

Queen of Peace School

**PARENT /STUDENT
HANDBOOK**

2016-2017

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Queen of Peace School

Parent/Student Handbook

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Queen of Peace School Mission Statement

Queen of Peace Elementary School, operated by the parish, integrates the teachings of Jesus and the Catholic Church to help students learn to build God's Kingdom throughout the community. Our role is to nurture the dignity and self-esteem of each student by striving to meet their individual learning needs. As we aim for academic excellence, Catholic values are emphasized to develop spiritual, intellectual, physical, and social growth. Through faith-centered activities students are taught to live by our motto, "To act justly, to love tenderly, and walk humbly with God and others." (Micah 6:8).

School Philosophy

Rich Catholic heritage and tradition are the foundation of the school's, value-centered environment. Catechesis—teaching and learning of doctrine, the development of Christ's message—begins within reality, is based upon human experiences, and continues toward a faith response on the part of the student. Global, national, and local issues provide avenues for the student to experience his/her place as a whole citizen.

Central to the total school program is the shared belief that "Jesus is Lord." This belief is manifested in prayer, liturgy, and in para-liturgical and scriptural services. Daily religious instruction enables the student to grasp and retain basic doctrine, to prepare for and receive sacraments, and to prepare for an active role in the parish community.

The experiences of parents, students, teachers, and pastor, interacting in prayer, work, and fun advances that goal for which Christ lived and died, "that all may be one."

Queen of Peace School is structured to promote the spiritual, intellectual, physical, social, and psychological growth of the student within an educational setting of large and/or small group instruction. Values are clarified within the framework of Catholic teachings. The Queen of Peace Parish has joined the school to make real Christ's goal—to work, share, love, and witness as one.

Objectives

The Queen of Peace objectives are in accordance with the Archdiocese of Cincinnati and the Ohio State Board of Education Guidelines:

- To provide Catholic Religious Education in the best atmosphere for the students to assimilate the "fullness of truth" that will prompt them to value what they learn, and give witness in their life's choices.
- To recognize the spiritual needs of the child and to provide every opportunity for the practice of virtue.
- To provide for the child's spiritual growth by allowing time for participation in the liturgy and for reception of the sacraments.
- To develop a sense of respect for all authority . . . Church, civic, home, and school . . . by teaching and demanding customary marks of respect and conduct.
- To develop social awareness and the ability to live harmoniously with others by providing opportunities for group activities and group responsibilities both within and beyond the school boundaries and, if possible, aid the child in developing a clear "global vision."
- To develop critical, creative, and logical thinking by providing challenging situations which evoke such a response.
- To develop the child's intellectual powers by teaching proper study habits and by insisting upon the systematic performance of school assignments.
- To instruct, instill, and develop proper attitudes and habits for healthy living.

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- To foster the development of any God-given talent in art, music, and literature by giving time, encouragement, and instruction in the arts.
- To foster the development of the cultural interest of the child by participating in group activities such as visiting the art museum, the ballet, the symphony, etc.

Goals

1. Provide Catholic education in an atmosphere where children can grow in their love, faith, and knowledge of Jesus Christ our Savior.
2. Provide a safe learning environment.
3. Instill self-discipline, a healthy self-image, and a sense of responsibility within each child.
4. Create a process for educating all children, maintaining high standards yet adjusting the curriculum, teaching strategies, and grading procedures to address varied learning abilities and styles so that each student may achieve success.
5. Establish an on-going process to review our implementation of the Graded Course of Study and educational methodology. Educate the whole child by providing harmonious development of the spiritual, moral, intellectual, physical, emotional, social, and artistic aspect of each. Develop policies and regulations consistent with the school philosophy.
6. Provide quality educational services to students and families served by our program
7. Manage educational services and personnel practice to ensure fiscal viability.
8. Pursue potential sources of funding and support collaborative program planning implementation.
9. Conduct supporting and sponsoring professional development growth activities and field research opportunities.
10. Inform and be responsive to various publics.
11. Develop cost-effective educational services that are responsive to the current and future social and economic trends.
12. Promote sound methods and practices based on current educational research and proven practice.

Parents are the primary teachers of their children in the ways of God and in the ways of our faith. This is modeled by work and example. We, at Queen of Peace School, share that responsibility of teaching your child/children. Therefore, it is necessary that we give each other mutual support and be consistent in our teaching by word and example. When a child receives one message at school and a conflicting one at home, he/she becomes confused. To avoid this confusion and give the best to your child/children, our expectations are:

- that you, the parents, attend Mass each week with your child/children.
- that you, the parents, participate in sacramental preparation.
- that you, the parents, by the good example that you set, provide a good Catholic Christian home.

We, at Queen of Peace Parish, are anxious to provide quality Catholic education. We have many advantages in our school:

- a qualified staff, including specialists in Physical Education, Art, Music, Technology, Speech and Language, Title I & Reading Intervention
- comparatively low tuition
- a quiet, academically-focused environment
- up-to-date supplies, textbooks, and equipment
- well-equipped facilities in the classroom

A. ADMISSION OF STUDENTS AND REGISTRATION

The Queen of Peace handbook is a sincere effort to foster a better understanding of your school and its assets as well as to coordinate the cooperative efforts of all who are involved in its programs. We ask that when you receive it, you read it, and become familiar with the guidelines as outlined. When you send your child/children to Queen of Peace School you commit yourself to accepting the curriculum and discipline as provided in the regulations as well as supporting the financial responsibilities of Queen of Peace Parish.

General Admission

Queen of Peace School is the parish school of Queen of Peace Catholic Church. Our goal is not only to achieve academic excellence, but also to educate all our students in the Catholic Faith. Therefore, our entire student body is expected to maintain a certain academic standard and a manner of behavior appropriate to a Catholic school. Students of a variety of backgrounds are welcome at Queen of Peace provided they meet the eligibility requirements for admission.

1. Each student must provide evidence that he or she is capable of successfully completing the educational program offered by the school and present a record of good conduct. All new students will be accepted on a probationary basis for two quarters. During that time a serious infraction of school regulations could result in a dismissal. After the probationary period, the student may be accepted on a full student status upon review and recommendation of the principal and teachers.
2. According to Ohio Law, the parent or guardian of the pupil, at the time of his/her initial entry to Queen of Peace School, shall present to the principal or secretary any records given to him/her by the elementary school he/she most recently attended. Parent or guardian shall also present a birth certification within 48 hours of the pupil's entry into school. Additionally, if applicable, the custodial parent or guardian shall present the school any court ordered documents related to the child's care and custody.
3. A school official shall request the pupil's official records from the elementary school he/she most recently attended. If the school the pupil claims to have most recently attended indicates it does not have records of the pupil's attendance; or the records are not received within 14 days of the date of request; or if the pupil does not present a birth certificate or comparable certificate or certification from another state, territory, possession, or nation; the principal will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

Qualified Tuition Rate Means:

The pupil per year cost of educating a student is significantly higher than the qualified tuition rate. To make a qualified tuition rate available Queen of Peace Parish financially supports the school. **To be eligible for a qualified tuition rate** families with children in our school should accept and comply with the following responsibilities:

1. Each Catholic family shall be registered in an Archdiocese of Cincinnati parish before their child/children will be registered in the school ("We presume that children who are members of Catholic families will have been baptized prior to entering Queen of Peace School. Parents of children who have not been baptized should contact the pastor to discuss their situation).
2. Each family shall regularly attend Mass, or, if not Catholic, their religious worship services.
3. Each family shall make regular use of the contribution envelopes according to their means.
4. Each family shall participate in parish community and school functions and celebrations, such as sacramental preparation meetings, parent-teacher conferences, meet-the-teacher open house, etc.
5. The family of the child **must** be willing to be of service to the parish and school community by helping with weekly and/or annual fundraising events such as the parish festival, as well as Parent Group, QP Athletic Club and other school support groups.

Any family having difficulty meeting any of these responsibilities should contact the Pastor or Principal to discuss their situation. Items 2 through 5 will be monitored through the use of the parish computer system, log-in sheets for the various fund-raising activities and through your presence at the parish and school functions and celebrations. These records will be reviewed by a standing committee for compliance. A family determined to be non-supportive will be given one written notice. If the family remains non-compliant, they will no longer be eligible for a qualified tuition rate.

NON-QUALIFIED TUITION RATE MEANS:

A Non-qualified tuition rate is available for students not receiving a qualified rate. A Non-qualified tuition rate can be offered to those students whose parents or guardians do not support Queen of Peace Parish and/or school.

Kindergarten and First Grade Admission

The Ohio revised code (section 332-01) provides that no child may be admitted to Kindergarten or first grade of a public school unless he/she is five or six years of age on or before September 30th of the year of admittance. Children who turn five or six between October 1 and January 1 inclusive, are considered underage candidates for Kindergarten and first grade. Upon the request of the parent/guardian, all underage candidates should be referred to the principal for an explanation of the procedures and requirements for the admission of underage children. Children, who turn five or six after January 1, will be admitted to kindergarten or first grade respectively, that school year. Guidelines for Admission Eligibility:

Preschool:

1. Current preschool students
2. Parishioners with siblings in Queen of Peace School
3. Parishioners new to the school
4. Non-parishioners with sibling in Queen of Peace School
5. Non-parishioners new to school
6. All others

(Once a child is enrolled in Kindergarten, he/she is considered eligible to be enrolled in the school through the 8th grade, provided the academic, behavioral and participation requirements of the school are met.)

Kindergarten

1. Parishioners with siblings in school at Queen of Peace
2. Parishioners from preschool
3. Parishioners that did not go to preschool here
4. Catholic non-parishioners from preschool
5. Catholic non-parishioners new to the school
6. Non-parishioners from preschool
7. All others

1st Grade:

1. Current Queen of Peace Kindergartners
2. New students with siblings in Queen of Peace
3. Parishioners new to the school
4. New Catholic non-parishioners
5. Other new non-parishioners

Grade 2 through 8:

1. Current Queen of Peace School students
2. Parishioners with siblings in Queen of Peace School
3. Parishioners new to the school
4. Catholic non-parishioners
5. Other non-parishioners

Time Line for Registration

Any request for the registration of new students in grades Preschool – Eighth is handled by the school principal. A general registration period is usually held early in the calendar year for the next school year. New students may be admitted at other times during the school year and are welcome to call the school to schedule a tour of the facilities – 863-8705.

B. ARRIVAL AND DISMISSAL PROCEDURES

The school day begins at 7:50 AM and ends at 2:40 PM. The entrance of the school is open at 7:15 AM. Students may not arrive before that time. School personnel will not be responsible for supervision of students before 7:30 AM or after 3:00 PM.

Arrival Procedures

Buses will release the students K-8 at the back of the school in the morning. Students who arrive by car should be dropped off at the front entrance of the school. The children will then gather in their grade level assigned area (outside in warm weather, inside the building in inclement weather). The bell will ring at 7:40 AM and prayer and recitation of the pledge will be at 7:45 before students proceed to their classrooms.

Preschool parents are to park in the back lot outside of the Preschool room and walk their children into the classroom.

Dismissal Procedures

A. *If there is a change of transportation/pick up time please make sure you **notify the office of the change. Preferably by phone. We need full names, time and date.***

All students should have a note if they are NOT riding the bus. If they walk home or are picked up every evening ONE note for the year is sufficient. Students who ordinarily ride the bus must have a note if there is a change in the way they are going home. For the safety of your child/children, it is important for Queen of Peace to know how and with whom your child/children is going home. If there are 2 or more children from the same family, one note will suffice. The office will make a copy and send it to the other teachers. If circumstances change during the school day, please call the school office. The secretary or the principal will write a note to let your child and his/her teacher know of the change.

- B. Children riding buses will be dismissed at the bell through the back doors and board their buses in the back parking lot.
- C. Car riders will exit the building by the front main door. Parents should enter the front parking lot off of Millville.. Having your name card in the window it is helpful. Students should be watching and ready to move to the car that is picking them up. No students will be dismissed to cars from the back doors. Your full cooperation in this matter is gratefully appreciated. We want all of our children to be SAFE..
- D. There is to be no parking in the circle during school hours, as this would interfere with fire lanes.
- E. Parents are expected to pick up their child immediately after the 2:40 dismissal. Late arrival will require the parent to report to the school office to pick up their child.

