



Middle School Handbook 2023-2024

Dear Parents and Students,

This handbook has been created to supplement the official MQP family handbook and to highlight the policies, rules, and practices specific to the sixth through eighth grades. These policies align with the school policies and may be changed in accordance with those policies.

As students mature, more is expected of them in the classroom. This handbook has been developed with two specific purposes in mind. To help students become independent and responsible learners.

With that in mind, we want to communicate our expectations clearly, so that the students know what is expected of them. Also, we want to communicate these expectations to you, the parent, so that we can all work as a united team with the same expectations and goals for the students.

Please sign the attached colored sheet, to show that you and your child(ren) have reviewed a copy of the MQP Middle School Handbook.

We, the Middle School Teachers, are looking forward to a great and productive year.

Sincerely,
Middle School Teachers

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.

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.

DISCIPLINE PROCEDURES

Mary Queen of Peace school strives to help the students realize their God-given uniqueness and to accept personal responsibility for their actions. The school also encourages students to appreciate their own gifts, to respect other's gifts and to value service to others. Students are expected to make good choices and follow all rules of the school and to take responsibility for their choices by accepting the consequences for failure to do so.

Discipline is an essential aspect of Christian development. Effective discipline requires the cooperation and active participation of all students, parents, and faculty members. The principal has a responsibility to both the student body and to the staff to ensure orderly conduct by all students. 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 which may be issued at the discretion of teachers and the principal and/or the pastor.

A high-level examination of potential infractions is discussed in the following pages. This is meant to serve as a guide and is not intended to be a comprehensive listing of every possible scenario. The administration has the responsibility and authority to deal with all problems. Should students and parents have genuine concerns about interpretations of expectations or rules, they should contact the principal.

The classroom teacher is the person in charge at all time. Classroom teachers will establish class rules and guidelines and deal with infractions involving class rules. Students are expected to show respect for their teachers and carry out reasonable requests by their teachers. They must follow the rules in the handbook and respect the rights of others: disruptive behavior will not be tolerated. They must show respect to all adults, those on staff, substitute teachers, those who serve them, and those in supervisory positions such as parents serving presiding duty.

Students will be held accountable for their actions. Mary Queen of Peace uses a three-tiered response to disciplinary infractions based on the severity, frequency, and impact of the infraction.

Tier One: Low Intervention

Teacher will use logical consequences when necessary for those who do not follow school universal expectations and/or classroom expectations. Reasonable warnings will be given before consequences are incurred. Consequences should always be related to and proportionate with the student's behavior. The teacher/administrator will provide the logical consequence to the student. In some situations, the student may complete a Student Reflection Sheet with the support of the teacher and/or Guidance/Counselor. Parents may be notified if the need arise and the situation is not corrected. Examples of Tier 1 include (but not limited to): disrespect, use of profanity, pushing/hitting, forgery, misuse of technology, angry outbursts, name calling, bullying/harassment.

Tier Two: Medium Intervention

Behavioral concerns which surpass the classroom level after implementing additional strategies that are not effective or a behavior needs immediate attention are considered Tier Two. Often Tier 2 behaviors involve social-emotional skills that need support. For example, regulating self- control and emotions, task completion, attendance, work ethic, organizational skills, etc. Tier 2 intervention is most effective when the teacher, parent, learning consultant, and/or school counselor work as a team to create an individualized plan to support the student. The principal is consulted and kept informed of plans and progress. Parents are notified before implantation of a plan takes place, as well as progress during implementation. Working together as a support team for the student will provide optimal success. Examples of Tier 2 include (but not limited to): vandalism, sexual misconduct, serious fighting, verbal threats, theft, false alarms.

Tier Three: High Intervention

Tier 3 involves an immediate threat to an individual's personal safety or the school community. This requires immediate intervention of the principal/pastor and parents/guardians. If the principal is not available/present, the assistant principal will step in for immediate action. Examples of Tier 3 include (but are not limited to): bomb threats, sexual assault, arson, drug possession, weapons, battery.

Potential Behavior Discipline Consequences

Some incidents will result in a note sent home to be signed by parents. Some behavior could result in an after-school detention, suspension, or withdrawal for cause, all depending on the age of the student, the context surrounding the incident, and the severity and frequency of referrals. Other methods include a teacher-student conference; parent telephone or e-mail contact; parent conference; student-principal conference; or any other action deemed necessary by the principal to correct the problem. Students who have a habitual discipline problem may be placed on probation after a review of his/her conduct with his/her parents/guardians. This is a very serious classification and a student will be placed on probation only after all other means have failed to correct the problem. The principal and pastor have the authority to suspend any student for misbehavior or for other sufficient reasons. The suspension will be for such times as the principal and pastor determine necessary for proper adjustment.

Middle School Behavior Cards

A policy of infractions listed on a middle school behavior card leading to detention, automatic detention, suspension, probation and withdrawal for cause have been instituted and parents are expected to be supportive in the following:

Warning + 4 marks =	Detention
5 th , 6 th Marks =	Student meets with Assistant Principal
7 th Mark =	Detention, Student/Parent meet with Principal
8 th , 9 th Marks =	Student Meets with Principal
10 th Mark =	Detention, Student/Parent meet with Principal and Pastor

Parents will be given 24-hour notice for detentions. Students receiving two (2) detentions forfeit field trip and Field Day privileges.

Infractions are cumulative for the quarter. One (1) detention served in a quarter automatically equates to an NI in general conduct for the report card, two (2) detentions in a quarter equates a U in conduct with a parent/teacher conference. Detention is not the only criteria determining general conduct. Infraction notices serve as written notification to the parent of a student's behavior and parents are asked to sign and return the notice within 24 hours. (A student whose parents choose not to sign the infraction notice will still accrue the infraction.)

Concrete examples of major and minor infractions will be posted and discussed in all classrooms. (Example: cheating is a major infraction).

Entering Classroom:

Students should wait quietly just outside the doorway until the previous class has left the classroom before entering. Upon entering, students should follow the teacher's instructions.

Leaving Classroom:

Teachers will teach up to the bell. Students will wait to gather their things and leave the classroom until the teacher has given them permission. Whether working independently or in groups, students need to make sure they have cleaned up their area and have returned any classroom supplies before moving on to their next class.

Arriving Late to Class:

Enough time is given to students to travel between classrooms. If a student should happen to arrive in the classroom after their peers, the student should be respectful of the instruction taking place. Student should quietly take their seat and avoid unnecessary distracting behavior.

Going to Locker During Another Class:

A teacher may give you permission to return to your homeroom for materials on the assumption the student will be respectful to the teacher and any students who are in the classroom at that time. Students should quietly and quickly retrieve what is needed and return to class.

Gum:

No gum chewing is allowed. This is a school-wide rule.

HOMEWORK

Mary Queen of Peace students have homework. This includes written assignments, study, reading and working on a project over a span of several days. Teachers post homework assignments daily or weekly (depending on grade level) on the school parent portal (ssl.fastdir.com/mqp/) and/or via Google Classroom. Parents are encouraged to check assignments nightly. Extra credit homework will not be given on an individual basis.

Most days students will have homework. Parents are expected to monitor their child/children's homework. If it is determined a student is experiencing difficulty in completing homework or spending an excessive amount of time the appropriate faculty member should be contacted. Extra credit homework will not be given on an individual basis.

Care is taken that homework is not excessive. The appropriate amount of time is as follows; 10 minutes per grade level:

- | | | | |
|----------------|-----------------|----------------|-----------------|
| • Kindergarten | 10 – 15 minutes | • Grades 5 – 6 | 40 – 60 minutes |
| • Grades 1 - 4 | 10 – 40 minutes | • Grades 7 – 8 | 70 – 80 minutes |

Grading Scale:	B 87-90	D+ 74-76
A+ 98-100	B- 85-86	D 72-73
A 95-97	C+ 82-84	D- 70-71
A- 93-94	C 79-81	F 69 -below
B+ 90-92	C- 77-78	

Late Work:

Late work is defined as an assignment and/or project collected by the teacher, but not turned in on time.

