

PARENT AND STUDENT HANDBOOK

2017-2018

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



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ARCHDIOCESE OF ST. LOUIS

**Mary Queen of Peace School is accredited by the
Missouri Nonpublic School Accrediting Association**

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

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.

PARISH 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.

Mary Queen of Peace School Inclusion Program

Mission Statement:

In an environment of love and acceptance, the inclusion program at MQP strives to ensure that students with disabilities are offered a challenging, faith based education with high expectations of academic, social, and spiritual growth. Through continuing education and training, Mary Queen of Peace supports the dynamic capability of our staff to teach children with a wide range of abilities and gifts. We embrace the reciprocal benefits that inclusive education brings to our families, our school, and our parish community, as it follows the teachings of Jesus Christ who said, “Let the children come to Me,” and “For whatever you did for the least of these, you did for Me.”

Admissions Guidelines:

The Mary Queen of Peace inclusion program welcomes children with disabilities of registered parishioners, to the extent that we are able to provide appropriate support, resources, and accessibility. Each student/family requesting admission to the inclusion program at Mary Queen of Peace will participate in an evaluation process to determine if the support and resources available within Mary Queen of Peace are in the best educational interest of the child, family, and learning community. This process may include parent interviews, diagnostic evaluations, reports from previous schools, observations conducted by the Mary Queen of Peace staff, and assessment of school capabilities.

HANDBOOK FORMAT AND REVISIONS

This Student/Parent Handbook contains established policies and procedures for the 2017-2018 school year. These policies and procedures are guided by the recommendations of the Catholic Education Office of the Archdiocese of St. Louis. This handbook sets forth expectations for behavior more often than listing prohibited behaviors, as such lists can never be exhaustive. Further, it is better to set goals to be attained than to list pitfalls to be avoided. In cases of misunderstanding, the principal's interpretation shall be definitive.

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 such changes via Fast Direct in a timely manner, and this will include a statement about when the changes 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)

ORGANIZATION OF HANDBOOK

The topics in this handbook are arranged into four broad categories:

- 1 Faith Community (Witness and Living Gospel Values)
- 2 Learning (Curriculum, Instruction and Assessment)
- 3 Communication
- 4 School Routines (Procedures, Health and Records)

Throughout the handbook, topics will be addressed in terms of the responsibilities of each student, his/her parents and the school staff. Some parts speak in broad, aspirational tones while others address procedural detail—they all contribute to a climate of academic success, social development and spiritual growth.

1. FAITH COMMUNITY (WITNESS AND LIVING GOSPEL VALUES)

WITNESS STATEMENTS

As a Catholic school, we first address the commitments we make relative to our roles in the school family. These commitments have been articulated by the Archdiocese as Witness Statements. Each witness statement follows.

Kindergarten

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Mary Queen of Peace School 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. Mary Queen of Peace School 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 3-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Mary Queen of Peace School 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 6-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Mary Queen of Peace School 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 MARY QUEEN OF PEACE SCHOOL AND PARISH A BETTER PLACE.

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 teachers, 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.**

School Staff (Those Who Serve in Catholic Education)

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son and Holy Spirit to all people and to teach them about the fullness of His love. “Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world” (GDC). Catholic education shares in a special way in the Church’s mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formations and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential, therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ’s witness

to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. “The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life” (*Evangelii Nuntiandi*). Some in Catholic education—religion teachers, PSR catechists, educational and catechetical leaders—are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior.

All who serve in Catholic education should:

- believe in God
- support belief in Jesus Christ
- engage in prayer
- respect ecclesiastical authority
- possess a basic knowledge of the Catholic Church
- not take a public position contrary to the Catholic Church
- demonstrate a public life consistent with the teachings of the Catholic Church
- if Catholic, have not publicly rejected the Catholic Church
- be active members of the Catholic Church, or of their own Church if not Catholic

PRAYER LIFE

Flowing from these commitments, students, parents and staff bear witness to their faith in the sacramental life of the parish, part of which is the prayer life of the school. While Religion is taught as an academic subject each day, more importantly, teachers invite their students to encounter Jesus. Knowledge about the Catholic faith bears fruit only in the prayer life of the school—both in the classroom and in communal forms.

Sacraments

Students participate in school Eucharistic Liturgies weekly and opportunities for Reconciliation are offered to all students throughout the year.

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.

Confirmation is celebrated each year in Mary Queen of Peace Church. During the eighth grade year, students prepare for the reception of this sacrament. The date for Confirmation is determined by the Archbishop and will occur in the spring of the 8th grade year.

For all three sacraments there are required preparation meetings for parents/guardians.

Liturgies & Prayer Services

MQP students assist in the preparation and celebration of weekly liturgies throughout the year.

Outside of weekly Mass, the liturgical seasons of the Church Year are observed in special ways (Advent services and concert, Lenten prayer services, 8th grade Seder Meal and 7th grade attendance at the Archdiocesan Chrism Mass, Stations of the Cross, Living Rosary and May Crowning, etc.)

Because our Catholic faith is present in all aspects of school life, each day begins with prayer led on the Morning Show and teachers lead prayer in classes throughout the day.

STEWARDSHIP

As a Parish Family committed to stewardship, parents give of their time, talent and treasure to ensure that Mary Queen of Peace School offers the best possible education to the children of the parish. Without parents volunteering their time for traffic duty, classroom events, etc. and providing financial support, the school could not function.

Mary Queen of Peace School strives to instill the same commitment to stewardship giving and service in all students. With a long tradition of service to the parish, local and distant agencies, missions and charities, the school has expanded and formalized a Student Stewardship Program that extends these efforts. Activities are planned and implemented by Service Parents for each homeroom in collaboration with homeroom teachers. These activities are

developmentally appropriate within a theme for each grade. The activities and projects seek to strike a balance of giving of time, talent and treasure—with an emphasis on the former, as students seldom have financial resources to share.

LIVING GOSPEL VALUES

Living our faith consists not only in public worship together, but in the small details of how we live life on a daily basis. There are many opportunities throughout each day to bear witness in small ways to the commitment we make to our Catholic brothers and sisters. Students bear such witness in consistently attending school, being to class on time with what is needed to do the work of the day, treating both adults and peers with respect and compassion and in helping others. The following sections address aspects of these student expectations and ways in which parents and school personnel can help children successfully walk the path of Jesus.

ATTENDANCE

Regular attendance at school is important to student success. Students should be at school on time each day, and when they are changing classes, report to their next class on time. In choosing a Catholic education for their children, parents bear great witness to the importance of both faith and education. Parents support their children in this commitment, in part, by scheduling appointments appropriately and having them leave home in the morning or driving them to school to ensure that they arrive by 7:50 a.m.

Our regular school day begins at 7:50 a.m. and ends at 3:00 p.m. Students in the Mixed Day Kindergarten program begin their day at 7:50 a.m. Their half days end at 11:50 a.m. on Tuesday and Thursday and their full days end at 3:00 p.m.

So that we maintain adequate supervision for student safety, students should arrive at school between 7:30 and 7:50 a.m., and should not arrive earlier unless they have arrangements to meet with a teacher. Students will be allowed into the building at 7:40 a.m. The school staff will supervise children as they arrive in the morning and depart in the afternoon. Students arriving after their class has entered the building should use the cafeteria door or the door at the back steps.

“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

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.

Absence

Parents support student success in school by making sure they attend school except when ill or for other unavoidable reasons. Appointments should be made outside of school hours whenever possible and vacations taken during scheduled school breaks. While not always possible, 8th grade visits to high schools should be scheduled on days Mary Queen is not in session.

When a child is unavoidably absent, parents should call the school by 9:00 a.m. to report the absence following the voicemail prompts (or in advance for known absences). Because the school is always concerned about student welfare and safety, we will contact parents if we do not hear from them about an absence. When a student arrives late, leaves early or leaves for part of the day, the partial absence for the day will be noted.

Students are considered absent whenever they are away from school during school hours except for school sponsored or 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. For your convenience there is an absentee/early dismissal form available on the school web site (www.mqpwg.org/school) under “Parent Information” and “Download able Forms”.

Because absences affect student success, the school staff monitors student attendance and chronic or excessive absences without substantial cause can be a factor in determining a student’s continued enrollment in the school. When we notice an unusual number of absences, parents will be contacted.

Work missed during absences must be completed to the teacher’s satisfaction in a timely manner. Details are addressed under Part 2: Learning.

Student Release From School

For appointments during the school day or for release before the end of the day, parents must sign their children out in the school office.

In the event a student becomes ill at school, the school nurse will contact the parent and determine the need to be dismissed for the day. Under no circumstances are students to contact parents on their own regarding illness.

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 and arrangements made with the nurse or other staff member for the student to be released from school. Parents picking up students for illness must use the normal "sign out" procedure in the school office.

Tardiness

Students arriving after 7:50 a.m. may be marked tardy to school. A child arriving after 8:00 a.m. should report to the office to receive an admit slip to be given to the homeroom teacher. Tardiness is noted in student records and excessive tardiness will result in a conference with the parents and principal.

Truancy

Truancy is a student's absence from school for a full or partial day without a parent/guardian's knowledge or consent. A student found to be truant will serve a three (3) day in-school suspension assignment. Repeated truancy may result in withdrawal for cause.

MQP STUDENTS' STANDARDS OF BEHAVIOR

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.

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 be present for all scheduled obligations and events (i.e. serving, traffic duty, etc.)

- to represent themselves and Mary Queen of Peace School well in the community—both in official school activities away from school and on the way to and from school or wherever else they are recognized as students of the school (including respecting private property and others they encounter going to and from school)
- to follow school policies and regulations

There are some specific areas that must be addressed in which students may not fulfill these expectations—some because they are of a serious nature and others because they are matters that students and their parents may not readily consider without specifically being addressed. Whenever in doubt, students and their parents should err on the side of caution in interpreting expectations and rules. Students should never argue interpretation with teachers or other adults at school. Should students and their parents have genuine concerns about interpretations of expectations or rules, they should contact the principal.

Academic Honesty

In order for teachers and parents to accurately assess how well a student is progressing, it is important to review the student's work. For that reason and out of fairness to others, students shall present only their own work unless otherwise directed by the teacher. Doing otherwise is considered to be academic dishonesty. Academic dishonesty includes, but is not limited to:

- passing of answers on quizzes, tests, or classroom assignments
- verbal, written and/or electronic seeking, receiving, or transmitting of specific information about questions/answers on a test
- lending or copying of schoolwork
- use or possession of cheat sheets
- acts of plagiarism (unauthorized copying of any work by another, whether copyrighted or not).

Any of these acts of academic dishonesty, as well as any not mentioned, are unacceptable and will be treated seriously by teachers and administrators. The consequences for such violations are at the discretion of the faculty and administration. Depending on the circumstances of an act of academic dishonesty, the consequences could be a zero on the relevant test or assignment or referral to the principal for other consequences.

Harassment (Bullying)

Because students learn best in an orderly, safe and nurturing atmosphere, Mary Queen of Peace School strives to maintain a learning environment that is free from all forms of harassment—physical, verbal, social and emotional. No students in the school shall be subjected to any type of harassment. As a

Catholic school, we forbid such harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of our 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 any conduct that is verbal, written, physical, visual, social, emotional or electronic.

Mary Queen of Peace School investigates every harassment complaint thoroughly and promptly. All investigations are conducted in a sensitive and, to the extent feasible, confidential manner. 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.

Electronic Devices (Cell Phones, iPods, Games, Computers, Cameras Etc.)

Electronic devices are not needed at school and can become a distraction. For this reason, such devices should not be brought to school. On days when classes are in session students are not allowed to use cell phones, iPods, Games, Computers, cameras, etc. in the school building or on school property during school hours.

If parents allow a student to bring a cell phone to school, it must be turned off and kept in the students' backpack during the school day.

Such devices (including cell phones) will be confiscated and the parent will be contacted to arrange pick-up of the device. Repeated offenses will result in disciplinary action which may include detention or other consequence determined by the administration. Use of any device to take pictures of or make audio recordings of others violates their privacy and will be dealt with accordingly. School staff may check the call, message, picture, etc. records on a phone to verify use at school.

False Messages to School

Any student who contacts school or other agencies (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.

Alcohol, Drugs and Tobacco

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 un-prescribed 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. (All medications are to be kept in the Clinic under the school nurse's supervision.) Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. Students may not present any substance as being a drug, alcohol or tobacco. Such presentation shall be addressed in the same manner as actually possessing the claimed substance.

"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.

Board of Education Policy (Amended and Approved May 2004)

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 and 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, intended or implied 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. When necessary, such instances shall be reported to local law enforcement authorities.

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

Inspection of Student Property

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

DISCIPLINE

When students make poor choices by exhibiting the aforementioned behaviors or in other ways fail to reflect Gospel values, it is necessary for the school staff to address such matters. Our primary objective is teaching students proper behavior and sometimes this necessitates disciplinary consequences. Some are at the discretion of teachers and others that of the principal and/or pastor.

Mary Queen of Peace School is implementing the Virtue Based Restorative Discipline Program (VBRD) which offers teachers, parents, students, and schools, a way to cultivate virtue while repairing harm from bullying and other hurtful behaviors. "A virtue is a habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself. The virtuous person tends toward the good with all his sensory and spiritual powers; he pursues the good and chooses it in concrete actions. The goal of a virtuous life is to become like God." (Catechism of the Catholic Church)

The guiding purpose for the Virtue Based Restorative Discipline can be found in scripture:

Colossians 3:12-15

12 So, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; 13 bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you. 14 Beyond all these things put on love, which is the perfect bond of unity. 15 Let the peace of Christ rule in your hearts, to which indeed you were called in one body; and be thankful.

The teachers and administration will be incorporating the principles of the VBRD program in several ways:

- instruction for students centered around learning about virtues
- classroom meetings and small-group discussions to address classroom issues and develop a safe and supportive classroom environment
- conflict resolution strategies that incorporate a call to virtue and encourage personal growth
- disciplinary actions that combine traditional consequences with restorative practices
- continued education and opportunities for parents to learn about and practice

VBRD in their own lives

To ensure 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. As discussed later under Communication, conferences or phone calls are always the preferred means of communication. For minor incidents, however, a Fast Direct or note from the teacher may suffice (such as tardiness to class). Middle school teachers (grades 5-8) have a behavior card to mark minor incidents; the accumulation of marks results in a conference with the principal or assistant principal and the assignment of an afterschool detention (Restoration and Reflelciton, or R&R). See below for a sample of the revised card for 2016-17. For more serious issues, students will be referred to the office, and parents will be contacted.

In situations of serious misconduct, a conference is arranged that would include the student, principal, parent or guardian, and appropriate faculty members. In the event of ongoing serious concerns a plan for corrected behavior will be developed. Virtue Based Restorative Discipline components will be considered. This process may in some cases lead to suspension and/or withdrawal 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.

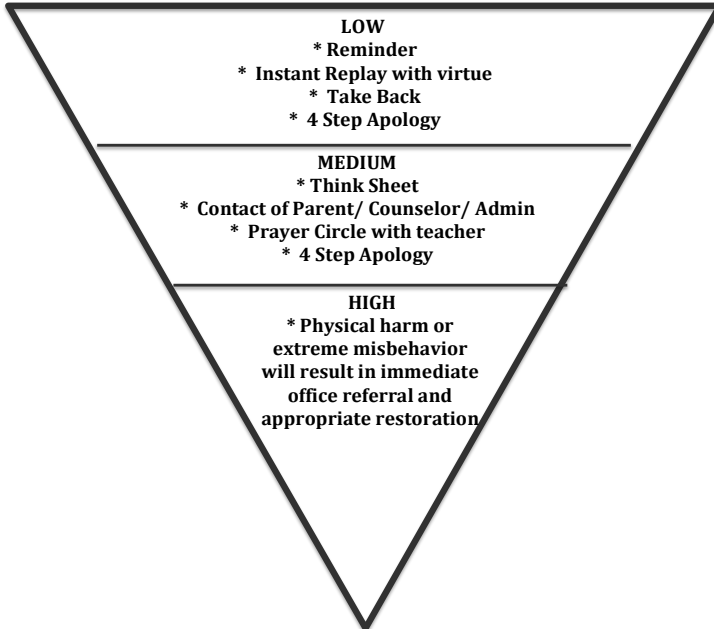
Withdrawal for cause is the permanent end of enrollment of a student from a school. In the Archdiocese of St. Louis, only the Pastor of the parish may specify that a student is withdrawn for cause.

Virtue Based Restorative Discipline (VBRD) Card

****Emphasis on Restoring Relationships****

- * Guiding Principles
- * Stewardship Days
- * Saints of the Month
- * Class Meetings
- * Prayer Circles
- * Virtue Days
- * Weekly VBRD Time

Restoration Options



* A full infraction section will result in an after school Reflection and Restoration (R&R) session.

* VBRD Card must be available at all times.

* A lost card will result in R & R.

The chart above outlines the general philosophy of VBRD and the flow of response as infractions increase in severity. The card on the next page will be used by grades 5-8.

Name_____ Quarter____ Card# ____

Low Infraction of Responsibility Codes

- A. Uniform code violation (Responsibility, Unity, Humility)
- B. Lack of preparedness - Materials/Supplies/Homework (Responsibility)
- C. No nametag (Responsibility)
- D. Failing to get card signed (Responsibility)
- E. 7th and 8th Grade Patrol (Responsibility)
- F. Any behavior not covered above

	Date	Code	Comment	Teacher	Parent Signature
1.					
2.					
3.					
4.					
5.					

Medium Infraction of Respect Codes

- G. Behavior that disrupts learning environment (Respect)
- H. Hallway/Restroom misconduct (Respect, Courtesy)
- I. Inappropriate behavior at unstructured times -ex. assembly, lunch, recess, church (Respect, Temperance)
- J. Disrespect for others or property-ex. Name calling, taking others supplies (Respect, Gentleness)
- K. Food, gum, or candy without permission (Respect, Unity)
- L. Any behavior not covered above

	Date	Code	Comment	Teacher	Parent Signature
1.					
2.					
3.					

Student Signature_____ **Parent Signature**_____

By signing you acknowledge you have read and understand the VBRD Responsibility and Respect Card.

New card issued quarterly

2. LEARNING (CURRICULUM, INSTRUCTION AND ASSESSMENT)

The primary work done in a school is not teaching, but learning. In recent years the focus of what schools do has shifted from teaching to learning. The focus on learning merely recognizes what educators and parents have long known—what a teacher does is important only in light of a child learning what is needed. The implication of this is that the main work done in schools is the learning done by the students and the adults in their lives support them in their work. Since no one can make another learn any more than they can make them be happy, students are responsible for their learning with the assistance and support of their parents and teachers.

Developmentally, as students move through school, they take on greater responsibilities for their learning—becoming increasingly independent as they grow towards being adult Catholic members of the community. Parents and teachers must work with children in developmentally appropriate ways with relevant lessons and other tasks that engage and challenge. The level of support younger children need may be greater in some areas while older children may need support in other areas. Parents and teachers must also keep in mind that all children are alike in some ways and each child is unique in others. Effective communication in the home-school partnership is important in providing the support each child needs to be successful.

In developing curriculum, teaching lessons day to day and assessing learning, teachers need to keep in mind four fundamental questions. Parents, too, should keep these questions in mind in looking at curriculum and their children's progress.

- What do we want a child to know?
- How will we know when they know it?
- What do we do when a child doesn't know it?
- What do we do when a child already knows it?

The following topics address the commitments students must make to their learning and the responsibilities entailed. The support needed from parents and the school is also addressed.

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.

Curriculum is under ongoing review and revision as needed. Major revisions for each content area are ideally made every 5-7 years. The curriculum revision process has the following steps:

- Review national, state, diocesan and professional organization standards
- Identify major concepts for students at each level
- Identify how student understanding will be assessed
- Develop learning activities to develop student understanding
- Select learning materials (textbooks, videos, software, manipulatives, etc.) that best support the learning activities

Once a content area curriculum has been developed, it is implemented and revised in an ongoing manner depending on student needs, new resources, etc.

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.

