss a student who is openly and continuously defiant or disruptive. The administration has the final discretion and authority to take action to ensure a positive Christian atmosphere.**

**\*Students who have repeated offenses may be placed on a behavior plan. This plan may indicate a student's immediate expulsion from Queen of Heaven.**

#### **Bullying/Harassment Policy**

Queen of Heaven has a **zero tolerance policy** when it comes to bullying and harassment. Our young men and women are expected to be students of integrity at all times. Bullying is an ongoing, repeated, deliberate, aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.

Bullying has three distinguishing characteristics:

1. Purposeful negative acts to cause fear or harm
2. A pattern of behavior repeated over time
3. Involves an imbalance of power or strength

Queen of Heaven identifies bullying and harassment in the following ways, including but not limited to:

- The misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. May involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.
- Hazing, initiation, or harassment of other students under any form whatsoever.
- Threats or verbal intimidation, **including those made through the internet, cell phones, or other electronic or Social Media outlets, will not be tolerated.**
- Any threats to intimidate, fight, or intend to injure or damage a person or property will not be tolerated. Any student found initiating or perpetuating a hazing, initiation, harassment, or bullying-related incident, will receive a detention(s) and is liable to suspension from Queen of Heaven.

## Cell Phones/Electronic Devices

Students may bring cell phones or similar electronic devices to school for the purpose of communicating with a parent/guardian **before or after school**. Parents allowing a student to bring a cell phone to school, please note the following rules:

- Cell phones will be “parked” in homerooms at the beginning of each day. This means that the students will be asked to submit their cell phones into a homeroom box that is kept locked up throughout the day. Students may pick up their phones at the end of each day. Failure to park cell phones will result in disciplinary action.
- Phones must be kept in the OFF position any time they are not parked (arrival time between 7:00-8:10AM and dismissal time between 2:45-3:00 PM), **this includes times in the gym and bus rooms**. It also includes any time the student is under the supervision of a staff member or another school-designated adult, including any before or after school activities unless expressly given permission otherwise by the designated adult.
- **Cell phones may not be used for picture taking at any time before, during or after school.**
- Bullying, harassing or threatening behavior via cell phone, **real or implied**, is not permitted.

**Students who violate these rules will have their cell phones confiscated.** Confiscated cell phones will remain in the principal’s office until claimed by a parent. Administration reserves the right to not allow any student to carry a cell phone to school. The school assumes no responsibility for lost or stolen cell phones. **Administration reserves the right to change this policy.**

## Extra-Curricular Activities/Privileges and Responsibilities

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Extracurricular activities help to provide an enriching environment for our students and are an integral part of their academic and social development. Queen of Heaven School is well known for offering a full range of extracurricular activities for students. The principal makes the final determination of activities offered each year. We recognize that athletics and extracurricular activities are important parts of the educational experience. Every student has the privilege to try out for sports and activities and to be evaluated fairly. Students are required to be cooperative and respectful during all extracurricular activities. Failure to do so may lead to being removed from the club or activity by the principal. All participants in sports or extracurricular activities at Queen of Heaven School, are monitored regularly for having a positive respectful attitude and being in sound academic standing. **Failure to meet these requirements may result in the student not being able to participate for a designated number of practices, games, or club meetings at the discretion of the principal. Any student who is absent from school on the day of an activity is not eligible to participate in that activity.**

### Responsibilities of the Student

- ❖ Always act in a Christian way with good sportsmanship and a positive attitude at all activities.
- ❖ Follow all rules and regulations of the school, the coach and the advisor.
- ❖ Attend all practices and club meetings.
- ❖ Keep grades at the acceptable level. This is determined by the school principal and teachers. A failing grade in a class at the 4th or 6th week mark will result in suspension from extracurricular activities until grades are improved.



- ❖ **Excessive Detentions and Demerits will be brought to the attention of coaches and advisors and may result in suspension from activities.**
- ❖ Take care of all school property, equipment, uniforms and supplies. Each student will assume responsibility for damaged or lost items.

### **Responsibilities of the Parent/Spectators**

- ❖ Always act in a Christian way, exhibiting good sportsmanship to teams, coaches, officials and other spectators at all practices, games, and club activities.
- ❖ Make sure you and your child are both familiar with the coach's and club advisor's philosophy and rules before the activity starts.
- ❖ If there is a problem or concern, please contact the coach or advisor so it may be discussed privately, never in front of your child or others.
- ❖ Respect the official's judgment and interpretation of the rules.
- ❖ Try to attend all events to cheer on your child and team.
- ❖ **Important Note: All students participating in the sports programs *must maintain and return* uniforms, equipment, etc. at the end of the season.**

### **School Lunch Program**

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Menus are sent home at the beginning of each month. **A monthly meal account may be started and is encouraged.** Milk or water can be purchased for those bagging their lunch. Prices are subject to change.

