

# **PARENT AND STUDENT HANDBOOK**

**2009 - 2010**

## **POLICIES AND PROCEDURES FOR MARY QUEEN OF PEACE CATHOLIC SCHOOL**

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[www.mqpwg.org/school](http://www.mqpwg.org/school)**

**ARCHDIOCESE OF ST. LOUIS**

**Mary Queen of Peace School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools.**

**Mary Queen of Peace School is open to students of any race, color, national, and ethnic origin.**

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## **MQP SCHOOL PHILOSOPHY**

Mary Queen of Peace is committed to assisting parents in their role as the primary educators of their children in knowledge and faith. Under the guidance and participation of the faculty, our school provides a deliberate and systematic instruction in both formal and informal educational settings to develop the skills, knowledge and values needed for life. In an atmosphere of encouragement, the school assists each child to achieve his or her full potential and to develop an appropriate sense of self-worth. It is this shared sense of community which aids both parent and child in fulfilling and growing their commitment to the Catholic Church through liturgy, prayer, friendship and service.

## **MQP SCHOOL MISSION STATEMENT**

Mary Queen of Peace Parish School is an Archdiocesan Catholic elementary school that finds its center in the life and teachings of Jesus Christ. As a faith community, our mission is to create an environment that encourages each student's spiritual, moral and academic growth with a commitment to stewardship.

## **STEWARDSHIP**

Mary, Queen of Peace Parish is a stewardship entity. By giving back to God, through the parish, contributions of time, talent, and treasure we share His blessing of us with others. Church teaching states that a tithe is 10% of pre-tax income-5% to the parish and 5% to other charitable causes. We encourage you to examine your heart and determine your fair level of giving.

## **HANDBOOK MODIFICATIONS**

This Student/Parent Handbook contains established policies and procedures for the 2008-2009 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

*"Under authority granted by the Mary Queen of Peace Board of Education, the Principal of Mary Queen of Peace School and/or the Parish School of Religion may modify or amend their respective handbooks in whole or in part and at any time. Any such modifications or amendments shall be consistent with the Policies and Procedures of the Archdiocese of St. Louis and the Mary Queen of Peace Board of Education."*

*Board of Education Policy---approved February 2006*

## **ATTENDANCE**

Our regular school day begins at 7:50 a.m. and ends at 2:50 p.m. The a.m. session of kindergarten begins at 7:50 and ends at 11:50.

*"Children of the full-time school of Mary, Queen of Peace School may not arrive on school grounds more than fifteen minutes before the first bell unless prior, approved arrangements to meet with a member of the school community, principal, teachers, supervised study groups, etc. have been made."*

*Board of Education Policy...amended and approved February 1997*

## ABSENCE

Appointments and vacations are discouraged during school hours. Because we wish to ensure the safety and responsibility of the children please call school by 9:00 a.m. to report that your child or children will be absent (Hot Line # 253-4055). When a student leaves for **more than two hours of the day**, he/she will be marked as such. When a student is gone for **less than two hours of the day**, he/she will be marked as such.

Students are considered absent whenever they are away from school during school hours except for school sponsored sanctioned co-curricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Once present on school property, either before classes begin or during the school day prior to dismissal, students may not leave the school campus without a parent or guardian following the regular "sign out" procedure.

Blank absentee/early dismissal forms are available on the school web site ([www.mqpwg.org/school](http://www.mqpwg.org/school)).

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

When a student has been absent 10 days or more, consecutively or otherwise, during a grading period, the grade of Incomplete (I) is reported until the student has fulfilled the required work for that grading period.

Absences include:

**a. sickness**-All tests and assignments that occur during the student's absence must be completed within three (3) school days of returning to school.

**b. appointments**-(i.e. medical, dental, or other reasons) Parents are to pick up students at the school office. Upon their return, parents and students need to report back to the office.

-In the case of absence due to appointments and high school visits, it is the responsibility of the student to obtain missed schoolwork/assignments and to reschedule any missed tests. The student will be expected to complete the schoolwork/assignments within the same timeframe set by the teacher for the entire class (i.e. when missing a class on a Monday afternoon due to an appointment a student should obtain assignments from a classmate that evening and complete the assignment in the same time as the rest of the class.) Any missed tests should be rescheduled for the day following the absence. Extensions may be granted at the discretion of the teacher.

**c. field trips**-Unless ill or excused for a verifiable and reasonable situation, students who do not attend scheduled school sponsored field trips are required to attend school on that day and will be assigned academic tasks by the appropriate classroom teachers.

-At the discretion of the school administration, permission may be granted for a child to be excused from a field trip. Requests for permission to be excused must be submitted in writing to the school administration at least five (5) days prior to the date of the trip.

-A doctor's slip may be required of a student absent from school on the day of the field trip if the child has been reported by the parent or guardian as absent due to illness.

**d. truancy**-A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.

-Students found to be truant will serve a three (3) day in-school suspension, beginning the day of their return to school.

-Repeated trancies could lead to withdrawal for cause.

e. vacation-Mary Queen of Peace School respects the right of parents to remove children from school during the academic term for family vacations. However, teachers are **not** permitted to give assignments prior to the student's departure. All tests and assignments that occur during the student's absence must be completed the day following the student's return to school. Extensions may be granted at the discretion of the teacher. Make-up work and test scheduling are the responsibility of the student. Students, with teacher approval, may submit in advance long-term assignments or projects that are due during their absence. Students who are present part of a school day and then leave for vacation will be expected, prior to departure, to take any tests or turn in any assignments that were scheduled for that day.

Excessive absenteeism will result in a conference with the parents and principal.

## **DUAL ENROLLMENT**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Mary Queen of Peace School permits dual enrollment of its students only in other accredited schools. As the primary education provider, MQP School is responsible for instructing the student in the core curriculum.

When determining if dual enrollment is a viable option for meeting a student's educational needs, consideration should be given to the educational impact of the student's absence.

A student is not considered absent from MQP School when in attendance at the other school. Whenever a dual enrollment is established a written plan is developed and placed in the student's cumulative file. This plan will include specific information regarding:

- a. the education purpose the dual enrollment arrangement is intended to achieve;
- b. the amount of time the student will be away from MQP School;
- c. the mechanism by which MQP School will receive information from and provide information to the supplemental program, including attendance/absences;
- d. transportation to and from MQP School.