If the assignment and/or project is not received on time, the student's grade will be reduced 10% per day. After one week, the highest grade that a student can earn on the missing assignment is as follows:

6th grade/50%; 7th grade/25%; 8th grade/0%.

Parents will not be notified via Fast Direct if an assignment is late. Parents can access a student's gradebook at any given time via Fast Direct.

If a child is absent for multiple days due to an illness, the child or parent, if appropriate, should contact the homeroom teacher to make sure all assignments have been given and completed. For extended absences, the parent should contact the Learning Consultant to assist with make-up work and due dates. In general, a child will be given one day to make up work for each day's absence.

Absence for Parental Reasons (trips or voluntary absences) Parental wishes are respected, provided the parents and student take the responsibility for the missed work. The student, not the school, is responsible for making up missed work. The student and/or parent should consult with the child's teacher prior to the absence to determine the teacher's expectations. On the day the student returns to school from any absence, he/she is expected to turn in all assignment from the absent days, and make

arrangements to take any tests/quizzes missed during the absence. Teachers are not required to provide missed work ahead of time for such absences.

Parents should be aware that repeated or prolonged absences might work against the student's academic progress and possibly the student's right to continue in attendance. Progress reports and/or report cards may be delayed until work that is missed is completed.

Please follow these guidelines:

Notify the principal in writing at least one week prior of the dates the child/ren will be absent. Notify the homeroom teacher in writing at least one week prior to the dates the child will be absent. Long range assignments and tests that have been scheduled prior to the student's absence are due on the day of return. Only assignments completed during this time will be considered for grading purposes. In general, students are allowed up to three days to complete all work missed during their absence. This is a general guide. Special circumstances can be discussed with the principal and/or teacher.

Make-up work If a student is absent, it is his/her responsibility to check with the teacher to make sure he/she has all his/her assignments. The student or parents need to plan for someone to pick up or bring home the work. If the student needs additional instruction on a topic missed in class the teacher will plan to provide that instruction, either before or after class time, or during recess time. If the student fails to come at the time the teacher provides, it is his/her responsibility to find someone to provide the instruction-- parent, tutor, etc. The student should contact the teacher for the due dates of the assignments--generally one or two days unless the absence is prolonged.

Tests that need to be made up due to absence must be done out of class time--before or after school, during recess, etc.

Extra Credit:

Extra credit will not be given to individual children. If a teacher would like to make extra credit available, it will be for the entire class. It is at each teacher's discretion if she/he gives extra credit work.

Student Progress:

Throughout the grading quarter, student progress can be monitored online through the Fast Direct parent portal. Teachers post grades regularly. This is also where parents can access information regarding any missing assignments.

Honor Roll:

Each quarter students will be recognized for strong academics.

Principal's Honor Roll - receive all A's.

Honor Roll -receive all A's and B's.

Exams:

Eighth grade exams will be scheduled at the end of both first and second semester. Exams will take place at the end of December prior to Christmas break, and at the end of May just prior to the end of school.

Report Cards:

Report cards are available at the end of each grading quarter. Report cards can also be accessed online through the Fast Direct parent portal. Parents are encouraged to monitor their child's progress regularly, and to talk to the child or the teacher if there are any questions.

Cell phone and other electronic devices

We discourage students from bringing cell phones or other electronic devices to school. In the event a parent wishes a child to carry a cell phone, the cell phone may not be used during the school day or during before-and after school activities, or on field trips. The camera of a cell phone may be used on a field trip only with the permission of the supervising teacher. If a student has a matter that requires contacting a parent they must do so under the supervision and with the permission of a staff member using a landline.

If a student has a cell phone it must be turned completely off (not just to vibrate), and it must be submitted to the homeroom teacher upon arrival to school. Students will place their phone in the pocket chart in their homeroom, where it will remain for the entire school day. Any staff member who sees a student using a cell phone or having it in plain sight may confiscate the phone.