C. ATTENDANCE, ABSENCES, TARDINESS, EARLY DISMISSAL

School begins at **7:50AM** and dismisses at 2:40 PM. for students in grades K-8. A child arriving late for school must report first to the office with a note. As a precautionary measure, you must call the school (863-8705) to report an absence by 9:00 AM for an absence. **State law requires A WRITTEN NOTE FROM PARENTS/GUARDIANS giving the date and reasons for an absence.** This should be given to the homeroom teacher when the student returns. All class work missed due to illness must be completed and turned in within a reasonable amount of time.

If a student must be excused from school during any part of the regular school sessions, a written note stating the reason is required **BEFORE** the requested release. Parents who wish to take their child out of school for any reason must assume all responsibility for the schoolwork missed by the child. For an unexpected early dismissal, a call to the office is sufficient. In such cases, the student will wait in the school office where the parent or other authorized person pick them up. No student is permitted to leave the school premises without the consent of the Principal. If someone other than the parent is picking up the child, then the school Principal **MUST** be notified.

Any student going home after school with another student, either by car or by walking, must have a written note from parents/guardian. Those students riding a bus must have *two* written notes—one for the bus driver and one for the teacher. Students from one public district may not ride a bus with a student from a different district.

Queen of Peace School is only responsible for children after school hours if the school requests the child's presence and the parents are informed by the school.

When a student is absent, books and homework assignments may be sent home with another student, or may be picked up by a parent/guardian between 2:30 PM and 3:30 PM in the school office. It is not possible for these assignments to be picked up any earlier in the school day. Missed class notes may be borrowed from another student and copied.

Parents are asked to try to make all appointments (e.g. medical, dental, hair) after school hours, if possible. The school is not authorized to grant permission for frequent absences. If it is necessary to take a child out of school for a medical appointment, however, a written note must be submitted. Frequent early dismissals may jeopardize attendance. If a student leaves for more than one hour he/she will be marked absent for ½ a day.

Tardiness

A child is considered tardy if he/she arrives after 7:50 AM. The student must report to school office with a signed note from the parent/guardian. Three tardies (during the same quarter) will result in a detention during that quarter.

Extended Absence

If a student has an extended absence of more than three days, or a contagious illness (such as measles, mumps, chicken pox, scarlet fever, impetigo, etc.) a note from the doctor will be required. These absences may affect the child's grades for that quarter and/or the year.

If a student has missed more than ¼ of the school days in any report card period, the teacher may withhold grades for that quarter. The principal will evaluate the situation. A parent/teacher conference will determine the appropriate measures to take. Appropriate measures could include outside tutoring, counseling, retention or involvement of juvenile authorities.

Vacation Procedure—For the child's sense of responsibility and academic success, vacations for times other than those already scheduled in the school calendar should be avoided as much as possible. Parents who do decide to vacation during the school year must complete the *Vacation-Special Dismissal* form prior to student's absence. Parents who decide to take their children out of school for any reason must assume all responsibility for all concepts learned during the absence of the child (which will be identified when the student returns). **When the student returns, he/she must be prepared to make up all assignments including tests and quizzes.**

D. AUXILIARY SERVICE PROGRAM

Due to the large Catholic population in Ohio, our state has been a leader in granting aid to non-public schools. Because of the efforts of many hard-working school administrators, teachers and parents, the students in non-public schools are currently receiving essential help in the following areas:

1. *Psychological Services*—A teacher or parent may request a psychological evaluation of a child at any time during the school year. Requests are handled on an individual student basis, through the school office. This service is offered only with parental consent and through a formal meeting with a school personnel and the parents. Testing is through Ross Local School District.

2. *Speech-Language-Hearing Services*—Good speech and language skills are essential to effective communication. A certified speech pathologist serves on a regular basis to work with students who have needs in the areas of speech, language or hearing. The speech therapist screens children in Kindergarten, first, and third grades, any new students to the school, students who may be on a waiting list and any child referred by a teacher or parent. The therapy program is only initiated with parental consent through an Individual Service Plan.
3. *School Nurse*—A school nurse is not on staff regularly but rather is contracted for screenings, maintenance of records, parent or teacher consultation, etc.
4. *Math and Reading Intervention and Title 1 Reading*—Queen of Peace participates in state and federal reading and math programs administered through the Ross School district. The program emphasis is on students in the primary and elementary levels. The teacher often screens new children in the school. A reading specialist serves on a daily basis to assist students who meet program guidelines. Students participate in the program only with parental consent. For more information about eligibility for these programs please contact the school Principal.
5. *Auxiliary Services Clerical Support*—This portion of the program provides a clerical support person to assist in office and program implementation aspects of auxiliary services to the school.
6. *Textbooks/Technology/Instructional Materials*—This portion of the program provides Queen of Peace with funds for textbooks, hardware, software, and instructional materials in approved areas and in accordance with the Archdiocesan curriculum as well as state and federal guidelines.

E. BUS TRANSPORTATION AND DISCIPLINE

Approximately 95% of students who attend Queen of Peace are eligible for bus transportation to and from school. The policy regarding the eligibility of the students for transportation by Hamilton, Ross, and Talawanda School Districts (and to any school in the district) is as follows: “Elementary students living over one mile from the school they attend must be transported. Students living within the mile may walk to an existing stop to ride, providing the bus is not over-crowded. We are consistent in this policy for public and non public students.” If parents have questions regarding the eligibility for bus transportation by the Hamilton, Ross or Talawanda District, they should contact the individual district transportation office.

Students are allowed to ride buses only from their home school district (e.g. A Hamilton student may not ride a Ross Bus). The student’s normal bus routines may only change in an EMERGENCY with written parental permission to the office, principal approval, and by giving a note with the word “emergency” to the bus driver.

Transportation

Ross, Talawanda, and Hamilton School districts provide transportation. Students should follow any and all rules established by the local district for the purposes of safety and student control while riding the bus. If a parent has a concern about the bus transportation, they should call their local school transportation department.

Bus transportation is generally available to all students from Ross, Talawanda, and Hamilton. The school bus driver’s main job is to focus his/her attention on driving the bus in order to transport children safely to and from school. Passengers will get on and off the bus in an orderly, safe manner without pushing, hitting or yelling at other students.

Riding the school bus to and from school is a service that greatly aids the Queen of Peace program. This service, however, requires the students to be courteous and cooperative in the interest of safety while riding the bus. The following are guidelines for safe bus riding:

1. Leave home early enough to arrive at the bus stop on time.

2. Wait for the bus in a safe place well off the roadway.
3. Enter the bus in an orderly manner and be seated.
4. Remain seated while the bus is in motion.
5. Follow the instructions of the school bus driver or bus patrol.
6. Keep aisles clear at all times.
7. Remain quiet, orderly, keep hands and feet to yourself.
8. Be courteous to the school bus driver and fellow passengers.
9. Be alert to the traffic when leaving the bus.
10. Do not eat on the bus.