### **Dining Hall Behavior and Rules**

Our lunch room (Dining Hall) has been designed to provide your child with a healthy and enjoyable lunch break. All are expected to behave and to promote a relaxed and orderly atmosphere by adhering to the following rules:

- Act as if dining in a restaurant. No hats and keep your voice low.
- No running, shoving, pushing, taking or giving "cuts" in the lunch line.
- Follow the instructions of all supervisors, cafeteria workers, lunch monitors, lunch volunteers.
- Be respectful and courteous to everyone in the cafeteria at all times. Use "please" and "thank you."
- Sit at his/her chosen table and *remain seated* while eating. NO moving chairs to other tables. NO saving seats.
- Leave his/her seat *only* to purchase additional food and to dispose of garbage.
- Use the lunch room lavatory as directed by the lunch monitor.
- Do not *throw* food, wrappers, lunch bags or personal belongings.
- Do not *take* any other student's food, lunch bags or personal belongings.
- When he/she is done eating...clean your place of crumbs, wrappers, cartons, bags and any other litter.
- Clean up any spills/inform the lunch monitors.
- Dispose of garbage in the proper receptacles.
- Respond to the dimming of lights as a signal to stop talking and listen.
- Wait to be dismissed by the adult in charge.
- Be sure your chair is pushed in when you leave the table.
- Be quiet while walking back to your classroom so as not to disturb the other classes in session.
- Student seating is limited to 6 per table.

Students who do not follow the cafeteria rules will receive a verbal warning or may be assigned a demerit. Continual violation of the rules will result in a parent conference and detention.

## After School Program

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The Queen of Heaven After School Program offers an adult-supervised on-site program for children in PreK through grade 8. The program runs every full day of school from 2:15PM – 5:45PM. The program offers a daily snack, outside or gym time, a wide variety of crafts, games, puzzles, etc. for children to enjoy. A quiet space is provided for those children who need to complete homework. The days the children attend are up to the individual family and are very flexible. Families are only charged on the days their children attend. If interested in the program, please contact the office or our website ([www.qofhschool.org](http://www.qofhschool.org)) for the registration forms needed. Children must be registered in Queen of Heaven School in order to use this program.

## Other Important Policies

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### Photographs and Video Recordings

Photographs and video recordings of students may be used by, or taken by teachers, classmates, parents or the media. Photos and videos may be used for printing in newsletters, submitting to the media, placing on the parish, school or diocesan website, or for class or academic projects. No payments will be made to any students whose photos are used. Unless otherwise instructed by parents, Queen of Heaven School may identify children with first and last name for the media. On the website students will only be identified by first name. Images of Queen of Heaven School alumni may continue to be used after students leave the school.

### Parties

If your child wishes to celebrate a birthday or holiday in school, please send basic, healthy snacks with the necessary paper products clearly marked with the student's name and homeroom. Teachers will determine celebration procedures for their classes. *We must ask that you do not give out invitations to parties in school since circumstances may not allow for each and every one of your child's classmates to be invited to an outside event.* Pizza parties to celebrate birthdays are not allowed.

### Money Sent to School

Money sent to school for any purpose must be enclosed in an envelope *with the child's name, homeroom and reason.* **Always send the exact amount of money since change is not always available in the school office.** *When at all possible, please send in a check rather than cash.*

### Child Abuse Reporting

All school personnel are mandated child abuse reporters. All situations of suspected child abuse and/or maltreatment will be reported to the New York State Child Abuse and Maltreatment Register. Both the Education Law and the Social Services Law of New York State clearly and forcefully mandate such reporting. The statute refers to "reasonable suspicion" of child abuse.

## Health Services

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The West Seneca School District provides medical services to our school. The school nurse is at Queen of Heaven five days per week. The health office can be reached at 674-5206, ext. 27.

### Medication Policy

#### New York State Education Department *Regulations for Administration of Medication in School:*

*(The following regulations must be followed before medication can be administered by the school nurse)*

- Medication **must** be brought to school by a parent/guardian and taken to the Nurse's office. Medication may not be brought to school by a student nor can medication be sent home with a child.
- Medication **must** be in the *original container* prepared by the pharmacist. The label must include the name and strength of the medication.
- The school Nurse **must** receive written instruction from the doctor prescribing the medication AND parent/guardian consent in order for the medication to be administered in school.
- The school provides no medications.

