



2024-2025 PARENT-STUDENT HANDBOOK

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WELCOME 2024-2025

Dear Parents and Students,

It is with great joy that I welcome you to the 2024-2025 school year! There are important changes to this year's Parent-Student handbook. Please take some time to familiarize yourself with its contents and note the recent updates. Keep it as a handy reference when questions about policies or practices arise. Sign and return the signature page to your child's teacher as confirmation that you have reviewed the handbook.

I look forward to partnering with you as we embark on another year together. As a community of faith, let us let us continue to seek God's will and the goodness in one another.

Queen of the Universe, pray for us—

Mrs. Linda Kelly
Principal

Root Beliefs

God's love inspires our teaching and learning.

Students have unique gifts, talents, and challenges.

Teacher curiosity, collaboration, and development improves student learning.

Children thrive when parents and teachers are partners.

Core Values

Be loving.

Be curious.

Be brave.

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ACCEPTABLE USE POLICY/DEVICE LOAN AGREEMENT

Parents and students are required to sign an Acceptable Use Policy and Device Loan Agreement regarding internet use and the care of devices. Queen of the Universe School has a 1:1 device program so that all student may have access to devices for in school and at home usage.

ADMISSIONS

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs (Policy ES 130.1).

Prospective families may apply for registration in the school office or online through our website. The principal will review the application and arrange to meet the family or have a video conference. Children are required to meet the following before they may register:

1. meet all state age requirements
2. have an acceptable discipline record from previous school
3. be in good academic standing as indicated by previous school

Admission Priority will be given to the following:

1. students currently enrolled and in good academic and financial standing
2. students whose siblings are enrolled at Q of the U
3. students whose parents are registered parishioners
4. Catholic students coming from a Catholic parish that does not have a school

Registration

Copies of the following documents are required for registration:

1. official birth certificate
2. Baptismal Certificate
3. Reconciliation Certificate
4. First Communion Certificate
5. most recent report card and standardized test scores/transcript from previous school

The following non-refundable fees are required at registration:

6. registration fee
7. first month's tuition (see tuition schedule)

90 Day Probationary Period for all New Students (revised Jan. 2024)

Admission of new and transferring students is on a probationary basis for academics and all new and transfer students are welcome and will be accepted on a probationary period of 90 school days. During this probationary period students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Children in the pre-kindergarten or Kindergarten also must demonstrate behavioral and developmental readiness for school. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

ADOPTION OF STATE REQUIREMENTS

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with these

requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

AGE REQUIREMENTS

A copy of a birth certificate must be provided at the time of registration.

In compliance with state law, the following age requirements have been set for admission:

1. 3yr old Pre-school: Age 3 on or before September 1.
2. 4yr old Pre-School: Age 4 on or before September 1.
3. Kindergarten: Age 5 on or before September 1.
4. Grade 1: Age 6 on or before September 1.

ALTAR SERVERS

The honor and responsibility of being an Altar Server is offered to all Catholic students in Grades 4 through 8. The students receive their training from a designated parish staff member. The program enables the students to serve the parish community and to take a more active role in the liturgy. Altar Servers will be assigned through the school for daily masses during the week, and through the parish for Sunday masses and weddings and funerals.

ARRIVAL/DISMISSAL PROCEDURES

The School Hall/Church Doors, at the north end of the building, will be used for arrival and dismissal. Students may only enter at the Hamlin Ave. doors if they arrive late.

Arrival

- Arrival takes place between 7:40 and 7:50am. Parents/Guardians should park in the parking lot and walk their children to their teachers and designated grade level location at the north end of the building (or to the School Hall/Church doors during inclement weather).
- Students will proceed to their classrooms at 7:50am. For security purposes, doors to the school will be locked at this time.
- **Students arriving after 7:50 must be escorted to the main office and signed in by their parents (see new policy about tardies on p. 6)**

Excessive tardiness adversely affects student learning and social-emotional well-being. **Please see the new Archdiocesan Attendance/Tuancy Policy on page 7. Excessive absences, tardies, and early dismissals may impact grading and honors recognition.** Additionally, 7th and 8th graders with a record of excessive tardies/absenteeism are at a disadvantage when applying to Catholic and Select Public High Schools.

Dismissal

- Students will be dismissed at 3pm, except on Tuesdays when dismissal will be at 2pm. Parents/Guardians should park in the parking lot and walk toward the School Hall/Church to meet their children. Teachers will escort students outdoors and make visual contact with parents/guardians before dismissing students.
- When weather is inclement, students will wait in the School Hall. Parents/Guardians should approach staff at the School Hall/Church Doors. Staff will call students to come out and meet you.

Tuesday Dismissal

On Tuesdays students are dismissed at 2pm. Parents should follow the established pick up procedures. Staff will supervise until students are picked up, or escort them to After Care at 2:15.

ATTACKS ON SCHOOL PERSONNEL (IL. POLICY)

Schools are required to report any attacks on school personnel to law enforcement immediately. Upon receipt of a written complaint from any school personnel, the school administrator shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police within 3 days of the incident through the School Incident Reporting System.

ATTENDANCE/TRUANCY POLICY

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal.

Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as unexcused. Students who have two or more days excused absences will be allowed to make up missed assignments. Parents should arrange with the teacher(s) to pick up class work.

An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Queen of the Universe has a Voice Mail system operating 24 hours a day for families to call to report an absence. Please notify us by 7:50am if your child will be absent by calling the school office at 773-582-4266 with the student's name, the teacher's name or grade, and the reason for being absent. If a child is absent **two or more days**, parents should arrange to pick up class work.

If the school does not receive a call, we will contact you to confirm that the absence is excused.

Tardies (NEW in 2024)

Students are expected to be in class on time so they maximize their learning opportunities. **The school day officially begins at 7:50.**

Students arriving after 7:50am must be signed in by their parents at the school office. Excessive tardiness adversely affects student learning and social-emotional well-being. Tardies are recorded in PowerSchool and reported on the student's report card. Excused tardies are not counted. Students may accrue up to 5 each semester – Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action. Additionally, 7th and 8th graders with a record of excessive tardies/absences are at a disadvantage when applying to Catholic and Select Public High Schools.

Early Dismissal

We understand that a student may have to leave during the school day for a medical, dental or orthodontic appointment.

The following steps must be followed in order for an early dismissal to be documented in PowerSchool as *excused*.

1. On the morning of the early dismissal, the parent notifies the homeroom teacher in writing of the time the student needs to be excused.
2. A note from the doctor's office is provided when the student returns to school.

3. Every effort is made to return the student to school following the appointment.

Students will lose credit for in class assignments missed due to unexcused early dismissals.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent/guardian with its efforts for their child, the student may be withdrawn from the school.

If your child's absences are due to medical reasons, please provide medical documentation within five days.

Students who receive 3 notices of excessive unexcused absences, tardies, or early dismissals during a trimester will forfeit honors recognition, regardless of grades. The principal's decision regarding honors recognition is final.

BULLYING/HARASSMENT

The Pastor, administration, and staff of Queen of the Universe School believe that all students and employees are entitled to work and study in Christ-centered environments free of bullying/harassment. The school will treat complaints of bullying/harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Bullying/Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

School administrators recognize and respond to harassment, which includes the following bullying acts:

Physical –includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft.

Verbal –includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet, or written communication.

Emotional –includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure.

Sexual –includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving physical contact or sexual assault.

No student shall be subjected to bullying during any school sponsored education program or activity, while in school, on school property, on school buses for field trips, at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative, or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may also request the Bullying/ Harassment School Incident Reporting Form

A from the school office which should be completed within one day of the incident and returned to the principal.

Copies of all Archdiocese of Chicago Office of Catholic Schools BULLYING/HARASSMENT REPORTING forms can be obtained in the school office.

The complainant should keep a copy of the report. School personnel who witness or receive a bullying complaint are required to complete Form A within a day and give the form directly to the principal, keeping a copy for her/his personal records.

CELL PHONE USAGE *(NEW in 2024)*

Cell phone usage is not allowed during the school day. If parents decide that their students need cell phones before or after school, the phones will be collected at arrival, secured, and returned to students at the end of the day. **A cell phone found in a student's possession, backpack or locker during school hours will result in an automatic detention. The cell phone will remain in the school office until a parent arranges to retrieve it.** The student will immediately receive a detention. This policy also applies to personal tablets and Smart watches.

Telephone Use

The office telephone may not be used by students except in an emergency. Please make all necessary arrangements with your child/ren before sending them to school in the morning. Parents may leave a message for their student with the office.

CHILD ABUSE/NEGLECT

State law requires all faculty and staff members to report any suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services (DCFS), which will then conduct a complete investigation. Please be aware that Queen of the Universe School, its faculty, staff, and/or agents working on or around the school premises who are under contract with the State of Illinois or the Catholic Archdiocese of Chicago must report any obvious signs of physical or sexual abuse.

Children who consistently come to school unfed, who present a noticeably unkempt appearance (hair uncombed, obviously unwashed/rumpled/ dirty clothing, not having bathed recently, etc), who show signs of apparently-untreated illness (e.g., a cough that lasts for weeks), or show signs of noticeable physical abuse, will be considered potentially neglected, and parents and/or a state agent will be contacted.

COMMUNICATION

Queen of the Universe School strives to maintain the highest level of communication among parents, teachers, students, and administration. Clear and consistent communication is a cornerstone of the partnership between home and school. In order to realize this communication, the following types of communication may be expected throughout the school year.

All school families will receive a monthly calendar from the school office. It will also be posted on the school website. The office endeavors to deliver the bulk of communication weekly on Thursdays via email and paper copies. *The Queen Connection*, the Principal's biweekly newsletter, is distributed every 2 weeks. Please check your emails and child's backpack for Thursday communications.

In addition to notes sent home, the school will use School Messenger. Families will receive a phone call, e-mail, or text message from the school with important communications. **Please ensure that the school has your updated contact information.**

CONDUCTING BUSINESS WITH THE OFFICE & SCHOOL STAFF

The School Office hours are 7:30am-3:30pm Monday-Friday. Parents are welcome to stop in the office to conduct routine business between 8:30am and 2:30pm (1:30pm on Tuesdays).

Please make appointments in advance to meet with teachers. Meetings may take place in person or virtually. **Faculty/Staff are not available to conduct business during arrival or dismissal time.**

CONTAGIOUS DISEASE

All instances of contagious diseases must be reported to the school office. The school reserves the right to send home any child who presents symptoms of a contagious disease. A doctor's note will be required before the child may return to school.

To prevent the spread of contagious diseases, we ask all parents to keep children home when they have

1. had a fever within the last 24 hours;
2. diarrhea, a stomach ache, or is vomiting;
3. a constant cough or a sore throat;
4. a bad cold or runny nose;
5. a rash;
6. yellowish skin or eyes;
7. red eyelids with tears or discharge/pink eye;
8. signs of communicable disease.

