



School/Family Handbook 2023-2024

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This Family Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in the Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect. The administration also reserves the right to waive and/or deviate from all disciplinary regulations for just cause at his/her discretion.

Introduction/School Overview

VISION STATEMENT OF THE ARCHDIOCESE OF ST. LOUIS ELEMENTARY SCHOOLS

Catholic elementary schools in the Archdiocese of St. Louis reflects a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others with their gifts and talents.



They foster a safe and secure environment in which the children can grow. Catholic elementary schools are child-centered and committed to providing strong academic and developmental programs which enable children to meet the challenges of living in an ever-changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

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.

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.

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 .

"Let the children come to Me," and "For whatever you did for the least of these, you did for Me."

WITNESS STATEMENT**For Those Whose Children Attend Catholic Education Programs**

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 the 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 Faculty and Staff for the 2023-2024 School Year

Administration

Pastor	Fr. Craig T. Holway
Principal	Mrs. Heather Fanning
Assist. Principal	Mrs. Brandy Hildebrand
Dir. of Religious Ed	Mrs. Pam Miller

Office Staff

Office Manager.	Mrs. Lori Klimt
Admin. Assist.	Mrs. Trish Wuelling
School Nurse	

Early Childhood

Pre-School 3	Mrs. Nancy Carroll
Pre-School 3	Ms. Christa Cordia
Pre-School TA	Ms. Kristine Humphrey
Pre-School TA	Ms. Mary Roche
Pre-Kdg.4	Mrs. Anne Goodwillie
Pre-Kdg.4	Mrs. Connie Jansen
Pre-Kdg.4	Ms. Chris Russo

Pre-Kdg. TA	Ms. Lindsay Roberts
Pre-Kdg. TA	Ms. Catherine Davenport
Pre-Kdg. TA	Mrs. Susan Stindell
Kindergarten	Mrs. Kelley Breihan
Kindergarten	Mrs. Kris Sluhan
Kindergarten	Mrs. Angie Manne
Kindergarten TA	Ms. Janet Bennett
Kindergarten TA	Ms. Karen Kearney

Primary Grades

Grade 1	Ms. Christine Rejent
Grade 1	Ms. Cindy Summers
Grade 1 TA	Mr. Kevin Lopez
Grade 1 TA	Ms. Jessica Southerland

Grade 2	Mrs. Karen Markowski
Grade 2	Mrs. Carley Waters
Grade 2 TA	Ms. Michelle Lending

Intermediate Grades

Grade 3	Mrs. Kay Nicely
Grade 4	Ms. Abbey Pokorney

Grade 4	Mrs. Rosalie Homire
Grade 5	Mrs. Jeannie Harris

Middle School Grades

Grade 6	Mrs. Ruth Duncan
Grade 6	Mrs. Lisa Petzinger
Grade 7	Mr. Bruce Paulus

Grade 7	Mr. Patrick Madigan
Grade 8	Ms. Jennifer Rodden
Middle Sch. Math	Mrs. Molly Kelley

Special Classes/Other

Art	Mrs. Christina Jasin
Library	Mrs. Laura Miller
Computer	Mrs. Kim Vitale
Music	Mr. Bill Wamser
Phys. Ed. (PreK – 1st)	Mrs. Candice Bell-Rohde
Phys. Ed. (2nd– 8th)	Mr. Bart Sullentrop

Spanish	Mrs. Katie Hoppe
Learning Consult.	Mrs. Sue Oberkirsch
Learning Consult,	Mrs. Kelly Moore
Learning Consult,	Mrs. Katie Head
Paraprofessional	Ms. Jessica Burke
Paraprofessional	Mrs. Jennifer O'Shaughnessy
Counselor	Mrs. Erin Towey

ACCREDITATION

Mary Queen of Peace is accredited through the Missouri Chapter of the National Federation of Nonpublic School State Accrediting Associations. To receive and maintain this accreditation, administration, faculty, students, and parents are involved in a self-study process every seven years. A self-study has begun and will be completed in 2025.

GENERAL INFORMATION

OFFICE HOURS

Office hours are 7:15 a.m. through 3:30 p.m. on school days. Calls to report absences can be made at any time. Please call 961-2891, extension 219, and leave your message.

VISITORS AND VOLUNTEERS

The safety and well-being of our students is a primary concern at Mary Queen of Peace School. All visitors and volunteers, including scheduled cafeteria and library volunteers, must report to the school office and sign in. For the safety and security of our students, no one is permitted to go directly to classrooms, library, cafeteria, or playground.



Please note that any parent dropping off a forgotten lunch or other item should bring it to the Office. Please do not leave lunches in the cafeteria. Please try to keep these visits to school at a minimum, as it becomes a distraction to all.

In our Archdiocese, any adult who works or volunteers around children in a Catholic-affiliated program has to complete the Prevent and Protect online program, undergo a background check, and sign the Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors. This includes all adults who work with minors at Mary Queen of Peace School, sports programs, PSR, youth ministry, etc.

Parents and other adults who interact with our students are expected to treat students with the same level of respect and courtesy that adults should expect from the children. Volunteers should dress appropriately for the school environment. We respectfully request that this includes no tank or racer back tops, workout clothes, or short shorts.

CHILD SAFE ENVIRONMENT PROGRAM (SEP)

Any parent/grandparent or other relative of a Mary Queen of Peace student who wishes to participate in any school function involving children (including but not limited to room parent, party or field trip chaperone, lunch helper, library aide), is required by the Archdiocese to complete the Prevent and Protect online program and submit background check information and must agree to read and sign the Archdiocesan Code of Ethical Conduct. Failure to comply with any of these requirements would preclude the parent from participating in any of these types of events. Questions regarding this program can be directed to Heather O'Keefe in the parish office; 314-962-2311 <https://www.preventandprotectstl.org/>

SCHOOL HOURS

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

To maintain adequate supervision, students should arrive at school between 7:30 and 7:50 a.m., and should not arrive any earlier unless arrangements are in place to meet with a teacher.

7:30 a.m. - school doors open

7:30-7:40 a.m. - students arriving during this time should report to the (school gym/Kdg.-8) or (cafeteria/PK3 & PK4)

7:40 a.m. - homeroom teachers will retrieve their students from the gym

7:41-7:50 a.m. - students arriving during this time should report directly to their homeroom

7:51 a.m. - students arriving after 7:50 should enter via the front school doors and report to the office for a tardy slip.

LUNCH HOURS

All students having lunch at school will have a 45-minute mid-day lunch/recess time.

Students may not have fast food brought in for lunch. No soda packed in brown bag lunches.