**\*The New York State Medication Regulations apply to all medications including inhalers, aspirin, cough drops, vitamins and "over the counter" medications.**

#### Carried or Self-Administered Medications

School nursing personnel may receive a request from a parent or a physician to permit a student to carry and self-administer his/her own medication. Under certain conditions this may be allowed. Such decisions should be made on an individual basis. The criteria for determining when a student may self-administer medication should be determined by the physician, parents and school nurse. The child must be **self-directed** (see below) in order for the medication to be allowed for self-administration. The school nurse should be notified if a new order to self-administer is received.

#### Definition of Self-Directed Administration

A student may be considered to be self-directed if he/she is consistently able to do all of the following:

- Identify the correct medication (e.g., color, shape)
- Identify the purpose of the medication (e.g., to improve attention)
- Determine the correct dosage is being administered (e.g., one pill)
- Identify the time the medication is needed during the school day (e.g. lunch time)
- Describe what will happen if medication is not taken (e.g., unable to complete school work)
- Refuse to take medication if student has any concerns about its appropriateness
- Must be able to properly use medical devices (e.g., an inhaler or adequately taking in the proper dose)

#### New York State Immunization Requirements

- 3 or more doses of DPT/DT toxoid
- 3 or more doses of Polio vaccine
- 2 doses of MMR (or 2 doses of Measles & Mumps and 1 Rubella vaccine)
- Hepatitis B Vaccine – 3 doses
- Varicella Vaccine - 1-2 doses
- Tdap – one dose for students entering Grade 6
- Pneumococcal Vaccine - 1-4 doses, PreK only
- Haemophilus Influenzae Type B Vaccine (HIB) - 1-4 doses, PreK only

**\*\*The above requirements are dictated by age or grade and the specific immunization.**

To ensure that your child has the appropriate immunizations, please contact your physician or school nurse. If you have received a notice from the school nurse regarding any immunization issues, it is your responsibility to address this notice quickly.

**\*\*Per compliance with NY State Law, all students must be current on their immunizations to remain in school. Students entering Queen of Heaven School must meet the above requirements before entrance.**

### **Student Health Guidelines**

Children are vulnerable to contracting diseases because of the close contact they maintain while in school. These are simple guidelines to help promote a healthy environment:

1. Keep a child home if vomiting or diarrhea has occurred within the past 24-hour period. The child should be able to eat & drink without difficulty before returning to school.
2. Keep a child home if s/he has or has had a fever within the past 24 hour period.
3. Keep a child home with a bad cold (upper respiratory infection) especially with a very runny nose and cough, especially if it kept the child up at night
4. Rash
5. Head Lice - unless the student has been treated and is completely nit (egg) free
6. Strep Throat - must be treated with an antibiotic for at least 24 hours

If your child becomes ill at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, you will be called to take him/her home from school. Please teach your child the importance of correct hand washing to prevent the spreading of germs. Remind your child the correct way to use and dispose of tissues and the importance of covering one's mouth when coughing by using the back of a hand or elbow area.

### **\*\*Important Information that MUST be reported to the nurse:**

- all diagnosed contagious illnesses, such as strep throat, pink eye, flu, etc.
- all surgical procedures
- all injuries especially those that require assistive devices, i.e. crutches
- suspicious rashes
- Covid exposure or Covid positive

### **Emergency Information**

Emergency Information Cards are to be filled out by the parent/guardian, for every student, the first week of September. Please notify the school office of any changes in your home, work, cell or emergency telephone number(s). This is vital for the welfare of your child in cases of emergency.

### **School Physicals**

NYS Education Dept. requires an annual physical and dental exam for new entrants and students in Grades Pre-K, K, 2, 4 & 7. Students participating in the after-school sports program will also require a physical exam every 12 months.

### **New York State Screening Tests**

The school nurse is responsible for the State Screening requirements. These include scoliosis screening in grades 5-8 and vision and hearing in designated grades. Referrals are made to parents if there are any problems regarding any of the screening tests done throughout the school year.

### **Notices from the Health Office**

The school nurse may notify the parent/guardian with a written document or phone call of the need for medical information, questionable screening results, specific injuries, etc. If you receive a notice from the health office for any missing information, physician follow-up care, screening issues, physical examination or immunization requirements prompt attention and return are required.

# Queen of Heaven School

Parent-Student Handbook  
2024-2025 School Year

**I have read, acknowledged, and agreed to follow all of the 2024-2025  
Parent-Student Handbook policies.**

Family Name: \_\_\_\_\_

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature