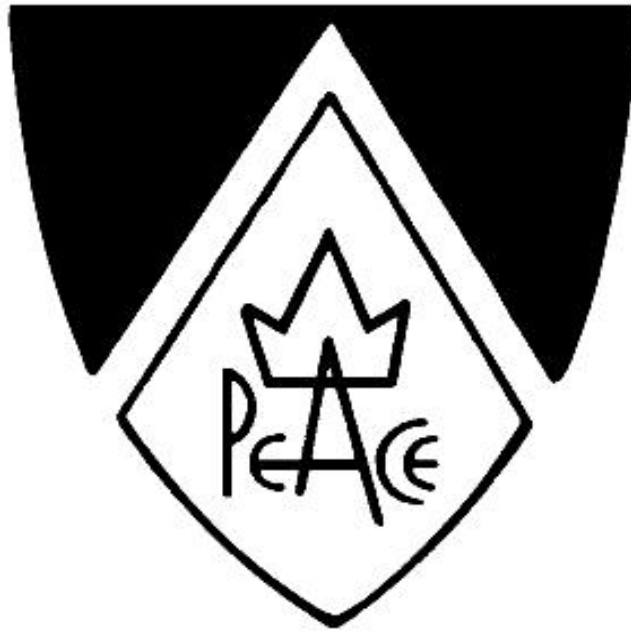


**QUEEN OF PEACE HIGH SCHOOL
STUDENT / PARENT HANDBOOK**



2009-2010

I. MISSION AND HISTORY
MESSAGE FROM THE ADMINISTRATION

Dear Queen of Peace Students and Parents,
Together, we embrace a commitment to the Queen of Peace mission and philosophy which inform the following pages. We ask that you discuss this handbook as a family and become familiar with the information it contains. After you have read it carefully, we ask students and parents/guardians to sign the attached form and return it when you pick up your laptop. Dedicating this year to the Sinsinawa Dominican value of Community, we look forward to recreating our collective community as we continue to embrace and cultivate partnership. Welcome to the new school year!

MISSION STATEMENT

Queen of Peace is a Catholic Dominicans of Sinsinawa secondary school community educating a diverse adolescent female population. We are committed to preparing women not only for college, but for lifelong learning by empowering intellectual, spiritual, moral and emotional growth. Our mission calls us to search for truth, to encourage collaboration, to instill leadership, to promote dedication to service, and to inspire a passion for peace and justice.

(Written 1989; Reaffirmed 2004)

PHILOSOPHY OF QUEEN OF PEACE HIGH SCHOOL

Queen of Peace High School is a Dominicans of Sinsinawa sponsored secondary school community serving young women from the Chicagoland area through a challenging four-year program designed to foster intellectual, spiritual and personal growth. In the Dominican tradition of scholarship, truth and compassion, Queen of Peace respects individuality, promotes community, and encourages responsibility and interdependence. A disposition to service, a belief in relationship and passion for peace and justice characterize Queen of Peace's value-oriented approach to learning and living. Inspired by the call "to teach as Jesus," education at Queen of Peace intersects individual and global issues and compels the translation of faith into action. Queen of Peace's goal for every young woman is to learn the Gospel message and to live it. In partnership with the family, the parish, and the local community, Queen of Peace enables personal growth through learning experiences which transcend the classroom. Emphasizing mutual respect and trust, Queen of Peace prepares students for college and lifelong learning by empowering each young woman to develop self-esteem and

discover her potential in a nurturing and challenging atmosphere that celebrates academic excellence and multi-cultural diversity. Our student-centered curriculum cultivates a love of learning through cooperation rather than competition. Queen of Peace's response to the challenges posed by a complex society is to equip students with the skills of informed moral decision-making, peacemaking and leadership in service with and for others.

Our mission, both intellectual and spiritual, is to educate and empower women of ideas, faith, knowledge and commitment...Women of Peace. (Revised 1989, Reaffirmed 1999)

NON-DISCRIMINATION STATEMENT

Queen of Peace High School maintains a policy of non-discrimination on the basis of race, color, and national origin in its admissions policies and practices, educational programs, and activities.

We Believe

All people are a reflection of the image of God,
and thus all human life, at all stages from conception
through death, is sacred. The basic dignity that each person
possesses comes from God; therefore, all discrimination is wrong.

People take precedence over things and structures.

Systems are meant to serve people, not vice versa.

We believe in the dignity of the human person.

The mystery of the Trinity involves the relationship of complete
love among the three divine persons in one God.

As persons made in God's image, we must model God's
self-giving love. Hence, the human person is both sacred and
fundamentally social. In community we realize the fulfillment
of our dignity and rights in relationship with and to others.

We believe in community and the common good.

People have basic rights and responsibilities because of their
human dignity that reflects the fact that they have been
created in God's image. Catholic teaching emphasizes that
people have a right to life and to the basic necessities
that provide quality of life: food, shelter, health care,
education and employment. We are called to respect the

rights of others and to seek the common good.

We believe in rights and responsibilities.

The Gospel calls Christians to put the needs of the poor first.

A common moral test of society is how it treats its most vulnerable people. Wherever there is structural injustice, Christians are called to oppose it. Those with the greatest need require the greatest response.

We believe in our responsibility to the poor.

Work is an expression of our dignity and of our involvement in God's creation. People have a right to decent work, fair wages and private property.

The economy exists to serve people, not vice versa.

We believe in the dignity of work.

We are all one human family in the world. Because we realize our dignity, rights, and responsibilities, in relationship with others, we need to continue to build a community that empowers people to attain their full human potential. By working for justice, we fulfill our mandate to build the Body of Christ.

We believe in solidarity.

The earth and all its resources are gifts from God. We are entrusted with the responsibility to care for these gifts and to preserve them for future generations.

Living our faith in relationship with all of God's creation, we are called to protect people and care for the earth.

We believe in stewardship of creation.

Text adapted from the Synopsis of Principles of Catholic Social Teaching
Provided by the Campaign for Human Development, United States Catholic Conference

Washington, D.C., 2001

HISTORICAL HIGHLIGHTS OF QUEEN OF PEACE

In 1960, the Sinsinawa Dominican Sisters were invited to build and staff a high school for young women on a 15-acre tract of land located near the southwest side of the city of Chicago. A Queen of Peace High School Corporation was formed and filed in the office of the Secretary of State on October 25, 1961. The Articles of Incorporation were signed by Mother Mary Benedicta, O.P., and then Mother General of the Dominican Sisters. In 1962, the Sinsinawa Dominicans founded Queen of Peace High School.

On November 21, 1963, Queen of Peace laid its cornerstone. In a sealed copper box placed within the cornerstone were the names of the new pope, Pope Paul VI; the Archbishop of Chicago, Albert Cardinal Meyer; Mother Benedicta Larkin, O.P., the Sinsinawa Mother General; Sister John Dominici, O.P., the first principal; the names of the first twenty-five sisters on staff, and heading the list of civil authorities was President John Fitzgerald Kennedy. The day following the laying of the cornerstone, November 22, John F. Kennedy was assassinated.

Queen of Peace began classes in its own facility in September of 1963 with 420 frosh and 390 sophomores. Of that first year it was written: "Generous expressions of school spirit united the first group of students and faculty and widened readily to include over 400 new students and 14 additional faculty in September, 1964."

Nearly two decades later, the Dominicans of Sinsinawa Corporation appointed its first lay leader in 1986. The lay leader worked closely with the school's first policy-making Board of Directors, established in 1990.

From 1996-1999, significant facilities enhancements occurred following a Board-approved architectural master planning project and subsequent Phase One and Two building renovations. The results of these renovations created two new Mazzuchelli science labs, a fitness/dance center, softball field, a CAD Lab, and a renovated gymnasium with new bleachers and a wood floor. In 1998 the school mascot changed from the Packers to the Pride.

The school's leadership role was strengthened in 1999 when the first Queen of Peace High School president was hired. Together, the president and principal focused on leading the school into the new millennium. Significant facility modifications were completed, including the addition of a new College and Counseling Center, the

installation of 14 custom-designed, stained glass windows in the Peace Chapel and beautification of the campus.

Another major effort began in 2002 as school leaders invested in upgrading technology hardware and software for multiple student labs. The 21st-century technology gave students, faculty and parents greater access to available resources.

In 2006, the *Tech4Learning* Campaign funded a technology transformation and initiated the 1:1 laptop program and wireless infrastructure. Queen of Peace became the first all-girls high school in Illinois to provide these cutting edge resources to all students, at all class levels, at the same time. During this technology transformation, Peace continued to raise the standard for educating all-women by expanding the curriculum with an A+ computer repair class and a pre-engineering class, The Infinity Project.

In the fall of 2008, Peace was the first all-girls school in Illinois to initiate a FIRST Robotics Team. Peace also introduced a new four-year arts program, *Arts Without Borders*. The program strives to engage all students in first-hand arts experiences by transporting them to venues in the greater Chicago Metropolitan area to see, hear, and feel music, dance, opera, theatre, ballet, architecture and museums.

Significant milestones:

- Peace Park created in 2000 following the Columbine Massacre.
- St. Catherine of Siena Scholars Program designed in 2001.
- Dance Company launched in 2001.
- Dominican Value graduation charms designed for seniors beginning in 2000.
- Peace Pole planted in 2002 on the first anniversary of the 9/11 terrorist attack.
- Faculty laptops distributed in 2002.
- First Senior Portfolio Exhibit celebrated in 2003.
- Board-sponsored Mazzuchelli Scholarship Benefit begun in spring of 2004.
- Golf added as a club sport in 2004-2005 and as a varsity sport in 2005-2006.
- Service Fair initiated in February 2006.
- Guidance Center created 2006-2007.
- Health & Wellness Day integrated in March 2007.
- 1 to 1 laptop initiative adopted in 2007-2008.

For four decades, Queen of Peace students, faculty and parents have continued the Sinsinawa Dominican value-centered tradition of truth, justice, compassion, partnership and community. Queen of Peace's history is brought to life each day in activities and programs which expect academic rigor, respect individuality, promote community and encourage responsibility and interdependence. A thriving enrollment continues to fuel those "generous expressions of school spirit" and an excellent and dedicated faculty and staff continue to educate and empower Women of Peace for the 21st Century.

QUEEN OF PEACE'S DOMINICANS OF SINSINAWA IDENTITY: SYMBOL AND VALUES

The shield which appears as the Queen of Peace symbol is representative of our Dominican identity. The Dominican shield dates back to the days of St. Dominic. The dark areas represent the untruth and oppression that prevailed during Dominic's time. The light area represents the light of truth breaking through and penetrating the darkness. It is this commitment to truth that guides the Dominican tradition.

Rooted in mission, the purpose of the Dominicans of Sinsinawa Sisters is to proclaim the Word through the ministry of teaching and preaching within a life centered on prayer and study. By simplicity of life, community of goods, love for one another and commitment to ministry, the Dominicans of Sinsinawa and the institutions they sponsor witness to the Gospel they preach.

This Dominican identity is further demonstrated in shared prayer and worship, actions which attest to a commitment to peace and justice, and in appreciation for the gifts and talents of others while working together for the common good. Additionally, five values were articulated in 1994 through a collaborative process involving all Dominicans of Sinsinawa sponsored institutions; these values create the focus for each school year: TRUTH, JUSTICE and COMPASSION, COMMUNITY, PARTNERSHIP. In addition to our commitment to PEACE, these values are also emphasized through a process which leads to students' selection of a value to inscribe on a graduation charm.

MISSION OF THE DOMINICANS OF SINSINAWA

As Dominican Sinsinawa women, we are called to proclaim the Gospel through the ministry of preaching and teaching in order to participate in the building of a holy and just society.

AT THE HEART OF A DOMINICAN EDUCATION

By Sister Ruth Poochigian, OP (2005)

STUDY: A Dominican education forms individuals in love. It fosters a life-long love for learning and, at the same time, encourages a growing capacity for learning how to love. Both require self-discipline and desire. While acquiring knowledge and facts, the student is challenged to exercise critical thinking, reasoning, and reflection. The tradition of the Order of Preachers is both intellectual and spiritual, supporting the crucial role of integration which underlies all aspects of the learning process. It fosters the ultimate goal of study, which is to be grounded in the knowledge and skills necessary to proclaim the Gospel as good news for all. In this way a Dominican education is at the service of truth.

PRAYER: A Dominican education is anchored in God's spirit. Constant prayer leads to a growth in faith, a recognition of Truth and a desire to serve that Truth in word and deed. The search for God through prayer and contemplation leads to a desire for kinship with all of creation and with Earth that sustains it. St. Dominic preached that prayer and study were intimately linked; this continues to be a vital principle of Dominican education today.

COMMUNITY: A Dominican education celebrates a diverse and collaborative community. The talents and insights of each are gifts to be shared with all. In this way the skills of collaboration and respect for differences are both practiced and learned. The school community embraces students and families with pastoral care, so that each may experience God's love in others, inspiring them to make a difference wherever they are – on campus, in their family, the community, the Church, and the world.

SERVICE: A Dominican education teaches every person how to incorporate Jesus' preaching mission as a way of life. Community outreach, personal formation, awareness, and advocacy are all ways to embody the life of a preacher, and to transform the crucial social justice issues of our times. Enlivened by the Truth of the Gospel, individuals grow into Christian leadership through this preaching. The spirit of St. Dominic is the authentic hallmark of a Dominican education.

QUEEN OF PEACE GRADUATION OUTCOMES

Following a four-year course of study at Queen of Peace High School, a graduate will be able to demonstrate growth --- as a God-centered person of faith and truth, as a creative and reflective learner, as a socially responsible global citizen and as a competent, confident and courageous Woman of Peace.

A. As a God-centered person of faith and truth, she will:

1. Appreciate and understand the teachings of the Catholic Church and our Dominican heritage.
2. Apply Gospel values and the counter-cultural message of Jesus when making life choices.
3. Respect the dignity of all people rooted in the belief that all are created in the image and likeness of God.
4. Develop a personal spirituality, centered in the Word, through prayer, contemplation, creative expression and community worship.
5. Preach through reconciliation, service and leadership.
6. Cultivate awe, reverence and an understanding of the interconnectedness of all of creation.
7. Demonstrate a joyful and hopeful outlook sustained by belief in the Resurrection.

B. As a creative, reflective learner, she will:

1. Love learning and take pride in scholarship.
2. Deepen self-knowledge through reflection, self-assessment and openness to growth.
3. Exercise good judgment in decision-making.
4. Think critically: apply, draw connections, analyze, problem-solve, synthesize and evaluate.
5. Cultivate and appreciate imagination, creativity and aesthetic perception.
6. Communicate effectively and appropriately through different media for a variety of purposes and audiences.
7. Collaborate effectively and respectfully with others of diverse backgrounds, faiths and perspectives.
8. Value the processes, skills and dispositions of inquiry and research.
9. Acquire knowledge and derive meaning from multiple forms of literacy across disciplines.

C. As a socially responsible global citizen, she will:

1. Demonstrate ethical behavior and accept responsibility for personal actions.
2. Act from an inclusive and informed multi-cultural, anti-racist worldview.
3. Respect differences with openness to divergent points of view.
4. Appreciate interdependence and cooperate to promote the common good.
5. Use her gifts to contribute and respond compassionately to the needs of society.
6. Recognize the power of individual leadership to transform society.
7. Advocate for justice and confront injustice.
8. Work toward peace and peacemaking.
9. Take responsibility for the stewardship of the earth and its resources.

D. As a competent, confident and courageous Woman of Peace, she will:

1. Make choices that promote a healthy balance of spiritual, intellectual, emotional, physical aspects of life.
2. Act with integrity and humility.
3. Develop self-respect and nurture loving relationships.
4. Embrace challenge and persevere to achieve goals.
5. Develop resilience and the ability to recreate her spirit.
6. Demonstrate resourcefulness, flexibility and adaptability.
7. Value a strong work ethic and take pride in all that she does.
8. Demonstrate skills for organization and self-discipline.

(Original outcomes articulated: 1994. Current outcomes affirmed: 2004)

AFFILIATIONS

Sinsinawa Dominican Congregation
Queen of Peace Corporate Members
Queen of Peace Board of Directors
DASS: Dominican Association of
Secondary Schools
Illinois State Board of Education
National Catholic Educational
Association

Illinois High School Association
ASCD Association
Archdiocese of Chicago
Girls Catholic Athletic Conference
Council C
Vicariate V
AdvancED

II. ACADEMIC INFORMATION

ACADEMIC PROGRAM OF STUDY

Queen of Peace invites students with a wide range of abilities and talents to thrive in a non-tracked program of study. All courses and programs are intended to be challenging; it is the student’s choice of non-required courses which tailors her program along lines of personal interest. All students must take the requisite college entry exams, ACT and/or SAT and apply for college acceptance.

As part of the educational experience at Queen of Peace High School all students are required to lease a school designated laptop which will be used every day in our academic setting. The complete technology policy is outlined in the “Student Technology Acceptable Policy” and the “Student/Parent Laptop Use Agreement.”

COURSE/CREDIT REQUIREMENTS BY GRADE LEVEL

FROSH		SOPHOMORE	
Christian Living	1.00	Christian Living	1.00
English 1	1.00	World History	1.00
Algebra	1.00	Language	1.00
Fine Arts	.50	Lab Science	1.00
Conceptual Physics	1.00	Fine Arts	.50
Communications	.50	Physical Education	.50
Social Studies Essentials	.50	Math	1.00
Physical Ed./Health	.50	English II	<u>1.00</u>
Language/Reading	<u>1.00</u>		
	7.00		7.00
7 credits to be a sophomore		14.00 credits to be a junior	
JUNIOR		SENIOR	
Christian Living	1.00	Christian Living	1.00
English	1.00	English	1.00
Lab Science	1.00	Social Studies Requirement	.50
U.S. History	1.00	Social Studies Elective	.50
Math	1.00	(if not taken jr. year)	
Electives	2.00	Electives	3.00
	7.00		6.00
21 credits to be a senior		27.0 credits for graduation (25.5 for 2010)	

EXAMS/FINAL ASSESSMENTS

All students must be present to take semester exams/assessments in each subject. Students may not request to take exams early. Students whose tuition is delinquent and/or whose state textbooks have not been returned, or who have not satisfied other financial obligations may not take exams. Students must complete exams in order to begin classes for the next semester. (See Tuition)

GRADE REPORTS, GRADE POINT AVERAGE, CLASS RANK

Report cards are issued each quarter according to the school calendar. Each quarter a student's grade point average for that quarter is calculated and used to determine honor roll status. Class rank according to grade point average is calculated at the semester only. Grade point average is calculated by adding the student's grade points attained and dividing by the student's credits attempted. Each semester course receives .50 credit. GPA is calculated by:

1. Multiplying the grade points for a grade by the credits attempted for that course.
(A=4.0, B=3.0, C=2.0, D=1.0) (AP Scale: A=5.0, B=4.0, C=3.0, D=2.0)

Example

Scripture	A	= 4.00 x .50 = 2.00
Chemistry	B	= 3.00 x .50 = 1.50
TOTAL		= 3.50

Example

AP Language	A	= 5.0 x .50 = 2.50
Chemistry	A	= 4.0 x .50 = 2.00
TOTAL		= 4.50

2. Add all the credits earned for courses which earn grade point values. Physical Education is graded and is included in the GPA. Arts Without Borders is graded Pass/Fail and is not included in the GPA.
3. Divide the grade point values by the credits earned for each course receiving a grade point value.

Example $3.50/1.00 = 3.5\text{GPA}$ or $4.50/1.00 = 4.5\text{ GPA}$

A majority of colleges and universities consider a student's cumulative G.P.A. and class rank at the end of junior year as important criteria for determining admittance into their institutions.

GRADUATION REQUIREMENTS

Participation in graduation activities is dependent upon successful completion of graduation requirements and fulfillment of all curricular, co-curricular, behavioral and financial expectations.

Core credit requirements for graduation from Queen of Peace:

Christian Living	4.00	
English	4.50	(.50 in Communications)
Fine Arts	1.00	
Language	2.00	
Lab Science	3.00	(1.0 credit must be in Biology)
Mathematics	3.00	
Social Studies	3.50	(.50 in Essentials, 1.00 each in U.S. History and World History, .50 in U.S./World Issues, American Government or A.P. World History)
Physical Education/Health	1.00	
Arts Without Borders	.50	
Service Learning	60-hour minimum	

These requirements are subject to change.

SERVICE LEARNING

The graduation criteria of Queen of Peace High School include a sixty-hour service learning component. Participation in service activities supports and affirms the mission of Queen of Peace. Each student will participate in service learning through classroom experiences as well as activities beyond the classroom. Service hours may be completed individually or through a team, club or class sponsored project.

Service sites and opportunities are made available through homeroom announcements, the Service Learning page on Edline, and by e-mails sent from the Service Learning Coordinator. While service completed for Queen of Peace or in conjunction with a Queen of Peace organization does not require pre-approval, a service form does need to be completed. However, students performing service activities on their own must obtain approval from a Service Director prior to beginning the activity. Service should be for non-for-profit organizations that benefit the community or some segment of the community. Working without being paid at a for-profit business or agency is not

considered community service. Babysitting for free is also not on the approved list, although there may be exceptions.

All service hours are to be verified by the volunteer's site supervisor. Long-term service requires the site supervisor to evaluate the student's performance. Short-term service does not require a supervisor's evaluation. All Service forms must be signed by the site supervisor. Forms may not be verified by a parent signature. Service forms are available in the Service Rack outside the Pride Shop, outside the Campus Ministry Office, and are also available for download on the Service Learning Edline page.

A short-term service activity is limited to 15 or fewer service hours at the same agency, such as assisting at a weekend retreat, a carnival, tag day, craft show or event at Queen of Peace. A long-term service activity consists of 16 hours or more at the same agency. This preferred type of service often involves training by the agency/institution so that the volunteer can do meaningful tasks that often involve special skills. Some examples are hospitals, nursing homes, CCD programs, programs for the disabled, park programs, etc.

- **Seniors** are expected to have fulfilled their service requirement during the previous year. A guided reflection paper on their 60 hours of service is due June 1 of their Junior year. Directions for this reflection can be found on the Service rack outside the Pride Shop or on the Service Learning page of Edline.
- **Juniors** must have at least 60 hours of approved service completed and all relevant paperwork (including an acceptable service journal) turned in by June 1 of the current school year.
- **Sophomores** must have at least 40 hours of approved service completed and all relevant paperwork turned in by June 1 of the current school year.
- **Frosh** must have at least 20 hours of approved service completed and all relevant paperwork turned in by June 1 of the current school year.

In order to assist students in making time to fulfill their service requirement, any student who does not meet the above criteria will not be eligible to participate in any co-curricular activities in the coming school year, including dances and proms, until the above criteria have been met. Any senior who fails to complete all aspects of the service requirement, as mentioned above, including her reflection paper, may be excluded from commencement and her diploma may be held back until all aspects of the service requirement are fully met.

A student may and is encouraged to volunteer beyond 60 hours, and the Service Director will continue to keep her file active throughout her time at Queen of Peace.

SERVICE AGREEMENT

In consideration for Queen of Peace's agreement to provide community service hours to Students for services rendered at Queen of Peace or another site and for other good and valuable consideration, parents/guardians hereby agree to indemnify and hold Queen of Peace High School, its officers, directors, members, employee and agents (collectively referred to as Queen of Peace Parties) harmless against any and all claims for loss, liability, damage or injury, including attorney fees, arising out of, connected with or resulting, in part or in whole, from our daughter's attendance at and participation in this service event. This indemnification agreement includes, by way of example and without limitation, the duty to indemnify and hold Queen of Peace Parties harmless against damage done by Student to the Site, as well as the duty to indemnify and hold Queen of Peace Parties harmless against liability for personal injury incurred by Student at the Site.

Students and parents/guardians will be asked to sign the service learning agreement each year.

ADVANCED PLACEMENT COURSES

While Queen of Peace prides itself on a challenging curriculum, we realize that balance in all areas of life is critical to a healthy, well-rounded individual. As such, the following guidelines have been put in place to provide guidance to both parents and students as they make course selections.

If a student wishes to enroll in more than two advanced placement courses the following guidelines will apply:

For a third Advanced Placement Class:

- Overall cumulative GPA of 3.5 or higher
- English cumulative GPA of 3.3 or higher
- 3.3 cumulative GPA in all three content areas where the AP courses reside
- Must have received a "B" or better at the semester in each current AP course

For a fourth Advanced Placement Class:

- Overall cumulative GPA of 3.5 or higher
- English cumulative GPA of 3.6 or higher

- 3.6 cumulative GPA in all four content areas where the AP courses reside
- Must have received a “B” or better at the semester in each current AP course

For a fifth Advanced Placement Class:

- A fifth AP course is strongly discouraged
- Overall cumulative GPA of 3.5 or higher
- English cumulative GPA of 3.6 or higher
- 3.6 cumulative GPA in all four content areas where the AP courses reside
- The student and her family must meet with her counselor to discuss course requirements/expectations
- Must have received a “B” or better at the semester in each current AP course
- The principal’s signature is required on the course contract

HONOR ROLL

A student may be awarded the distinction of placement on the “A” honor roll or “B” honor roll based on her quarter grade point average. “A” honor roll distinction is determined by a quarter grade point average of 3.5 or above. “B” honor roll is determined by a quarter grade point average of 3.0 to 3.49. Students may also earn recognition on the Service/Leadership and/or Athletic Honor Roll.

SENIOR AWARDS

1. ST. CATHERINE OF SIENA SCHOLAR: A distinction earned at graduation following a rigorous four-year research and portfolio process with a mentor.
2. PRINCIPAL’S LEADERSHIP AWARD: This award is given each year to a senior who is selected based on leadership skills, participation in service organizations and clubs, community experiences and academic record.
3. SALUTATORIAN: The salutatorian is determined during second semester, by the principal, using information based on GPA, rigor of schedule, and academic achievement.
4. VALEDICTORIAN: The valedictorian is determined during the second semester, by the principal, using information based on GPA, rigor of schedule, and academic achievement.
5. WOMAN OF PEACE AWARD: The Woman of Peace Award recognizes the senior whose four-year Queen of Peace experience demonstrates the values, the spirit, and the very heart of Queen of Peace.

PARENT/TEACHER CONFERENCES

Out of respect for the important partnership between home and school, and acknowledging the significance of active parent involvement, parents are expected to attend the parent-teacher conferences offered each semester and regularly review their daughter's grades on Edline.

PORTFOLIOS

Every student participates in the completion of an annual portfolio, a reflective exhibit of her best work across the disciplines and growth as a scholar. Portfolio work is presented in the students' senior year as part of their English class.

REPORT CARDS

Report cards are issued at the end of each quarter to communicate a student's progress to parents/guardians. This communication is intended to report academic progress, strengthen communication and collaboration with parents, encourage appropriate interventions and affirm success.

SCHEDULE ADJUSTMENTS

After choosing an appropriate program which satisfies requirements, practical goals and individual interests, a student completes a course contract. This contract, accompanied by the non-refundable fee, constitutes a firm agreement which commits a student to her course selections. Since choices made by students affect the establishing of class sizes and the hiring of teachers, students may not make program changes after completing the course contract.

Adjustments will be made in course offerings and semester preferences when the Administration deems it necessary to benefit the total school program. **NO ADJUSTMENT IS PERMITTED TO A STUDENT'S SCHEDULE TO ACCOMMODATE A JOB.**

STANDARDS FOR ALL WRITTEN ASSIGNMENTS

A student is expected to adhere to the late assignment policy of the teacher. Teachers reserve the right to set individual homework policies. All assignments must be checked for errors in spelling, grammar and sentence structure; work should be revised and edited. Students will be penalized for excessive and careless mistakes. All assignments should be well organized.

Cheating and plagiarism are violations of justice and make an assignment unacceptable. All assignments that involve research must include a bibliography.

ACADEMIC DISHONESTY/PLAGIARISM

It is our belief that academic dishonesty by students degrades their character and reputation, impedes the learning process, and is in opposition to the Christian values inherent in the philosophy upon which this school is based.

Cheating on an examination and other forms of dishonesty (including plagiarism-see below) in earning academic grades is considered to be a serious offense. During an assessment, gesturing, talking to and/or with another student, looking at another student's paper or computer, whether copying or not, and placing a test answer paper in a position so that another may easily see it, or any other inappropriate test-taking behavior, subjects the student to an automatic grade of zero (F). In the case of final assessments, the student may also fail the course. Sharing work, information, answers, possessing testing materials, removing, transferring, transmitting, or sharing any testing materials in any way (whether electronically, copied or handwritten) with another student also constitutes cheating. All students involved will receive a grade of zero (F) and a minimum of one three hour detention. At the discretion of the dean, the student may also be placed on disciplinary probation.

Plagiarism is offering the words or ideas of another person as one's own. Major violations include but are not limited to: the use of another student's work, the purchase of a canned research paper, copying whole passages without documentation, putting specific ideas of others into one's own words without documentation.

Student papers will be submitted to the website www.turnitin.com for review to determine if plagiarism has occurred.

SUMMER SCHOOL/FAILURE/ PREREQUISITE DEFICIENCY

Any student who does not gain a sufficient number of credits per year is required to acquire these credits in summer school if she wishes to return to Queen of Peace the following year. A maximum of two (2) semesters credit in one year is accepted from summer school. At the time of the third semester failure in an academic year, a student

will be placed on academic probation or may be asked to withdraw from the school. A mandatory parent meeting with the student's counselor is required.

A student attending summer school for prerequisite deficiency must have approval from her counselor. Students attending summer school for other than makeup credit or needed prerequisites may not take the specific courses required by Queen of Peace for graduation.

TRANSCRIPTS

A transcript of a student's academic record will be sent upon the written request of the student or graduate. Official transcripts are never given directly to the person making the request. Graduates seeking transcripts must submit a \$5.00 fee for each transcript requested. Current students requesting transcripts do not need to remit a fee. All requests for transcripts will be processed within ten days of the request.

TRANSFER/WITHDRAWAL

If for any reason a student must leave Queen of Peace before graduation, she should follow these procedures:

- A parent or guardian will meet in person for an exit interview with an administrator or guidance counselor.
- The parent/guardian must complete and sign a withdrawal form.
- Laptop financial obligations must be met. In addition, the laptop must be returned in good working order along with associated materials identified by Queen of Peace High School including but not limited to e-texts, laptop case, AC adapter, etc.
- Transcripts will not be issued until all financial obligations are met. Official transcripts are issued by mail only.
- Although tuition is billed monthly, refunds for transfer students are given on a quarterly basis.

TUTORING

A student, parent or teacher may request individual tutoring by contacting the student's counselor. Tutoring occurs before and after school and is provided by faculty members and Honor Society students. After requesting a tutor, the student will receive notification of the tutor's name and the day/date and time of tutoring. The student receiving tutoring is expected to give 24-hour notice if unable to meet. The school counselors may mandate before school tutoring for students in jeopardy of failing.

III. ATTENDANCE POLICIES AND PROCEDURES

Daily attendance, which is consistent and prompt, reflects each student's acceptance of individual responsibility and respect for herself and the educational process. Queen of Peace attendance policies and procedures support and encourage the development of personal accountability and promote shared accountability with the student, family and school. Each member of the Queen of Peace Community is expected to accept responsibility for attendance procedures which support community membership and demonstrate respect for others. In order to create an atmosphere conducive to learning and in order to provide each student with the greatest opportunity for success, Queen of Peace adheres to the following:

STARTING TIME

The 7:35 a.m. bell signals students to move to first-period classrooms to view Channel One. A five-minute caution bell rings at 7:45 a.m. Students are to be in class by the 7:50 a.m. starting bell.

ABSENCE COMMUNICATION

Notification of absence is the responsibility of the parent/guardian. The parent/guardian should call the Attendance Office at (708) 458-7600, ext. 247 or (773) 586-7300, ext. 247 to report a student's absence every day a student is absent. Calls can be made at any time the evening prior to the absence through our voice mail system; a call must be made no later than 7:50 a.m. the day of the absence. Out of care and concern for the well being of each student, this call is of utmost importance; failure to call may result in a student detention. Calls may be verified at random.

PROCEDURE FOR RETURNING TO SCHOOL AFTER AN ABSENCE

PARENT: Upon return after an absence, or a sign out from the nurse, the student is required to submit a note from her parent/guardian to verify the absence. The student may not be admitted to school without a written note of explanation for her absence or sign out. Failure to write a note may result in a student being considered truant with appropriate consequences applied.

STUDENT: The student will present a note from her parent/guardian to the Attendance Office on the morning of her return to school by 7:35 a.m. The student will receive an admit, which must be presented to each teacher for a signature at the beginning of each class. The student is required to have an admit after every absence.

TEACHER: Every teacher keeps an accurate daily attendance record for each class. The teacher will take attendance and will ask for the admit of any returning student and check it against her daily attendance record. A student returning without an admit may not be admitted to class and must report to the Attendance Office. The teacher will follow up with the Attendance Office.

ABSENCE LIMIT IS THREE (3) DAYS PER QUARTER

Absences will not exceed three (3) days per quarter; exceptions may be made with official documentation such as a doctor's note. When a student is absent more than three days in a quarter, in order to provide supportive intervention, the student's parent will receive an Attendance Agreement letter, and an intervention strategy will be designed. Excessive absence may result in loss of credit and/or activities, and a student may be placed on attendance probation.

CO-CURRICULAR PARTICIPATION

Because academics are a priority, a student participating in co-curricular activities, including plays, dances, etc., must attend school for the entire day of the event. If a student is absent from school on the day of an event, she may not participate in the event.

CUTTING CLASS

Cutting class is the intentional act of failing to attend a class without approval. A student who cuts class will serve a three-hour detention with possible additional consequences.

EXTENDED ILLNESS/HOMEWORK REQUEST

A student who is excessively absent for medical reasons will meet with her dean, counselor and school nurse out of concern for her well-being and educational program. Formal documentation from a physician must be submitted to the school upon the student's return. Excessive absence may result in the loss of credit and/or activities. The student bears the responsibility to take the initiative to obtain and make-up missed work due to absence. It is understood that absence negatively affects a student's graded performance and impacts her teacher and classmates. In instances of prolonged absence due to illness, a parent/guardian may request assignments by contacting the student's teachers via email or through a formal homework request through the

counselor. All assignments will be left in the Main Office for pick up. If the student needs something out of her locker (i.e. books or notepads), please contact the student's dean or counselor to assist with this request. A twenty-four-hour notice is necessary in order to receive homework.

FUNERALS

Ordinarily, members of class councils serve as representatives at school funerals in order to express the sympathies of the Peace Community. Absence for family funerals is verified in writing, and newsprint is presented to the Attendance Office.

MEDICAL VERIFICATION

A student who is under doctor's care (most especially those who have had an extended illness, hospitalization or the need for special medication) will submit verification of this care to the Attendance Office, as well as the Nurse's Office the morning of her return to school. In compliance with state law, a doctor's note is required on the morning of a student's return following a contagious disease/condition in order for a student to be admitted to class.

NURSE'S OFFICE – MEDICAL CONCERNS

Nurse Visits

If a student becomes ill or injured during the school day, she must obtain a nurse pass from her teacher. The nurse will contact the parent/guardian as appropriate. The nurse's office is not a primary care facility. A nurse, by law, cannot make a diagnosis, prescribe treatment or medication. First aid and medical care provided by the nurse are primarily for minor illnesses and injuries that occur during the school day. Ill students should be picked up from school in a timely manner. Students may not use cell phones or other school office phones to call home or to be picked up. Only the nurse may release a student during the school day.

Any student exhibiting the following conditions should not be sent to school:

Fever - a student should be fever free for 24-hours without artificially lowering it with medication such as Tylenol.

Medically Diagnosed Strep Throat - until 24 hours of antibiotic therapy

Unidentified rash - contact your doctor if rash persists or fever or other symptoms develop.

Injury – a student with an injury outside of school should not be sent to the nurse’s office for evaluation.

Health and Immunization Requirements

First day exclusion from school will be enforced for new students who are not compliance with state health and immunization mandates and who have had 60 days notice of this requirement. This rule will also include current students in need of a booster inoculation. New students accepted late and transfer students new to Queen of Peace, must be in compliance within 30 days of admission or by October 15th. Extensions are not given for those not in compliance beyond the October 15th deadline. A student entering at second semester has 30 days to submit medical documents. FERPA/HIPPA regulations are applied to student records regarding privacy of medical information and ensure that information can be released only for specific and legally defined purposes.

Hospitalizations, extended absences for illness

Parent/Guardian will notify the nurse’s office when a student requires in-patient hospitalization for any reason. Upon returning to school a physician’s verification of release for the student to return to school is required and must be completed in its entirety.

Students who are under a doctor’s care and require extended absence for illness of any kind will submit to the nurse’s office verification outlining diagnosis and treatment plans from the healthcare provider supervising the care of the student.

In compliance with state law, a doctor’s note is required on the morning the student returns following a contagious disease/condition in order for a student to be admitted to class.

Absences may be excused by the nurse if an original official document from the physician is provided. Documents will be verified as the nurse’s office feels necessary.

Medication in School

No student shall possess or consume any prescription or over-the-counter medication unless a completed Medication Authorization form is approved and on file in the nurse’s office. All prescription and non-prescription (over-the-counter) medications that need

to be taken during school hours require a Medication Authorization form to be completed by the parent and the physician prescribing the medication. Forms are available online, in the main office and in the nurse's office. This form must be completed in its entirety before medication administration can begin. No medication will be given unless absolutely necessary for the critical health and well-being of the student. One form is required for each medication that is ordered. All medication must be kept in the nurse's office. (See asthma & emergency medication section) Medication must be brought to the nurse's office in the original prescription bottle, or for over the counter medication in the original manufacturer's package. All medications must be properly labeled with student name, prescribing physician, name of medication, dosage, route and time to be administered. Medication forms expire at the end of each school year or on the discontinuation date (if sooner). Students found carrying unauthorized medication, dispensing or accepting unauthorized medication will receive appropriate consequences.

Asthma and Emergency Medications

The Public Act 92-0402 amended the Illinois school code to ensure that students with asthma or life threatening allergies have immediate access to life-saving medications. Students are allowed to carry inhalers and epi-pens with them; however a Medication Authorization form must be completed in its entirety and be on file in the nurse's office. These medications are individual prescription items; therefore the nurse's office does not stock extra emergency medication. It is important that the student have emergency medications on her person every day.

SIGNING OUT

In order to receive the full benefit of the instructional program, a student is expected to be in school all day. Signing out in order to attend any non-school related appointments contradicts the importance of daily attendance and is not permitted. Medical or legal exceptions are made only with documentation and parental contact through the Attendance Office. Students are expected to sign out in the Attendance Office.

TARDINESS

Punctuality demonstrates personal responsibility and respect for others. A student who arrives late for PERIOD ONE will obtain a TARDY form from the Attendance Office.

Three “tardies” to FIRST PERIOD in a quarter result in a \$50.00 fine and a three-hour detention to be served after school or on Saturday. For those students enrolled in zero hour, zero hour is considered the first period of the day and therefore subject to all attendance and directive regulations.

A student must be on time for all classes. A student who is tardy to any class three times in a quarter will serve a detention issued by the teacher.

A student who is tardy four or more times in a quarter, to school or to any class, will make up the time lost after school. Chronic tardiness may result in more serious, individualized consequences.

CLOSED CAMPUS

As a means of ensuring the safety and security of all students and school personnel, Queen of Peace High School maintains a closed campus. Visitors on campus will be required to identify themselves, state the purpose of their visit and report to the Main Office prior to proceeding to their intended destination on campus. Visitors who fail to comply will be refused access to the campus.

Parents/guardians of students who wish to meet with a teacher or other school official are also subject to these provisions. In order to avoid unnecessary delays and attendant frustrations, parents/guardians wishing to meet with school personnel are strongly advised to make arrangements in advance. This can be done either directly via email and/or the school’s voice mail system. Visitors found on campus without proper authorization will be asked to leave the campus immediately.

Once students have arrived at school, they may not leave the grounds during the day without presenting written authorization from a parent/guardian and obtaining an early dismissal slip from the Attendance Office (in case of emergency, parent/guardian authorization may be given over the telephone). Upon returning to school, a student who has left campus early must report to the Attendance Office with appropriate supporting documentation.

Students should carry their school ID cards with them at all times, both on campus and at off campus events.

TRUANCY

Compliance with attendance expectations is viewed as a vital element of a student's achievement, growth in responsibility, self-respect and maturity.

Because truancy from school is a willful withdrawal from school, the student must apply for re-admittance. The parent/guardian must accompany the student when she reapplies.

The administration reserves the right to accept or refuse the application for readmission. If the request is granted, the student is placed on probation, must pay a \$50 fine and serve 2 three-hour detentions. The school does not accept responsibility for any student who is illegally absent from class or school whether she is on or off school property.

VACATION

A student should not miss school for vacation during the established academic calendar. If a student's absence is due to a vacation during school time, it is understood that some missed work may not be able to be made up. In the case of vacation, teachers are not required to create alternative make-up assignments

IV. DISCIPLINARY STUDENT DIRECTIVES 2009-2010

Each student, parent/guardian, and each faculty and staff member share the responsibility of living and abiding by these directives in a supportive relationship. The school reserves the right to amend directives as needed.

BEHAVIORAL EXPECTATIONS

Queen of Peace embraces the mission of personal growth for each student. The mission calls each member to create an environment which emphasizes mutual respect and trust and one which celebrates diversity. Behavioral expectations challenge each student to become a woman dedicated to Gospel values which foster self-respect, as well as respect and appreciation for others.

To achieve this mission, the following guidelines and expectations for student behavior have been established. Any behavior at school or away from school deemed inappropriate by the administration can result in disciplinary consequences including expulsion. This includes, but not limited to, inappropriate use of technology that may include harassment, misuse of the school name, or negative remarks directed to teachers, administrators or other students. Serious issues may result in police intervention.

RESPECT FOR OTHERS

Community is at the heart of Queen of Peace. All programs emphasize the value of strengthening community membership. The women of Peace bring this value to life as they search for truth and serve others with consideration for the good of all. Respect, integrity, truth and compassion inform these expectations for every member of the community. Disrespectful or defiant behavior (verbal/nonverbal) toward any member of the community will not be tolerated.

DEFINITIONS AND EXPLANATIONS OF DISCIPLINARY ACTIONS

Generally, the following specific actions will be the consequences of a disciplinary violation. However, the dean, in consultation with administration, reserve the right to impose other consequences including but not limited to: suspension, probation, denial of co-curricular privileges, assignment of service hours, mediation, requirement of time spent before and/or after school, etc.

DETENTION FINES

A 45-minute detention will include a fine of \$15.00 billed to tuition. A three-hour detention will include a fine of \$50.00 billed to tuition.

DETENTION

Disruptive or inappropriate behavior or language, and any other infraction, result in a detention. Any staff member may determine detentions. The individual teacher reserves the right to retain a student as a disciplinary action whenever she/he deems necessary, staying within a twenty-four-hour notice and informing the dean. Students serve detentions, including Saturday, in full uniform.

Detention is a time period equal to a class period served after school. Ordinarily, Thursday is the school day set aside for detention after school. If this conflicts with the

school calendar, an alternate day will be announced. All detentions must be served on the day assigned, even if more than one detention is issued.

A 45-minute after-school detention may be issued for the following behaviors or other behaviors as determined by the faculty or administration:

- Being in the hall without a pass
- Being tardy to class
- Being out of uniform
- Consuming food or drink outside of the cafeteria
- Disrupting class, Liturgy or assembly
- Failing to return grade sheet
- Failing to carry laptop in its assigned case
- Failing to produce a student I.D.
- Using inappropriate language
- Violating cafeteria rules
- Violating library procedures

THREE-HOUR DETENTION

A three-hour detention is served after school on Thursdays or 9:00 a.m. to 12:00 p.m. on Saturday, and incurs a \$50.00 fine to cover the cost of faculty supervision. A three-hour detention is issued for behaviors which seriously violate policies or procedures. A three-hour detention may be one consequence in disciplinary action. Three-hour detentions may be issued in conjunction with placement on probation. Behaviors that may warrant a three-hour detention include those listed below or any other behavior as determined by administration:

- Body piercing/tattoos
- Cellular phone/electronic device use (outside designated areas)
- Cheating
- Defacing school property
- Disrespect
- Fighting
- Harassment
- Inappropriate use or misuse of the Internet or laptop
- Leaving school grounds without permission
- Missing detention
- Parking violations
- Plagiarism
- Profanity
- Smoking/possession of smoking paraphernalia
- Threats
- Three tardies to school
- Truancy from class or school
- Unapproved locker use

Continued failure to serve detentions may result in disciplinary probation.

PROBATION POLICY/CONTRACT

The attendance or behavioral probation of a student is a result of violation of policies or procedures and may be utilized whenever appropriate. During probation a student must demonstrate a willingness to be a positive participant in the Peace Community. An individual contractual agreement is signed by the student, parent/guardian and school official. The main purpose of the contract is preventive rather than punitive. Ordinarily, an initial probation period is one calendar year. A series of meetings with the parents, frequent conferences with the counselor, professional referrals, and tutoring are all attempts to maximize opportunities for success.

Ordinarily, when a student is suspended, truant or otherwise in serious violation of school rules, she is put on probation. A minimum of two three-hour detentions is part of this probation. A student who is placed on disciplinary probation will also lose all leadership positions in the school.

Probation may also result when a student accumulates repeated detentions or fails to serve detentions. Serious and repeated violations may result in suspension or expulsion.

SUSPENSION

Suspension is defined as a full day or days when a student is excluded from attendance at school. Each suspension ordinarily includes a readmission plan which may include psychological or medical testing.