A child should not return to school unless he/she is fever free for 24 hours.

Dispensing Medication

The school may only give medicine to a student with written permission from parents and/or doctors. Students are not allowed to carry medicine in the school. The only exceptions are epi-pens for severe allergies, and diabetes medications. All students who carry these must have a medical plan on file in the office. All other medications and notes must be brought to the school office.

Head Lice

Head lice are easily transmitted in schools. Most commonly head lice is directly transmitted through close contact from a person who is infested or indirectly transmitted through contact with an object that has been contaminated with the lice (hairbrushes, combs, shared clothing or towels). The symptoms of infestation include an itchy scalp as well as evidence of nits that adhere to hair strands. Contagion is possible as long as lice or eggs remain alive on infested persons or clothing,

Exclusion from School

Students with head lice must be excluded from school. Parents are advised to seek treatment for their child/ren from either their family physician or through an over-the-counter medicated shampoo recommended by a pharmacist. The student may return to school when the parent/guardian presents either a box label or note from the physician indicating that the child/ren have been treated.

CURRICULUM STANDARDS

CORE CURRICULUM

The Archdiocese of Chicago's curriculum in ELA, Math, Science, Social Studies and Physical Education are aligned to the Illinois Learning Standards, Common Core State Standards, and the Next Generation Science Standards. The religion standards are designed to promote our Catholic identity and faith in the lives of our students with an emphasis on our creed, sacraments, Christian living, scriptures, liturgy, prayer and history of the Catholic Church, parish life and vocations. The Archdiocese of Chicago's curriculum standards are implemented by the teachers in our school to prepare our students as they encounter an increasingly complex, and information filled, local and global community.

FINE ARTS CURRICULUM

The Archdiocese of Chicago Fine Arts Curriculum provides Catholic schools and teachers with a framework for student learning in the arts from Pre-Kindergarten through grade 12 aligned with the State of Illinois Learning Standards and the National Standards for Arts Education. The term "fine arts" refers to Dance, Drama (theatre), Music, and the Visual Arts. In this curriculum, art means two things: (1) creative works and the process of producing them, and (2) the body of work in the four art forms that makes up our human intellectual and cultural heritage. The arts are an integral part of the human journey; to be

successful in life our students will not only need to earn a living but to live their lives rich in meaning. The study of the arts aims to cultivate the whole child. To be schooled in the arts is to experience and develop a unique literacy of expression and communication.

EARLY CHILDHOOD CURRICULUM

Our Preschool is an integral part of the elementary school community and is considered an important part of the learning continuum. Our Preschool provides safe and secure early childhood education in a loving, faith-based environment. In addition, our program ensures Illinois State Board of Education (ISBE) Early Learning & Development Standards are met by highly qualified teachers.

CUSTODY OF STUDENTS

If the parents do not live together, it is imperative that the school knows the rights of each parent. A court decree stating to whom the child may be released must be on file. The school will not take part in any separation issues.

Should one parent have sole custody of a child, the child's other biological parent is still a legal guardian of that child unless there are court documents to prove otherwise. Both parents will have the right to receive communications from the school about the child unless there are court papers on file that say otherwise. Further, grandparents and stepparents are not considered the legal guardian of a child unless appointed by court order. Only the parent or legal guardian may sign certain official school documents.

DISCIPLINE/CODE OF CONDUCT

Positive Behavior Expectations

Creating a school culture where all may live, learn and grow in the atmosphere of Christian love with behavior that is fitting for a community of God's people is our goal. Therefore, we expect that students, parents, administration, faculty, staff, and volunteers will display mutual respect and help create a supportive and caring environment.

Within individual classrooms, teachers will establish a set of positive behavioral expectations for their students along with incentives, rewards, and appropriate consequences for noncompliance. If a student's classroom behavior makes it difficult for teaching and learning to take place, various consequences may result. The following behaviors will warrant disciplinary actions.

1. Repeated incidents of misbehavior
2. Inappropriate verbal comments to school personnel or other students, or use of profane words or gestures
3. Insubordination towards school personnel, including failure to follow directions
4. Stealing school property or another student's property
5. Plagiarism
6. Forgery of a school document used for official purposes
7. Verbally or physically assaulting another individual
8. Fighting, in any form
9. Any other acts which directly or indirectly jeopardize the health, safety, and welfare of students or school personnel

Consequences

When determining the response for specific disciplinary incidents, administration and staff will consider the nature of the act, the student's behavior history, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. Consequences are listed from minimum to maximum intervention. Administration and staff may administer interventions in a different sequence than listed here, depending on the severity of the behavior. Consequences include, but are not limited to the following:

1. Verbal warning
2. Time out of the classroom
3. Phone call or email notification to parents / Parent-Teacher Conference

4. Detention / Loss of privilege
5. Meeting with parent, teacher, principal and counselor / Removal from extra-curricular activities / Behavior Intervention Plan Written
6. Suspension
7. Police contact
8. Expulsion

Threats to personal safety or physical assault will immediately be referred to law enforcement.

In addition to the consequences listed above, students who are involved in chronic violations of the school rules may lose the privilege to participate in extra-curricular activities at Queen of the Universe School. These include, but are not limited to special in-school events, field trips, athletic events and after school clubs. Removal from extra-curricular activities may be made at the discretion of the principal, in collaboration with the teacher and counselor. Should these privileges be removed, parents will be notified by a phone call and in writing.