DROP OFF AND DISMISSAL

Students are to be **dropped off** on back parking lot between 7:30 a.m. and 7:50 a.m. Eighth grade patrol students and staff are present to supervise children and ensure safety. Cars enter via the driveway between school and church and follow the cones to make a large 'U' for drop-off. Cars should pull as far forward as possible to allow for optimum traffic flow. (see maps on last page) Student exit on the right side of the car with the assistance of patrol students. Kindergarten and preschool students can walk with older siblings or the patrol person to the building.

Preschool students should report to the cafeteria upon entering the building. Students in Kdg.-8th grade should report to the gym. Staff will supervise students in these areas from 7:30-7:40. Home room teachers will retrieve their students from each location at 7:40.

For parents who wish to walk their student to the school doors or gym, please park to the left of the 'U' behind the rectory. Walk your student along the far fence (Lockwood Court side), and around the cones. Please do not cross over traffic coming up the drive on the school side of the parking lot.

If a parent prefers to walk a student all the way to the classroom, that is acceptable. Please enter the same door as the children. Please limit this option and not to go beyond August 31st.

For dismissal, parents should park in parallel rows on the back lot to wait for their children. Gates are open from 2:15 - 2:45 for the 3:00 dismissal of students (11:15-11:45 for 12:00 dismissal). Please do not park farther back than the marked blue line, as this blocks traffic— please form a new line. Students in preschool, kindergarten and 1st grade gather with their teacher along the building until a parent or older sibling picks them up. 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 when picking up students. (see maps on last page)

For preschool dismissal at 11:30, parents should park on Lockwood in the front circle drive and come to the front doors of the school. Teachers will have the students at the front doors for ready for pick-up. Please do your best to make this a quick procedure. Too many little ones out front while parents chat makes for an unsafe situation due to the potential of incoming traffic.

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 students into the school office whose rides did not arrive at the expected time. These students may use the school telephones to arrange for transportation home.

STUDENTS WHO WALK/RIDE BICYCLES

The common practice at Mary Queen of Peace School is that all students are dropped off and picked up from school each day by a parent/legal guardian or by a person appropriately designated by a parent/legal guardian. If there is inclement weather, the school asks the parent/guardian to make appropriate arrangements to ensure the safety and well-being of the student.

The school is not responsible for the supervision of the student when the student is not present on school property. These students are expected to go directly home after they have been dismissed. They are not to linger in the school, on the playground, or any parish property. If a parent gives a child permission to return to the school/playground/parish facilities after he/she has come home, the parent assumes the responsibility for the child's supervision and safety.

Please take some time regularly to talk with and remind your child of this rule, for his/her safety. We want to make sure all children arrive safely at home each afternoon.

As a condition of allowing the student to walk or cycle to school or to walk or cycle home from school, the parents/legal guardians of the student agree to indemnify and hold harmless the school, the parish, the Archdiocese of St. Louis, its affiliates and their officers, directors, members, employees, volunteers, and agents, from any injury to student or damage to or loss of personal property of student related to student walking or cycling to or from school.

EMERGENCY INFORMATION

Emergency cards, medication administration forms (if needed), are available on Fast Direct under the Links tab. Please print, fill out, and return to the school office. It is imperative that the office has this information on file.

SCHOOL CANCELLATIONS/LATE START

In case of inclement weather, we will either use the "snow schedule" or cancel school. The snow schedule means that classes will begin one and a half hours later at 9:30 a.m. (doors open at 9:00) For either snow schedule or cancellation of classes for an entire day, parents will receive a School Messenger phone message as well as a Fast Direct message and Flocknote email.

If school should be dismissed early for inclement weather or another emergency, parents will receive a School Messenger phone message and a Fast Direct message. Parents are free to pick up their children whenever they feel it is necessary due to hazardous weather conditions.

MAINTAINING PRIVACY OF STUDENTS AND STAFF

Mary Queen of Peace understands that students/parents have access to technology that enables them to record, either visually or audibly, a student at the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publicly post any videos, pictures, or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Additionally, to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

ACADEMIC PROCEDURES

BOOKS – TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks are purchased by the school. Every effort is made to protect the books on a daily basis. We recommend that each student carry a bookbag for the protection of the schoolbooks. The parent will be asked to pay for a book if it is lost or damaged.



EXTRA-CURRICULAR ACTIVITIES

Archdiocesan Policy #5202.10: Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be always present during the activity. Parent's/guardian's permission must be obtained for a student to participate in extracurricular activities.

FIELD TRIPS

Field trips will be of cultural and/or educational value. Parents may be asked to pay the cost of the activity, and of transportation if it is provided. According to Archdiocesan Policy a regularly licensed public carrier will normally transport the students going on the field trips. In rare instances, a parent may be asked to volunteer or to drive/chaperone a field trip. If transportation is provided by volunteer drivers proof of insurance and Child Safe Environment documentation must be on file. All drivers must be over the age of twenty-one.

For any field trip involving young students needing a child passenger restraint system, the school must hire a school bus to transport the students or the parent of each student needing a restraint system must be responsible for transporting his/her own children to and from the event. This includes students in PreK through grade 2.

Parents may be asked to help assist/chaperone field trips or other events. Younger children of a parent may not be taken on field trips or attend events. A room parent or other accompanying adult should have their attention on supervising students, rather than watching younger children.

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 |

LIBRARY

Mary Queen of Peace library is open three days a week. Most books are checked out for a two-week period. Reference books must be used in the library. Lost books must be paid for.

PHYSICAL EDUCATION

All students have PE instruction two times per week. Students must wear closed toe/heel tennis or gym shoes for PE. Students are not permitted to participate in indoor PE (gym floor) without the proper footwear.

RECESS

All students will have recess mid-day. In addition, students in grade PreK-3 will have a 15-minute morning recess. Students have recess on the playground behind the school building or the blacktop area/back parking lot. Faculty members will supervise recess. During recesses, students are not allowed in the school building unless they have permission from a homeroom teacher or the playground supervisor.

THE FOLLOWING ARE NOT ACCEPTABLE BEHAVIORS DURING RECESS:

SLIDE

tag games
kickballs on slides
going down any way but feet first
walking on the slides
trains on slides
legs and hands over the sides

MONKEYBARS

standing on top of the bars

PLAYGROUND AREA

playing rough games (supervisors will determine if the game is too rough)
wooden bats or baseballs
throwing anything not made to specifically be thrown, e.g., sticks, rocks

REPORT CARDS

At the end of each academic quarter, report cards can be accessed online through the Fast Direct parent portal. Report cards will not be mailed home to families, please print a copy for your records. Parents are encouraged to monitor their child's progress regularly, and to talk to the child or the teacher if there are any questions.