EXPULSION

Expulsion is a permanent separation from Queen of Peace High School. The following actions are considered very serious violations and will be treated accordingly:

- Cheating
- Defiance to any school personnel
- Drug/chemical possession or use
- Fighting
- Gang affiliation/activity
- Harassment/racist behavior
- Repeated violations of school rules
- Selling or passing of chemicals
- Theft
- Threats
- Truancy
- Vandalism/destruction of school property, including laptop
- Violation of probation contract
- Weapon possession, including chemical sprays

Ordinarily, to reach the point of suspension and/or expulsion, a series of actions has occurred which includes student and parent/guardian consultation with teacher(s), counselor and dean. In crisis situations which necessitate immediate suspension, a student remains under supervision and parents are notified. Following a suspension, the dean will gather relevant information. The final decision on suspension or expulsion is made by administration.

An expulsion review permits a parent/guardian or student to appeal an expulsion decision. The student and her parents will meet with an administrator and selected staff members. The principal makes the final decision.

At the end of each semester, students with serious discipline profiles are reviewed and if students do not demonstrate willingness to be positive members of the community they may be expelled.

Students asked to leave Queen of Peace will not be allowed on school property at any time.

FIGHTING

Fighting is defined as a threatening confrontation of any form including physical or verbal. Parents of all students involved will be contacted, and these students, depending on the severity and circumstances of the situation, may be sent home. Mediation between the students will be mandated. Depending on the circumstances, students may be placed on disciplinary probation, suspended or expelled.

FOOD PROHIBITED OUTSIDE THE CAFETERIA

In order to maintain an appropriate environment in the classroom and to support the cleanliness of the building, food/beverage may not be consumed outside the cafeteria. Beverage containers may not be brought into the halls or classrooms at any time. Beverage containers include, but are not limited to: sports bottles, water bottles, travel mugs, cups and soda cans.

GANG AFFILIATION/ACTIVITY

Any indication that a student has engaged in any activity which is or could be identified as gang related, or repeated suspicion of such activity, will result in expulsion or other serious consequences.

HARASSMENT/BULLYING/CYBERBULLYING

Harassment, hazing or intimidation of any student is considered a serious violation and contradicts the mission and philosophy of Queen of Peace. Harassment or bullying includes but is not limited to: any behavior that is cruel, humiliating, abusive, or personally offensive to another. Queen of Peace will not tolerate any action which may be considered racist, culturally offensive or discriminatory. A student participating in such action will receive serious consequences which may include probation, suspension and/or expulsion.

THEFT

Theft is not only a violation of trust but is antithetical to community. The property of any student suspected of theft will be searched, and she may be suspended, expelled or placed on probation dependent on the circumstances. The student will be required to return any stolen items and may be required to pay restitution.

Students are responsible for maintaining their own belongings. Items should not be left unattended. Locker combinations should never be shared with another student. Sharing locker combinations, leaving a locker

unlocked or presetting a lock combination negates security. The school is not responsible for lost or stolen items.

THREATS

In order to ensure the safety needs of the Queen of Peace community, all threats, implied or otherwise, will be taken seriously. A threat can take several forms. Examples include, but are not limited to, bringing a weapon of any kind on to school property, a verbal or written statement designed to intimidate or harm others or a physical gesture which can be construed as threatening. Disciplinary consequences may include suspension and/or expulsion.

VANDALISM

Vandalism is a serious violation of school trust. A student who destroys school property, including laptops, will serve a three-hour detention which may include cleaning the building. She will also be required to make financial restitution for the damage done. Serious vandalism results in suspension and/or expulsion.

DRESS CODE

The dress code requires that each student be **NEAT, CLEAN AND APPROPRIATELY DRESSED (zipped and buttoned)** whether in the required uniform or out of uniform at all school sponsored events. **The school reserves the right to determine appropriate appearance and/or excessive accessory.** (Examples of inappropriate appearance may include, but are not limited to, facial piercings, tattoos, etc.)

The complete uniform consists of the following in good condition and level specific: Uniform skirt or pants, uniform polo, uniform sweater (2010, 2012) uniform fleece (2011, 2013), soft-soled, non-backless shoes and socks suitable for school. Flip-flops, beachwear, boots, Heelys, etc. are not allowed. ***T-shirts, turtlenecks, or sweats may not be worn under the uniform.*** Uniform pants may be worn under the uniform skirt during the winter months only. Out of uniform items will be confiscated and given to a charity. Shorts worn under the uniform must not be visible. Hats/head coverings are never to be worn in the school building. Book bags, large purses/bags (bigger than 8X10 inches), coats and jackets are never to be worn or carried during the school day.

Students may not deface any part of the uniform. Only school approved and/or sponsored adornments may be worn on uniforms. Uniforms should be in good repair and must be replaced if in poor condition.

Detentions are issued for all violations of the dress code. A student will rent a uniform skirt or polo whenever she is inappropriately dressed. When a student flagrantly violates the dress code or defaces her uniform, consequences will be determined, parents will be contacted and the student may be sent home.

Occasionally, "Peace Pride" out of uniform days will be observed to celebrate school spirit. Students will be appropriately dressed if in non-uniform school-authorized apparel, including a Queen of Peace top as the outer layer and an appropriate pair of pants or skirt. Dress code expectations about shoes and socks apply to Pride Days.

DRUGS AND ALCOHOL

In support of the Drug Free Schools Act, Queen of Peace will not condone or ignore any form of communication regarding illegal chemical use. Any student choosing to enter into this form of written or oral communication will be referred to the dean.

The possession, sale, use and/or abuse of alcohol, drugs, drug paraphernalia, any other intoxicant or suspected drug-related material, or the suspicion thereof, is strictly prohibited.

Alcoholic beverages, drugs, or drug paraphernalia are not permitted at any school function, whether at school or away from school, on the grounds, or on the buses going to or from school. The school reserves the right to inspect all school and/or personal property. Any violation or suspected violation of this policy may require that the student receive an immediate medical screening for drug use, the results of which will be shared with the administration.

Any violation or suspected violation of these regulations will result in suspension or expulsion and police notification depending upon the severity of the particular case. Arrangements for a conference with the parents will be made upon violation of these regulations. Counseling for drug or alcohol abuse is mandatory.

V. GENERAL POLICIES AND PROCEDURES

BELL SCHEDULE

Normally, the school day begins at 7:50 a.m. and ends at 2:57 p.m. On Thursdays students will be dismissed at 2:08 p.m. Please see the rotation schedule on the last page of this handbook.

BIRTHDAYS

Birthday celebrations may include appropriate locker surface decorating. Due to allergies, no latex balloons are allowed. No flower or balloon deliveries will be accepted in the Main Office.

BOOKBAGS/LAPTOP CASES

Book bags may only be used to transport books to or from school. They may not be carried into the classroom and must be left in the student's locker during the day. This includes the student's last period.

The only acceptable case for student laptops is the one assigned to each machine. At no time should books be carried in this case. Students must use this case when transporting their laptops at all times.

CAFETERIA GUIDELINES

Respectful behavior will be demonstrated in the cafeteria at all times. A student may bring her lunch from home, or she may buy it in the cafeteria. Each student is given a table assignment and is responsible for the cleanliness of the table and the area around the table. Each student is expected to clean her table/area before leaving; failure to do so will result in a detention for each student assigned to the table. In order to maintain an appropriate environment in the classroom and to support the cleanliness of the building, food/beverage may not be consumed outside the cafeteria. Beverage containers may not be brought into the halls or classrooms at any time. Beverage containers include, but are not limited to: sports bottles, water bottles, travel mugs, cups and soda cans.

CALENDAR

The school's voicemail system, web site and faculty EdLine pages announce important calendar events. Families are mailed a monthly school calendar to insure regular attendance, to be aware of special schedules, and to be informed of various student activities. Students are informed of calendar changes through announcements and are expected to share information with parents. Families are expected to schedule routine medical appointments for non-school days/hours.

CELLULAR PHONES/ELECTRONIC DEVICES

Any cell phone brought into the school must be turned off and placed in the student's locker until she leaves school at the end of the day. Any cell phone, MP3 player or other electronic device that is not turned off and in a locker will be confiscated and given to the dean. A \$25.00 fine will be imposed and a three-hour detention issued. Upon a second offense, the fine will be \$50.00 and a parent will be required to come in person to reclaim the phone or electronic device from the dean. Subsequent offenses will result in confiscation of the phone or device until the end of the academic year, a \$50.00 fine and possible disciplinary probation.

CHANGE OF ADDRESS AND/OR PHONE/EMERGENCY CONTACT

A parent or legal guardian must come in to school to sign a new emergency consent form when changing an address or telephone number, including emergency and work numbers. When parents will be out of town, they should advise the Main Office of an emergency contact.

CHEATING

Cheating is a violation of the trust of this community and will result in a three-hour detention or, in some cases, more serious consequences. See "Academic Dishonesty Policy."

CLOSED CAMPUS

Queen of Peace High School is a closed campus. Once students are on school grounds, they are not permitted to leave the school premises until dismissal at the end of the school day. Seniors in first period or last period study are able to come late/leave early if parent permission slip is on file with the school.

COMMUNICATION WITH PARENTS AND/OR GUARDIANS

Queen of Peace abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide non-custodial parents with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CONFIDENTIALITY

While counselors, deans and faculty respect the confidentiality that students place in them, there are certain behaviors and ideations that counselors/deans and faculty may not keep confidential. This includes information revealing that students are committing or plan to commit acts that hurt themselves or others; information that students are being physically, emotionally or sexually abused; and information that students have committed excessively violent acts. In addition, classroom journals or assignments which reveal such information or acts may not be kept confidential.

Counselors/deans/faculty must inform the Director of Counseling and the Principal when obtaining knowledge of these behaviors or ideations, and subsequently may need to notify parents, authorities or other agencies. Administrators, teachers, the dean and the counselors, by state statute, are “mandated reporters” of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.

EMERGENCY NOTIFICATION

Notification of emergencies will be communicated via the ALERTIFY system, which will send automatic voice mail and email notices to all families. Therefore it is imperative that the school be notified of any changes in contact information.

EMERGENCY CLOSINGS

News regarding emergency school closings will be broadcast via the ALERTIFY system, which will send an automatic voice mail and email to all families. Additionally, news will be broadcast on the school voicemail system, on the school website and on the following radio stations: WBBM, WGN, WIND, WLS, and WMAQ.

ENTERING OR LEAVING THE BUILDING

In order to protect persons and property, a student may not wait in a car before, during or after school. A student may not loiter on the grounds of Queen of Peace or St. Laurence before or after school. Due to the ordinance prohibiting parking on Long Avenue, a student may not use the Long Avenue entrance to exit the school.

To ensure safety, a student may not remain in the building after dismissal unless she is with a member of the Queen of Peace staff. Students who arrive to school early must go to the cafeteria. Channel One is available from 7:35 a.m. to 7:45 a.m. Fire ordinance prohibits students from sitting in hallways. Students remaining after school may wait only in the cafeteria, the library, or the foyer outside the cafeteria until 4:00 p.m. The school assumes no responsibility for unsupervised students before or after school. The parent/guardian assumes responsibility for prompt transportation following a school activity.

FIELD TRIPS/SCHOOL-SPONSORED TRIPS

Field trips are a privilege afforded to students that provide valuable learning experiences. Signed permission letters are required for student participation on field trips. Queen of Peace is not responsible for any loss or injury sustained during a field trip. Any student not present when the field trip departs must remain at school that day and attend classes.