## **HOME SCHOOLING**

Prior to accepting a student who has been home-schooled parents/guardians must provide evidence that the student has been receiving regular instruction.

The student's placement shall be determined by a review of submitted materials and student work samples. If the student's records are not sufficient to determine placement, the student will be given appropriate end-of-grade assessments.

Enrollment in MQP School and participation in a home school is not permitted.

## **STUDENT RELEASE FROM SCHOOL**

Mary Queen of Peace School students are permitted to leave the school for reasons of illness only after the parent/guardian has been contacted by phone.

Only contacted parents/guardians may pick up a child from school for early release.

Parents/guardians must utilize the school's "sign out" procedure when picking students up for early release.

## **TARDINESS**

A student is considered tardy if he/she is not in the homeroom by 8:00 a.m. A child arriving after 8:00 a.m. should report to the office to receive a tardy slip that is then given to the homeroom teacher. After 8:15 a.m. the time missed will be accumulated on the student's permanent record ("absent less than two hours"). Excessive tardiness will result in a conference with the parents and principal.

## **BOARD OF EDUCATION**

The Mary Queen of Peace Board of Education serves as an advisory committee to the Pastor and principal on matters of policy concerning education programs.

The Board of Education consists of twelve members. Nine of them are selected and three are appointed by the Pastor. Of the twelve members, six are parents of children registered in the full-time school, three are parents of children in the Parish School of Religion, and three are parishioners with no children enrolled in either school.

Board members serve three year terms, with nominations and selections being held in the spring of each year.

Board meetings are scheduled for the second Monday of each month, September through June, excluding December. All meetings are open to the public unless designated as executive sessions. Non-members may address the Board at regular meetings by advance written request to the President, at least seven days prior to the meeting, or by signing a register on a first come, first served basis, prior to the meeting, stating name and topic.

## **CAFETERIA**

### **LUNCH**

Mary Queen of Peace School is served by Food Services Consultants, Inc. (FSC). Children may bring their lunch, use cash, or utilize a "debit card" purchased through FSC. However, soda is not permitted as part of a student's lunch.

A hot lunch is provided for students on a daily basis. Main entrees and ala carte items are published in the school's monthly calendar.

Lunch will not be served on early dismissal days.

If a student forgets his/her lunch at home, parents may bring the lunch to the school office. Please make certain the child's name and homeroom are clearly marked on the lunch container.

Homeroom teachers also have emergency lunch money available to loan to students.

Lunch purchased and brought to school on a regular basis or for special occasions is discouraged.

### **TREATS (BIRTHDAYS)**

Courtesy of the Home and School Association, one day each month Mary Queen of Peace School will

recognize student birthdays and half-birthdays with a free ice cream treat served to all students at lunch time.

Parents are not to send treats to school for student birthdays or half-birthdays. Deliveries of such items will not be accepted by the school office or classroom teachers.

### **TREATS (CLASSROOM PARTIES)**

If treats are sent to school for classroom parties please check for food allergies among the homeroom students. This may be done by contacting the school nurse or by sending a general "request for information" sheet to the students' parents.

Because of storage limitations and other potential problems, items that need to be refrigerated or frozen are not good choices for in-school treats.

Please direct questions about the suitability of any food or drink items you wish to send to school to the appropriate homeroom teacher or the school office.

### **CHILD ABUSE**

The faculty and staff of Mary Queen of Peace School are required by state law to report suspected cases of child abuse to the Missouri Division of Family Services.

Except at the directions of a caseworker from the Division of Family Services, no minor student should be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents/guardians and provide them the opportunity to be present.

### **COMMUNICATIONS**

#### **BUZZ BOOK**

Each year the MQP Home and School Association publishes a Buzz Book that is available to all school families. School families are contacted during the second semester so that information may be compiled for the following year's edition.

Each family receives one free copy of the Buzz Book. Extra copies may be purchased through the school office or by contacting the Buzz Book coordinator.

#### **CONFERENCES**

A scheduled opportunity for conferences between each student's parents and respective teacher(s) is scheduled after first quarter report cards. However, parents are encouraged to contact faculty members at any time a meeting is necessary. This may be done by leaving a message in the teacher's voice mail, sending a written or electronic note to that teacher, or by contacting the school principal.

Mary Queen of Peace faculty members are expected to respond to all parental inquiries within two days of receipt of said inquiries.

#### **MEDIA**

Members of the media are to be present on MQP School property only as invited guests, and are not allowed to interview students on matters unrelated to the purpose for which they were invited.

## **TELEPHONE (SCHOOL)**

The office telephone may be used by students only in cases of emergencies. Students are not permitted to telephone home for missing assignments, projects, etc.

Parents are reminded that telephone messages to students are generally delivered 20 minutes prior to dismissal time.

If a student needs to receive a message by a special time please include this piece of information in your telephone call.

## **“WAKE UP MQP!”**

Each morning students are able to view a joint student/faculty morning show - “Wake Up MQP!” - that is broadcast to each classroom. Students take turns serving as anchors, leading morning prayers, the Pledge of Allegiance, etc. Community and school items of interest are also featured.

## **WEB SITE**

General information about the school may be found on the school web site [www.mqpwg.org/school](http://www.mqpwg.org/school).

Mary Queen of Peace School does not make available on the school web site any information that enables students to be identified individually by names or photograph.

## **WEDNESDAY FOLDER**

The Wednesday folder is the weekly communication channel that is sent home each Wednesday with every student. The folder contains various important notices, and reminders. The deadline for submitting folder enclosures is 8:00 a.m. Tuesday. Distribution of enclosures will be at the discretion of the principal.

Some items are not considered suitable for inclusion in the Wednesday folder.

- . . . for-profit organization information concerning retail sales, auctions, etc.
- . . . information concerning private parties or parish school mixers or dances
- . . . birthday party invitations
- . . . advertisements for yard sales or private sales of any kind
- . . . appeals or information from any organization whose philosophy, mission, or goals are contradictory to the accepted teachings of the Catholic Church and Mission Statement of Mary Queen of Peace Parish
- . . . information in any form about programs, products or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contract. This includes programs which are officer by individual parents or parishioners, but are not formerly sanctioned by the parish or school.

Anyone wishing to include approved items in the Wednesday folder is responsible for copying and sorting this material.

## **COMPUTERS**

MQP students have access to computers and other electronic media in both lab and classroom settings. Each year, students and parents must review and sign the school’s “Acceptable Use Policy”.

Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

Mary Queen of Peace School adheres to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned or borrowed or leased from the school. No students or others may use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

## **CURRICULUM**

*"The curriculum of Mary Queen of Peace includes all of the learning experiences that are planned, guided, and sponsored by the school. It should encompass the threefold dimension of Catholic Education: the Gospel message, faith community, and service. (The curriculum should be evaluated on a continuous basis to ensure it reflects what current research shows to be the best method to foster academic excellence.)*

*The spiritual, intellectual, aesthetical, emotional, social, and physical differences of the individual child should be taken into consideration in curriculum development. The curriculum should reflect the published philosophy of the school.*

*The school should seek to provide programs, personnel, facilities, materials, and equipment to meet satisfactorily the educational needs of its students and to foster their individual growth."*

*Board of Education Policy...reapproved May 2000*

## **CORE CURRICULUM GUIDE**

The school's Core Curriculum Guide lists the major goals and objectives, by grade level, for each subject offered to MQP students.

The complete Core Curriculum Guide may be found at [www.mqpwg.org/school](http://www.mqpwg.org/school).

## **FIELD TRIPS**

Field trips must have an evident educational purpose. This applies even if the trip takes place outside of the school year. Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. The administration and faculty determine the appropriateness of school sponsored trips.

Each field trip should be a safe, well-planned, educational experience that coordinates with the subject matter being taught.

Field trips that include potentially dangerous activities for students are prohibited. Long trips to distant locations and multi-day, overnight trips are to be discouraged.

The written consent of parent of parents/guardians must be obtained for every child participating in a field trip. (There are permission slip forms available for downloading on the school's web site).

Field trips are privileges. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet behavioral requirements. (See the 'Attendance' section of this handbook if a student wishes to be excused from a field trip.)

Since students represent MQP on field trips, appropriate behavior is expected at all times. School uniforms are always worn on educational field trips unless exceptions are communicated by the teacher or moderator of the trip.

The teacher oversees supervision during field trips. Any other adults accompanying the students are to assist the teacher with supervision of the students. The administration will approve the appropriate ratio after consulting with the moderator of the trip. No children are to be on field trips except those students in the designated class. The primary responsibility of every adult supervisor is to be actively involved with the activities of the students.

Whenever possible, bus transportation by an insured carrier should be utilized.

If special circumstances indicate the use of private passenger vehicles, the following criteria are to be implemented.

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. the vehicle should have a valid registration and meet state safety requirements;
3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;

Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than four feet nine inches tall must be secured in a child passenger restraint system for booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child. (Missouri SB 872)

5. every person in the private vehicle must wear a set belt or use an appropriate passenger restraint system;
6. adults should not be permitted to smoke in the vehicle.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage.

Admission and transportation fees for most field trips are part of the school's instructional fee.

## **HOMEWORK**

Assignments that need to be completed outside of regular school hours are an integral part of the school curriculum. These assignments are used to practice academic skills introduced during the school day and/or provide an opportunity to explore a particular topic in depth.

If a student is absent, homework assignments/textbooks are available on the counter in front of the office at dismissal time and should be picked up by a homework "buddy", a sibling, or by a parent/guardian. Assignments are also posted on each teacher's calendar and/or bulletin board.

When telephoning the attendance "Hot Line: parents should specify how homework is to be sent home.

On most days when classes are held students will have homework.

Parents are expected to monitor their child/children's homework. If it is determined that a student is experiencing difficulty in completing homework or spending an excessive amount of time the appropriate faculty member should be contacted.

## **PROMOTION AND RETENTION**

Students are promoted to the next grade level upon satisfactory completion of the required academic work for the current grade level. This includes the achievement of a passing grade (70% or above in all required subjects and the completion of all necessary coursework to the satisfaction of the teacher and/or school principal.

A plan for the make-up of all failing grades, through summer programs or tutoring, will be developed by the teacher, parents, school principal, and learning consultant.

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level.

To graduate from MQP School a student must have successfully completed the minimum academic and religious requirements of the school, maintained a satisfactory attendance record, and demonstrated satisfactory conduct.

## **RELIGION**

Mary Queen of Peace School is a Catholic school. As such, the subject of Religion is accorded, at the minimum, the same importance that is extended to the rest of the curriculum.

The Archdiocesan Human Sexuality program-God's Own Making-is part of the school's Religion curriculum, as is the Archdiocesan Safe Touch Program.

When completing the annual school emergency forms (yellow cards) please note that a parent/guardian's signature in the appropriate section gives permission for students to participate in the aforementioned programs. For further information about these activities contact the school office.

## **STANDARDIZED TESTING**

MQP students in grades 2 through 8 participate in the Archdiocesan standardized testing program. This testing usually occurs in late September. Individual student test results are included with the first quarter report card.

In the spring of the year the DIAL Readiness Test is administered to incoming kindergarten students. These results, along with parental input, are of great value to the kindergarten staff as they prepare to work with the school's youngest students.

All of the above testing/screening is an important aid in monitoring the school's curriculum and measuring a student's progress from year to year.

## **STUDENT ACADEMIC REPORTS**

Parents may periodically view their child's academic progress via FastDirect by using their assigned password.

Because a student's academic progress (developmental) in Kindergarten and first grade is determined by somewhat different criteria than that of grades 2-8, an "open grade book" is not utilized at these levels. Rather, these teachers keep parents informed by periodically sending home samples of student work, weekly folders, etc.

Kindergarten does not have a first quarter report card. Instead, there are parent-teacher conferences at this time. However, second quarter through final report cards will be available via FastDirect.

First grade students' report cards will be posted electronically all year.

For grades 2-8, a student's grade will be posted no later than seven (7) calendar days after completion of the assignment/test. Specific projects may require longer teacher evaluation.

## **DISCIPLINE**

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundations of justice.

### **ACADEMIC HONESTY**

The consequences for a violation of the school's policy concerning academic honesty are at the discretion of the faculty. These consequences could be a yellow or blue slip, and/or a zero on a test, homework, or classroom assignment.