PROGRESS REPORTS

Student progress can be monitored online through the Fast Direct parent portal throughout the grading quarter. Teachers post grades regularly, no longer than one week after an assignment is due. Parents can also access information on missing assignments.

GRADING

A serious attempt is always made to evaluate the progress of students. The following grading system will be used.

Grading Scale

A+ 98-100	C+ 82-84	O Outstanding
A 95-97	C 79-81	P Progressing Well
A- 93-94	C- 77-78	S Satisfactory
B+ 90-92	D+ 74-76	N Needs Improvement
B 87-90	D 72-73	U Unsatisfactory
B- 85-86	D- 70-71	T Taught but not graded
	F 69 -below	I Incomplete

STUDENTS WITH SPECIAL NEEDS

If a major adjustment to curriculum, assessment, and/or instruction is necessary to meet a student's diagnosed special needs, a special notation will be placed on the student's report card and permanent records. Parents will be informed of the notation.

SCHOOL SUPPLIES LISTS

To begin the new school year in an organized manner, we ask that the children come to school on the first day with their school supplies. Supply lists for individual grades can be found on the Fast Direct parent portal or the school website. There is an option to purchase a complete set of school supplies via the Home and School Association. Details regarding pre-orders will be shared over the summer.

SPANISH

Spanish is taught in grades Kdg.-8. The emphasis for Kdg - 5th grade is on vocabulary development and spoken language. The emphasis for students in grades 6-8 is on vocabulary and sentence structure. Spanish in grades 2-8 is graded.

STUDENT RECORDS

Archdiocesan Policy #4601.2: Access to Student Records by Parents

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy.

Mary Queen of Peace Procedures:

Parents who wish to review their child's official active file should call the Principal to determine a mutually convenient time.

Archdiocesan Policy #4601.3: Access to Student Records by Others

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

Mary Queen of Peace Procedures:

Except for school employees who work directly with a student, expressed written consent of the parent/guardian must be obtained before a student's records can be accessed by an individual.

Archdiocesan Policy #4601.4: Transfer of Records

There should 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 eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

Archdiocesan Policy #4601.5: Guidance Information

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 the school. 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.

Mary Queen of Peace employs a counselor full time. The counselor may work with a child only if the parent is contacted and asked to sign a release. The counselor will not meet with an individual student without parent knowledge and consent.

Archdiocesan Policy #4601.6: Release of Student Discipline Information

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 must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

TESTING PROGRAM

The standardized testing program for a student of Mary Queen of Peace consists of the following:

- Students age-eligible and registered for kindergarten will be screened to determine readiness.
- The Iowa Assessment Test is administered Archdiocese-wide at the end of September for students in grades 2-8.

SCHOOL ATTENDANCE

Archdiocesan Policy 4201: Absence

Students are considered absent whenever they are away from school during school hours except for school sponsored or school 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. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Mary Queen of Peace Procedures:

Students are expected to attend all classes on days scheduled by the elementary school as days of student instruction. A student who is not present at the appointed times is designated "absent". If your child will be absent, please call the school office between 8:00 and 9:00 a.m.

A written excuse stating the date, reason for absence and signature of the parent of the child is required for any child to be admitted to the classroom after being absent. The state of Missouri and the Archdiocese of St. Louis require that the school keep such notes on file.

Children are considered absent who must be excused for medical, dental, funeral, high school interviews and testing, visits to other schools, etc. If a student is absent from school an excessive number of days, there is a possibility they will not be promoted to the next grade. This will be considered on a case-by-case basis.

If a child becomes ill during the school day, the procedure will be as follows: The child will be sent to the school office/nurse. Each family will be asked to complete an emergency card which will be kept in the office. If the illness is serious enough to warrant parental attention, the nurse or office staff member will call according to the directions given on the emergency card. Please keep your emergency card up to date. Children who are ill will not be kept in school. The parent will be expected to see that the ill child is picked up.

In case of serious injury, if parents cannot be reached, the child will be taken to the hospital according to the directives on the emergency card.

If a child is absent his/her work may be picked up at the end of the day in the office. Picking the work up earlier causes disruption.

If a child is absent for multiple days due to an illness or a trip, 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 must meet with the teachers to receive assignments missed, and to 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.

Please remember that students who are absent for long periods of time tend to become mired in the amounts of make-up work needed. Some will need more assistance than others. Our goal is to make them self-reliant--they are not all there yet! Please use your good judgment in providing assistance and reminders and call the teacher if you see a problem situation developing. The Learning Consultant can also be of assistance in this situation.

Archdiocesan Policy 4201.1: Truancy

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

Archdiocesan Policy 4202: Tardiness

A student is tardy who arrives after the time fixed by school policy for the start of the school day.

Mary Queen of Peace Procedures:

A student who is not present in his or her homeroom by 7:50 a.m. will be marked tardy. Tardy students are to report to the school office. A written excuse or other verifiable evidence is required for each tardy. Excuses are kept until the end of the year. A child who is not present for 90 or more minutes of a morning or afternoon session is marked absent for one-half day. A child who is absent for most of both sessions is marked absent for one day. A child who is not present for 60-120 minutes of an early dismissal day is marked absent for one-half day; a child who is not present for more than 120 minutes of an early dismissal day is marked absent for one day.

It is the parents' responsibility to ensure that their children are present and ready for the school day to begin at 7:50 a.m. A tardy student disrupts the classroom, and all the students in the class are affected.

RELEASE OF STUDENTS FROM SCHOOL

A written note from the parent or guardian is requested for a pupil to leave school before time of dismissal. The request must state the reason for early dismissal and should be brought to the school office. When the time for early dismissal arrives, the child should report to the office. The child will meet the parent in the school office at which time parents are expected to sign out the child. Doctor and dental appointments should be made outside of school hours if at all possible. If this is not possible, a child may visit the doctor or dentist during school hours provided there is a written note, properly signed and dated, to that effect from the doctor.

APPLICATION/ ADMISSIONS/ ENROLLMENT

Archdiocesan Policy 4101: Policy of Non-Discrimination

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate based on race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs.



Archdiocesan Policy 4103: Custodial and Non-Custodial Parents.

The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the parish School Board, the Archdiocesan Board of Education and accepted educational procedures.

The registration process includes: Completion of a registration form; Verification of the date of birth by a review of the birth certificate and/or baptismal certificate; Verification of the dates of other sacramental celebrations, if appropriate; Verification of custody arrangement in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

CRITERIA FOR ACCEPTANCE

Parents wishing to enroll their children in Mary Queen of Peace will be expected to show an interest in the education of their children by cooperating with the faculty and administration in school matters. The student will be expected to comply with all the school's regulations and to conduct him or herself during school hours in a manner conducive to good learning. Failure of a student to do so may lead to the removal procedures or non-enrollment of the student. New students will be evaluated at the end of one grading period academically and behaviorally.