INSTRUCTION

Teachers employ a variety of approaches and activities to engage students in learning. These may include whole group instruction, small group work, written assignments, class presentations, visual media, SMART Board activities, individual and group projects, field trips, etc. All of these activities enrich the classroom experience and each supports learning in unique ways for each child. Teachers strive to meet individual students' needs by differentiating their presentation of material, student activities and means of assessment. All students may be asked to do certain activities while other activities are more individualized. Such differentiation is always a work in progress and varies from classroom to classroom and year to year. The best differentiation is based on effective assessment of what students know and understand.

Class Assignments/Homework

While most school work is done in class, there are times that students don't complete an assignment in class or are assigned additional work to reinforce what they learned in class that day or in preparation for the next days' work. Assignments that need to be completed outside of regular school hours can be an important 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. Such assignments may be reading, writing, reflecting or completing worksheets or a project. Such assignments are usually referred to as homework.

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. Most schools use the rule of thumb that a child should have no more than 10 minutes of homework for each grade of school (a 3rd grade student having 30 minutes and a 7th grade student having 70 total minutes).

Making Up Missed Work

When a student is unavoidably absent from school (or an individual class), the work missed must be completed to the teacher's satisfaction in a timely manner.

Teachers have the discretion to modify assignments for students who are absent, most often when needing to substitute a reading or written assignment for classroom activity. The expectations for making up work vary with the reason for the absence. Please see the variations named below.

When a student is absent, the student and parents may find assignments posted on the teacher's Fast Direct Bulletin Board, as well as ask a "buddy" in the same class to provide the information. If a handout or worksheet is specified, a sibling or neighbor may bring it to the absent student or parents may request that it be left on the counter in the entry foyer for pick up after school. Parents may request how they want to obtain assignments when leaving a message in the absentee voicemail.

When a student is absent due to:

Sickness: All tests and assignments that occur during the student's absence must be completed within three (3) school days of returning to school. In the event of a sustained illness, individual arrangements will be made with teachers.

Appointment: (i.e. medical, dental, or other reasons) For partial day appointments, students should obtain work prior to departure or after return to be completed by the next day. For full day 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.

Vacation: While parents are asked to schedule trips and vacations during scheduled school holidays, there may be times that it is necessary to remove children from school during the academic term for family vacations. Students and parents may obtain the missed assignments from teachers' Fast Direct Bulletin Boards and teachers may, at their discretion, provide handouts and worksheets prior to the student's departure. Any assignments provided prior to departure are due the day of a student's return to school. Work not obtained prior to departure will be due as many days after a student's return as the duration of the vacation (i.e. 3 days out, 3 days to make up), not to exceed 5 days. Tests to be made up will be scheduled at the teacher's discretion and may need to be completed before or after school. Extensions may be granted at the discretion of the teacher. Making such arrangements is the responsibility of the student. Students, with teacher approval, may submit in advance long-term

assignments or projects that are due during their absence.

Tuancy: 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 and will make up all missed work and any additional assignments deemed necessary by teachers or the administration during the in-school suspension.

Field Trip: Field trips provide important learning activities. Students absent from school the day of a field trip must complete alternative assignments to the teachers' satisfaction. If a student opts to not participate in the field trip, the alternative assignments shall be completed at school the day of the trip. Students who do not wish to participate in a field trip must obtain permission from the principal at least five (5) days in advance via a written request from parents/guardians. If a student planned to attend the field trip and is absent the day of the trip, the completion of alternative assignments shall be determined by the teacher(s). Verification from a doctor may be required for absence the day of a field trip.

Dual Enrollment (Enrichment): Students enrolled in enrichment programs in their public school district typically miss instructional time at Mary Queen of Peace each week to participate in the program. Such time away from Mary Queen is not considered absence, as the student is attending school at another site. Nonetheless, missed work may need to be made up. Mary Queen of Peace teachers are encouraged to assign only critically important make up work to such students, as they are engaged in learning at another site. Such work is assigned at the teacher's discretion.

Instructional Technology and Computer Use

In a rapidly evolving instructional climate, it is vital that teachers and students have access to appropriate instructional technology. There are times that paper, pencil and chalkboard are appropriate and times that the internet is needed. All classrooms are equipped with a computer and SMART Board for instruction and the two computer labs are available for class use when not being used for computer instruction.

Mary Queen of Peace students have access to computers and other electronic media in both lab and classroom settings. While the use of such resources is important to a child's learning, their use is not guaranteed if a student does not fulfill expectations for responsible use. 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.

Parents and students should also note the following from the “Acceptable Use Policy”:

Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively Inappropriate Electronic Conduct). Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Field Trips

The most effective and engaging learning activities for a particular topic are sometimes possible only outside of school. To be effective instructional activities, 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 discouraged.

The written consent of parent of parents/guardians must be obtained for every child participating in a field trip.

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 expectations.

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. All adult chaperones must comply with Protecting God's Children requirements.

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.

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- the vehicle should have a valid registration and meet state safety requirements;
- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
- 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 or 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)
- every person in the private vehicle must wear a set belt or use an appropriate passenger restraint system;
- 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.

ASSESSMENT

Assessment serves multiple purposes, the first being determining and reporting to students and parents individual student growth. Teachers at Mary Queen of Peace School assess student work in class to guide further instruction. This formative assessment may be informal as a lesson progresses or formal quizzes and tests. When assessment scores are used for grading purposes, the assessment is summative—it reports to students and their parents how well they have mastered the class objectives.

The second purpose of assessment is measuring how well Mary Queen is

meeting its curricular goals. Measures of this are obtained through student grades, student and parent surveys and formal assessments such as the ITBS and ACRE.

Student Academic Reports

Parents may 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 Fast Direct.

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

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

At the end of each quarter grades are averaged to provide a quarter grade. Quarter grades are averaged to provide semester grades. Because Fast Direct allows several methods for calculating grades, if you have questions about how a teacher arrives at quarter or semester grades, please contact the relevant teacher.

Parents may print grades at the end of each quarter and semester, per the school calendar. Parents may also print mid-term progress reports, per the school calendar. Please keep copies of such printed reports, as the school does not send printed reports home.

Standardized Assessments

While teacher assessments of student learning are the basis of assigned grades and are the best measure of student progress, Mary Queen of Peace School also utilizes three standardized instruments to assess student progress.

The DIAL instrument is administered in the spring to learn about each incoming Kindergarten child's readiness for various aspects of the Kindergarten curriculum. Our Kindergarten staff administers the instrument and reports results to parents.

The Iowa Test of Basic Skills (ITBS) is administered to Mary Queen of Peace students in grades 2 through 8 to measure individual student growth, giving students and their parents an assessment of how they perform relative to the national norms, and to inform our staff of how well our students as a whole are progressing compared to students elsewhere and in relation to our curriculum. The ITBS is part of the Archdiocesan standardized testing program. This testing usually occurs in late September and individual student test results are provided with the first quarter report card.