Academic "dishonesty" includes, but is not limited to, the passing of answers on quizzes, tests, or classroom assignments; verbal and/or electronic seeking, receiving, or transmitting of specific information about questions/answers on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

### **ALCOHOL-DRUGS-TOBACCO-VIOLENCE-WEAPONS**

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

*"Recognizing the need for drug education and awareness, MQP School will strive to provide programs at the appropriate age levels to encourage student abstinence from the use of tobacco products, alcohol, and drugs.*

*Students are strictly prohibited from possessing, using, or distributing tobacco products, drugs, or alcohol on school premises or during school-sponsored activities.*

*Any student found possessing, using, or distributing tobacco products, drugs or alcohol on school premises or during school-sponsored activities subjects himself or herself to disciplinary action, including possible suspension or expulsion from school.*

*Suspended students may also be required to attend appropriate counseling as a condition for continued attendance at MQP School.*

No alcohol is to be served at any school event (sports' events, school programs or meetings, etc.).

According to government regulations there is no smoking permitted in the school building for anyone.

The St. Louis County Tobacco Ordinance prohibits possessing tobacco in any form for all children under the age of 18. Also, there is no smoking or possession of any tobacco products for underage students in or within 300 feet of a school building. Fines for anyone caught possessing tobacco or smoking start at \$150.

### **VIOLENCE (WEAPONS)**

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore violence is not tolerated at Mary Queen of Peace School.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal actions depending upon the severity of the incident.

*Weapons, including all handguns, rifles and knives, and toy weapons used in a menacing manner, will not be allowed at school-sponsored events.*

*Any student found in violation of this policy will, dependent upon the circumstances of the incident, subject himself or herself to appropriate disciplinary action, including possible suspension, withdrawal for cause, and/or actions by local law enforcement authorities.*

*Board of Education Policy... Amended and Approved May 2006*

### **CELL PHONES/PAGERS/IPODS/CAMERAS**

On days when classes are in session students are not allowed to use cell phones, pagers, iPods, or cameras in the school building or on school property during school hours. Violations of this policy will result in confiscation of the device until the end of the school day.

A second violation of this policy will result in the offending student receiving a yellow slip and the prohibition of the device from school throughout the remainder of the school year.

### **FALSE MESSAGES TO SCHOOL**

Any student who contacts school (telephone, e-mail, written note, etc.) with false or threatening information deemed harmful to any individual member or group of the MQP school community or the community at large shall be subject to disciplinary actions deemed appropriate by the school administration.

Any of the aforementioned activities that result in legal violations will also be reported to the appropriate civil authorities.

## **HARASSMENT**

Mary Queen of Peace School maintains a learning environment that is free from all forms of harassment. No students in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Mary Queen of Peace School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

## **MQP STUDENTS' STANDARDS OF BEHAVIOR**

Mary, Queen of Peace School students are expected to demonstrate the teachings of Christ in their dealings with others, development of self, and in the fulfillment of the school's academic standards.

Students have the following responsibilities:

- \* to respect the dignity and rights of others and to avoid any activity that may endanger the health or safety of others
- \* to obey and to respect in action and in speech all persons in authority
- \* to respect the property of the school and others
- \* to remain on school grounds unless granted permission to leave
- \* to be in full uniform daily
- \* to be prompt and regular in attendance, equipped with the necessary books and supplies
- \* to meet classroom standards of behavior and performance, cooperative behavior and completing assignments on time
- \* to follow school policies and regulations

## **PROCEDURES**

The principal is directly responsible for overseeing the implementation of discipline procedures.

To insure that parents and student alike are aware of the importance of the aforementioned expectations and responsibilities, incidents of student misbehavior, when warranted, are communicated to parents.

In grades kindergarten through 4, homeroom and Fine Arts teachers utilize telephone calls or brief notes to inform parents of such happenings. For the students in grades 5 through 8 a standard information form is used to communicate to parents and students occasions of non-acceptable behavior. These forms, blue in color, allow for a description of the reported infraction, the name of the faculty or staff member making the report, and a place for the parent's signature. All blue slips are to be signed and returned to the issuing teacher the next school day.

An accumulation of three blue slips will result in a student serving a one-hour detention after school.

Detentions are scheduled on Wednesday and students are given a written reminder indicating detention time, faculty monitor, and location on the Monday prior to the Wednesday detention.

If a student accumulates nine blue slips, resulting in three detentions in one semester, the student's parents are notified and a conference is arranged that would include the student, principal, parent or guardian, and appropriate faculty members. During the conference, a plan for academic and/or behavioral development will be formulated. Ongoing evaluation of this plan will determine the student's future direction.

A yellow slip will be given to a student failing to attend his/her designated detention period, unless a written excuse is presented from the parents before the required detention and approved by the principal. All detentions must be served by the end of the school year.

In situations of serious misconduct, a yellow slip and an automatic detention are issued to the student. When this occurs, the student's parents are notified and, if necessary, a conference is arranged that would include the student, principal, parent or guardian, and appropriate faculty members.

If a student receives a second yellow slip during the same school year, conferencing will occur with all appropriate parties. At this time, a plan for corrected behavior will be developed.

After the issuance of a second yellow slip and conferencing, a student's continued serious misbehavior may lead to suspension and/or withdrawal for cause.

Withdrawal for cause is the permanent end of enrollment of a student from a school. In the Archdiocese of St. Louis, only the Pastor of the parish may specify that a student is withdrawn for cause.

If suspended, a student will be removed from his/her peers for the stated number of days either in or out of school. Work will be provided by the appropriate teachers. If suspension occurs during testing time, all tests, quizzes or exams must be made up by the student. Arrangements for testing must be made with individual teachers.

## **EMERGENCY PROCEDURES**

To assure the safety of each student in the event of an emergency, specific drills are held periodically to familiarize students and teachers with emergency procedures.

### **EMERGENCY FORMS**

At the beginning of each school year yellow forms are sent home asking for important information concerning your child and you. These forms will be kept on file so that we may contact you in case of an emergency. In case parents cannot be reached when your child is ill, there will be a place for you to list names of other contact people.

Please keep this information current. If there are any changes please contact the school office.