Should a student be unable to progress satisfactorily in a regular school curriculum due to physical, emotional, or mental disabilities, a conference will be held with the parents to explore various educational resources. Outside testing and evaluation by a professional may be requested to better decide how to meet a child's individual needs.

MARY QUEEN OF PEACE ENROLLMENT POLICY

Enrollment is not a guarantee of acceptance into school. Each student's records are considered on an individual basis, and a determination will be made as to whether we can provide the type of education, which fits the individual needs of the child. To maintain the high educational standards of Mary Queen of Peace School, enrollment is limited to 25 students per class. Availability of space is a determining factor for acceptance.

PRIORITIES FOR ADMISSION

Students currently enrolled

For Kindergarten Enrollment Only: Kindergarten applicants classified as "deferred" from the previous school year.

- A. Siblings* of currently enrolled students (with preference to those with the earliest parish registration dates).
- B. Children of active parishioners living within the parish boundaries.
- C. Children of active parishioners living within the boundaries of another parish that does not have a parochial school.
- D. Children of active parishioners living within the boundaries of another parish that does have a parochial school.
- E. New students (with preference to those with the earliest parish registration dates)
All other applicants based on class openings and at the discretion of the Administration.

State law requires a complete medical and dental examination before entering kindergarten, third and sixth grades. Students from out-of-state also need a new medical examination. These must be on the correct medical form and signed by a practicing physician and are due at the beginning of school. Forms are included in the enrollment packet and available in the school office.

Missouri law provides that children may not enroll in school until all immunization proof is provided. Missouri State law requires that all children be adequately immunized. Up-to-date Health and Immunization records must be on file in the school. Students without the necessary immunizations will not be allowed to attend school (including the first day of school) until such immunizations are obtained.

All current students must re-enroll each year to be considered for admission. Students presently attending MQP will have an opportunity to re-enroll in February through FACTS. Re-enrollees received after this date will be considered based on space availability. All fees are non-refundable and non-transferable.

New applicants for grades Preschool-8 must complete an online application form, submit required documentation, and pay the application fee to be considered for admission. All students meeting the eligibility requirements will then be sent a link for enrollment based on the "Priorities for Admission" as defined in the MQP School Handbook.

ENROLLMENT AND ADMISSION FOR KINDERGARTEN

Applications:

To apply for Kindergarten, the Archdiocese requires that a child must be FIVE YEARS OLD by August 1. Applications for entrance into Kindergarten are accepted on an ongoing basis. A non-refundable fee is due at the time the application is submitted. A birth certificate should be presented, and a baptismal certificate should be presented if the child was not baptized at Mary Queen of Peace. A copy will be kept on file at MQP. If applicable, a copy of the portion of the divorce decree which verifies custody arrangements must be provided if parents are divorced.

Screening:

All new applicants for kindergarten will be screened for readiness. Testing dates will be arranged by the school office and will take place in early Spring. Each child will be evaluated on an individual basis with the kindergarten teacher and learning consultant, with input from the parents and the preschool teacher, if applicable.

Because we realize that one hour of screening activities do not present a complete picture of a child, we will discuss any concerns with parents before a collaborative decision is made as to whether MQP can provide the type of education fitting the needs of that child. Acceptance will be based on the admissions criteria as presented above, in the section titled "Priorities for Admission."

Contact the School:

New families interested in Mary Queen of Peace should contact the school office at (314)961-2891.

Application:

For a new student, the admission process begins when a completed online application is submitted. Once the application has been reviewed and accepted by the school administration, an email will be sent with an enrollment link. Copies of the student's birth certificate, baptismal certificate and most recent physical with immunization records must be submitted with the application and can be uploaded in the online enrollment packet. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided if parents are divorced. Applications are accepted on an ongoing basis. Applications will be evaluated based on available space.

Notification of Acceptance:

Once the enrollment packet is complete and submitted, the school administration will review all information. If admitted, the enrollment fee paid online is non-refundable. Once the enrollment packet is accepted by the school administration, this will reserve the student's place in the class. If a student ultimately chooses not to attend MQP, all fees are non-refundable.

For Returning Students

Re-enrollment for current students, for the following fall will begin in February. More information on enrollment will be available later. If a student re-enrolls and then chooses not to attend MQP, all fees are non-refundable.

FINANCIAL POLICIES

TUITION

Tuition is based on operation costs of the school.

Tuition is as follows:

TUITION 2023-2024

2023-2024 Tuition for Grades K-8

1 child	\$6,600
2 children	\$10,600
3 or more children	\$13,500

2023-2024 Tuition for PreK3 and JrK4

3 half days or less	\$3,600	3 full days	\$5,100
4 half days	\$4,200	4 full days	\$5,700
5 half days	\$5,100	5 full days	\$6,600



Note for Preschool 3 and Preschool 4 Families: For emergency purposes: Option to add a full day at \$80/day or half-day at \$40/day. Permission must be given by the teacher. There is a grace period of 15 minutes for pick up. After 15 minutes, an additional fee of \$10 for every 15 minutes parents are late.

Chromebook Fee: A \$300 Chromebook fee will be billed to all incoming 6th grade students through FACTS incidental billing. The Chromebook will be owned the student and the student will be responsible for it for, 6th grade through 8th grade.

Tuition Assistance: Grants are available through the Today and Tomorrow Education Foundation. (TTEF) through the Archdiocese of St. Louis. To apply for a grant, please visit ttef-stl.org. The application window is open in late January through mid/late February each year. Scholarships are also available through MQP Parish. The parish scholarship application can be completed as part of the enrollment process.

Payment Plan: Payment plans are offered through FACTS Tuition Management. Contact Sue O'Leary, Mary Queen of Peace Business Manager for more information.

THE TUITION AGREEMENT

All families must complete an online tuition agreement as part of the enrollment packet. The enrollment packet cannot be submitted until the tuition agreement is complete.

The terms of the Tuition Agreement: Parents/guardians agree to pay Mary Queen of Peace the full tuition and fees for the enrolled student(s) for the full academic year by choosing one of the payment plans outlined in the agreement. They agree that a non-refundable enrollment fee, is required to guarantee a student's place in class.

In the case of serious student illness, moving from the metropolitan St. Louis area, or if the student is dismissed at the request of the administration of Mary Queen of Peace School, pre-paid tuition

reimbursements will need to be discussed with the Parish Business Office. MQP reserves the right to dismiss a student at the discretion of the Administration when it is determined that continued enrollment is no longer in the best interest of the student or MQP.