Each year we administer the Assessment of Catechesis/Religious Education (ACRE) instrument to all 5th and 8th grade students. The ACRE is provided by the National Catholic Education Association to provide us with an assessment of how well our students are mastering key information and aspects of the Catholic Faith.

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

STUDENT SUPPORT

Students sometimes struggle with aspects of their school experience—academic, social, emotional, spiritual. At these times parents and school staff need to provide additional support to ensure student success. If a parent notices that a child is struggling, he/she should first contact the classroom teacher to discuss the concerns. The teacher may already be concerned, as well, and discuss how to proceed. If a parent doesn't believe the teacher is adequately addressing the concern, he/she may wish to pursue the concern with another school staff member. If the concern is about social or emotional issues, the parent may wish to contact the school counselor.

If the concern is academic, the parent should contact the principal or assistant principal for further guidance. Parents should not contact learning consultants directly about such concerns, as Mary Queen of Peace School has a process in place to address student learning concerns in a systematic fashion designed to meet all students' needs and not draw undue attention to any student. The process is as follows.

When a teacher has a concern about a student's progress, he/she contacts a learning consultant for advice on instructional and assessment strategies that may help both that student and other students. The learning consultant may make recommendations based on the conversation with the teacher or may observe the classroom prior to making recommendations.

When such classroom strategies don't help enough, the teacher will refer the

concern to the principal or assistant principal, who will bring the concern to a Care Team of the administration, school counselor, nurse and the learning consultants to decide how to best proceed. A member of this team will contact the parents to ask permission for the counselor or learning consultant to meet with the student. The learning consultant may work with the child on class assignments, administer a brief assessment or otherwise get a better understanding of how the child learns to better advise the classroom teacher. Should significant learning difficulties seem evident based on these interactions and lack of success with interventions, the teacher, principal, counselor and learning consultant will meet with the parents to develop a plan to move forward.

School Counselor

The school counselor serves the school community in three ways. The first is educational—providing classroom lessons for students on topics that are relevant to their developmental stage (such as 6th grade students coping with peer pressure) or to current situations or concerns (such as helping peers support a student who has a parent with a serious illness). The second is providing direct help to individual and small groups of students to resolve problems in their lives. Finally, the school counselor is a resource to teachers and parents about general social, emotional and developmental issues regarding our students. The counselor can also help interpret standardized tests or help navigate social and psychological services in the community.

The school counselor is not a therapist. School counselors help students and parents with normal developmental and social challenges. For more involved issues or when an outside, objective perspective is needed, the school social worker can refer to agencies or counselors or therapists in private practice.

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.

The Archdiocesan Learning Consultant model establishes that the learning consultants are first and foremost a resource for teachers—they are specialists who coach colleagues in effective instructional strategies to reach each child each day. They provide this guidance when teachers approach them with concerns about whole class, small group or individual student difficulties. By providing a variety of effective instructional strategies, the learning consultants help the classroom teacher meet all students' needs on an ongoing basis rather than individual students in isolated situations.

The second role learning consultants play is working with individual students and

small groups to assess their learning needs, determining if further evaluation is needed, and implementing individualized learning strategies when needed. In addition, the learning consultants act as liaisons with outside agencies and ensure compliance with Archdiocesan regulations regarding standardized testing and modifications to curriculum.

Teachers with concerns about an individual student first contact the learning consultant for recommendations of additional strategies to help the particular and other students. The learning consultant may make immediate recommendations based on the teacher's description or may observe the class to note learning behavior prior to making recommendations. Should the recommended strategies not achieve the desired results, the teacher consults with the principal or assistant principal, who brings the concern to a Care Team of the administration, nurse, counselor and learning consultants. The learning consultant may also bring the concern to the team. The Care Team develops a plan to meet the child's needs that may involve obtaining parent permission for the counselor or learning consultant to work directly with the child to more accurately determine why the child is having difficulty. This interaction may be individual or in a small group and may entail any number of activities. Parental consent will be obtained if a particular learning assessment is advised.

Following this interaction and, perhaps, additional classroom strategies, the teacher and Care Team members will meet with the parents to develop a plan to support the child's learning. This plan may involve further assessment beyond what Mary Queen of Peace School can provide. In this case, parents will be given information about assessment options with Special School District and various other agencies or private providers.

Should such an assessment find a specific learning disability, the learning consultants will work with colleagues to ensure that individual recommendations for instruction and assessment are implemented.

If parents have a concern about their child's learning, they should address them to the classroom teacher, who can begin this process. If the classroom teacher is unable to adequately address a parent's concerns, he/she may contact the learning consultant.

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.

Promotion and Retention

Because students learn best when they are prepared and confident of their abilities, it is important to ensure that students are placed from year to year in the grade where they will be most successful. 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).

When a student fails to earn passing grades in one or more than one subject, a plan to make up all failing grades, through summer programs or tutoring, will be developed by parents, principal and relevant school staff.

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.

3. COMMUNICATION

Students, Parents and School Staff all contribute to each student's academic, social and spiritual growth. While students communicate daily with both parents and adults at school, opportunities for such frequent communication between adults are less available. It is important, then, that parents contact school staff members whenever they have a comment or concern and that the school contact parents in a timely manner. In the Twenty-First Century the many means of communication available to us sometimes get in the way of effective and timely contact. Mary Queen of Peace School uses parent conferences, phone calls, notes home, Wednesday Folders, the school website. Fast Direct, e-mail and QuikContact are used to communicate with parents and the larger parish and civic community. Each is useful when used appropriately.

Parent Conferences are scheduled for all parents in the fall. These conferences are meant to be a brief update of a student's progress at the end of first quarter. Parents needing to discuss matters in greater depth should schedule a separate conference at that time or any time they need to discuss their child's progress. Second semester conferences will also be available. These will be scheduled by requests from either the teacher or the parent and will provide an opportunity for review of progress or the addressing of any new concerns.

Phone calls aren't quite as personal as conferences, but are much more personal than anything in writing and fit into both parents' and teachers' schedules more easily than arranging a conference. Both parents and teachers are asked to make phone calls to discuss any matters of importance or complex issues—written correspondence (either on paper or electronic) is often misinterpreted because tone, inflection and body language are missing. Fast Direct may be used to arrange such phone calls.

Notes may be used by parents or teachers to report on details of the day (such as car pool change), but should not be used for significant issues. Teachers may also use notes to inform all parents of a coming event, project, etc.

The **School Website** (www.mqpwg.org/school) provides documents for download, information about the school and its events, including a link to Fast Direct. Mary Queen of Peace School does not make available on the school web site any information that enables students to be identified individually by name. Individually recognizable photographs shall be used only with parental consent and student names will not be used.