The principal may intervene in the steps of the discipline code at any time and, in all cases, the decision of the principal is final.

Detention

Teachers in grades 4-8 may issue detentions when other interventions have proven ineffective. Detentions may also be issued as an immediate consequence of misbehavior.

Detentions will be served from 7:00-7:45am on Wednesdays. During detention, students will be provided a calm and prayerful environment in which they will complete a virtue reflection form. This form requires a child to reflect upon his or her behavior in light of Christian virtues and to identify ways in which s/he might practice virtuous behavior in the future. The child and teacher will sign the form and it will be sent home. Parents are asked to sign the form and return it to school the next day.

Suspension

Suspension can be either in school or out of school, and is reserved for severe cases of misbehavior. Students are expected to complete their assignments when removed from class for an in school suspension. They may not participate in specials or take lunch/recess with their class.

External Suspension from School

1. Students will not be allowed on school property for the duration of suspension.
2. Homework and tests must be made up. Credit will be given at the discretion of the teacher/principal.
3. Attendance at or participation in school sponsored activities or organizations is forfeited.
4. Students who are notified of a suspension on Friday will be suspended from school on the following Monday and will not be allowed to participate in any school activities during the intermittent weekend.

Expulsion

The reason justifying expulsion from a Catholic school should be as serious as it is rare. Expulsion may occur for the following reasons:

1. When the moral, academic, or physical well-being of the student body is endangered.
2. When there is a prolonged and open disregard for school policy and school authority.
3. The use of alcohol, tobacco or dangerous drugs on school property
4. Repeated truancy
5. Willful and negligent damage to the school or church buildings.
6. Threats of violence.

Every effort will be made to enlist the cooperation of the parents/guardians in order to avoid this extreme consequence.

Parents/guardians are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds, or at school-related events. Unacceptable behaviors include, but are not limited to: disrespect, harassment, verbal abuse, assault of, or threats to the faculty, administration, staff, students, and volunteers of the school – this includes incidents that occur face-to-face, via written correspondence, emails or social media.

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

1. inform the parent/guardians of their right to be present on school a ground is temporarily or permanently suspended;
2. dismiss the child(ren) of the parent/guardian temporarily or permanently from Queen of the Universe School.

Search and Seizure

In the interests of the health and safety of our school community, Queen of the Universe School administration reserves the right to conduct searches in all areas of its property and in objects that are brought onto its premises.

The right to conduct inspections includes, but is not limited to the following:

1. Lockers
2. Desks
3. Bags, purses, backpacks, briefcases, or other carrying devices brought onto school property
4. Any vehicles located on school property
5. Any other items or property brought onto the school's premises by a student or others

e-LEARNING

The Office of Catholic Schools believes the optimal setting for student learning is *in person* learning. Queen of the Universe School is in a position to pivot to short term e-Learning in the event of a quarantine or emergency school closing such as extreme weather or a facility emergency.

Every Queen of the Universe student will have access to a Chromebook or tablet for in class and at home usage. Teachers will communicate to parents and students about schedules for video conferencing using Zoom or Google Meets, accessing lessons and materials, and submitting work using Google Classroom or Seesaw. We expect parents to be involved in their children's e-Learning. Parents should always supervise students during video conferencing and, in general, monitor students' technology usage.

e-Learning is not an option for children whose parents take them out of school for vacations or other events. The administration strongly discourages parents from planning vacations outside of the regularly scheduled school holidays. **Absences due to these type of vacations will be recorded as unexcused absences.**

EMERGENCY DRILLS/CLOSING

Drills for fire, severe weather, building evacuation, lockdown and law enforcement are held regularly throughout the school year.

In severe weather situations or a facility emergency, families will be informed of school closings through the School Messenger site. It is important that our school records are updated with the current student contact telephone numbers. The school closings will also be announced on television, radio stations and online at **www.emergencyclosingcenter.com**.

In the event of an extended emergency school closure, e-Learning will be implemented.

EXAMINATIONS/IMMUNIZATIONS

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of 1) a health examination with the current year and 2) be up to date on all required immunizations as follows: immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside the State of Illinois; prior to entering preschool, kindergarten or the first grade; upon entering sixth and ninth grades.

All children in kindergarten, Grade 2, and Grade 6 shall have a dental examination by a licensed dentist. Parents/Guardians must present proof of this dental exam by May 15th of the year of that grade for the student. The school may hold the child's report card until proof is given.

All children (except preschoolers) enrolling in public, private, or parochial schools for the first time or entering kindergarten shall have an eye exam. Proof by a licensed physician or optometrist is to be submitted to the school. Report cards may be held for non-compliance.

EXTENDED CARE

Queen of the Universe provides an Extended Care Program for children who need before or after school supervision. Our Extended Care supervisors provide a safe environment where students can study, complete homework, play games, and/or watch selected movies. During After Care, students are given a snack and may play outdoors on our playground.

All families who wish to participate in Extended Care, must pay a \$30 registration fee. The morning rate is a flat fee of \$4/child. The after school rate is as follows:

- 1 child \$6/hour
- 2 children \$8/hour
- 3 or more children \$10/hour

There is a per minute charge for families who pick up after 6 PM. Families must be current with their payments in order to continue to participate in Extended Care.

All Extended Care arrangements must be made in advance with the office. Extended Care is available from 6:45am-7:40am and from 3-6pm (2-6pm on Tuesdays). Extended Care is located in room 207. Parents should ring the bell at the Hamlin Ave. entrance to enter. Parents must sign students in and out with the Extended Care staff.