The parents/guardians agree to abide by the provisions of the agreement and to accept the rules and regulations of MQP School as stated in its current School Handbook.

DELINQUENT ACCOUNTS

Records/ transcripts will not be released if accounts are past due. This includes tuition, late payment fees, enrollment fees, library fines, cafeteria fees, after care charges and any other outstanding debts to school organizations. In the case of eighth graders, all financial obligations including cafeteria fees, library fines, and obligations to other school organizations must be met prior to graduation. In the event delinquencies exist, final grades will be withheld, and it will be within the Principal's purview to withhold participation in graduation events.

ENROLLMENT AFTER THE FIRST DAY OF CLASSES

Full enrollment fees will be due for all students regardless of start date. Tuition amounts may be pro-rated and must be discussed with the Parish Business Office.

IN THE EVENT OF EARLY WITHDRAWAL

If a student chooses to withdraw or if a student/family is relocated out of the greater St Louis area or in the case of serious student illness, during the current academic school year, the following terms will apply: All enrollment fees are non-refundable and non-transferable. Tuition obligations will be discussed with the Parish Business Office.

TRANSCRIPTS AND REQUESTS FOR RECORDS

Requests for records should be made through the School Office with at least one week's notice. No student's records, including report cards or transcripts, will be released without the written consent of the parents or if any financial obligations (tuition, fees, library fines, cafeteria fees etc.) are not current. Transcripts are not given to parents; they are mailed/emailed/faxed to the requesting school.

ENROLLMENT FEES

Enrollment fees are due in accordance with the admissions procedures as outlined under the Admissions Policies sections above. A student is not considered enrolled at Mary Queen of Peace School until a completed enrollment packet is submitted along with the enrollment fee.



STANDARDS OF BEHAVIOR

Archdiocesan Policy 4300: Conduct

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Each school shall develop specific disciplinary procedures in keeping with its mission and philosophy of Catholic education and consistent with the accepted education practices to ensure high

standards of moral, intellectual, and spiritual formation of its students.

PHILOSOPHY OF DISCIPLINE

Archdiocesan Policy 4300: Conduct

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level. Each school shall develop specific disciplinary procedures in keeping with its mission and philosophy of Catholic education and consistent with the accepted education practices to ensure high standards of moral, intellectual, and spiritual formation of its students.

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.

The climate of Mary Queen of Peace Catholic School shall reflect Gospel values including an emphasis on the dignity of all persons. This is necessary to build an environment filled with respect in a community formed through the interdependence of all persons. Effective discipline and school control require the cooperation and active participation by all students, teachers, administrators, volunteers, and parents. Parents and students should discuss the policies of the school and support them in word and action. The principal has a responsibility to both the student body and the staff to ensure good conduct by all students.

Although the emphasis at Mary Queen of Peace Catholic School is on positive behavior, children are taught that their choices have consequences. All of our rules and consequences are designed to help each child build self-control, inner strength, confidence, and the skills necessary to become self-assured, problem-solving adults — skills our children need in order to fulfill the tasks that God has planned for them. The school will continue to reward students who exhibit positive behavior so that a truly Christian atmosphere pervades the school. The essence of Christian discipline is self-discipline.

Student Code of Christian Conduct

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 responsibility.....

- To respect the dignity and rights of others.
- 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, display cooperative behavior and complete 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 and anywhere 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.

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 notices forfeit field trip and Field Day privileges.

Infractions are cumulative for the semester. 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).

ALL GRADES

Behavior resulting in automatic detentions could include: fighting, use of profanity and vulgar language or gestures, harassment and/or bullying, destruction of property, disrespect to authority, leaving the building without permission, stealing and/or other serious violations.

Suspension

Archdiocesan Policy 4302.1 Suspension

Suspension is the removal of a student from all classes for a specified period. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing suspension should be communicated to parents and students in the appropriate manner.

Suspension is the removal of a student from all classes for a specified period of time. Suspensions will be warranted in more serious offenses at the discretion of the school administration. Students who are suspended from school forfeit Field Day and/or field trip privileges.

Probation

Archdiocesan Policy 4302.2: Probation

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. Local policies and written procedures governing probation should be communicated to parents and students in the appropriate manner.

Probation is the continued enrollment of a student, but with specified conditions. Probation is a final consideration if all other means have failed to correct the problem. The purpose is to afford the child an opportunity to improve the behavior in question. The student's behavior during the probationary period will have direct bearing on continued attendance at Mary Queen of Peace School.

Withdrawal for Cause

Archdiocesan Policy 4302.3: Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution, and prudence.

When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Withdrawal for Cause is the most serious means of addressing a discipline problem. If a child's behavior presents a serious threat to the physical, spiritual, or moral well-being of fellow students, the child may be withdrawn for cause from Mary Queen of Peace School by the principal or the pastor.

Student Property

Students are taught to respect both school property and the property of others. Except for sanctioned activities such as "Show & Tell," students should not bring personal toys, electronic games, etc. to school. Students may not bring cell phones, personal computers (with the exception of middle school Chromebooks), ipads, or other electronic devices to school without permission from the teacher. Hats and sunglasses are not permitted in the building. The school is not responsible for theft or breakage of a student's personal property.

If parents allow a student to bring a cell phone to school, it must be turned off and turned into the teacher at the beginning of the day. Grades 6– 8 have Phone Bags which students will place their phone and pick them up at the end of the day.

Search and Seizure

Archdiocesan Policy 4303.5: Search and Seizure

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

Guidelines

Lockers, desks, etc. are school property, provided to students for their use, and are subject to search by school officials with proper reason. Jackets, backpacks, and the like are personal property and will not be searched. However, school officials have the right to request that a student empty the contents of pockets, purses, or backpacks, and to take appropriate steps, such as suspension, if the student refuses. With appropriate reason school officials may search without prior notice to parents or students.

Vandalism

Students are reminded that they are on church and school property, blessed and dedicated to Almighty God, built and maintained by the generous contributions of the people of Mary Queen of Peace Parish. They are to show their respect by not marking or damaging the property, structure, building contents, or littering. Students are to immediately report any vandalism they see to a parent, teacher, the parish or school staff, the principal or the pastor.

Vandalism of other's property (including students, faculty, staff, volunteers) will not be tolerated and consequences will be enforced. MQP students represent Mary Queen of Peace and should conduct themselves following our Code of Conduct and behave respectfully. This includes whether on- or off-campus in neighboring areas, as well as outside of our immediate area.

Violence and the Threat of Violence

Archdiocesan Policy 4303.3: Violence and the Threat of Violence

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 foundation of justice.

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 in Catholic schools.