Parents are urged to make their children aware of bus regulations and proper bus conduct.

Students who receive more than one bus misconduct report may be suspended from the bus for 1, 2 or 3 days, depending upon the severity of the offense. Students will still be expected to attend school.

The bus driver will file reports of misconduct with the principal. After appropriate action has been taken, this report will be forwarded to the parents and public school officials. A second written report within the same school year may result in the loss of the privilege to ride the bus for a specified length of time. In the event it is necessary to refuse a student's transportation, the principal will notify the public school officials, the bus driver, and the parents of the action, together with a written report of the misconduct. Until such time as the school authorities receive assurance from the parents of the future good conduct on the part of the student and the bus driver has been so advised, the driver shall not permit the student to board the bus.

F. CAFETERIA LUNCH/SNACK

Cafeteria Lunch Program—Lunch Period 11:30 - 12:15

Children will carry lunch from home. Milk currently is available at a minimal charge. No child will be allowed off the school grounds at any time unless (1) they are accompanied by a parent/guardian (2) they have a written note or a phone call is made to the school office. A student who goes home for lunch may bring one note at the beginning of the year that will suffice for the whole year.

It is suggested that parents pack an extra napkin. This napkin can be placed on the table before beginning to eat lunch to assist the student in leaving his/her table place in a suitable way. In the cafeteria, students are expected to remain seated while eating and to observe proper table manners and a reasonable, conversational tone. The ordinary rules of etiquette should be observed. If a student demonstrates unacceptable behavior he/she will be asked to eat alone at another table.

All food is to be eaten in the lunchroom. Prayer is said in class before lunch.

Hot Lunch

Hot lunch will start early in the school year and will be served on Tuesdays and Thursdays. There will be a minimal cost for the hot lunch.

Each month you will receive a lunch envelope with a menu and tickets for the next month. It will come in the Monday newsletter. Please keep the menu in a handy place for easy reference. Each family must have his/her own envelope for the lunch orders.

We **MUST** have an accurate count of lunches. If we do not receive the lunch money for your child/children on time, your child/ children will not receive hot lunch the next month.

Snack Time

Students may bring a nutritious snack for break time (no drinks please). A snack is defined as fruit, granola bars, raisins, etc. (no junk food) and should be quick and easy to eat. Snack time is around 10:00 AM each morning. The teacher may ask a student to put the snack away if the snack brought interferes with the teaching and learning process.

G. COMMUNICATIONS

1. *August Queen's Messenger*—Contains pertinent information concerning the beginning of school.
2. *First Day Parent Packet*—The family packet is given out the first day of school and contains pertinent information as well as important forms that must be submitted to the office. The bingo team list will be sent out at a later date with a schedule of your turn to work.
3. *Yearly Overview of Events – Monthly Calendar*—A yearly calendar is given at the beginning of each year. A monthly update of events is given out the last week of the previous month, so everyone will be informed of upcoming events.
4. *Ascend* is the online program used for communication between parents and teachers. Parents can check assignments, grades, missing assignments, etc.
5. *Monday Envelope & Newsletter*—The oldest/only child of the family will be given a family envelope along with other information you will need. It is important that you ask your child for the envelope because it will contain any updates and information about our schools events. Parents are to sign and return the envelope on Tuesday to be recycled. There is a \$1.00 fee for replacing each envelope. The *Monday Newsletter* will be emailed to as many parent email addresses as requested.
6. *Community Call Safe* – Emergency messages to parents will be issued through automated phone calls. Parents are asked to notify the office of when contact information changes.
7. *Curriculum Night*—This meeting typically is held the week before the start of the school year. Opportunity to drop off supplies.
8. *Parents Meeting – Sacrament & Program Information*—Parent meetings are scheduled at various times during the school year. There are usually several adult education meetings for parents of children receiving the sacraments for the first time. Other meetings are scheduled throughout the year to keep parents informed of the various programs presented to their children.
9. *School Directory*—A list of school families that includes phone numbers and addresses is published at the end of September each year. It will be distributed via Monday's envelope. Participation in the school directory is voluntary. Notify the office if you want to keep your information off of the list.
10. *Education Commission Meeting*—Members of the Commission receive the agenda, reports and last meeting's minutes one week before the meeting date. Items discussed at the meeting are those items on the agenda. The Principal prepares a comprehensive written report for each meeting.
11. *Calls to Principal/Teachers*—Calls concerning school policy, procedures or student progress are encouraged and welcomed by the principal and teachers. Generally the principal will deal with questions concerning school policy and procedures. The teachers will respond to questions involving student progress. The principal and teachers are always happy to speak with parents to help students have a

successful school experience. If a concern requires an extended period of time, it is suggested that the school office be contacted to schedule a conference convenient for all parties involved. All contacts are welcomed and encouraged and are handled promptly. Parents should not call or phone teachers and/or principal at home, unless there is an emergency requiring IMMEDIATE attention.

12. *How to Handle Concerns* - The parent should discuss any problem or complaint involving students and teachers with the appropriate teacher. The parent should take the initiative by making an appointment with the teacher. If this discussion does not provide a satisfactory solution or plan for resolving the concern, then they should contact the school principal. Again, the parent must take the initiative in contacting the principal for an appointment. The principal will investigate the situation and objectively attempt to present a solution to the situation. Subsequent discussion steps, when needed, include the pastor.

Birthday Parties

Birthday Parties—Student may bring in a small treat for his/her classmates and teacher on his/her birthday. It will be given out sometime during the day. Students may not distribute birthday invitations or other party invitations at school. –Christmas parties will be held. Valentine and Easter celebrations will include only a treat. Please be allergy sensitive. Parties are held in Pre-School – 3rd grade. In 4th – 8th celebrations are at the discretion of the Teacher

H. COMPUTER PROGRAM—INTERNET

General Information for Internet Users

The schools of the Archdiocese of Cincinnati, as well as the other diocesan schools in Ohio, have been provided with Internet activity through Data Acquisition sites located throughout the state. This project was funded by the Legislature of the State of Ohio as a valuable educational resource for the Catholic educational community.