Extended Care is not available when school is closed for holidays, or on staff development and Parent-Teacher Conference days. After Care is not available when dismissal is at 11:30am.

FACULTY AND STAFF

POSITION	LOCATION	NAME	CONTACT
Pastor	Rectory	Father Jose Antonio Murcia	jomurciaabellan@mmparsh.org
Principal	Office-2	Mrs. Linda Kelly	lkelly@qofu.org
Asst.Principal	Treehouse	Mr. Kevin Copp	kcopp@qofu.org
School Secretary	Office-1	Mrs. Annette De Leon	adeleon@qofu.org
Financial Aid Coordinator	Office-1	Mrs. Marcy Ariel	mariel@qofu.org
Admin. Support Staff/Aide	Office-1	Mrs. Lucila Gonzalez	lgonzalez@qofu.org
PreK	104	Mrs. Maritza Saucedo	msaucedo@qofu.org
PreK Instructional Assistants	104	Mrs. Yalitza De La Sancha Mrs. Lourdes Torres	ydelasancha@qofu.org ltorres@qofu.org
Kindergarten	103	Ms. Sarahi Jimenez	sjimenez@qofu.org
Grade 1	102	Mrs. Carmel Kitchin	ckitchin@qofu.org
Grade 2	212	Ms. Mary Erin Riley	mriley@qofu.org
Grade 3	209	Mrs. Patricia Perisho	pperisho@qofu.org
Grade 4	214	Ms. Christine Valentor	cvalentor@qofu.org
Grade 5	203	Mrs. Kathleen Halloran	khalloran@qofu.org
Grade 6	204	Mr. Jack Buday	jbuday@qofu.org

Grade 7	202	Ms. Isabel Batres	ibatres@qofu.org
Grade 8	201	Mr. TJ Dulac	tjdulac@qofu.org
Art	213	TBA	
Music	215	Mr. Henry Johnson	hjohnson@qofu.org
PE	213	Mr. Damien McCottrell	dmccottrell@qofu.org
Spanish	213	Mr. Ernesto Tapia	etapia@qofu.org
Title I	210	AAIC Staff	
Social Work/Counselor	Library	Ms. Ariana Hernandez Mrs. Sue Kehoe	ari.hd31103@gmail.com s.kehoe@francenter.com
Extended Care	207	Mrs. Maria Guido	mguido@qofu.org
Extended Care	207	Ms. Araceli Jara	lunab81785@gmail.com

FOOD SERVICE PROGRAM

Queen of the Universe provides free hot lunch and cold breakfast for every student in the school. You will receive an order form to indicate whether or not you want your child to receive chocolate milk with lunch. If you do not send in a lunch form, your child will receive white milk and the regular lunch. From time to time salad choices are given but you must indicate that on the form you return to school by the due date each month. If you choose to send your child with a lunch or snack, please make it a healthy choice.

GOVERNANCE

Queen of the Universe School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board implement and follow all policies and procedures promulgated by the Archdiocese and the Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the Queen of the Universe Family Handbook are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan or Office of Catholic Schools directives.

GRADE REPORTING

Midterm Progress Reports

Midterm Progress Reports will be sent to parents of students in grades 4-8 who are earning a D or F in any subject area. This allows ample time for the child to improve before the end of the trimester.

Report Cards

Report cards are issued at the end of each trimester for grades PK through 8. Report cards must be signed and returned to school within one week of distribution. Final report cards are given on the last day of school and may be kept by the student and their parents. Grades are cumulative of completed work such as, homework, in class assignments, projects, tests and quizzes. We highly recommend that parents and students check regularly review progress through Power School. Waiting until the end of the trimester to focus on grades is ill-advised.

HOMework

Homework is intended to reinforce material that is learned in the classroom. The teacher will determine the amount of work and frequency based on the grade level. It is important for parents to provide support to their child so that they develop good habits of completing homework. A special place must be set aside for homework. Access to school supplies and good lighting are important. All electronic devices should be turned off during this time unless homework requires students to use their chromebooks.

Expectations for homework are communicated in September. An assignment notebook stating what homework is to be done should be kept by every student in grades 2-8. The amount of homework and consequences for missing work are determined by the teacher.

Parent Expectations

Parents are expected to create a safe and quiet homework space, free of distractions. If you would like specific strategies on how to better help your child, please reach out to your child's teacher.

HONOR ROLL

Academic Honors are awarded each trimester to those students in grades 5-8 who receive all A's and B's in the core content areas of Religion, English Language Arts, Math, Social Studies, and Science, as well as in Specials classes. Students receiving honors will be recognized with certificates following a Wednesday school mass.

The requirements for Academic Honors are as follows:

High Honors

All A's, and B or higher in Specials classes

Honors

All A's and B's; and B or higher in Specials classes

New Aug. 2023

Students who receive 3 detentions and/or 3 notices of excessive unexcused absences, tardies, or early dismissals during a trimester will forfeit honors recognition, regardless of grades. The principal's decision regarding honors recognition is final.

Recognition of Academic Growth: The Growth Mindset Award

The *Growth Mindset Award* is given to students in grades 5-8 who achieve significant academic growth by embodying the following characteristics of a Growth Mindset:

- Believes intelligence and talents can be developed.
- Believes effort is the path to mastery.
- Believes mistakes are an essential part of learning.
- Views failure as an opportunity to learn.
- Believes failures are just temporary setbacks.
- Embraces challenges.