Participation will be at the discretion of Queen of Peace High School. Academic, attendance, and discipline records may be considered.

FIRE/TORNADO/SAFETY DRILLS

Fire drills are held according to city and state ordinances. The fire signal is a loud blast of the fire alarm.

When the fire alarm is heard:

- a. Follow the teacher’s instructions.
- b. Maintain silence.
- c. Leave the room in an orderly manner.
- d. Evacuate the building in the prescribed manner. Refer to the exit procedure in the classroom.

Students are required to follow and stay with their teacher while exiting the building; attendance is taken.

During a **tornado drill** students are required to follow the prescribed procedure. Teachers will instruct students in the tornado drill procedure. If a sudden storm occurs, students should go to the innermost corner of the room, take cover, kneel with head down, clasp hands behind head and remain silent to hear any emergency instructions. Stay clear of windows or glassed-in areas.

During a **safety/intruder drill** students are required to follow the prescribed procedure. Teachers will instruct students in the safety drill procedure. If a lock-down situation occurs, students will go to the innermost corner of the room, away from windows and doors while the teacher secures the classroom. Students must be seated on the floor and remain silent to hear any emergency instructions.

HALL PASS

When a student requests permission to leave a class, she must sign for an official hall pass bearing the teacher's name.

HOMEROOM

Typically, students will report to homeroom every Monday through Friday during the "HR" time slot. During this time, students will receive information and updates on school events.

HOSPITALIZATION FOR MENTAL HEALTH ISSUES

Should a situation arise that requires in-patient hospitalization for a student, please contact her counselor as soon as possible. Timely, open communication between parents/guardians, the hospital and the school during this time serves a number of purposes. First, her school counselor will be able to gather homework assignments as well as coordinate and plan with the hospital for her re-entry in a proactive and confidential manner. Often we find it helpful to discuss what your student can expect upon re-entry and how to handle such situations or questions in a manner that is comfortable for both you and your daughter. Lastly, if we are in communication with you and the hospital, we will be in a better position to appropriately support her while she is at school.

I.D. CARDS

In order to maintain general order and provide for assistance and security, a student must carry her ID card during school hours and at any school-sponsored function. Failure to produce an ID upon request may result in a detention. Lost ID cards must be replaced, and a replacement fee will be charged.

INSURANCE

All students must be covered by some medical insurance policy. Markel Insurance Company offers policies for students not covered by family insurance. Parents who do not choose to participate with Markel Insurance must sign a waiver. A student who plans to participate in any school-sponsored sports program must have a physical examination.

LIBRARY

The library is open from 7:30 am to 3:30 pm, Monday-Thursday, and may be used by students before and after school except during faculty meetings. Students will respect the rights of others by working quietly. Those speaking loudly will be asked to leave. Except after school, students must be in full uniform. No coats, bags or back packs are allowed. Materials are checked out at the circulation desk. A copy of the circulation policy which contains identification requirements, loan periods, and overdue consequences can be obtained from the library staff.

LOCKERS

The school assumes no liability concerning lockers; any missing articles should be reported to the Dean's Office.

All students will use the lockers assigned to them. Students may not share lockers. A student who changes lockers or locks without notifying the dean will receive a three-hour detention.

Lockers are the property of the school and are subject to inspection at any time. **Lockers are secured with Queen of Peace locks only and must be locked at all times.** There are to be no pictures or pennants on the outside of the locker. Birthday celebrations may include appropriate locker surface decorating.

LOST AND FOUND

Property that is found should be turned in to the Attendance Office. Lost and found items are kept in the Attendance Office for a reasonable length of time. To claim an item a student may contact the Attendance Officer before or after school. Unsupervised laptops must be turned into the Technology Maintenance Center, Room 222 immediately upon discovery. The school assumes no responsibility for lost property.

MEDIATION/RESOLUTION

Mediation is a resource available to any student or faculty member experiencing conflict. Designated facilitators assist individuals in resolving conflict through a process of communication and problem solving. An individual may request mediation by contacting the dean or counselors. See "Mediation Process."

MONEY

Students will not collect money or sell any item on school property without permission from the administration. Ordinarily, the school cannot sponsor fund-raising for individuals. Organizations must obtain permission from their moderators before collecting any money. Students may not carry large amounts of money. During collection days, money should be in the form of a check.

PARENT ASSOCIATION

This is a group of volunteer parents who want to become more involved in their daughter's high school experience. This group helps plan events, raise money and promote the school. Parents interested in a fun, friendly way to support Queen of Peace should contact the Parent Association Moderator.

PARKING

Parking is a privilege and may be revoked at the discretion of the administration. All student drivers must follow driving and parking regulations as stated in their signed Parking Agreement.

Due to limited parking space, students may apply on a first come basis by class level. A fee of \$100.00 is charged for a yearly permit (\$50.00 per semester). Cars with visible parking tags must park in their assigned space. Parking tags must be displayed from rear view mirror, facing outward. A violation sticker will be placed on any vehicle without a parking tag and a detention issued. Violations of parking regulations can result in 3-hour detentions, warning stickers, and/or loss of parking privileges without refund of fees. Sticker number must correspond with space number. Any illegally parked car may be towed at owner's expense.

PRIDE SHOP

During the 2009-2010 the Pride Shop will be transitioning to an on-line bookstore. Samples will be available for students to view prior to purchasing on line. See school website for details.

PRINTERS AND PRINTING

As Queen of Peace embraces “green” initiatives, students will be limited to printing 250 sheets per semester. Account balances at the end of the first semester will be rolled over to the second semester. Once a student’s printing account is depleted, additional pages can be purchased at 10 cents per page from the Technology Maintenance Center.

PROPERTY

The school reserves the right to inspect all school and/or personal property.

SMOKING

QUEEN OF PEACE IS A SMOKE-FREE ENVIRONMENT. Smoking and/or the possession of cigarettes is prohibited in the building, on the grounds, or on the buses going to or from school or at any school-sponsored events. Burbank ordinance also prohibits underage smoking. Infraction of this regulation will result in a fine of \$50 and a three-hour detention. The possession of smoking paraphernalia also violates this directive. A statement of this fine will be sent to the family; however, it is expected that the student is responsible for payment.

TECHNOLOGY USE

Regulations have been established to insure responsible and ethical use of technology during the school day at Queen of Peace High School as well as evening and weekend home use of the school’s laptop. All students and their parent(s)/guardian(s) must read, agree to and sign the Student Technology Use and Acceptable Use Policies and the Student/Parent Laptop Use Agreement.

Any misuse will result in disciplinary consequences, which may include but not be limited to loss of network and laptop privileges. The Faculty, Dean, Administration and the Technology Department will work in collaboration to enforce this Student Technology Acceptable Use Policy. Legal authorities may be contacted if there is any suspicion of illegal activity.

TELEPHONING AND MESSAGES

Unfortunately, main office telephone messages cannot be delivered and students cannot be called to the phone unless there is an extreme emergency. Students may not utilize cellular phones in the school building before school hours. A student in possession of a cellular phone must keep it turned off and in her locker at all times. Phones will be confiscated if a violation occurs and disciplinary action will occur. (See: “Cellular Phone and Electronic Devices”)

TEXTBOOKS

Students are required to purchase all textbooks and supplies before each semester begins and to come to class every day prepared with all materials needed to participate.

Other than state provided textbooks or e-texts, textbooks may be purchased through www.mbs.com. The site may also be accessed through the Queen of Peace website: www.queenofpeacehs.org. Books may be ordered through the online bookstore during July. Used books in good condition may be returned to MBS.

Teachers will distribute necessary state textbooks or e-texts on CD or DVD as needed. All state textbooks and/or e-texts are uniquely identified and assigned to each student. It is the responsibility of the student to keep these materials in good condition. All state textbooks or e-texts must be returned to the teacher at the end of the course. Students are not allowed to take final exams until they have turned in their assigned state textbook or e-text. If these items are lost or damaged, students are required to pay a replacement fee prior to taking their final exam. Costs will be determined by Queen of Peace High School.

TRANSPORTATION

Families may contract with the private bus service for a fee. Otherwise, Queen of Peace is accessible by CTA/RTA.

CTA bus passes are available to students at the beginning of each school year. The fee for the use of the passes is set by the CTA/RTA. Each student riding the Queen of Peace private bus or using other buses will demonstrate behaviors which promote safety, are respectful, appropriate and adhere to all Queen of Peace policies and procedures. Smoking is never permitted on any bus. A student may lose bus-riding privileges for inappropriate or disrespectful behavior. CTA/RTA regulations must be observed by the student and are supported by the school.

TUITION/FINANCIAL AID

Tuition is paid in 10 monthly payments beginning in May and ending in February; a non-refundable registration payment is due in March. These payments may be mailed or brought to the school Tuition Office. A discount is available to families who choose to pay a year's tuition in full by May 1, as well as to families with 2 or more students at Queen of Peace or who have a son at St. Laurence.

If tuition is delinquent a student may be excluded from class or co-curricular activities. In addition, tuition, fees and any outstanding debts must be paid to date before exams, schedules, report cards, a final transcript or credits and/or diploma can be granted. All senior financial obligations must be paid, and all other academic and behavioral expectations must be met, before attending the senior prom or participating in graduation activities.

A limited amount of financial aid is available. Applications are due to P.S.A.S. (Private School Aid Service) by a predetermined date of the school year prior to the year when aid is needed. Aid recipients will be notified in the summer prior to the start of school.

TECHNOLOGY FEE

Please refer to the monthly tuition statement for further information.

VISITORS

Advance permission to bring a guest must be obtained from the Recruitment Office. A guest must be a seventh or eighth grader and must register in the Recruitment Office the day of the visit. Ordinarily, visitors are not permitted in May. Students may not bring their younger siblings to school.

Loitering is not permitted on school property either before or after school. Visitors waiting for students may not enter the building. Other visitors must register in the Main Office.

VI. STUDENT SERVICES

CAMPUS MINISTRY

Campus Ministry integrates the Gospel with school life by providing opportunities for prayer, liturgical worship and spiritual enrichment; this includes participation by faculty and students from all levels. Worship services are planned with the assistance of students, allowing Queen of Peace to reflect her diversity. Recognizing the developmental nature of faith, Campus Ministry also coordinates the **required four-year retreat program**, allowing each student to recognize and build on faith experiences already begun in the classroom setting. Given the commitment to prayer, contemplation and spiritual growth, participation in an annual student retreat is a mandatory for graduation. **Any retreat missed must be made up immediately**. Each level has a theme that coordinates with the Christian Living curriculum. Most retreats are one-day in length and are held in the Community Center on campus. Seniors may elect to participate in an additional overnight retreat. Ministry links our students to the wider Church community through liturgical leadership training. By providing students with these ministerial skills, a foundation is laid for their future involvement in the Church. Campus ministers also communicate with parish staff members concerning the readiness of individual students to participate in ministries in their parishes. In addition, information regarding Archdiocesan and Dominican sponsored youth programs is also made available to the students.

DEAN OF WOMEN

Students are encouraged to communicate with the dean regarding any concerns. In particular, the dean facilitates discipline issues, locker and parking assignments, Driver's Education, etc.

COUNSELING

The Counseling Department focuses on academic, college, and career guidance in addition to other services and programs, which are integral elements of a student's education. Developmental guidance programs, as well as individualized services, provide a student with opportunities to acquire self-awareness, college and career planning skills, academic and life management skills.

The Counseling Department works with all students, providing them with information that will enable them to make wise decisions essential to their spiritual, academic, social and emotional growth. Through individual and group meetings, counselors assist students in developing to their fullest potential to become competent, confident, courageous Women of Peace. This is an on-going process, during which students begin to gain a better understanding of themselves through the exploration of three main areas: academics, personal/social, and college/career. Counseling empowers our young women to develop decision-making skills while formulating future plans.