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

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

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

Mary Queen of Peace Catholic School is committed to providing 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 foundation of justice.

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 in Catholic Schools. Students and parents/guardians are encouraged to report concerns regarding potential acts of violence or bullying to an administrator or a teacher. All reported or observed instances of violence and threats of violence shall be addressed in a timely, serious, and appropriate manner according to the requirements of state and local laws and accepted educational practice. The safety of students, faculty, and staff will be given the paramount consideration when decisions are made regarding the discipline of persons who violate this policy.

Mary Queen of Peace School strives to maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment- physical, verbal, social, and emotional. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment

Archdiocesan Policy 4303.7: Harassment

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

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

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

If, after investigation, the school determines 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.

Guidelines for Applying Policy

Harassment is defined as any unwanted or unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Instances of harassment will be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense.

Firearms, Weapons and Explosive Devices

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. In order to provide a safe environment, the carrying, the possession or use of any type of firearm, other danger weapons, or explosive devices on the premises of Mary Queen of Peace Catholic School and Parish is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. In addition, the possession of a concealed firearm or weapon on the property of Mary Queen of Peace Parish and School, including the buildings, parking areas and other premises is strictly prohibited. The administration will deal with such incidents according to the requirements of state law, local ordinances and accepted educational practices. Any incident involving weapons will result in immediate withdrawal for cause.

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 by local law enforcement authorities.

Alcohol, Drug and Substance use and Abuse

Archdiocesan Policy 4303.2: Alcohol, Drug and Substance Use and Abuse

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

The use, possession and/or transfer of nicotine products, including electronic cigarettes, alcohol, narcotics, counterfeit drugs, depressants, stimulants or hallucinogens of any type anywhere on school property, or at any school-sponsored activity off school property is expressly prohibited. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. This does not include the possession and use of prescription medication being used by the individual for whom the prescription was filled. In addition, civil authorities may become involved.

Recognizing the need for drug education and awareness, MQP School will strive to provide programs at the appropriate age levels to encourage student abstinence from the use of tobacco products, alcohol, and drugs. Project Alert is taught by the school counselor to the 6th grade students.

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 themselves to disciplinary action, including possible suspension, or withdrawal for cause. Suspended students may also be required to attend appropriate counseling as a condition for continued attendance at Mary Queen of Peace School.

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.

Academic Honesty

Students will be considered cheating if they communicate to another student during a test, look at another student's paper or test, use the work of another student, provide answers for another student, use cheat sheets, alter graded answers, forge parent signatures, or plagiarize. Plagiarism is turning in a paper, rough draft, completed essay, examination, quiz, or other written work (including from the internet), which has been taken in whole or in part from another person's work without proper acknowledgement. This includes the fraudulent use of ideas, opinions, examples, words, phrases, sentences, paragraphs and even structure from another person

Investigation and Communication of Observed or Reported incidents

Once the harassment, violence or incidents breaching student conduct is observed or reported, the school will ensure appropriate investigation and supporting evidence to be shared with students and parents. All observed and reported instances will be taken seriously, and initial communication to parents that have been identified as student impacted will take place as soon as possible. Teachers and staff will have discretion based on severity of the observation/report to address the infraction by a Mark on the same day, or through additional inquiries, research and actions in order to determine appropriate discipline and next steps.

If additional information needs to be gathered:

- The administration will immediately contact teachers/staff/volunteers/parents of key students associated with the incident to inform them of an upcoming assessment into the observed or reported incident.
- The administration will begin collecting and documenting information from teachers, staff, and/or volunteers that may have seen or been aware of the scenario in question.
- The administration will also discuss the situation with key students that could be aware of or a part of the situation.
- After investigation, the administration will assess the situation and communicate directly with the person(s) that observed, reported or were involved in the situation.
- The students will be communicated to with appropriate individual, small group or large sessions to discuss the incident steps taken and any actions.
- The parents of each group will also be communicated to, outlining the closure of the investigation and providing information on any applicable next steps or disciplinary consequences.

Communication for the parents and students will include what was observed and escalated. It will also include what investigation has been completed, and what has been identified through conversation and discussions with small groups of students to understand scenario.

The school is committed to communicating with parents/guardians as soon as possible. As outlined in the parent commitment section, it is critical that parents support the requested actions through applicable support off campus.

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.



MISCELLANEOUS POLICIES AND PROCEDURES

AFTER SCHOOL CARE

Our after-school care program is run by the school and supervised by school employees. This provides stability and consistency in rules and expectations. Students who are staying after 3:00 p.m. for school-related projects or

activities, must be supervised by a faculty member until they are picked up by a parent or guardian.

ALCOHOL POLICY

Please observe the following guidelines regarding the use of alcohol at parish functions. Beverage alcohol, in the guidelines, refers to wine, beer, straight and mixed liquor and cordials. The following guidelines regarding serving beverage alcohol have been developed for all parishes, parish

organizations, agencies, and entities of the Archdiocese of St. Louis. Approved by the Presbyteral Council on Sept. 19, 2013 and Promulgated by Archbishop Robert J. Carlson on Nov. 1, 2013

- *All federal, state and local laws and ordinances must be observed. This includes regulations required for the sale of alcohol, prohibiting the distribution of alcohol to minors and not serving alcohol to intoxicated persons.*
- *The group or organization sponsoring an activity or event at which alcoholic beverages are to be served must have permission from the pastor of the parish or the director of the agency that hosts the event or activity.*
- *Alcoholic beverages and food containing alcohol must be clearly labeled or identified as such.*
- *Alcoholic beverages that are designed to facilitate rapid alcohol consumption, including grain alcohol and shots, are prohibited.*
- *Whenever alcohol is served, non-alcoholic alternatives must always be offered with equal accessibility.*
- *The serving or use of alcoholic beverages at events should not be 'actively marketed' during the event.*
- *Alcohol is not to be served to anyone or brought in by someone, including adults, at any event directed primarily to and for minors. This includes elementary and high school events, CYC events, Scouting activities, etc.*
- *All adults should be mindful of their Christian responsibility to drink in moderation and to give a good example to our youth. "Clergy, employees and volunteers should never be involved with the illegal possession and/or illegal use of drugs and/or alcohol. They must never supply such substances to minors nor may they consume alcohol while functioning in an official capacity with minors. This includes those who are involved with children as coaches or managers of sports teams." (Code of Ethical Conduct for Clergy, Employees and Volunteers Working with Minors § 4.5)*
- *Parish and agency leaders are responsible for ensuring these guidelines are made known and observed.*

BICYCLES

Bicycles are to be always parked in the racks and are to be locked. The school will not be responsible for any damage done to the bicycles.

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.