### **PARENT TELEPHONE CHAIN**

Each year, a parent telephone chain is organized. This chain is used to notify parents if certain all-school emergencies should arise. Your cooperation in participating in this effort is appreciated.

### **WEATHER**

In situations of inclement weather that make driving or walking to school hazardous, MQP School may either cancel classes entirely or follow a snow schedule.

If a snow schedule is announced, all other classes will begin at 9:15 a.m. A.M. Kindergarten will dismiss at its regular time (11:50).

Once classes are in session students are not dismissed early due to inclement weather.

Information regarding school closings/snow schedules is televised (KTVI Channel 2, KSDK Channel 5, or KMOV-TV Channel 4) or on the radio (KMOX, 1120 AM).

## **FINANCES**

Parishioners with children in the full-time school are expected to use their Church support envelopes each week and try to contribute 5% of their income to Church and school.

In addition, there is a \$1,250 instructional fee for every child enrolled.

The Parish Finance Committee is responsible for establishing the policy and guidelines to monitor and administer the financial requirements for both the Church and the school.

## **HEALTH (STUDENT)**

Mary Queen of Peace School maintains a health record for each student and follows the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

### **COMMUNICABLE DISEASES**

*"MQP's policy on AIDS and/or any chronic infectious disease shall be in conjunction with the Archdiocesan Policies on Communicable Diseases. It will be with Christian compassion and understanding that the infected individual's needs and those with whom he comes in contact are met. The infected's right to privacy shall be respected in all matters and all public statements regarding the case will be made by the Superintendent's Office.*

*As stated in the Archdiocesan Policies:*

*'Since the risk of transmission of these diseases in the school setting is quite low, the child should be permitted to attend school in the least restrictive environment. The decision should be made by the child's physician, public health personnel the child's parent/guardian, pastor and school personnel involved in the child's care. The child's physician may also recommend the exclusion of the child when infectious diseases are present in the building that put the child at risk.'*

*Hygiene procedures as outlined in the Archdiocesan Policies should be made available to all personnel dealing with the infected person. These procedures should be practiced consistently for the protection of all involved. It is further recommended that these procedures be followed for the handling of blood and body fluids of any ill or injured student.*

*The focus of this policy shall be on the physical and physiological well being of the infected person as well as our obligation to the students and personnel of our school. We trust that our knowledge and compassion will overcome any fear that may arise in this instance.*

*It is further recommended the AIDS education be included in the Family Life Series at the 6th, 7th, and 8th grade levels. Focus in these programs should be on prevention of the disease."*

*Board of Education policy ... Approved March 1992*

## **HEAD LICE**

Students with head lice will be excluded from school until free of nits.

Before a student may be re-admitted the school nurse must check for any remaining nits or lice.

If it is determined that a student has contracted head lice then the school nurse will examine all siblings of the infected student and send home a letter (outlining general procedures) to the appropriate classroom(s).

## **ILLNESS AND INJURY**

Mary Queen of Peace maintains an emergency form for each student indicating the parent/guardian wish for the handling of any physical/medical emergencies for their child. This form bears the signature of the parent/guardian and is updated yearly.

If a child has been ill with a fever, he/she should not attend school until he/she has been fever-free for 24 hours.

## **MEDICATION IN SCHOOL (ADMINISTRATION)**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner; signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to school.);
2. written consent of the parent/guardian for school personnel to administer the medication;
3. the medication in original container.

Written orders from a physician should detail:

- \* the name of the student
- \* the name of the medication
- \* dosage
- \* time interval the medication is to be given (if "as needed", a plan must be provided)
- \* diagnosis or reason for medication

If there is any change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed (961-7469) or mailed to the school. A parent may not give permission to administer medication differently from the physician's order.

The school may request from the parent the right to call the physician to clarify a medication order.

Parents of those students with significant or potentially life threatening medical conditions must provide Mary Queen of Peace School with the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

Students may not carry prescription or over-the-counter medication on their person, excluding cough drops and/or chapstick.

## **NURSE**

There is a nurse on duty daily at MQP School from 8:00 a.m. until dismissal. Some of the nurse's areas of responsibility are shown below.

- \* administer first aid for accidents or illness
- \* communicate with parents/guardians and medical personnel regarding health issues
- \* plan, organize and execute annual school screenings
- \* manage and document health related issues as required by the Department of Health
- \* dispense prescribed medications as directed by the physician
- \* maintain daily health contacts, medication sheets, and health logs

## **PHYSICAL EXAMINATIONS**

All children attending Mary Queen of Peace School are expected to have a complete physical examination upon entrance into school. If they receive a physical for kindergarten, it is not required for first grade. They must also receive a physical at the beginning of third and sixth grades. The forms will be given out by the school office at the time of registration or may be found at [www.mqpwg.org/school](http://www.mqpwg.org/school). These forms must be completed and signed by the physician and returned by the first day of school. The students cannot attend class if the forms are not returned to the school office.

The State of Missouri requires all students attending a public, private or parochial school to have the minimum immunizations against rubella, measles, whooping cough, polio, mumps, diphtheria, and hepatitis. The hepatitis immunizations must include a series of three injections with the series being completed before entering school. Any failure to get the immunizations on time can result in the student not being able to attend school.

*"Physical examinations are required of students entering Mary Queen of Peace School at any age, and prior to entering third and sixth grades."*

*Board of Education Policy...approved April 1994  
Amended and Approved April 2005*

## **HOME AND SCHOOL**

The Mary Queen of Peace Home and School Association exists to provide advice and assistance to the Pastor on ways to foster a Christian environment in which to manage events dedicated to the social, religious, educational and economic life of both the Full-time School and Parish School of Religion.

## **LATCHKEY**

On-site, after school supervision (latchkey) is provided by the Kirkwood YMCA. For information telephone 314-965-9622 and ask for the latchkey extension.

## **LEARNING CONSULTANTS**

Mary Queen of Peace School has learning consultants available for teachers, students, administrators, and parents. They are here to assist in making a student's learning experience successful.

Parents and/or teachers may request an observation and screening of a student. This is usually the first

step in determining the kind of assistance a student may need. After this initial step, a conference between the parent and school will be set up to discuss the findings. At this time, a plan of action will be determined based on the input of the learning consultant, parents, teacher, and administrator.