If a student is using a cell phone (ANY OF ITS FUNCTIONS) for any reason during the restricted time, the following consequences will be imposed:

Phone will be confiscated from the student. Administrative disciplinary procedures will be implemented (see Disciplinary Policy). The cell phone will be returned **ONLY** to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the phone.

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student to avoid this problem. We also ask you to keep in mind that the use of cell phones is not only disruptive in class, but they are also an inconvenience to teachers and staff that must stop what they are doing to correct the problem, and be responsible for its safe keeping. Confiscated phones will be labeled with the student's name and kept in the main office until the parent possession.

Mary Queen of Peace School and its employees are not responsible for lost, stolen, or broken cell phones after confiscation.

ACCEPTABLE USE POLICY

Acceptable Use Policy for the Use of Computer and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Mary Queen of Peace community. Network and Internet access is provided to further the legitimate educational goals of this institution. Mary Queen of Peace school provides computing and network resources for the use of students, employees, and others affiliated with the school. Members of Mary Queen of Peace school are encouraged to use the computers, software packages, electronic mail (e-mail), or network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain the property of Mary Queen of Peace School. All users are expected to conduct their online activities in an ethical and legal fashion.

The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.

E-mail capabilities may be used to facilitate distance learning projects.

Listservs and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include:

Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources in violation of US copyright law is prohibited. It is also illegal for anyone to knowingly allow any telecommunication facility under their control to be used for the transmission of illegal material.

The sending of unsolicited junk mail, or chain letters is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

The creation, propagation, and/or use of computer viruses is prohibited.

The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited. Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

Access to the school's e-mail and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, e-mail, or computer address or workstation to send email.

All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated via email.

Mary Queen of Peace reserves the right to access email to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

Any information contained on a school computer's hard drive, or computer disks that were purchased by the school, are considered the property of Mary Queen of Peace school.

This agreement applies to stand alone computers as well as computers connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate action may be taken. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Mary Queen of Peace Login:

Students are required to only use a Mary Queen of Peace Google account during the school day. They will not be allowed to access/use a personal Google account for schoolwork.

Church:

As the oldest students in the school, middle school students need to especially serve as student leaders in the church setting. Once students enter the lobby of the church, they should remain quiet and genuflect at their pew. Students should also show effort in participating in both the prayers and songs. This includes having hymnals open during the songs. When Mass is over, students should remain quiet until they exit the front doors of the church.

UNIFORMS

All students will be in uniform starting the first day of school. Every effort will be made to enforce the uniform policy including such items as correct length of walking shorts, belts worn with pants and walking shorts, correct collared shirts, correct shoes, etc. When referring to length of walking shorts regarding both, uniform and out of uniform policy, that length shall be at the mid-thigh or longer.

Our school uniforms (plaid only) are supplied by Just Me Apparel, at 232 Old Sulphur Spring Rd., Manchester, MO 63021; Phone number 636-391-3551

If for any reason a child is unable to wear the full school uniform, a written note to that effect, properly signed and dated, should be submitted to the principal before 8:15 am. Please label all clothing with your child's name.

Boys (K-8)

- Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)
- Slacks/Shorts: khaki or navy dress slacks or shorts no more than 2" above the knee (no cargo pants, capris, etc.).
- Sweatshirt: navy crew neck (with no writing or logo) or "Mary Queen of Peace" logoed sweatshirt - (8th grade may wear class sweatshirt). Sweatshirts to be worn over the uniform polo
- Fleece: $\frac{3}{4}$ zip navy fleece (with no writing or logo) or "Mary Queen of Peace" logoed $\frac{3}{4}$ zip – Fleece $\frac{3}{4}$ zip to be worn over the uniform polo
- Sweater: navy crew or v-neck pullover - sweaters to be worn over uniform polo
- Shoes: PE-ready rubber soled sports shoes. 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: any type are acceptable
- Belt: Black or brown

Eighth graders may wear their class sweatshirts over their uniform.