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access in the schools is strictly limited to educational use and is teacher supervised.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

In order to assure the proper use of the Internet accounts and resources, it is necessary that all users (and their parents, if the user is under 18 years of age) sign the Internet agreement before the user is allowed to access the Internet at school. The agreement is sent home in the First day package.

Account Information

Student and adult access of the Internet with either school accounts, school-sponsored accounts or adult personal accounts in the school setting is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Acceptable use may further be governed by the policies of the Data Acquisition Sites or other Internet service providers. Students (including those 18 and over) are not allowed to access personal accounts at school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at schools but are subject to the provisions of this policy. *The term adult refers to administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults. It does not include *students* who are 18 years of age or older.

Each account user is responsible for all the information that is sent and received under his/her account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws and unethical and/or illegal activities will not be allowed. Internet accounts will be revoked for those who violate the educational intent of Internet access.

Online Conduct

The user agrees to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is also prohibited and is a breach of the terms and conditions of this policy. Any commercial use is strictly forbidden.

Disciplinary Action

Disciplinary action for inappropriate use of an Internet account will result in loss of Internet privileges for a period of time as determined by the school personnel authorized to make such determinations. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken.

Agreement Form

The Internet User Agreement form governs the user's access of the Internet resources with a school account, school-sponsored account, or adult personal account accessed with school equipment and/or on school premises. The signed form must be on file at the school before Internet access is permitted. The student signing the form indicates that he/she will abide by the rules governing Internet access as stated in the Internet Acceptable Use Policy, and will not hold the school, its personnel and/or the Archdiocese of Cincinnati or any of its personnel liable in the event of breach of this policy by the user.

Note: The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

I. CURRICULUM

Accreditation

Queen of Peace School is accredited by the State Department of Education and is a member of the Ohio Catholic Educational Association, the National Catholic Educational Association, and the Ohio Catholic School Accreditation Association. We participated in the accreditation process in the fall of 2011 through the Spring of 2015 and were given full accreditation. We are in the process of Accreditation again. Year 2015 -2016 and 2016-2017 are used to evaluate our data and goals.

Religious Education Program

Religious Education is seen as more than an additional subject in the school curriculum. It is viewed as a way to give the fullest meaning and greatest significance to all human knowledge and skills by emphasizing its part in God's plan for His creation. Religious truths, values, and attitudes are the basis for everyday life and activity in the school. We strive to make all we do give honor and glory to God.

Religious instruction is provided within the classroom following the time allotments and course of study specified by the Office of Religious Education of the Archdiocese of Cincinnati. Teachers are expected to live the Christian message and help their students grow in the understanding of what it means to live a Christian life. Students are given opportunities for service within the school community, the parish and finally the larger community. Students are exposed to and have the opportunity to participate in a variety of prayer forms both

within the classroom and as a school community including weekly attendance at Mass, special all-school liturgies, seasonal devotions and community prayer.

It is expected that school families will participate in the weekly parish liturgies including receiving the Holy Eucharist, as well as participating in the Sacrament of Reconciliation. When you are a member of our faith community and part of the Body of Christ, you share your personal gifts, and your presence is missed when you do not attend. Non-Catholic students are expected to attend Mass with their peers and participate in Religion classes. The faculty/staff of Queen of Peace respect the beliefs of others, and expect all students to behave respectfully and reverently during Mass and prayer. A family approach is used to prepare students for their first reception of the sacraments of Reconciliation and Holy Eucharist. Parents are responsible for the specific preparation of their children and for the decision regarding readiness of their children for the first reception of the sacraments. The school provides preparation guidelines, materials, and general preparation of the student in the classroom.

Preparation for the Sacrament of Confirmation is accomplished through the combined effort of the parents, classroom teachers, Principal, and Director of Religious Education.

The supervision and coordination of the Religious Education program are the direct responsibility of the Principal, Pastor, and the Director of Religious Education.

2. Academic Intervention

Intervention is provided as necessary and as determined by pupil needs. It is suited to the individual needs of each student. The teacher and parents will work together to identify the need for intervention.

Intervention Assistance Teams

Intervention calls for the teamwork approach. This assists the teacher with the intervention strategies needed for dealing with the learning needs of the pupils.

The intervention teams are composed of any of the following persons: the principal, the current teacher, the previous teacher or teachers, remedial reading and math teachers, the speech therapist, the volunteer tutors and sometimes even peer tutors. If additional intervention is needed, the school psychologist from Ross Local schools will participate in the process.

3. Curriculum

The subject matter and the time given to each subject is regulated by the Cincinnati Archdiocesan Education Commission and the State of Ohio. The curriculum of Queen of Peace follows the GRADED COURSE OF STUDY FOR ELEMENTARY SCHOOLS developed by the Catholic Schools Office and the Ohio Department of Education. All textbooks are selected from a list of books recommended by the Catholic Schools Office.

The major areas of study for all grades include the following: Religion, Language Arts, Mathematics, Science, Social Studies, Health, Art, Music, and Physical Education. A detailed description of the instruction goals per subject per grade level (K - 8) may be obtained by contacting the school office.

4. Homework—Make-Up Work

All students will be given some homework—written and/or study. The school day does not allow sufficient time for all the practice necessary to implant the various skills the child must learn. Therefore, the work done in school is usually supplemented in the home. The approximate time for home study per night is as follows:

Grade 1-2 — 30 minutes

Grade 3-4 — 45 minutes

Grade 5-6 — 60 minutes

Grade 7-8 — 90 minutes

Since all students learn at different rates, more or less time may be needed.

No homework will be assigned over the weekend for Grades 1-3 unless the child needs to make up some work. If your child is absent, his/her homework and classroom assignments will be listed. Parents may pick up the assignments and books at the school office no earlier than 2:30 or have another child bring it home. Please notify the school office as to which procedure you will follow.

5. Parent-Teacher Relationship and Conferences

Parent-Teacher Relationship

We are partners in helping your child/children to grow in Christ and become the most they can be. The teachers are more than willing to discuss your child's progress and development or any concerns you may have. Please call the school office and the teacher will return your call to set up an appointment. When parents and teachers work together to see the WHOLE child, children grow in a more positive way. By communication through phone calls, emails, notes, and conferences, our children will grow in a more positive way.

Productive conferences require planning. Appointments should be made in advance.