Services after this initial conference can include referral for additional testing, some direct interaction with students, consultation with teachers, and implementation of prescribed modifications. In addition, the learning consultants act as liaisons with outside agencies and they ensure compliance with Archdiocesan regulations regarding standardized testing and modifications to curriculum.

Mary Queen of Peace School attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources.

If, with minor adjustments, the school cannot meet a particular student's special learning needs MQP School will assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

The failure of parents/guardians to supply pertinent information detailing a student's special learning needs prior to admission to MQP School may result in denial of admission or discontinuation of enrollment.

Diagnostic evaluations and related documents are part of a student's cumulative record.

## **LITURGIES/PRAYER SERVICES**

MQP students assist in the preparation and celebration of liturgies throughout the year. The entire school community attends these liturgies during alternating weeks.

Also, the liturgical seasons of the Church Year are observed in special ways (Advent services and concert, Lenten prayer services, Seder Meal and 7th grade attendance at the Archdiocesan Chrism Mass, Stations of the Cross, Living Rosary and May Crowning, etc.)

## **PARISH FACILITIES USAGE**

School facilities may not be used for partisan political activities. MQP School does not distribute or post materials that support or oppose or exhibit bias for or against any candidate or party on school property, in school publications or activities, or on the school web site.

To request the use of parish facilities contact the Rectory Business Office (962-2311).

## **PARTIES (CLASSROOM)**

All classroom parties are planned with the input and consent of the homeroom teacher. Room parents are expected to prepare for parties within the guidelines established by the school and the homeroom teacher.

## **REGISTRATION (ENROLLMENT)**

Registration for MQP School is usually conducted in late February and early March. Information concerning specific registration procedures is available through the school office and the appropriate Sunday bulletins.

Families must be registered members of MQP Parish and live within the Parish boundaries in order to be eligible for school registration and continued enrollment. Baptismal records must be submitted at the time of registration.

Students whose families move outside of the MQP Parish boundaries during the course of a school year

will be allowed to complete that academic term, but not reregister for the following school year.

*“Mary Queen of Peace endeavors to offer a Catholic elementary education to the largest number of students possible.*

#### Guidelines

- 1. All enrolled at MQP must be Roman Catholic, either by Baptism or by reception into the Church.*
- 2. MQP School is open to children of all MQP families. A parish family is any and all families who are registered at MQP and who actively participate in the MQP Parish community as determined by the Pastor.*
- 3. A child must be five (5) years old by August 1 to attend MQP Kindergarten that year.*

Kindergarten: *The number of students in each extended-day class shall not exceed 25, and the number of students in each half-day class shall not exceed 20; provided, however, the total number of students in Kindergarten shall not exceed 90. Each year, the number and duration of Kindergarten classes will be dependent upon projected enrollment and financial considerations.*

#### Prior to May 1:

*Enrollment for the Kindergarten will be granted with the following priorities.*

- 1. Preference will be given to families with older children enrolled at MQP.*
- 2. Length of Parish membership.*

#### On or After May 1:

*All enrollment will be on a first-come, first-served basis.*

Grades 1 through 8: *Class size shall not exceed 30 students, and the total number of students per grade level shall not exceed 90 students.*

*Enrollment for Grades 1 through 8 will be conditionally allowed in the following order of priority:*

- 1. Student enrolled by MQP during the previous school year;*
- 2. Student who applied the previous year but was not accepted due to lack of classroom space;*
- 3. Student who previously attended private school, public school, or home school, who is attending MQP PSR and has siblings enrolled at MQP;*
- 4. Student new to the parish who attended parochial school in the previous parish;*
- 5. Student who previously attended private school, public school, or home School who is attending MQP PSR;*
- 6. Student who previously attended private, public or home school who is not attending MQP PSR, but has evidence of enrollment in, or affiliation with, a Parish School of Religion;*
- 7. For those students who were not enrolled by MQP for at least one full semester during the previous school year, there shall be a probationary period established by the school administration. This probationary period shall not exceed six (6) months. At the end of the probationary period, if necessary, the family, the principal, and/or the pastor shall confer to determine whether it is appropriate for the student to continue to attend the parish school.*

*Board of Education Policy ... Amended and Approved April 2006*

In cases in which the parents of the student are divorced, a copy of the portion of the divorce decree, which verifies custody assignments, must be provided at the time of registration.

## **SACRAMENTS**

MQP students, while enrolled in the full-time school, usually receive the sacraments of First Reconciliation and First Holy Communion while in the second grade and Confirmation in the eighth grade.

First Reconciliation usually occurs after the first of the year, with First Holy Communion scheduled for the first weekend in May.

The date for Confirmation is determined by the Archbishop and usually occurs in the fall of the year.

Confirmation is held in Mary Queen of Peace Church. During the seventh grade and the first part of the eighth grade students prepare for the reception of this sacrament.

For all three sacraments there are preparation meetings that parents/guardians need to attend.

Opportunities for Reconciliation are offered to all students throughout the year.

## **SERVICE**

During the school year MQP students are involved in a variety of projects (age-appropriate) that seek to engender a sense of service to classmates, school, and the larger Parish and societal communities.

Service projects comprise a significant portion of the students' preparation for the sacrament of Confirmation and students are encouraged to continue service projects during the second semester of the eighth grade year.

## **SUPPLIES**

Prior to the dismissal of school each year every family receives a list of supplies - arranged by grade level - that are necessary for the following year. Some items are available only through the school office.

## **STUDENT ACTIVITIES**

Listed below are some of the activities available to MQP students:

Annual art show (all grades)	Math contests (grades 5-8)
Archdiocesan Music Festival	Palmer Instrumental Music (grades 3-8; before school)
Bell ringers	Student Activities Council (grades 5-8)
Bellarmino Speech League	Safety patrol (grade 8)
Camp Lakewood Outdoor Education (grade 6)	Science Fair (optional grades 5-8)
Canned food collection	Servers at the altar (grades 6-8)
Children's Choir (grades 3-8)	Spring play (grade 8)
D.A.R.E. (grade 6)	Sandwich prep-St. Pat's Center
Essay contests – DAR and pro-life	"Wake Up MQP" morning show
Extreme Youth Group (grades 7-8)	Yearbook
Luke 18 retreat (grade 8)	

Contact telephone numbers for MQP's extensive athletic and scouting programs may be found in this school Buzz Book.