High School Sweatshirts (or t-shirts) may be worn on Fridays beginning in February, after acceptance.

Girls (K-8)

- Shirt: white or navy with collar and no writing or logo (8th grade may wear uniform green)
- Slacks/Shorts: khaki or navy dress slacks or shorts no more than 2" above the knee (no cargo pants, capris, etc.).
- Jumper: (Kdg.-4th) MQP plaid, no more than 2" above the knee
- Skirt: (5th-8th) MQP plaid, no more than 2" above the knee
- Sweatshirt: navy crew neck (with no writing or logo) or "Mary Queen of Peace" logoed sweatshirt - (8th grade may wear class sweatshirt). Sweatshirts to be worn over the uniform polo
- Fleece: $\frac{3}{4}$ zip navy fleece (with no writing or logo) or "Mary Queen of Peace" logoed $\frac{3}{4}$ zip fleece $\frac{3}{4}$ zip to be worn over the uniform polo
- Sweater: navy crew, cardigan or v-neck pullover - sweaters to be worn over uniform polo
- Shoes: PE-ready rubber soled sports shoes. 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: any type are acceptable
- 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)

Eighth graders may wear their class sweatshirts over their uniform.

High School Sweatshirts (or t-shirts) may be worn on Fridays beginning in February, after acceptance.

MQP Spirit wear is not part of the daily uniform.

GROOMING STANDARDS for BOYS and GIRLS

- -The student's hair should be his/her solid natural color, and be kept neat, clean, and appropriately styled.
- -Length of hair for boys shall not exceed top of the shirt collar in the rear or fall below the eyebrows in the front, hair on the side may partially, but not fully cover the ear.
- -No make-up is allowed during school hours.
- -Visible body enhancements [tattoos, piercings (except for earlobes), etc.] are not allowed.
- -Writing on oneself is not allowed.
- -Jewelry: Girls may wear a watch, one pair of small post earrings in the lobes, a simple necklace with cross or medal inside the blouse. Boys may wear a watch, no earrings, a simple chain with cross or medal inside the shirt.
- -Smart Watches are NOT ALLOWED
- -If jewelry of any kind becomes a distraction the student will be asked to remove it.

SPIRIT WEAR FRIDAY GUIDELINES

Students may add a *spirit wear approved* t-shirt, hoodie or sports jersey with either their regular uniform 'bottoms' or MQP joggers. This is not a full 'dress down day'.

CASUAL DRESS DAY GUIDELINES

On designated days students are permitted to be in casual dress.

Guidelines for casual dress:

- Uniform guidelines regarding jewelry, and make-up/nail polish/fake nails apply. SMART WATCHES NOT ALLOWED
- Gym shoes must be worn for gym class.
- No sandals, slides, crocs, flip flops or other shoes without a closed heel may be worn, for safety on the playground and stairs.
- Jeans must be neat and clean, not frayed, torn, cut, ragged.
- Students may not wear low cut pants and/or short t-shirts. Shirts must be long enough to tuck and stay tucked when the student bends over.
- Walking length shorts may be worn for casual dress. They cannot be tight fitting or spandex-type material. NO ATHLETIC STYLE SHORTS ARE ALLOWED. Remember the rule of modesty when wearing shorts.
- Hats/head coverings may be worn inside only with the teacher's permission.
- Shirts, blouses, sweatshirts, sweaters, jackets, must be neat and clean.
- Shirts must have sleeves, shoulders must be covered. Underwear must not be visible.
- Clothes and accessories may not promote alcohol, tobacco, drugs, violence, or disrespect of others; nor may they carry messages of an inappropriate nature.
- Clothes are to be worn as designed.
- If a theme or specific guidelines are given, the student must wear clothes that follow the theme or guidelines OR must wear the regular school uniform.

Faculty may address the appropriateness of any attire or accessory. If the student wears inappropriate apparel (too short, too tight, inappropriate message) to school we will call the parent to bring appropriate clothing before the student can return to class. Failure to follow guidelines will prohibit participation in the next dress-down day. A second offense will result in the loss of dress down days for the remainder of the school year.