The teacher's home phone number will not be given out at any time through the school office. If there is any further discussion needed, the parents should feel free to contact the principal.

October - Parent/Student/Teacher Conferences

A parent/student/teacher conference is a meeting between a child, parents, and teacher(s) to discuss the child's education. It is a time to discuss any problems your child might be having, and also to learn about those areas in which your child does well. Conferences give the teacher a chance to learn about your child's life outside of school. These conferences are most important to your child because they allow the parents and teachers to plan and work together so your child can get the most out of his/her education. Conferences enable clearer communication between teacher, student, and parents. The student is ultimately the person who is responsible for his/her academic and social behavior.

We believe it is important for the child to hear positive remarks from the teacher in the presence of the parents. It is equally important for each child to hear this evaluation of his/her strengths and weaknesses in order to improve his/her performance. The following is the procedure for the conferences. 1) Your child is expected to attend. 2) The conferences will be scheduled at 10-15 minutes intervals. 3) All conferences will be held in the classroom. 4) Only the child involved in the conference will be permitted to participate in the meeting.

Each parent will schedule their conference time on a SignUpGenius website.

6. Promotion/Placement/Retention

Children learn and grow at their own pace. It is important that we are supportive of each child's needs and allow each child the time to gain master of critical skills.

To be promoted to the next grade level, the student must demonstrate competency in meeting subject area objectives as stated in the *Archdiocese Graded Course Study, Growing Together*.

The following guidelines are considered part of the promotion decision:

- a. In the Primary Grades (1-2), the promotion of students is based on the satisfactory mastery of: (1) Reading Skills appropriate to grade level (i.e., at the minimum, the completion of the first half of the reading series for the student's grade level, and (2) Mathematics and Language Arts skills appropriate to the student's grade level. The decision is also based on maturity factors that include social, emotional, psychological, and physical development appropriate to the student's grade level.
- b. In the Elementary Grades (3, 4, & 5), the promotion of students is based on satisfactory performance that is defined as the maintaining of at least a "D" (70 – 76) average for the school year. This determination is made on the basis of trimester grades in: 1) the subject areas of Reading and Mathematics, and 2) a minimum of two of the subject areas of Religion, Language Arts (English and Spelling), Social Studies, and Science/Health.
- c. In the Middle School Grades (6, 7, & 8), the promotion of students is based on satisfactory performance, which is defined as the maintaining of at least a "D" (70 – 76) average for the school year. This determination is made on the basis of trimester grades in: 1) the subject areas of Reading and Mathematics and 2) a minimum of two of the subject areas of Religion, Language Arts (English and Spelling), Social Studies, and Science/Health.

Retention Procedure

To consider a child for retention in the same grade for the next school year, the decision is to be based on 1) a clear knowledge and understanding of the student's abilities and achievements; 2) a professional evaluative conference that is initiated many months before a definitive decision is reached. All persons involved in this process have a sincere desire to work toward providing the best educational opportunities and placement of the student. The following series of conferences will be followed when retention is being considered:

Grades 2 through 8 Retention Policy

January— The teacher confers with the principal concerning the student.

A conference, which includes parents, teachers, and the principal, is scheduled to provide information concerning the student's progress in school and try to help the child avoid retention. A request for an educational evaluation of the student may be made at this time.

March— A second conference is held with parents, teachers, and the principal to review and up-date the student's progress. If insufficient progress is noted, parents must be made aware of the possibility of retention at this time.

May— A third conference is held with parents, teachers, and the principal to share a final decision concerning the student's placement for the following school year.

Kindergarten and 1st Grade Retention Policy

March— The teacher confers with the principal concerning the student. A conference, which includes parents, teacher, and the principal, is scheduled to provide information concerning the student's progress in school and try to help the child avoid retention.

April— A second conference is held with parents, teacher, and the principal to review and update the student's progress. If insufficient progress is noted, parents must be made aware of the possibility of retention at this time.

May— A third conference is held with the parents, teacher, and the principal to share a final decision concerning the student's placement for the following school year.

7. Religious Education

Sacraments and Liturgy – Liturgical Service – Religious Education

Religious Education Classes are taught everyday in each grade. All subjects are taught in light of the “Gospel messages” and Catholic Christian doctrine. The whole school environment reflects “Jesus” in all of our activities. Each classroom has a special place for the Word of God, The Bible, along with liturgical banners that reflect the Church season.

Morning Prayer—Our day begins with a Morning Offering Prayer. We offer our day, all our work and play to Our Lord. We also pray for any special intentions we receive from the parish hotline, students, and staff.

Masses—Students in grades 1 -8 will attend the Liturgy of the Mass weekly, on Holy Days and special occasions. Kindergarten students will begin to attend weekly mass the first week of Advent.

Grade 2 — Sacrament of Reconciliation - each Fall Sacrament of Eucharist - each Spring

Grades 8 — Sacrament of Confirmation - every year.

Grades 2-8—Sacrament of Reconciliation - each class takes a turn, approximately twice a year

Any student who enters Queen of Peace and has not received a particular Sacrament will be given individual instructions with the Pastor. Parents are expected to attend all meetings pertaining to preparation for the sacraments.

Special Prayer Services will be held in the classrooms and in Church.

Prayer Hotline—Prayer requests can be called in to the school office or sent to the office by note.

8. Student Evaluation Procedure

Report Card/Grading

Report Cards—Report cards will be distributed to the students one week after the end of each trimester. Interim reports will not be distributed as parents have the ability to track their child’s progress on *Ascend* on a regular and ongoing basis.

Grading Procedures for Grades Kindergarten Through 3—Ungraded report cards

S+ = Strong progress

S = Satisfactory

N = Needs time/experience/improvement

U = Unsatisfactory

* = Ability adjusted curriculum

Subheadings: + = Area of strength

3 = Area needs growth

I = Improving

No mark = Satisfactory

Kindergarten students do not receive report cards for the 1st grading period.

Grading Procedures for Grades 4 through 8

A+ = 100-99-98

B+ = 92-91-90

C+ = 84-83-82

D+ = 76-75

A = 97-96-95

B = 89-88-87

C = 81-80-79

D = 74 -73-72

A- = 94-93

B- = 86-85

C- = 78-77

D- = 71-70

F = 69 and below

* = Ability adjusted curriculum

Subheadings: + = Area of strength

3 = Area needs growth

I = Improving

No mark = Satisfactory

Honors - There will be first and second honors awards for students in grades 4-5-6-7-8 only.