The pastor and/or principal must approve all school related extracurricular activities (outside of school hours), as well as the corresponding supervisory personnel. A qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians' permission must be obtained for a student to participate in extracurricular activities.

MQP students should strive to be exemplary models of Christian behavior and sportsmanship in all athletic and non-athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans.

## **STUDENT LOCKERS/DESKS/BACKPACKS**

The students' lockers/desks are school property loaned to the student for use during the school year. Lockers/desks are to be properly taken care of and will be subject to inspection by the administration or faculty. The school reserves the right to check any locker/desk unannounced. The student is to use the locker/desk assigned to him/her by the homeroom teacher. No student is to enter any locker/desk other than his/her own except when getting homework for a student who is absent. Students may only go to their lockers during designated times.

With good reason, school officials may request that a student empty the contents of pockets, purse or backpack. If a student refuses, disciplinary action may be taken on the basis of that refusal.

The student is responsible for damage to his/her locker/desk and will be required to pay for the repairs. Assigned lockers are not to be switched without authorization of the homeroom teacher or principal.

Nothing is to be permanently affixed to the lockers/desks. Lockers are not to be locked at any time. The school is not responsible for lost or stolen items. Keep money and valuables with you at all times.

School officials with sufficient reasons to do so may search a student's locker and/or desk.

## **STUDENT RECORDS**

### **a. access to student records by parents**

-Parents and guardians have the right to inspect and review the official active files of their children.

-MQP makes students' progress available to parents through the Internet. There are procedures in place to maintain the privacy of these records by limiting access only to the student's parents and authorized school personnel. **Parents are strongly encouraged to keep their password private.**

-Non-custodial parents will be given access to copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Copies of such orders must be included in the student's record.

### **b. access to student records by others**

-The right of school personnel to access the records of students is limited to those who have legitimate purpose for the information the record contains. This includes teachers, guidance counselors, administrators, and special education personnel. In addition, the person must also have a professional responsibility for a specific student or a clearly identified group of students.

### **c. transfer of records**

-There will be no release of student records to other schools, institutions, agencies, or individual without the prior written consent of a parent/guardian, or the former student if age 18 years or older. Official records are not released to parents but are transferred directly from the school to the institution

designated to receive them.

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at MQP. These should be kept in a professional manner, and in a format which allows the information and the date obtained to be readily identified and understood.

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Student's records may be released without the prior consent to the courts when subpoenaed.

## **TRAFFIC**

MQP School is located on two major thoroughfares. Extreme caution is urged for all students traveling to or from school. Parents are expected to stress to their children the importance of the following points.

1. Go directly home from school.
2. Obey and respect school patrol and all crossing guards.
3. Refuse to enter automobiles of strangers.
4. Refuse to talk to strangers or take anything (candy, gum, etc.) from a stranger.
5. Be considerate of smaller children.
6. Do not play on streets or cut through neighboring yards.

As a courtesy to our neighbors and for the safety of our students, the use of Lockwood Court to drop children off in the morning or to pick them up in the afternoon is strongly discouraged.

When parking on school property, no vehicles are allowed in designated fire lanes.

## **BICYCLES**

Bicycles are to be parked in the school bike racks. All bikes should be secured with locks.

Bicycle riders are expected to walk their bikes on school property, surrounding sidewalks, and all crosswalks.

Students are responsible for bikes at school.

Bikes may not be used at recess time.

## **CARPOOLS**

Parents driving student carpools should follow the before and after school traffic plans. At all times extra caution should be exercised when driving near or on Church property.

At dismissal time supervisors on the back parking lot will bring into the school office students whose rides did not arrive at the expected time. These students may use the school telephones to arrange for transportation home.

## **TRANSFERS**

MQP School will request a cumulative record from, or forward a cumulative record to, any parochial school in the Archdiocese of St. Louis. If transfers are being made to a public school outside of the Archdiocese, a

copy of the student's cumulative record will be sent upon the request of the receiving school.

If a student is entering MQP School from another school please authorize the school from which the child is coming to release to us the child's cumulative academic and health records.

A student transferring from a public or private school may be accepted into Mary Queen of Peace School after a thorough inquiry regarding the motivation for the request for admission. In addition, the standard requirements for admission to MQP School would apply.

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools.

Students may be accepted into Mary Queen of Peace School on a conditional basis, provided all standard admission criteria have been met and after a thorough review of the student's previous school records and all records relating to any special needs of the student. The conditions for acceptance will be communicated to the parents/guardians in writing.

Home schooled students may be accepted only after evidence that the student has been receiving instruction has been provided by the parents/guardians.

Schools of the Archdiocese of St. Louis may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

## **UNIFORM CODE**

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendoes, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

## **GENERAL REQUIREMENTS**

All students should be neat, clean and in full uniform. Parental written communication is required for any exceptions. It is the responsibility of the student, with the cooperation of the parents, to abide by the uniform policy. The final decision regarding the appropriateness of school attire is at the discretion of the administration.

## **UNIFORM FOR GIRLS-GRADES K-8**

Jumper	grades K-5-adopted plaid
Skirt	grades 6, 7 and 8-adopted plaid
Shorts	navy or tan khaki dress shorts (fall and spring)
Shirt	plain white collared polo shirt with buttons or white turtleneck
Sweater	navy cardigan or crew or v-neck pullover (no fleece)
Sweatshirt	Mary Queen of Peace sweatshirt that is available through the Home and School Association or plain navy crewneck
Slacks	navy or tan khaki dress slacks (no denim, corduroy, cargo, carpenter, or trekker) If slacks/shorts have belt loops, a belt must be worn

Socks/Tights	white or navy socks, navy or black tights, or navy or black leggings (no fleece or flared cuffs) must be worn at all times
Shoes	navy, black or brown leather shoe or any sport shoe; no clogs or backless shoes
Jewelry	only simple jewelry permitted