Guidelines for Dress Up Days:

(School Pictures, May Crowning, and any other activity designated "Dress Up" by the school administration).

- Students may not wear low cut pants and/or short t-shirts. Shirts must be long enough to tuck and stay tucked when the student bends over.
- Shirts/dresses must have sleeves, shoulders must be covered, and underwear must not be visible.
- The length of the skirt or dress should be no shorter than three inches above top of the knee.
- Jeans or athletic pants are not allowed.
- Clothes are to be worn as designed.
- The student should be able to walk comfortably and safely in dress up shoes. Gym shoes must be worn for gym class.

If the student wears inappropriate apparel (too short, too tight, inappropriate message, etc.) to school parents will be called to bring appropriate clothing before the student can return to class.

PARTIES/BIRTHDAYS

Mary Queen of Peace School has several students who have food allergies which put their health and sometimes their lives at risk. If your child's class has one or more students with food allergies you will be notified by the nurse and/or homeroom teacher at the beginning of the year,

All classroom parties are coordinated by Room Parents and planned with the input 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. (Halloween, Christmas and Valentine's Day)

Whenever a student has a birthday, the child may bring a non-food treat to share with classmates. Examples include: character pencil, coloring book, party favor, play-doh, short book.

Students may dress out of uniform on their birthday. If this falls on a weekend, students may choose a Friday or Monday to 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. Out of uniform days are not allowed on Mass days. Please follow "dress down" guidelines.

Summer birthdays will be celebrated as a half birthday. Students may celebrate either their actual birthday OR their half birthday, not both.

BUDDY SYSTEM

The purpose of implementing the buddy system is to increase social interaction between the students at Mary Queen of Peace. Buddy systems in schools can have numerous benefits such as promoting an

inclusive environment, helping younger students having difficulty with transitions, remembering the rules and routines, and is an excellent way of building peer relationships.

8th Grade/Kindergarten:

Every 8th Grade student will be paired with a kindergarten student to help for the entire school year. 8th Grade students will be responsible for helping the kindergarten students get to mass each week. 8th grade students will act as a role model for their kindergarten buddy during the school year. The 8th Grade homeroom teacher and kindergarten teacher will be responsible for pairing students together. Student buddies should get together at least once a quarter in order to build relationships.

7th Grade/Preschool 4:

Every 7th Grade student will be paired with a preschool 4's student to help for the entire school year. In order to build the relationships of our students, the pairs formed in this age group will continue to be buddies until the 7th grade student graduates from Mary Queen of Peace. 7th grade students will act as a role model for their preschool 4's buddy during the school year. The 7th Grade homeroom teacher and preschool 4's teacher will be responsible for pairing students together. Student buddies should get together at least once a quarter in order to build relationships.

6th Grade/Preschool 3:

Every 6th Grade student will be paired with a preschool 3's student to help for the entire school year. In order to build the relationships of our students, the pairs formed in this age group will continue to be buddies until the 6th grade student graduates from Mary Queen of Peace. 6th grade students will act as a role model for their preschool 3's buddy during the school year. The 6th Grade homeroom teacher and preschool 3's teacher will be responsible for pairing students together. Student buddies should get together at least once a quarter in order to build relationships.

Dear Parents and Students,

This handbook has been created to be a supplement to the family handbook and to highlight the policies, rules, and practices specific to the sixth through eighth grades. These policies align with the school policies and may be changed in accordance with those policies.

Please take time to read and discuss this handbook with your child. Knowledge of the middle school policies will help build positive and supportive relationships between parents, students, and teachers.

Thank you for all you do for Mary Queen of Peace. Your cooperation is very much appreciated.

Sincerely,
Middle School Teachers

Please sign, detach the bottom portion, and return it to the homeroom teacher by Thursday, August 26th.

Last Name (please print): _____

My child(ren) and I have read the Middle School Handbook and we understand the expectations of the school.

Parent Signature(s)

Student Signature(s):

Date: _____