- First Honors are earned by those who achieve:
 - A's in religion, math, science/health, reading, English/spelling and social studies.
 - No lower than a B in specialty classes (art, music, physical education)
- Second Honors are earned by those who achieve:
 - B's average in religion, math, science/health, reading, English/spelling and social studies.
 - No lower than a C in specialty classes (art, music, physical education)
- **Students must meet the following additional standards in order to qualify for the honors:**
 - No more than eight (8) cumulative tardies
 - No detentions during the trimester

* Demerits may affect honor roll eligibility per principal and faculty discretion.

J. CONFIDENTIALITY OF SCHOOL RECORDS

Parents and students, who are over 18 years of age, have the right to access their records. Records include academic transcripts and testing, health records, and emergency forms. Prior to releasing these records, the parents or students (if over 18 years of age) must sign the appropriate form.

K. DECREE ON CHILD PROTECTION

The following Decree on Child Protection is the policy of the Archdiocese of Cincinnati. Queen of Peace faculty members, personnel, and volunteers are required to adhere to this policy.

Although the abuse of children and adolescents is a reality in our society, such abuse, whether mental, physical, or sexual, whether inflicted by lay persons or clerics, professionals or volunteers, cannot be tolerated in the church. The Archdiocese recognizes the need to address child abuse and attempts to do so through this Decree.

The purpose of this Decree is two-fold. It is intended first to prevent the abuse of children and adolescents. Prevention can best be achieved by educating children, parents, professionals, and volunteers who aspire to serve the youth of our parishes and other institutions and through assistance to those who might be inclined toward abuse. The second purpose of the Decree is to provide a system for handling incidents of abuse after they occur. The key elements of this system include a thorough assessment of the allegation, care for the victim and the victim's family, appropriate action with regard to the accused person and attention to the affected local church community.

There are a number of principles which underlie the details of this Decree:

1. Allegations of child abuse are to be taken seriously.
2. Incidents of abuse are to be handled forthrightly, but with due regard for confidentiality and privacy, especially with regard to the victim.
3. The Archdiocese will cooperate with the civil authorities responsible for handling incidents of child abuse.
4. A victim should never be held responsible for the abuse.
5. The paramount concern of the Archdiocese is the well-being of the victim and the victim's family.

L. DISCIPLINE

1. Philosophy

Overall, the code of behavior we aspire to at Queen of Peace is to live as Jesus did. We believe in the words Jesus spoke, “You shall love the Lord your God with all your heart, and with all your soul and with all your mind.” (Mt 22:37) and “Love one another even as I have loved you.” (Jn 13:34). We also believe that once a student admits he/she made a mistake, apologized, and accepted the consequences for his/her actions, then we forgive as Jesus did.

Discipline is very important at Queen of Peace School not as a means of repressing the child, but as a means of protecting the child and giving him/her emotional stability through a set of routines and responsibilities.

A good education is dependent upon the maintenance of effective learning conditions within the classroom and in the school building. These conditions can be described as the presence of a friendly, yet businesslike, rapport in which students and school personnel work cooperatively toward mutual goals. It is also the absence of distractions, friction, and disturbances that interfere with the functioning of the students, the class, and the school.

We **expect** students to act in a respectful and courteous manner at all times. For example:

- a. In Church, students should be reverent and participate meaningfully in all liturgical celebrations.
- b. Students will act with courtesy and respect all property and possessions.
- c. Students will speak in a respectful manner.
- d. Students are to follow classroom rules and procedures set up by the classroom teacher. The teacher will deal with classroom misconduct and dispense the appropriate consequences.

2. General School Conduct

The following behavior is not permitted on school premises, on field trips, or school-related activities.

- a. Chewing gum
- b. Fighting or throwing objects
- c. Talking loudly, running, or other disturbances
- d. Use or possession of alcohol, tobacco, and/or illegal drugs or objects intended to imitate them
- e. Bringing toys, radios, electric game boards, weapons of any kind

If a student has scholastic, disciplinary, or social problems, the following discipline procedures will be followed.

Discipline policy procedure is:

- a. Individual teacher conference with the pupil
- b. Conference or phone call with parents
- c. Suspension in school: Deprived of playtime, special functions, (field trips, parties, etc.)
- d. Suspension: out-of-school: Students will be expected to complete all classroom assignments
- e. Expulsion may occur in the event of the following:
 - 1) Intentional serious injury to another person
 - 2) Intentional destruction of property – school or personal property of others
 - 3) Possession, use, selling of illegal substances
 - 4) Habitual disturbance in class or playground
 - 5) Habitual harassment

- 6) Possession of objects, store bought or homemade, that can be deemed harmful to self or others, weapons.

If the seriousness of the situation warrants, the pastor will be informed, so that pastoral guidance can be provided to those involved.

The Executive Committee of the Queen of Peace Education Commission will hear the appeals of parents in cases of formal dismissal. The hearing will be in closed executive session.

School Rules and Procedures

Classroom—Each classroom teacher is expected to establish basic rules of conduct. These should be few in number and consistently enforced. See section on discipline for further guidelines.

Church—Students are to understand that our church is a special place of worship. Therefore, behaviors which may be acceptable in other contexts are not appropriate in church. The primary activity should be prayer; respectful silence is expected during those times when the assembly is not praying together. Participation in the liturgy through active responses, singing, and prayer is the best way to show reverence to our Creator.

Halls—We are proud of the many positive comments we receive about the peaceful atmosphere in our halls. Students are expected to move through the halls in a quiet and orderly manner, and to keep talking to a minimum so as not to distract students in class. Pushing, tripping, and other negative behavior is not appropriate and will be corrected.

Indoor Recess—In cases of inclement weather, recess will be conducted in the gym or in the classrooms.

Playground/Outdoor Recess— Teachers will review specific playground rules with their classes at the beginning of each year.

The field, when muddy, is not to be used and all students are to remain on the blacktop.

Tackle football and other rough games are not permitted. Playground balls are to be kicked or thrown only on the field or on the blacktop away from the windows. At no time are snowballs or any other hazardous materials to be made and/or thrown.

Any injury on the playground is to be reported to the teacher on duty and the student taken to the office. Once a student is on the playground, he/she should not return to the building without permission.