## UNIFORM FOR BOYS-GRADES K-8

Slacks	navy or tan khaki dress slacks (no denim, corduroy, cargo, carpenter, or trekker)
Shorts	navy or tan khaki dress shorts (fall and spring) If slacks/shorts have belt loops, a belt must be worn
Shirt	plain white collared polo shirt with buttons or white turtleneck
Sweater	navy crew or v-neck pullover (no fleece)
Sweatshirt	Mary Queen of Peace sweatshirt that is available through the Home and School Association or plain navy crewneck
Socks	white or navy socks must be worn at all times
Shoes	navy, black, or brown leather or any sport shoe; no clogs or backless shoes

**Note:** 8th grade girls and boys are allowed to wear polo style shirts and sweatshirts made especially for their class

**Restrictions:** Students are required to have shirts tucked in at all times.  
All shorts and skirts are to be worn an appropriate length-no more than 2 inches above the knee.  
Only plain white, short sleeved t-shirts may be worn underneath uniform shirts.  
No hats are to be worn inside school except on a day specified as "hat day".  
Hairstyles and length of hair should be presentable and not a distraction in the classroom  
Boys hair must be above the eyes and off the collar.  
Hair color is not to be altered and hair extensions are not allowed.  
Body piercing is limited to the ear lobes for girls. No body piercing is allowed for boys.  
No Mary Queen of Peace sports team or other sports team sweatshirts may be worn during school.

## Dress Code for Out of Uniform Days

On days designated as "out of uniform" (including students' birthdays or half-birthdays), the following rules apply:

1. Clothing must be suitable for school with no holes or tears.
2. Shirts and blouses must be of sufficient length to be tucked into pants or shorts.
3. Only during August-October and April-May can shorts be worn.
4. No clothing which promotes alcohol, smoking or profanity is allowed.
5. Scout uniforms may be worn on the day of the Scout meetings.
6. Parents will be contacted if their child is dressed inappropriately and arrangements will be made to rectify the situation.

**Just Me Apparel** supplies MQP girls' jumpers and skirts and many of the other items listed above. To order uniforms throughout the year, contact **Just Me Apparel** at 391-9551. Items purchased elsewhere must comply with the above stated school uniform policies.

## **VISITORS**

*Any person who enters the school building must first register at the school office, state the nature of the visit, sign in, and secure a "visitor" badge. When leaving the school building that person must sign out in the school office and return the "visitor" badge.*

*Board of Education policy ... Amended and Approved May 2006*

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the Premises of Mary Queen of Peace School is strictly prohibited. This prohibition expressly included those persons licensed to carry concealed firearms.

## **CLASSROOM OBSERVATIONS/TOURS**

Parents wishing to observe a particular classroom/tour the school must make arrangements to do so through the school office.

Observations/tours will be scheduled for times that create the least distraction/disruption for students and faculty.

## **DELIVERIES TO SCHOOL**

Items brought to school for students (lunches, textbooks, projects, etc.) are to be brought to the office. Delivery will then be made to the proper student's classroom. No items are to be taken directly to the student's classroom.

Flowers delivered to school for students' birthdays, special events, etc. are also to be brought to the office and will be given to the individual student at dismissal.

## **VOLUNTEERS**

There are many opportunities for parents/guardians to assist in the activities at MQP. Some of the major areas for service are shown below.

Athletics	Scouts
Cafeteria	Traffic
Library	Wednesday Folders
Room Parents	

To volunteer for any of the above, or to perhaps suggest a special way in which volunteers could be better utilized, please telephone the school office or check the Buzz Book for appropriate coordinators.

## WITNESS STATEMENTS

### PARENTS:

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him(her) up to keep God's commandments as Christ taught us, by loving God and our neighbor. . . You will be the first teachers of your child in the ways of faith. May you be also the best of teacher, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

**Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.**

**Commit to speak more with my children about God and to include prayer in our daily home life.**

**Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.**

**Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**

**Teach my children by word and example to have a love and concern for the needs of others.**

**Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

## **KINDERGARTEN:**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

**I LOVE GOD.**

GOD MADE EVERYTHING GOOD.

**I WILL PRAISE AND THANK GOD.**

GOD MADE ME SPECIAL.

**I WILL ACT AS A CHILD OF GOD.**

GOD MADE ME PART OF HIS FAMILY.

**I WILL BE KIND TO ALL OF GOD'S FAMILY.**

## **GRADES 1-2:**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

**I PROMISE TO LOVE GOD BY:**

LEARNING ABOUT JESUS AND HIS LOVE FOR ME.

PRAYING EVERY DAY.

SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

**I PROMISE TO LIVE AS A CHILD OF GOD BY:**

OBEYING MY PARENTS/GUARDIANS AND TEACHERS.

BEING HONEST AND TRUTHFUL.

DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

**I PROMISE TO LOVE OTHERS BY:**

BEING RESPECTFUL OF OTHERS.

HELPING OTHERS IN NEED.

BEING KIND AND INCLUDING OTHERS WHEN I PLAY.

### **GRADES 3-4-5:**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

#### **I PROMISE TO LOVE GOD BY:**

PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.  
SPENDING TIME PRAYING EACH DAY.  
LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHING OF JESUS.  
RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

#### **I PROMISE TO LIVE AS A CHILD OF GOD BY:**

LEARNING WHAT JESUS EXPECTS OF ME.  
RESPECTING MY BODY AS A GIFT FROM GOD.  
BEING A PERSON WHO IS TRUTHFUL AND FAIR.  
BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

#### **I PROMISE TO LOVE OTHERS BY:**

HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.  
GIVING GOOD EXAMPLES AS JESUS DID.  
PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS,  
TEACHERS AND CHURCH.  
BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.

## **GRADES 6-7-8:**

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

### **I PROMISE TO LOVE GOD BY:**

STUDYING ABOUT GOD-FATHER, SON AND HOLY SPIRIT-AND HIS CHURCH.  
PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.  
DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.  
FOLLOWING THE COMMANDMENTS AND BEATITUDES.  
READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

### **I PROMISE TO LIVE AS A CHILD OF GOD BY:**

TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.  
BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.  
TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.  
VALUING MY SELF AND DEVELOPING MY GIFTS.  
LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

### **I PROMISE TO LOVE OTHERS BY:**

SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.  
RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.  
GROWING IN COMPASSION BY SERVING THOSE IN NEED.  
BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.  
WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.