SCHOOL CALENDAR

Any print copies of the school calendar are subject to change if necessary. The most up-to-date and accurate calendar can be accessed via the Fast Direct parent portal. While we make every attempt to project our school calendar prior to the first day of school, the administration reserves the right to make changes as needed. Appropriate notification of changes will be provided to parents through the weekly Flocknotes, Fast Direct messaging, and/or SchoolReach phone messaging.

CAFETERIA

The MQP Cafeteria serves a hot lunch for purchase every day, through Food Service Consultants. Beverages are also available. Students have the option of bringing a sack lunch from home.

COMMUNICATIONS

Principal notes, calendar, cafeteria menus, teacher/class webpages, and other notices with information for the weeks' events will be posted on our Fast Direct parent portal. You must be a registered user to access this page. All parents are asked to register to access weekly news notices, calendars, phone lists, and to access student grades. Please contact the school office to receive information about setting up an account.

If you need to leave a message about your child's after school plans (who will pick up, etc.), please call the school office rather than message the teacher, who might not have time to check messages during the school day.

All teachers have voice mailboxes, Fast Direct accounts, email accounts, and are responsible for checking their messages daily. Because of their teaching schedules, teachers are not always available to return messages immediately, but you can reasonably expect an acknowledgement of your message within 24-hours. As with all technology there is the possibility of error. Please contact the school office if your message has not been acknowledged within 24-hours.

Parent-Teacher conferences will take place in November. Dates for the conferences will be included in the monthly newsletters. Additional conferences may be requested during the school year by teachers or parents.

All parents with custodial or visiting rights granted by the courts have a right to equal access to any communication between the home and school. Parents are asked to communicate their wishes about school communication (Flocknotes, other paper notices, Fast Direct communications, conferences, etc.) The school will make every effort to fulfill reasonable requests.

COPYRIGHTED MATERIALS

Archdiocesan Policy 5202.6: Instructional Use of Copyrighted Materials

All Catholic Schools of the Archdiocese of St. Louis should adhere 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 by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose with the school's instructional program. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

CRISIS RESPONSE PROCEDURE HANDBOOK

Mary Queen of Peace Handbook on Crisis Response Procedure is on file in the school office. It is available for anyone who would like to review it.

SAFETY AND SECURITY DRILLS

Drills are held regularly to acquaint children with the proper procedures. Per Archdiocesan policy MQP will hold monthly fire drills, as well as tornado, earthquake, intruder, and reverse evacuation drills.

DISTRIBUTION OF NON-SCHOOL RELATED INFORMATION

Archdiocesan Policy 4402.4: Distribution of Materials to Students

A school should not distribute information to parents or students in any form about programs, products, or services which are available from sources other than the school, parish, or other Catholic agency, or with whom the school has a formal contact. This includes programs which are offered by individual parents or parishioners but are not formally sanctioned by the parish or school.

MQP is able to distribute information about school/parish organizations related activities through our weekly Flocknotes. Information should be submitted for approval to the school office (hfanning@mqpwwg.org) and parish office (Anne Steffens asteffens@mqpwwg.org), either by email or a hard copy. Information will be included in the weekly school newsletter (pending approvals).

ELEVATOR

Students must be accompanied by an adult when using the elevator. Students who are injured must discuss elevator privileges with the principal and school nurse.

FACULTY MEETINGS

Faculty meetings for the purpose of planning and professional development will be held periodically throughout the school year. Regularly scheduled meetings appear on the yearly and monthly school calendars.

FAMILY SERVICES

School Personnel are required to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

HEALTH AND SAFETY

Parents are expected to notify the school office regarding any medical related information pertaining to their child. Examples include but are not limited to: treatment of headlice, rashes, injuries, etc.

Physical Examination of Students

Archdiocesan Policy 4401.3 Physical Examination of Students

Students should have a complete physical examination upon entrance to Kindergarten, third grade, and sixth grade. All new entrants at any grade level should have a physical examination if they have not had a physical in the past 12 months.

Administration of Medication

Archdiocesan Policy 4401.4: Administration of Medication

Ideally, all medication should be given at home. However, some students can 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: 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 the school.) Written consent of the parent/guardian for school personnel to administer the medication. The medication in the original container; Proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

Archdiocesan Policy 4401.5: Communicable Diseases

School of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health.

https://health.mo.gov/living/families/schoolhealth/pdf/Communicable_Disease.pdf

Students with Significant Medical Conditions

Archdiocesan Policy 4401.6: Students with Significant Medical Conditions

A student enrolled in a Catholic school who has a significant or potentially life-threatening medical condition may require special consideration. Schools should take steps to obtain 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 to provide the student with a healthy and safe environment.

Mary Queen of Peace Procedures:

Mary Queen of Peace employs a full-time nurse who will handle minor injuries or illnesses that might occur. All parents are asked to fill an Emergency Information Card and return to the school office on or before the first day of school so that we might proceed according to your wishes should we be unable to reach either parent in serious emergencies. PLEASE INCLUDE CELL PHONE NUMBERS. The school nurse will take care of our health records and forms which are sent to the state.

Senate Bill 522 states that the grace period for immunizations has been eliminated. All children in non-compliance will be prevented from enrolling in or attending school. Four doses of DPT and OTPV for students entering Kindergarten. The last dose of DPT and OTPV must have been received on or after the fourth birthday unless the child has received 6 doses or before the seventh birthday. Two doses of measles vaccine and one dose of Rubella vaccine received at age twelve months or older. Exemptions must be signed by a physician and filed with the school. Effective July 30, 1999, three doses of hepatitis B (HB) vaccine are required for all students entering Grades K-8. Varicella vaccine or proof of disease (chicken pox) will be required for Kindergarten students.

The policy for administration of medicine at school is as follows:

- All medication from home is kept in the school office.
- No medicine of any kind will be administered to any student unless written orders are given from a physician detailing the name of the drug, dosage, time intervals the medication is to be taken, and diagnosis or reason for the medication to be given.
- The medicine container should be labeled with the child's name, the dosage and the time and duration for which the medicine will be taken.
- Written permission should be provided by the parent or guardian requesting that the school comply with the physician's orders.
- MQP will not administer the first dose of any new medication.
- Mary Queen of Peace has a policy for persons with communicable diseases. This is available in the office for your review.

General guidelines for sending an ill child home (Archdiocese School Health Manual 6.31)

- -Fever (>100.4) or 1-2 degrees above child's normal temperature and/or ill-appearing
- -Rash with fever
- -Rash with unclear cause that has not been evaluated by a physician
- -Difficulty breathing (especially asthmatic not relieved with medication)
- -Sore throat with fever or difficulty swallowing
- -Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking
- -Vomiting at school or stomach cramping with history of vomiting in prior 24 hours
- -Diarrhea, sleepiness, and abdominal cramping
- -Mouth sore with inability to control saliva
- -Chicken pox or other communicable disease (see appendix 1: Prevention and Control of Communicable Diseases for specific diseases guidelines for school attendance restriction.)