MQP Weekly and Fast Direct Bulletin Board: Parents will receive an email blast weekly which will contain school and parish news items and information about upcoming events. These emails will often have attachments of flyers and

downloadable forms. Many of these flyers and forms will also be available on a FastDirect bulletin board called “School Notes, Flyers, and Forms.” This bulleting board can be found under the PLANNER tab in the top tool bar. These communication tools will replace the former Wednesday folder system in an attempt to reduce our reliance on paper resources.

Fast Direct is the most commonly used means of communication for many families for a variety of reasons and needs. Grades can be accessed by parents at any time and progress reports and report cards can be printed by parents from Fast Direct (we do not send paper copies home). Further, parents can send and receive messages to teachers and each other using the communication tool provided. The advantage of this system over e-mail is that it is a closed system with users given only the access that they need. As stated earlier, Fast Direct should be used for general information, not detailed conversation about children’s academic progress or social issues—these matters should be discussed in person or by phone to avoid misunderstandings.

We ask that families check Fast Direct regularly for messages from teachers, information about school events, etc. Each week you will receive a letter on Fast Direct from the principal. Please read this carefully to remain current on upcoming events and school issues. With all of this information available, such technology can be a two-edged sword. While we ask that you regularly check for new information, it is important to resist the temptation to “micro-manage” your child’s progress in class by checking grades too often. Finally, communication on Fast Direct is for the benefit of the school community only and not to be distributed outside of the school family.

Each staff member has a conventional e-mail account for those times that they need to send documents or communicate outside of the school family that has access to Fast Direct.

Mary Queen of Peace School uses **QuikContact** to notify parents of important events in a very short period of time. QuikContact is a phone notification system we use to call families at home and/or parent cell phones. One main use of QuikContact is notification of school closing for weather. In such events we will call home before 10:00 p.m. or after 6:00 a.m. with details about the closing or late start. In the event that we need to close during the school day (such as a power outage), we will notify parents using both home and cell numbers. We have also used QuikContact for more limited notifications, such as arrival times of buses from 6th Grade Camp. Because we use this service only for important and time sensitive notifications, it is important that the phone numbers we have on file are accurate. Please update your contact information in Fast Direct whenever you change home, work or cell phone numbers, as we regularly

update our QuikContact files from Fast Direct.

Finally, each family receives the **Buzz Book** in which you are reading this handbook. This resource is invaluable to families in contacting the school and each other. It is understood that the Buzz Book is for private communication between members of the Mary Queen of Peace School Family and is not to be used for solicitation or any other commercial purpose nor shared with anyone outside of the school community. 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.

Any of these means of communication is effective only if each of us in the school family uses them when needed. Please stay in touch with school on matters of importance to you. Barring extenuating circumstances (i.e., absence from school, etc.), school staff should respond to messages within two school days.

If parents have concerns about some aspect of their child's classroom or education, they should speak first to the relevant teacher. If doing so does not adequately resolve their concerns, they should contact the principal or assistant principal.

Students are not to use cell phones at school nor call parents without permission of an adult at school. Such permission will be given in cases of emergency. Forgotten homework, lunches, etc. are not emergencies. There are valuable lessons to be learned by managing small difficulties like forgotten books or homework early in life in preparation for larger challenges later in life. Children will always be provided lunch if they forget theirs at home.

So that we don't interrupt classroom instruction, we will not deliver messages to students during the day except in cases of emergency. In the rare event that you make changes to your child's after school care plan, we will notify children at the end of the day of such messages.

4. SCHOOL ROUTINES

This portion of the Parent and Student Handbook addresses the various administrative, facilities, and procedural issues that do not fit neatly into the areas of Faith Community, Learning or Communication.

ENROLLMENT

Registration Process

Registration for Mary Queen of Peace School (K-8th) for the following year is conducted during second semester. Information concerning specific registration procedures and dates is available through the school office and Sunday bulletins.

Families should be registered members of MQP Parish in order to be eligible for school registration and continued enrollment. Baptismal records must be submitted at the time of registration. Any non-Catholic or non-registered families outside of parish boundaries should consult with the pastor to discuss possible school enrollment. 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:-

Enrollment Policy

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

Guidelines:

1. MQP School is open to the 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.
2. Those not of the Roman Catholic faith should consult with Pastor to discuss possible school enrollment.
3. A child must be five (5) years old by August 1 to attend MQP Kindergarten that year.
4. MQP 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.

Amended and Approved: MQP Board of Education August, 2015

Kindergarten: The number of students in each class shall not exceed 25. Each year, the number and duration of Kindergarten classes will be dependent upon projected enrollment and financial considerations.

Grades 1 through 8: Class size shall not exceed 30 students. Each year, the number and duration of each class will be dependent upon projected enrollment and financial considerations.

For those students who were not enrolled by MQP for at least one full semester during the previous school year, entering grades 1 through 8, 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 documenting the court approved parenting plan must be provided at the time of registration. The school must be provided copies of subsequent revisions to the parenting plan.

Home Schooling

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

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 or other assessments.

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 educational 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.

Transfers

Mary Queen of Peace 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, discipline 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 Mary Queen of Peace 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.

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. While we use QuikContact to notify parents of emergency closing, in the event of an area-wide disaster, we may need to make other contacts or arrange other after school care should parents not be able to reach school.

Please keep this information current. If there are any changes please contact the school office. Additionally, please keep your information in Fast Direct current.

Finances

Mary Queen of Peace Parish has a long tradition of supporting the parish school program. In order to meet the financial needs of the school, all parents are expected to fulfill their financial stewardship obligations to the parish and pay tuition for their children attending Mary Queen of Peace School. Tuition for the 2014-2015 school year is \$3300 for the first student with a \$200 discount for second and third child. Families with more than three students are encouraged to contact the pastor to discuss tuition rate adjustments. Need-based tuition grants are available from both the Archdiocese and the parish.

Tuition may be paid in full prior to the date set each year at registration time or by monthly automatic withdrawals using SmartTuition. All information for both options may be obtained from the parish business manager at the rectory and is also provided in annual registration packets.

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.

Families not registered in the Parish will be charged a higher tuition as determined by the Parish Finance Committee and the Pastor.

Student Records

Student records are kept confidential and may be viewed only by parents and staff members with a need to know information contained therein.

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 individuals 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.

STUDENT HEALTH

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. The clinic is located in the school office.

Nurse

A school nurse is on duty daily while school is in session. Some of the nurse's areas of responsibility include:

- 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

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 at School (Administration)

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

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.

Physical Examinations & Immunizations

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. 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*

SCHOOL FACILITIES

Mary Queen of Peace School property and equipment is parish property and is to be treated with respect and responsible stewardship by all users. The following information outlines expectations regarding use of facilities.

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.

All requests for the use of school or parish facilities should be directed to the Rectory Business Office (962-2311).

Use of Computers and Other School Equipment (Copyright)

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.