It is essential that parents and students inform their counselor of any learning, health, personal or social problems which may affect the student's academic performance. This information is treated with appropriate professional confidentiality. It does not become a part of the student's permanent record that is sent to colleges or other agencies. Counselors subscribe to the ethical standards of the American Counseling Association or the National Association of Social Workers based on their individual credentials.

- **ACADEMIC ADVISING/INTERVENTION**

Each student will meet with her assigned counselor to determine an appropriate course of study based on her college and career aspirations. While this formal meeting typically occurs during the third quarter, such conversations are usually on-going as the aspirations of students are rather fluid during adolescence.

A student experiencing academic difficulty is first encouraged to discuss her challenges with her teacher in an effort to obtain additional help either before or after school. If additional assistance is needed following such a conversation, tutoring can be arranged with Honor Society students by contacting the student's counselor. Counselors may require mandatory tutoring for students in jeopardy of failing. Parents can also monitor their student's academic progress through EdLine and regular dialogue with their daughter's teachers.

Information regarding the Testing Center is available through the student's teacher.

- **CAREER ADVISING**

Students have the opportunity to receive career information and resources through individual meetings with their counselor as well as access to "Career Cruising", an on-line career and college exploration tool. Students have the opportunity to explore career fields during Career Week in the first semester. Additionally, on Career Day in the spring, students also have the opportunity to meet with professionals representing a variety of fields.

- **COLLEGE COUNSELING**

College counseling is an important component of the guidance curriculum.

- Frosh: College counseling is initiated in the frosh guidance program through information regarding resources important to the college admissions process. Each frosh completes a four-year academic plan along with the appropriate pre-ACT standardized exam. They will be introduced to PrepHQ as well as Career Cruising.
- Sophomore: College counseling continues on the sophomore level with a focus on self-awareness and career exploration as they relate to college selection. Sophomores complete the PLAN, which is a pre-ACT college entrance test that includes a career interest inventory. Counselors interpret these results and advise students how to use the results for ACT preparation.
- Junior: Juniors continue the college counseling process with guidance programs which provide preparation for the ACT test. They also have the option of taking the PSAT which is a precursor to the SAT. Junior students are also provided with information to define the college selection process and identify appropriate institutions.
- Senior: Seniors finalize this process by acquiring information regarding the processing of college applications, scholarships, and financial aid. Seniors are provided with bulletins which announce available scholarships.

- **COLLEGE APPLICATION PROCESSING**

All students are expected to apply to college and earn acceptance. Many college applications may be obtained online or in the College Center. Upon completing an application, a student submits the application with a signed transcript request form to the Counselor. The Counselor completes all necessary sections of the application, writes a letter of recommendation (if required or requested), attaches an official transcript and mails the application. The student receives a receipt indicating the date the application was mailed. There are no fees for transcripts for current students.

Students are responsible for meeting all of the appropriate deadlines as designated by the colleges and scholarship sponsors. Applications, including any letters of recommendation and transcript requests are due in the Counseling Department **at least ten school days prior to the deadline**. All applications must include a

stamped addressed envelope so that the application can be mailed promptly by the senior class counselor upon completion. Failure to provide postage and an envelope could delay the processing and mailing of an application.

- **COLLEGE NIGHT/FINANCIAL AID SEMINARS**

Colleges and universities are invited to Queen of Peace's College Night each fall and families from all class levels are encouraged to attend. Parents are also strongly encouraged to attend a fall financial aid presentation. Throughout the school year, college representatives visit the school during lunch periods and students are encouraged to visit with these representatives so that their questions can be addressed. A seminar in January offers FAFSA (Free Application for Federal Student Aid) filing help.

- **CHECKLIST FOR CAREER AND COLLEGE PLANNING**

Sophomore year

1. Start researching colleges and career choices
2. Attend the College Fair and talk with representatives
3. Talk with counselor about entrance requirements for the colleges you are considering
4. Ask a lot of questions

Junior Year

1. Continue researching colleges and career choices
2. Attend the College Fair and talk with representatives
3. Talk with counselor about entrance requirements for the colleges you are considering
4. Take an interest inventory to help determine careers that might be of interest to you
5. Take the ACT and/or SAT
6. Arrange for on-campus visits to the colleges you are considering. Arrange for an overnight stay.

Senior Year

1. Attend the College Fair and talk with representatives
2. Attend College Open Houses/Talk with college representatives during lunch when scheduled
3. Request letters of recommendation from your teachers and counselor
4. Apply on-line or bring in completed applications to counselor. Include a stamped, addressed envelope for each application and/or transcript
5. Complete a transcript request for schools applied to online and turn it into the counselor with a stamped, addressed envelope
6. Review all scholarships posted in 'PrepHQ'. Research other possible scholarship options which might be available from your city, parish or parents' employers
7. Request a PIN (<http://www.fafsa.ed.gov/before004.htm>) and complete your FAFSA on-line after January 1
8. Keep counselor informed about college choices, as well as acceptances and scholarships that have been awarded
9. Make sure a final transcript is sent to the school you will attend after graduation
10. Recommended websites include: FastWeb.com; CollegeZone.com; CollegeBoard.com; ACT.org; FAFSA.ed.gov

- **MEDIATION PROCESS**

A student experiencing conflict is encouraged to request a mediation. A student may request mediation for any conflict situation. A mediation team, which is composed of trained counselors and deans (or student mediators when appropriate) will facilitate resolution of the conflict.

- **PERSONAL COUNSELING**

Each student's personal concerns receive intervention with the goal of building positive self-concept while encouraging personal growth. Services available to students include small group counseling, individual appointments and referral resources.

We feel a great responsibility to provide for the health, safety and overall well being of our students and their families. As such, under certain circumstances, the school reserves the right to mandate outside counseling for the overall health, safety and well being of the student.

- **SUBSTANCE ABUSE PREVENTION**

In support of the Drug Free Schools Act, Queen of Peace coordinates a substance abuse prevention program each year. This program presents information and strategies to prevent substance abuse and misuse.

- **TESTING, ASSESSMENT INFORMATION, SCHOOL CODE**

All students are expected to take the ACT and other school required assessments. Standardized testing includes the following tests: the EXPLORE entrance test, the PLAN test, the PSAT/NMSQT, and subject tests in the AP testing program. Information regarding all of these testing programs is available in the Counseling Department. An ACT preparatory seminar is available to each junior student who intends to take the ACT in the spring of her junior year (this is the recommended time). This seminar provides the student with test-taking strategies, review in each subject area, and anxiety reduction techniques. Information regarding the seminar is mailed to junior students and parents during their junior year.

Queen of Peace is an official ACT testing site. Information on registration for the ACT or SAT may be obtained in the Counseling Department. The College Board code for Queen of Peace is 143 234.

- **TRANSCRIPTS**

At the beginning of the student's senior year, a transcript request form must be completed and returned to the Counseling Department listing all of the schools to which the student would like to submit a transcript. Transcripts will not be sent unless this form is completed and signed by the student and her parent/guardian. At the end of the school year a second form will be completed and returned to the Counseling Department so that the student's final transcript can be released to the college of their choice.

VII. CO-CURRICULAR ACTIVITIES

EXPECTATIONS AND POLICIES FOR ALL CO-CURRICULAR ACTIVITIES

The following policy is applied to all school-sponsored student activities:

Expectations for appropriate behavior and attire extend to co-curricular events and to students and their guests. Smoking, non-ear body piercing accessories, alcoholic beverages and drugs are not permitted at any school function, whether at school or away from school, on the grounds, or on buses coming to or from school. The possession, sale, use and/or abuse of alcohol, drug, drug paraphernalia, any other intoxicant or suspected drug related material, or the suspicion thereof, is strictly prohibited.

Infraction of this regulation may result in suspension or expulsion and disciplinary probation, depending upon the gravity of the particular case. Students may be required to receive an immediate medical screening for drug use, the results of which will be shared with the school. Parents will be called to take the student home.

Arrangements for a conference with the parents will be made. Counseling in a school-approved drug or alcohol program is mandatory.

Friends who have been drinking or taking drugs may not attend Queen of Peace activities. Anyone attending Queen of Peace social functions that has been drinking or taking drugs may be turned over to the police.

Students and their guests are not allowed to use electronic devices or cellular phones in any part of the building or at any school sponsored events. (Items will be confiscated.) The school reserves the right to inspect all school and/or personal property. The school reserves the right to determine appropriate appearance or accessory. Students who were asked to leave Queen of Peace will not be permitted on school property at any time.

Hats and/or any jackets may not be worn in the building. A student attending a special event must check his or her hat and jacket at the coat check area. Queen of Peace does not assume responsibility for missing items.

Students must be in school on the entire day of the event; students not present will not be allowed to attend the event.

ATHLETICS

The philosophy of the athletic program at Queen of Peace is to challenge each athlete to her utmost ability. The program strives to build character, self-discipline, and teamwork.

Several sports have a level designed for frosh students, but any first year student is eligible to try out for any level sport. A student may also participate in more than one sport and could be a three-season athlete.

ACADEMIC GUIDELINES FOR ATHLETES

All athletes must complete a weekly grade verification. Their coach distributes this form on Thursday. The athletes must have the form signed by all of her teachers and return it to the coach by the end of the day on Friday. The forms are then submitted to the Athletic Director who will work with the coaches to address any concerns in regard to an athlete's grades. If necessary, the athlete may be declared ineligible for a period of one week, beginning with the following Monday.

ATHLETIC DEPARTMENT GUIDELINES

Specific guidelines for the Athletic Program are defined in the athletic handbook. This handbook will be distributed to the student once she is chosen for an athletic team. A student who plans to participate in any school-sponsored sports program must have a physical examination.

SCHOOL COLORS	Green, White and Black
SCHOOL TEAM NAME	Pride

TEAMS

FALL		WINTER		SPRING	
Cross Country	Junior Varsity Varsity	Basketball	Frosh Sophomore Varsity	Soccer	Junior Varsity Varsity
Tennis	Junior Varsity Varsity			Softball	Frosh Sophomore Varsity
Volleyball	Frosh Sophomore Varsity			Track & Field	Junior Varsity Varsity
Golf	Junior Varsity Varsity				
Swim	Junior Varsity Varsity				



<http://www.ihsa.org/forms/current/eligibility-rules-lg-08.pdf>

ROBOTICS TEAM:

This competitive team designs, builds, and programs functioning robots. The students learn to communicate and collaborate with teammates, mentors, and other regional robotics teams. Team members have fun and embrace the challenge of problem-solving, thinking outside the box, and competition. Interested students must be able to commit to the time obligations and meet the specified requirements to apply.

CLUBS, GROUPS AND ORGANIZATIONS

There are numerous opportunities for students to get involved in Queen of Peace's co-curricular activities, clubs and organizations. Through the activities program, students develop leadership skills, provide service, and learn to work with others. Types of student groups include: academic organizations, performance groups, student publications, service organizations, peace and justice groups, and student government.

Students can learn more about the various organizations at the annual Club Fair each September. Enrollment for most clubs is open to any Peace student at any time of the year however certain groups require an application and interview process. If there are any questions about joining an organization, students should contact the faculty moderator directly.

HONOR ORGANIZATIONS:

- **FRENCH NATIONAL HONOR SOCIETY:** Students who excel in French have the opportunity to apply for membership in the Queen of Peace chapter of this national organization. Once inducted, members are required to tutor other students in French. FNHS students are also members of the French Club and may participate in all French Club activities.