ISOLATION & QUARANTINE PROTOCOL

All individuals must remain at home when sick or experiencing any symptoms to minimize the chance of spreading COVID-19. Families are obligated to report COVID-19 diagnoses to their school office.

Students and staff need to isolate or quarantine under the following circumstances:

- A positive COVID test
- Potential COVID symptoms without a test or awaiting test results

POSITIVE CASES

Any individual who tests positive for COVID-19 must isolate for 5 days from the date of a positive test result regardless of vaccination status. In addition, they must be fever-free for at least 24 hours with a 75 percent decrease in COVID-like symptoms before returning to school. Individuals returning from quarantine are required to wear a mask in school for an additional 5 days.

There is no opportunity to test out of isolation for a positive case.

MASK REQUIREMENTS

Masks are optional for all individuals at Queen of the Universe School. See the above regarding Positive Cases.

MEDICATION

Parents/guardians are responsible for notifying the school if their child has been diagnosed with an allergy or other chronic health concern. Medication Authorization must be on file for students with Epi-

pens or other prescription medications. We are committed to addressing the health needs as best we can, in partnership with each child's parent/guardian.

No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal.

A Medication Authorization Form is distributed for each student at the beginning of each school year or enrollment of a new student during the year, and are available in the school office.

The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

1. **Self-Administration.** A student may self-administer medication at school if so ordered by his or her prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and made available for the student to self-administer in accordance with the student's Medication Authorization Form.
2. **Appropriate Containers.** It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:
 1. Prescription – labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) OR
 2. Manufacturer – labeled for non-prescription over-the-counter medication.
3. **Storage of Medication.** Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable).
4. Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.
5. At the end of the school year, or at the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Administration of Medical Cannabis:

Students are not permitted to use or possess cannabis in our school except accordance with the law and school policy. Parent/guardian of a student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver is permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

MENTAL HEALTH PROTOCOL & ASSESSMENTS

Queen of the Universe School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and cocurricular activities at Queen of the Universe. Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others:

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies, hospitals and services who may be able to assess the student.
2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.
3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.
 - a. Treat information received from the student/family/treating medical provider confidentially.
 - b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to Queen of the Universe academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee:
 - a. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 - b. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to Queen of the Universe
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 - a. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must

indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

b. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and co-curricular activities.

6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary.

NON DISCRIMINATION STATEMENTS

As per Illinois PA 102-0360, Queen of the Universe School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Queen of the Universe School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

POLICY STATEMENTS/CHANGES

Queen of the Universe Catholic School reserves the right to change any policy, rule, or regulation with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes may require immediate implementation due to unforeseen circumstances or changes in State or Archdiocesan policies.

RETENTION

Policy ES 139.1 The decision to retain a student shall be made only if there has been adequate evaluation and documentation which indicate that the student would most likely profit from retention.

Procedures

- a) The decision to retain a student shall be a cooperative one made by parents, teacher and administration. Ordinarily, parents shall be notified of the possibility of retention no later than midyear. Parents have the final decision.
- b) If a student is to be retained, the school shall provide a special program to ensure growth and progress.
- c) Retention should be used rarely above the primary grades.

In all cases:

1. Retention is recommended by the principal in consultation with the teacher and parent/guardian.
2. The parent/guardian should not have to choose between retention and transfer to another school.
3. Absence in itself is an unacceptable cause for retention if the student demonstrates the ability to master academic materials.
4. If a student is to be retained, the school shall make accommodations that support the academic growth and progress of the student.

The Recommendation for Retention Summary Form is completed by the principal, teacher, and parent/guardian and retained in the permanent file of the student.

SCHOOL BOOKS & EQUIPMENT

Students are responsible for the upkeep of all books and equipment that she/he uses while attending Queen of the Universe School. If lost or damaged by the student, the parent will be financially responsible. Teachers check the condition of books when they are collected at the end of each school

year. All hardcover books are the property of the school. Students who damage school property or equipment, such as computers, will have their parents/guardians billed for the expected replacement cost.

SCHOOL INCIDENT REPORTING SYSTEM(SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

SCHOOL SEARCHES

Searches of School Property

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

School personnel will always have another school authority present when conducting a search.

The search of a student's person or of any item brought onto school property is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, firearm, dangerous object, illegal drug, drug paraphernalia or other items prohibited by law or by school policy.

SCHOOL STUDENT RECORDS

MISSING PERSONS ACT:

Queen of the Universe School has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

TRANSFER STUDENTS (IN AND OUT):

Certified copies of transfer in students' records are requested within 14 days of enrollment. For students transferring out, **unofficial** records of students transferring to other schools are sent within 10 days of the request. **Official** records are sent once all financial obligations have been met.

SOCIAL MEDIA

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social media network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

SUBSTANCE ABUSE

Substance is defined as illegal drugs and drug paraphernalia, alcohol, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.	
Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.	
SCHOOL PROCEDURES FOR HANDLING VIOLATIONS	
1.	Notify the parent/guardian and suspend the student during the school investigation.
2.	Notify local law enforcement authorities <u>immediately</u> as directed by law.
3.	Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
4.	Notify the Illinois State Police (ISP) within one to three days of the incident on the ISBE School Incident Reporting System (SIRS).
5.	Notify the school's Regional Director of the incident; fax a copy or send a PDF. of the completed Accident/Incident Report within 24 hours to the Regional Director.
6.	If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
7.	Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
8.	Appropriate confidentiality shall be maintained.

SUPPLY OF OPIOID ANTAGONISTS POLICY

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in the name of the School and provide or administer them as necessary according to State law. To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours, 8am-3pm. However, no one should rely on the School for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School shall maintain a list of trained personnel.

Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose. Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact. Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use. Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled, Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, the School, their employees and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold

harmless the Catholic Bishop of Chicago, an Illinois corporation sole, the School and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents or guardians of the student must sign a statement acknowledging that the School and its employees and agents are to incur no liability, except for willful and wanton conduct, as school hours: after-school hours: maintained in the following designated secure locations: a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant, or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless the School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

TECHNOLOGY

Students will learn about and digital citizenship, keyboarding, and proper usage of educational applications in Technology Class. They will also use devices in their classrooms to complete lessons and projects. All students will need headphones for these purposes. ***Wireless earbuds will not be permitted.***

Technology Outside of School

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

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

TESTING/EVALUATION

All students at Queen of the Universe School are evaluated using the i-Ready Diagnostic Assessment 3 times during the year. Other forms of assessment include formative and summative assessments such as projects, quizzes, tests, and writing assignments.

TUESDAYS EARLY DISMISSAL

The faculty of Queen of the Universe will engage in ongoing school improvement using the Professional Learning Community (PLC) model. A Professional Learning Community is a process in which educators work collaboratively to achieve ongoing school improvement goals. At Queen of the Universe School, a schedule has been created to support our PLC. A weekly early dismissal has been put in place to ensure that faculty members will engage in job-embedded learning every Tuesday from 2:15-3:30.

TUITION/FINANCIAL AID

Queen of the Universe School uses FACTS for the collection and management of tuition for all families enrolled. Tuition payments are made on an installment basis to FACTS. All families must have a FACTS account per the Archdiocesan policies for Catholic Schools. Upon registering your child for the school year, a contract with FACTS must also be completed and signed. Parents may direct any questions regarding their FACTS account activity to a FACTS Account Manager at 866-412-4637 or <https://online.factsmgt.com>.

Parents of 8th graders are expected to be up to date with their financial obligations by the end of April in order for their students to participate in 8th grade end of year activities, including graduation.

Parents are asked to notify the principal or Financial Aid Coordinator of any unexpected hardships that affect one's ability to pay tuition. Our mission is to assist families who want to provide Catholic Education for their children.

TUITION COLLECTION POLICY

Tuition is due by the **20th of the month [August-April]** for the full, contracted tuition rate.

Families will be notified if their tuition payment is one month late. If families have not paid the full, contracted tuition rate by the following dates, their children be excluded from school on the dates listed below. They may return to school when the tuition payment is made in full.

Tuition Due Date	Last day to pay to avoid exclusion	Date of Classroom Exclusion for Tuition Non-Payment
August 20, 2024	Thursday September 19, 2024	Monday, September 23, 2024
September 20, 2024	Friday October 25, 2024	Monday, October 28, 2024
October 20, 2024	Friday November 22, 2024	Monday, November 25, 2024
November 20, 2024	Friday December 6, 2024	Monday, December 9, 2024
December 20, 2024	Friday January 24, 2025	Monday, January 27, 2025
January 20, 2025	Friday February 21, 2025	Monday, February 24, 2025
February 20, 2025	Friday March 21, 2025	Monday, March 24, 2025
March 20, 2025	Friday April 25, 2025	Monday, April 28, 2025
April 20, 2025	Friday May 16, 2025	Monday, May 19, 2025

In addition:

1. Students can only participate in extracurricular activities when their tuition is current.
2. Families can register for the upcoming school year when all current year tuition and/or fees are paid.
3. 8th graders can have their records sent to their high schools of choice, participate in graduation, and receive their diplomas only when their tuition and/or fees are completely paid.
4. Students can attend end of year activities such as picnics and field trips, and receive their report cards, when their tuition and/or fees are completely paid.
5. If transferring schools, official transcripts will be released when entire balance is paid.

Parents are asked to notify the principal or Financial Aid Coordinator of any unexpected hardships that affect one's ability to pay tuition. Our mission is to assist families who want to provide Catholic Education for their children.

NSF

The school maintains the right to refuse checks in instances where NSF checks are presented twice or consecutively in a school year. In such cases all future payments will be required to be made by CASH OR MONEY ORDERS ONLY.

Financial Assistance

A limited amount of financial assistance is available to financially needy but academically deserving students. The Financial Aid Coordinator will assist families who submit complete applications, and the finance committee will determine the amount of aid. This process may take up to two weeks before any answer regarding aid is given.

Illinois Action for Children

The *Illinois Action for Children* (AFC) program is primarily intended for paying childcare expenses. This program is NOT responsible for private school tuition & fee cost, except for preschool students. Individuals under this program assume all balances not paid by *Action for Children*. Upon receiving payment, the school immediately applies payment to any childcare balances or preschool tuition.

Queen of the Universe School staff and administrator are not responsible for the completion of applications for the Action for Children Program, status, decision of approval or denied applications, or any information pertaining to the application/applicant. Queen of the Universe, as a provider, only completes the process designed for the provider (certification of attendance, signature of provider, provider background checks etc.).

Queen of the Universe is an advocate for all children, and will work with the families to ensure their child/ren have the same opportunity to an excellent Catholic education. We recognize financial difficulties exist; however, we advise families to maintain communication with the school regarding their situation, and take appropriate action to remedy the situation.

UNEXCUSED ABSENCES

Absences due to family vacations are considered unexcused absences. Although we recognize the importance of family vacations, we ask parents/guardians to avoid scheduling them during school time.