Student Desks & Lockers

The students' desks and lockers are school property loaned to the student for use during the school year. Desks and lockers 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 desk or locker unannounced. The student is to use the desk and/or locker assigned to him/her by the homeroom teacher. No student is to enter any desk or locker other than his/her own except with permission of the teacher to get work for a student who is absent. Students may only go to their lockers during designated times.

The student is responsible for damage to his/her assigned desk and/or locker

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 any school property, including desks and lockers. 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.

ARRIVAL AND DEPARTURE FROM SCHOOL

Whether walking, riding a bike or being driven by parents, students and their parents are expected to adhere to the following expectations.

Traffic

Mary Queen of Peace 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.

- Go directly home from school.
- Obey and respect school patrol and all crossing guards.
- Refuse to enter automobiles of strangers.
- Refuse to talk to strangers or take anything (candy, gum, etc.) from a stranger.
- Be considerate of smaller children.
- 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.

All students are to be dropped at the back of school between 7:30 and 7:50 a.m. following the established traffic patterns. Students should not exit vehicles before cars have reached the semi-circle cone area. Parents are to pull as far forward as possible, not stopping earlier for convenience or near a certain traffic helper. Students on traffic patrol will open the doors of all cars to assist younger students in exiting their vehicles. When parking on school property, no vehicles are allowed in designated fire lanes. Except when necessary due to the use of crutches, etc., students may not be dropped off at the front of school.

After school parents should park in parallel rows on the back lot to wait for their children. Gates are open from 2:45 until 2:58 for the 3:00 dismissal of students. Please do not park farther back than the marked blue line, as this blocks traffic—please form a new line. Once students are in vehicles, rows will be released in order. Should a child not exit school by the time cars are released, parents may pull into a parking space to the left by the row of traffic cones to wait for the child.

Parents are asked to carefully supervise younger siblings brought when picking

up students.

Bicycles

Bicycles may be used for transportation to and from school, but may not be used at recess time.

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

Bicycles are to be parked in the school bike racks. All bikes should be secured with locks, as students are responsible for bikes at school. The school takes no responsibility for the safety of bicycles on campus

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.

EMERGENCY PROCEDURES

Emergencies arise both outside of school hours and during the school day. 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 for various situations.

Emergency Closures

In situations of inclement weather that make driving or walking to school hazardous, Mary Queen of Peace School may either cancel classes entirely or follow a snow schedule. Parents will be contacted before 10:00 p.m. the evening before or after 6:00 a.m. the morning of such a closing or snow schedule using the QuikContact phone notification system. You will be notified only at the number you have provided as a home number.

Details of the snow schedule will be provided in the phone message, but will normally mean a 9:15 starting time.

Inclement weather beginning during the school day will seldom warrant early dismissal. In the event early dismissal is warranted, parents will be notified using the QuikContact phone notification system. You will be notified both at your home number and your cell numbers. Please keep these numbers current in

Fast Direct. Please do not call school to inquire about early dismissal—you will be notified as soon as a decision is made.

Information regarding school closure or snow schedule will also be available from the media outlets identified in the front of the Buzz Book. When possible, this information will also be posted on the school website.

FOOD

For health and safety reasons, food and drink are to be consumed only in the school cafeteria unless permission is given by a teacher to do otherwise.

Lunch

Students eat lunch at school on full attendance days. Students may bring their lunch, purchase lunch at school or purchase individual food items at school. Mary Queen of Peace School is served by Food Services Consultants, Inc. (FSC), which allows children to make purchases using cash or by utilizing a "debit card" purchased through FSC.

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 on Fast Direct. To conserve paper resources, paper copies are not sent home, but parents may print the menu from Fast Direct.

Following healthy food guidelines, the school does not sell, nor are students to bring, soda as part of their lunch.

If a student forgets his/her lunch at home, parents may bring the lunch to the school office—lunches will be delivered to the cafeteria before lunch periods begin. Please make certain the child's name and homeroom are clearly marked on the lunch container.

If a child has not brought their lunch and does not have funds on their debit card, they may get a chip from the school office to redeem for a basic school lunch.

Because they are distracting in the cafeteria, lunches brought in from fast food or other restaurants are discouraged.

Treats (Birthdays)

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)

When sending treats to school for classroom parties, please check with the school nurse about food allergies among the homeroom students.

Because of storage limitations and other potential problems, items that need to be refrigerated or frozen should not be sent.

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.

STUDENT ACTIVITIES

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

ARTS

Children's Choirs (grades 3-8)
Palmer Instrumental Music
(grades 3-8; during one recess)
Spring Play (grade 8)

OTHER

Extreme Youth Group (grades 7-8)
Luke 18 retreat (grade 8)
Yearbook
Chess Club
Bricks-4-Kidz

SERVICE

Canned Food Collection
Student Activities Council
(grades 5-8)
Safety patrol (grade 7-8)
Servers at the Altar (grades 6-8)
Sandwich prep-St. Pat's Center
"Wake Up MQP" morning show
Mission Carnival
Service Projects

ACADEMIC COMPETITIONS

Bellarmino Speech League
Essay Contests

One activity that provides opportunities for many students is the Wake Up MQP Morning Show. 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.

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.

While Mary Queen of Peace School does not sponsor scout troops or athletic teams, there are many such opportunities sponsored by the Parish throughout the year. Contact telephone numbers for Mary Queen of Peace Parish's extensive athletic and scouting programs may be found in this school Buzz Book.

Mary Queen of Peace 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.

SCHOOL SAFETY

Mary Queen of Peace School makes student and staff safety one of its highest priorities. To this end the school building is secured throughout the school day and all visitors must enter through the school office. Additional precautions and procedures follow.

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 includes those persons licensed to carry concealed firearms.

Classroom Observations and Tours

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

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

All visitors must sign in at the school office before entering the rest of the school building.

After School Child Care (Latchkey)

Because many families need after school child care, Mary Queen of Peace School provides for a safe and well-managed program from school dismissal until 6:00 p.m. each day. On-site, after school supervision (latchkey) is provided by the Kirkwood YMCA. For information telephone 314-965-9622 and ask for the latchkey extension.

Child Abuse and Neglect

The faculty and staff of Mary Queen of Peace School are required by state law to report to the Children's Division of the Department of Social Services whenever they have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect.

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

Media and Journalists

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.

PARENT INVOLVEMENT

Mary Queen of Peace School is able to provide an excellent Catholic education to the children of the parish only because of the generous involvement of parents in many aspects of school life. Some of the opportunities for volunteering time are:

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.

Home & School

The Mary Queen of Peace Home and School Association exists to provide advice and assistance to the Pastor and Principal 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. The Home and School Association coordinates all parent volunteer programs and fundraising events for the school.

A service provided by the Home and School Association allows parents to order annual school supplies that arrive packaged for students in August. Families are not obligated to use this service, as all supply lists are provided on the school website for the start of the school year.

Volunteers

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

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 contact the relevant coordinator listed in the Buzz Book, contact the Home & School Association president or call the school office.