- **MATH NATIONAL HONOR SOCIETY (MU ALPHA THETA):** Mu Alpha Theta is the National High School Honor Society. This group is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics. Candidacy is determined by GPA requirement and teacher recommendations. Once inducted, members participate in tutoring and local mathematics competitions.
- **NATIONAL HONOR SOCIETY:** The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. To become eligible for membership a student must have a cumulative GPA of 3.3 or above after her 5th semester and must demonstrate service to and involvement in the Queen of Peace community. The application process includes the completion of an application, a personal essay and an interview. A selection committee determines membership.
- **SAINT CATHERINE OF SIENA SCHOLARS:** Students interested in rigorous independent research may apply for the Saint Catherine Program after their first semester of frosh year. To be eligible for membership, a student must have a cumulative GPA of 3.8 or higher. Upon acceptance into this program, students formulate a research question and work with a mentor, culminating in a Catherine Congress defense in the spring of senior year.
- **SPANISH NATIONAL HONOR SOCIETY:** Students who excel in Spanish have the opportunity to apply for membership in the Queen of Peace chapter of this national organization. Once inducted, members are required to tutor other students in Spanish. SNHS students are also members of the Spanish Club and may participate in all Spanish Club activities.

CLUBS AND GROUPS

- **AMITY (NEWSPAPER):** Amity is the student newspaper. This publication is produced by the students in the Journalism class under the guidance of the instructor. Students not enrolled in Journalism must contact the teacher directly to submit freelance pieces for consideration. Color editions are published on-line approximately 8 times per year.
- **ART CLUB:** The Art Club meets weekly to work on art projects of their choice. Students also create decorations and posters for school events, participate in an artistic service projects, and help with the Spring Visual Arts Show. They also create items to sell at an annual arts and crafts fair. Membership is open to all students, all year.
- **COLOR GUARD:** The color guard performs in various Queen of Peace/Saint Laurence Band events. This group meets after school. Interested students should contact the Band director at Saint Laurence in August.
- **DOMINICAN PREACHERS:** Dominican Preachers meet on a regular basis to prepare and proclaim scripture reflection at school prayer services and liturgies. Members of the group represent Queen of Peace at the annual Dominican Preaching Conference held in Adrian, MI every summer.
- **ENVIRONMENTAL TASK FORCE:** Students in this organization share a passion for stewardship of the earth. They demonstrate concern regarding environmental issues by promoting recycling efforts and completing conservation projects which support local communities. Each year the students also participate in environmental workshops offered through the Chicago River Student Congress. Membership is open to all students, all year.
- **EUCCHARISTIC MINISTERS:** Eucharistic Ministers are trained to serve the Peace Community by assisting with the distribution of Communion at all-school liturgies and special liturgies throughout the year. Interested students must complete an application and training process.

- **FRENCH CLUB:** French Club members increase their understanding of both the French language and culture by participating in activities such as visits to the Art Institute, plays, operas and ballets. The club also sponsors an annual service project, determined each year. Membership is open to all students, all year.
- **HUMAN RIGHTS TASK FORCE:** Students in this organization are concerned with the human rights of all people in our world. This organization focuses on issues of discrimination impacting marginalized segments of society such as women, victims of AIDS, the elderly, religious and racial minorities and political prisoners. Members raise consciousness about these issues through research, information sharing, and active service, and presentations. Membership is open to all students, all year.
- **MATH CLUB:** The Math Club provides students with an interest in math with the opportunity to exercise their problem-solving abilities in various ways. These exercises include competing with other schools and weekly practice sessions. Membership is open to all students.
- **MODEL UNITED NATIONS:** The Model UN is an academic simulation of the United Nations that aims to educate participants about civics, effective communication, globalization and multilateral diplomacy. Students take on roles as diplomats and participate in a simulated session of an intergovernmental organization (IGO). Participants research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult, and then develop solutions to world problems. Members in the Queen of Peace chapter participate in the annual Chicago International Model United Nations Conference.
- **MOSAIC (LITERARY MAGAZINE):** This publication is intended to provide students with an opportunity to develop editing and publication skills, as well as share their creative writing pieces with the school community. All students are encouraged to submit writing pieces for consideration. Mosaic is published each May.
- **MUSIC APPRECIATION CLUB (SONIC YOUTH):**
This club explores the music. Different ideas are shared about music genres, music careers, artists, etc. This club is open to all students all year.
- **PACE (YEARBOOK):** Students on the yearbook assist in the creation of the annual edition of the PACE. Their contributions include ideas, text headlines, captions, layouts and photographs. Membership is open to all students.
- **PEACE AMBASSADORS:** Peace Ambassadors assist with communicating information about Queen of Peace to prospective students and their parents by attending and participating in recruitment events, as well as being role models to prospective students through the shadow program. Membership is open to sophomore, junior and senior students. Candidates must complete an application process in the spring. Selection is based on faculty recommendations, a personal interview, and involvement in the Queen of Peace Community. Students must be in good academic and disciplinary standing.
- **PEACE DANCE COMPANY:** Participating students create and rehearse pieces for two major performances each year; the Winter and Spring Performing Arts Shows.
- **PEACE THEATRE COMPANY:** Peace Theatre Company fosters students' theatre skills through improvisation activities and field trips to plays and workshops. Membership is open to all students, all year.
- **POVERTY AND HUNGER TASK FORCE:** This group is dedicated to actively engaging all Queen of Peace students in the journey toward a more peaceful world. They work toward this goal by planning school-wide activities to raise awareness of poverty and hunger issues and by reaching out to other schools. The group also hosts guest speakers and sponsors service dealing with both national and local justice issues. Membership is open to all students.
- **RETREAT MINISTERS:** Retreat Ministers are trained to serve as leaders for class retreats. Ministers prepare talks, lead small groups, and guide students in retreat activities. Interested students must complete an application and training process.

- **SPANISH CLUB:** Spanish Club members increase their understanding of both the Spanish language and Spanish-speaking cultures by participating in activities such as field trips, plays, operas and ballets. The club also sponsors an annual service project, determined each year. Membership is open to all students, all year.
- **STUDENTS AGAINST SUBSTANCE ABUSE:** SASA is an organization committed to preventing abuse and misuse of alcohol and other drugs through education and information. SASA educates the Peace Community throughout the year via announcements, meetings, and projects. Membership is open to all students.

STUDENT GOVERNMENT

A. STUDENT COUNCIL

The main purpose of the Student Council centers on maintaining open channels of communication within the school and community and fostering leadership skills and opportunities. Student Council is a vital communication and service link among the administration, faculty and students. Meetings are open to the entire student body.

Student Council elected membership consists of executive officers (seniors and juniors), each class level's executive officers, each class level's elected senators, and designated ad hoc committee members. The Student Council is responsible for organizing Spirit Week and Homecoming activities, the St. James Project, the Spring Dance, spirit assemblies, the Frosh Welcome Day, and relief drives, as needed, each year. The goal is for all students to feel welcome as members of the Peace community, to foster leadership, to participate in service activities and to have fun together.

All positions are open to students who maintain a minimum cumulative grade point average of 2.0 or above and who are in good disciplinary standing. Elections for sophomore, junior and senior class positions are held in spring. Frosh class elections occur in the fall.

B. CLASS COUNCILS

The students of each class level elect executive officers each spring to serve the following year. Class level senators are also elected each spring. They serve as homeroom reps for their designated class level homeroom. All elected positions are open to students who maintain a minimum grade point average of 2.0 or above and who are in good disciplinary standing. Class councils are assigned to their moderator's homeroom for the duration of the year. Class council meetings are open to all class members during the school year.

DANCES

All dance tickets must be purchased in advance; no tickets will be sold at the door and no student will be admitted without a ticket. A signed permission letter is required to purchase a ticket. Students are allowed to bring only one guest to each dance. Guests must be at least high school age. In order to purchase a ticket for a guest, a completed guest pass must accompany the permission form at the time of ticket purchase. Attendance at dances, including proms, is considered a privilege, which may be revoked. Unmet financial or service obligations may prevent a student from attending a dance or other school activity. Students must dress appropriately for all school dances and activities; inappropriately revealing or otherwise immodest attire may result in students' dismissal from the activity and/or additional consequences. (See "Expectations and Policies for all Co-curricular Activities"). Students asked to leave Queen of Peace may not return as guests for dances and/or other functions. Students must be on time and present all day on the day of a dance in order to attend.

Please visit the school website at www.queenofpeacehs.org
for the most up-to-date information.

QUEEN OF PEACE ALMA MATER

Unity and harmony are symbols of Queen of Peace.
Our love and loyalty to you will never cease.
Now we dream of high ideals, these are our destiny.
The torch of truth, a guide for youth, will always keep us free.
Memories we long shall keep of friends and happiness.
With the passing of the years our school we will ever bless.
The time is now for us to love and live our lives anew.
So hail to you, O Queen of Peace, our Mother and our school.

PEACE PRIDE SPIRIT SONG

We are the Queen of Peace Pride Community,
working together like we have before.
Green and white will triumph each and every day,
now hear our mighty ROAR as we say:
We are the Queen of Peace Pride Community,
doing our best to succeed.
There is nothing else like Peace Pride Power
on the road to victory.

ROTATION SCHEDULE
2009-2010

Period	Time	Monday		Wednesday	Thursday Early Dismissal	Friday
0	7:00 - 7:45	H	H	H	7:00 - 7:45 (H)	H
1	7:50 - 8:40			A	7:50 - 8:33 (A)	A
	8:44 - 8:59	HR	HR	HR	(HR) 8:37 - 8:52	HR
2	9:03 - 9:53		C	G	8:56- 9:39 (B)	B
3	9:57 - 10:47	C	G	B	9:43 - 10:26 (C)	C
4	10:51 - 11:41	D	F	D	10:30 - 11:13 (D)	F
5	11:45 - 12:15 (lunch 1) 12:19 - 1:09 ---- 11:45 - 12:35 12:39 - 1:09 (lunch 2)	E	E	E	11:17 - 11:47 (lunch 1) 11:51 - 12:34 (E) ---- 11:17 - 12:00 12:04 - 12:34 (lunch 2) 12:38 - 1:21 (F)	E
6	1:13 - 2:03	F	D	F	1:25 - 2:08 (G)	D
7	2:07 - 2:57	G	B	C		G

Directive Sign-off Sheet

Queen of Peace High School
7659 S. Linder Ave.
Burbank, IL 60459
708-458-7600
www.queenofpeacehs.org



STUDENT HANDBOOK, 2009-2010 SCHOOL YEAR

- We have read and understand the Student Handbook for the 2009-2010 school year and agree to be governed by its contents. Complete Handbook can be found on the website.
- We have reviewed the mission, philosophy and history of Queen of Peace; we are aware of the school's Sinsinawa Dominican identity and values.
- We have thoroughly reviewed the Student Directives, noted the changes, recognize their importance in maintaining a positive, productive learning environment, and agree to support them.
- We have reviewed the Campus Ministry section and understand that each student is required to participate in an annual retreat experience along with her class.
- We hereby assign all rights, privileges and materials for reproduction to Queen of Peace High School of any and all photographs taken of our daughter by Queen of Peace or its recognized agents.
- We have read and understand the attendance policies and absence procedures in section three of the handbook. We understand the importance of daily, on-time attendance and we will use the school calendar as a reference when planning appointments, long weekends and family vacations.
- We understand that the administration maintains the right whenever necessary to amend the contents of this handbook.

Parent/Guardian

Signature: _____ Date: _____

Student Printed Name: _____ ID#: _____

Student Signature: _____ Date: _____