Teachers may, but are not required to, provide work in advance for absences due to vacations. Requests for vacation homework that are received no later than 1 week in advance will be considered.

UNIFORM POLICY (NEW! Gray pants/shorts and white polos for girls in grades 4-8 will be phased out by August 2025)

All students in Grades PK-8 wear uniforms to school. Uniforms may be purchased through Zemsky's, Martinelli's or School Belles. However, the uniform fleece is only available through School Belles.

Please note that students wearing hoodies or sweatshirts other than QofU, patterned socks and tights, nail polish, or boots and booties will receive uniform violation forms. Repeated failure to cooperate with the dress code/uniform policy may result in a detention or being sent home from school. Principal decisions regarding Uniform Policy violations are final.

Gray/Khaki dress shorts may be worn according to parent/student discretion regardless of the time of year.

Regular Uniform: Girls K-3

Burgundy plaid jumper with white blouse
Gray or khaki dress pants; Gray dress shorts
White, gray, or burgundy knee socks or tights
Burgundy school uniform sweater or burgundy school fleece
Shoes (black or brown) with a 1 inch heel or less
Casual black gym shoes with a black sole may also be worn.
Boots are not permitted with the school uniform.

Regular Uniform: Girls 4-8

Burgundy plaid skirt or culottes with burgundy polo
Gray or khaki dress pants
Gray or khaki dress shorts
Burgundy school uniform sweater or burgundy school fleece
White, gray, or burgundy socks or tights
Shoes (black or brown) with a 1 inch heel or less
Casual black gym shoes with a black sole may also be worn.
Boots are not permitted with the school uniform.

Regular Uniform: Boys PK-8

Gray or khaki pants *must sit at the waist*
Gray or khaki dress shorts
Burgundy polo (3 button) *shirt must be tucked in at all times*
Dark belt
Gray cardigan school uniform sweater or gray school fleece
School shoes (black or brown) are to be worn with the school uniform.
Casual black gym shoes with a black sole may also be worn.
Boots are not permitted with the school uniform.

Gym Uniform: PK-8 Girls and Boys

Students in all grades are required to wear the Queen of the Universe gym uniform the day the class has gym. Gym uniforms may be purchased in the school office.

Navy blue sweatpants or shorts that touch the knee with the Queen of the Universe lettering on the leg
Navy blue sweatshirts with Queen of the Universe logo on the front
Orange T-shirt with Queen of the Universe logo on the front
White Socks
Gym Shoes

General Student Appearance

1. Students and their hair should always be well groomed, neat and clean.
2. Coloring of hair and extreme hairstyles (spiking, shaving, Mohawks) are not permitted.
3. Boys' hair should be short ($\frac{1}{2}$ inch above the collar line, the eyebrow, and the ear).
4. Shirts should be tucked in at all times.
5. Heels on dress shoes may not be higher than 1".
6. Makeup, nail polish or acrylic nails may not be worn.
7. Students may only wear prescription glasses.

Jewelry may not be worn. The following exceptions will be allowed—

8. Girls with pierced ears may wear small post earrings (dangling or hoop earrings are not permitted)
9. Piercings other than the earlobe are not allowed.
10. No piercings are allowed for boys.
11. Religious medals, Crucifixes, prayer bracelets or religious wristbands, and plain watches may be worn.
12. Smart watches are not permitted.
13. *Fitbits* are discouraged

Out of Uniform Days

On designated dress-down days, students may choose to wear casual clothing or remain in their uniform. Certain dress down days may be part of a fund raiser or service project. In those cases, students may be

asked to donate \$1.00 for a specific cause. The guidelines above regarding *General Student Appearance* also apply to out of uniform days. Any non-uniform clothing worn on dress-down days must be clean, neat, and modest. On jeans day, jeans, T-shirts, sweatshirts, and gym shoes are allowed. Clothing with slogans, graphics etc. that are vulgar, violent, or otherwise offensive are not permitted.

The following clothing is not permitted:

1. Flip flops or slides
2. Jeans that are low cut or are falling down
3. Torn or ripped clothing.
4. Tight fitting clothing, including leggings
5. Skirts or shorts that are shorter than knee length
6. Cropped, bare shoulder, low-cut or tank tops

Dress up days are more formal. Boys are to wear a shirt, tie, and dress slacks. Girls are to wear a dress, skirt or pants with a modest top. Tank tops, *cold shoulder* tops, or midriff tops are not permitted. Dress shoes are required. Girls may wear 1" heel. Gym shoes or jeans are not permitted.

Failure to cooperate with the dress code/uniform policy may result in a detention or being sent home from school. Principal decisions regarding Uniform Policy violations are final.

PROTECTING VALUABLES

Queen of the Universe School makes every effort to ensure a safe learning environment, where students are safe to bring their belongings to school. However, the school has no control over loss or damaged valuables. It is for that reason that we request that students do not bring any cash or valuables to school.

1. Students assume full liability for loss of any money or loss and damages of any valuables brought to school.
2. The school will not replace or pay for any damage or loss of valuables brought to school.

WATER BOTTLES

We ask that students bring water bottles to school each day.

WEAPONS IN SCHOOL

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

1. Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
2. Weapons include, but are not limited to the following: knives, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm.
3. Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

PARENT AGREEMENT

I have read the Queen of the Universe Parent-Student Handbook and agree to abide by the policies, protocols and practices therein.

Parent/Guardian Name

Parent/Guardian Name

Date _____

Name & Grade of Child(ren) _____

Submit to the School Office no later than September 1, 2024