Classroom Parties

All classroom parties are coordinated by Room Parents and 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. Parties may only be planned for the days designated by the school administration.

DELIVERIES TO SCHOOL

There are times that parents need to bring items to school for their children. When this is necessary, the items are to be brought to the office, which will arrange delivery to the proper student's classroom. No items are to be taken directly to the student's classroom.

The exception to this is lunches, which should be left on the counter in the school office prior to 11:00 a.m. The child's name and homeroom should be clearly

written on the container.

Parents should seriously consider the long-term effects of regularly bringing forgotten items to school. Small inconveniences and disappointments early in life and in school teach children the first stages of coping with such situations. Over time they develop a resilience to face larger challenges later in school and in life that they don't develop if the adults in their lives make sure their every want is met.

Flowers and other gifts delivered to school for students' birthdays, special events, etc. are disruptive to the classroom and will not be delivered to class. It is best if such surprises are shared after school with family and friends. Should such gifts arrive at school, they will be kept in the school office and given to the individual student at dismissal.

Uniform Code 2017-2018

All students are expected to dress and present an appearance consistent with standards of good taste appropriate for school and school events. The Uniform Code promotes modesty and school spirit. All students should be neat, clean and in full uniform. Each student, with the assistance of parents, is responsible for abiding by the Uniform Code. The administration makes final decisions regarding the appropriateness of school attire. Parental written communication is required for any exceptions not addressed in the Uniform Code.

Summer Uniform

Boys (K-8)

Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)

Slacks: khaki or navy dress slacks or shorts no more than 2" above the knee (no cargo pants, capris, etc.).

Shoes: PE-ready rubber sole black, brown or blue leather or any sports shoe.

Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: navy, black or white visible above top of shoe

Belt

Girls (K-8)

Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)

Slacks: khaki or navy dress slacks or shorts no more than 2" above the knee (no cargo pants, capris, etc.).

Jumper: (K-4) MQP plaid, no more than 2" above the knee

Skirt: (5-8) MQP plaid, no more than 2" above the knee

Shoes: PE-ready rubber sole black, brown or blue leather or any sports shoe.

Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: navy, black or white visible above top of shoe

Winter Uniform

Boys (K-8)

Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)

Slacks: khaki or navy dress slacks (no cargo pants)

Sweater: navy crew or v-neck pullover

Sweatshirt: navy crew neck with no writing or logo ["Mary Queen of Peace" sweatshirts may be worn, but will no longer be available for purchase] (8th grade may wear class sweatshirt)

Fleece: half zip navy fleece with no writing or logo other than "Mary Queen of Peace School" available through Just Me Apparel

Shoes: PE-ready rubber sole black, brown or blue leather or any sports shoe.

Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: navy, black or white visible above top of shoe

Belt

Girls (K-8)

Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)

Slacks: khaki or navy dress slacks (no cargo pants, capris, etc.)

Sweater: navy cardigan, crew or v-neck pullover

Sweatshirt: navy crew neck with no writing or logo ["Mary Queen of Peace" sweatshirts may be worn, but will no longer be available for purchase] (8th grade may wear class sweatshirt)

Fleece: half zip navy fleece with no writing or logo other than "Mary Queen of Peace School" available through Just Me Apparel

Jumper: (K-4) MQP plaid, no more than 2" above the knee

Skirt: (5-8) MQP plaid, no more than 2" above the knee

Shoes: PE-ready rubber sole black, brown or blue leather or any sports shoe.

Shoes must be entirely enclosed including full back and have ties or Velcro, which must be securely fastened at all times. Shoes shall be no more than ankle high. Clogs, sandals, boots, etc. are not acceptable.

Socks: navy, black or white visible above top of shoe.

Tights: navy footed tights may be worn

Leggings: navy ankle-length leggings with no lace or adornment (optionally, leggings with MQP stencil available through Just Me Apparel)

Additional Notes:

Clothing may not promote, advertise or use references to alcohol, smoking, sexuality, innuendo, profanity, etc. nor make derogatory comments about anyone. Any dress which conveys the image of gang membership or supports the beliefs of hate groups is inappropriate for school.

Clothing shall be in good condition (no holes, cuts, tears or rips)

Winter outerwear (coats, boots, etc.) may be worn to and from school, but not during the school day. Winter wear worn to Mass must be removed during Mass. Only uniform sweatshirts or fleeces may be worn to mass or during the school day.

Girls may wear small earrings in pierced ear lobes and religious jewelry (cross necklace, bracelet, etc). No other piercings are allowed.

Boys may wear a religious necklace or bracelet. No piercings are allowed.

No student may wear makeup. Chapstick or lip balm is not considered makeup.

Shirts must be tucked in at all times.

Hats may not be worn inside of school except on designated "hat days".

Hairstyles and length of hair should be presentable and not a distraction in the classroom. Hair should not fully or partially cover the student's eyes. Boys' hair must be above the collar and no writing or pictures shaved into hair. Hair color may not be altered nor extensions used.

Scout uniforms may be worn the days of Scout meetings.

Pre-K and Preschool Options

Boys: Boys follow the same uniform code as above with the option of wearing logo T-shirt available through Just Me Apparel instead of the collared shirt.

Girls: Girls will wear a navy jumper with MQP logo available through Just Me Apparel instead of the plaid jumper listed above. Another option is a navy skort from Just Me Apparel or another store. They may also choose the logo T-shirt option instead of the collared shirt. It is recommended that girls where shorts under jumpers when not wearing tights or leggings.

Note: T-shirts are long or short sleeved, white or navy, and have the MQP Preschool logo silk-screened on the front.

Dress Code for Out of Uniform Days (including students' birthdays and half-birthdays):

Clothing shall conform to the usual length and condition requirements (such as short/skirt length, no holes, etc.) for the season.

- No tights, leggings, or skintight pants of any style may be worn unless shorts or skirt are worn over them

- shorts or skirts must comply with regular skirt length requirements unless worn with tights or leggings underneath

For safety reasons, shoes shall meet uniform requirements.

Clothing may not promote, advertise or use references to alcohol, smoking, sexuality, innuendo, profanity, etc. nor make derogatory comments about anyone. Any dress which conveys the image of gang membership or supports the beliefs of hate groups is inappropriate for school.

Spirit Fridays

Unless otherwise noted, Fridays will be MQP Spirit Days. Regular Uniform Code applies with the following exceptions:

- MQP gray or blue hoodies may be worn instead of the uniform fleece

- MQP t-shirts or MQP sports uniform top may be worn instead of polo

- MQP elite socks may be worn

Birthdays:

Students are allowed to have an individual dress-out day on their birthday or half-birthday. If this falls on a weekend, students may choose a Friday or Monday dress-out. If a field trip or other special activity requiring uniform conflicts with a birthday or half-birthday, the student may choose the nearest school day for dress-out. When in doubt, please contact the child's homeroom teacher.