STUDENTS MUST BE FEVER, VOMITING AND DIARRHEA FREE FOR 24-HOURS TO RETURN TO SCHOOL.

Head Lice Policy

If you think your child may have or have had head lice, please notify the principal. All children must be treated with proper medication and be found to be nit-free before they can return to the classroom. Mary Queen of Peace will not be responsible for bringing in an outside company to check for lice. If needed, periodic head checks will be conducted by the school nurse.

LITURGICAL CELEBRATIONS

Students attend Mass on the following occasions: One assigned day per week. Special Feast Days.

Students in grade two prepare for and participate in the Sacrament of Reconciliation and the Sacrament of Holy Eucharist.

All students from grades two through eight participate in penance services/Sacrament of Reconciliation.

The Sacrament of Confirmation will be conferred upon the eighth graders each year.

Non-liturgical services such as Prayer Services, Stations of the Cross, Benediction, and May Crowning are also celebrated.

LOST AND FOUND

A lost and found box is located just outside the school office. All articles found on the premises will be placed there to be claimed. All clothing should be marked with the students' name. Students are expected to check for their lost items in the office. At the end of each month, any unclaimed articles will be given to the needy.

MASS SERVERS

Any boy or girl in grade five and above is eligible to become a server. Altar persons serve at scheduled times. A complete list of altar servers' names and telephone numbers will be given to the students in the beginning of the school year. Serving appointments are made and distributed regularly.

MAY CROWNING

May Crowning ceremonies will take place during the month of May. The entire student body participates in this devotion to Mary.

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.

PARENTS CLUB – Home and School Association

The MQP Home and School Association is for all MQP school parents dedicated to supporting the functions of the parish, especially the parish school. Everyone is welcome and encouraged to attend the meetings.

ROOM PARENTS

The responsibilities of homeroom parents are: To assist the teachers with classroom activities. To attend to details pertaining to Catholic Schools Week, field trips, field day, class parties and the "little things" that come up during the school year.

SUPERVISION

Students will be supervised from 7:30 a.m. to 3:00 p.m. each school day. (exception: late start days due to weather. School doors will open at 9:00)

There is no supervision before 7:30 a.m. After 3:10 p.m. students who have not been picked up will be taken to the office to call for a ride. If you know that you will not be able to pick up your child by 3:10 p.m., please contact the school office by phone.

For safety reasons, children may not be on the school grounds and/or in the building without supervision before and after school hours. Students will not be allowed to leave school at any time with another parent, student, or carpool unless that student's parent has notified the office of the change in pick up.

TRANSPORTATION

There is no bus service for students attending Mary Queen of Peace School. Some children are transported to and from school by family carpools, and others walk or ride a bike.

VOLUNTEERS

Any parent volunteering for any activity at Mary Queen of Peace, i.e., sports teams, room moms, field trips, cafeteria, etc. must be in compliance with the Archdiocese of St. Louis' Safe Environment Program (SEP)/Prevent and Protect Program. The purpose of this program is to provide a safe environment for our children. Please know that your participation in the activities of our children is greatly appreciated. Without your support and that of other volunteers many of the programs at Mary Queen of Peace would not be possible.

The three requirements of the SEP program that must be met are: Complete the Prevent and Protect online seminar sponsored by the Archdiocese. Please go to the Archdiocese website (archstl.org) for more information.

Complete a Missouri background check. Forms are available in both the school and parish offices. Read the "Code of Ethical Conduct for Clergy, Employees, and Volunteers Working with Minors": and sign the signature page. Form is available on the Archdiocesan website.

These three requirements must be met before you will be able to participate in any activities with children. If you have any questions, please call Mrs. Heather O'Keefe 314-962-2311



DRESS CODE AND GROOMING

Archdiocesan Policy 4303.6: Dress and Grooming

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

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: ¾ zip navy fleece (with no writing or logo) or "Mary Queen of Peace" logoed ¾ zip – Fleece ¾ 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: ¾ zip navy fleece (with no writing or logo) or "Mary Queen of Peace" logoed ¾ zip fleece ¾ 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
- 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.

PK3/JK4 Boys:

Boys follow the same uniform code as above with the option of wearing long or short sleeve MQP Preschool logo T-shirt available through Just Me Apparel instead of the collared shirt Other shirt options for PK3/JK4 boys are as follows

Shirt: PK4: white with collar and no writing or logo **PK3:** light blue with collar and no writing or logo

PK3/JK4 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 solid-colored navy skort from Just Me Apparel. Girls follow the same uniform code as above with the option of wearing long or short sleeve MQP Preschool logo T-shirt available through Just Me Apparel instead of the collared shirt. Other shirt option for PK3/JK4 girls are as follows **Shirt: PK3/PK4:** white with collar and no writing or logo

It is recommended that girls wear 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.

PK3, JK4 AND KINDERGARTEN NOTES:

- Please label all clothing and personal school supplies with your child's name.
- On days when students are scheduled for Physical Education class, please dress your child in the appropriate clothes and shoes for fitness and motor skill development activities.

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.

PK3, JK4 AND KINDERGARTEN NOTES:

Please label all clothing and personal school supplies with your child's name. On days when students are scheduled for Physical Education class, please dress your child in the appropriate clothes and shoes for fitness and motor skill development activities. A note will be sent home with the PE schedule.

In cold weather, please dress your child appropriately. This should include hats and gloves. Your child should be able to button and zip his/her coat. Students will have a short recess on cold days.



TECHNOLOGY

Internet and Electronic

Communications Conduct

Archdiocesan Policy 4303.4: Internet and Electronic Communications Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a

climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal.

Whether occurring with 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 through the school's equipment or connectivity resources or through private communications, which: (1) are of a 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 the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

COMPUTER and TELECOMMUNICATIONS RESOURCES

In the past twenty-five years, the microcomputer has evolved into an essential educational tool. It also appears that the role of the computer in education and society will only expand in the coming years. For this reason, Mary Queen of Peace School is committed to providing a comprehensive computer curriculum.

An important element of a computer program is the ability to retrieve information from a wide variety of sources. An essential part of this is the use of the Internet. Mindful of the need to educate our students on the use of the Internet, it is crucial to realize the responsibilities of its use.

Parents and students are asked to sign an acceptable use policy which emphasizes the personal responsibilities of anyone using the school's computer and telecommunications resources.

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.