Policy Regarding Substance Abuse—If a student possesses, uses, is under the influence of, or sells/distributes illegal drugs, alcohol, tobacco, or other hallucinogenic/intoxicating substances in Queen of Peace School, on Queen of Peace property, or at school related activities, the following disciplinary policy will apply.

A. Possession, Use, or Being Under the Influence:

- First Offense: The student will be suspended for a minimum of three days at the discretion of the principal. In the event a student is suspended, eligibility of the student to return to school will be determined by the principal after the following conditions are fulfilled:
 - a. The student and his/her parents must attend a conference with the principal.
 - b. Written statements from the student and his/her parents outlining a plan for rehabilitation.
 - c. The student must enroll at a school-approved social services agency.
- Second Offense: Liable to expulsion

B. Selling/Distributing

- First Offense: Liable to expulsion.

3. Demerit, Detention Goals and Procedures

Goals of the Program

- a. Help the student to have a clearer understanding of their role and responsibility as students.
- b. Provide a more consistent safe learning environment for all students.
- c. Help all students to identify areas of behavior that cause disruption to the overall educational atmosphere or contribute to unacceptable grades. The purpose for the behaviors listed (on the demerit/detention form) are to give a clearer definition of the expected roles and responsibilities of each student. These are similar to the behaviors listed on the report card. They are not responsibilities that go beyond the norm. They are the necessary behaviors for the safety of each child and the success of the teaching-learning process.
- d. Help to promote fairness and a just system of consequences for unacceptable behavior. By this we mean valuable teaching-learning time will be spent teaching and learning and not addressing inappropriate behavior. The teacher can address inappropriate behavior in a quick and timely manner so that time can be used wisely. Since students are ultimately responsible for their behavior, positive or negative, each student has the opportunity to look at their patterns of behavior and decide on appropriate alternative actions. Parents can assist in helping their child to choose a plan that will help them grow and develop.
- e. Keep parents informed of their children's difficulties in the area of work habits and social development so that they may have the opportunity to help their children before report cards are given out. Children are in the learning process in all the above areas. We do not expect the children to be perfect. Every child will, at some time, have difficulty following the expected rules. This is part of the growing process. One of our objectives is to alert the child and parent to any consistent pattern of difficulty so that we can better assist them in their learning process. These are not just behaviors that define conduct they define work and study habits as well. Identifying the problem is first step in finding a solution.

Some important ideas to keep in mind when your child brings home a demerit or detention:

1. Ask your child what happened—ask questions to help clarify your child's perception.
2. If your child's perception of the situation is not clear, please call the teacher. Remember teachers and parents are working together.

We do not intend for the program to be punitive in nature but rather a technique to guide children to understanding that there are always logical consequences for all of our behaviors or actions.

Demerits and Detentions are issued by the staff as one method by which the school may deal with a discipline problem. We do not like to assign detentions, but sometimes it is necessary due to repeated violations of the rules or failure to do assigned work. ALL students will be given a twenty-four hour period (minimum) in which to make transportation arrangements.

The following guidelines apply to all assigned detentions:

1. Detentions are served after school on Wednesday. It is possible for detention to be held on another day, when arrangements are made in advance.
2. Students should be in the designated detention room by 2:45 PM and will remain there until detention ends at 3:30 PM.
3. Students are not to leave school grounds prior to the beginning of the detention period.
4. Students are not permitted in the school building (hallways, classrooms, lockers, etc.) after their detention has been served.
5. Students having more than one detention assigned for a given date will have the second detention assigned on the next regularly scheduled date.

6. Students are to have study materials with them while serving their detention. Teachers also have the option of giving a specific assignment.
7. Disruption during the detention period will result in student being assigned an additional detention.
8. Failure to serve a detention period without an excused reason will result in an additional detention being assigned.
9. Students requesting a change of date for serving a detention must bring a written request from a parent of guardian or have the parent or guardian call the school.
10. Procedure:

Grades 1 through 8. A discipline slip (2 copies) will be given to the student. 1) The staff member circles detention/demerit and completes the required information on the detention/demerit form. The student will take the detention/demerit slip home to be signed by the parent and returned to school the next day. Staff members will keep the pink copy for records and turn the yellow copy into the office.

When a student receives three demerits, a detention will be given. After the third assigned detention per grading period, students may be given an in-school or out-of-school suspension. Students start fresh every new grading period.

4. Bullying

“Bullying” is the repeated use by one or more students of a written, verbal, electronic, or physical act or gesture, or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school.

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, cell phone, radio, electromagnetic, photo electric or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electric medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Bullying and/or cyber-bullying are intolerable and unacceptable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion.

Uniform Policy

This dress code reflects the Queen of Peace School philosophy and is an important element of the school environment. A student who dresses appropriately for class will grow in self-esteem and will subsequently conform his/her action to this positive growth. A student appearing at school not meeting the requirements of the dress code will be asked to call his/her parents/guardians to have suitable clothing brought to school. If a student is not able to meet this dress code on a given day, the parent is requested to send a note to the office indicating the reason why the student is not in uniform.

Uniforms are to be clean, neat, and mended when necessary. Blouses and shirts are to be tucked in at all times. A proper length of skirts/shorts will be maintained. It is the responsibility of the parent and student to comply with proper skirt/short length.

Required Dress Is As Follows:

Boys

- Navy blue dress pants or shorts (cotton, polyester, corduroy). (August, September, October, April, May, and June.)
- Light blue or white polo or dress shirts (long or short sleeves) with collars or white turtlenecks.
- Shirts must be buttoned and tucked in at all times.
- Solid white, navy, or black socks must be worn at all times.
- Footwear will include dress shoes or tennis shoes.

Girls

- Grades 4-6 plaid jumper or skirt,
- Grades 7-8 plaid skirt.
- **Clothing length must extend below the fingertips when arms are fully extended at student's side.**
- White collared blouse (round or pointed collar) or white polo or white turtlenecks with the school skirt/jumper
- Shirt must be neatly tucked in at all times
- Shorts may be worn instead of slacks (August, September, October, April, May, and June.)
- Solid white, navy, or black socks must be worn at all times.
- Grades 1-4 may wear white or navy blue stocking tights
- Under the uniform jumper, or skirt in cold weather girls in K-8th grade may wear solid white, navy or black footed tights or ankle- length leggings.
- Socks that cover the ankle must be worn with footless leggings.
- Yoga pants, pajama pants and sweatpants are not to be worn under the girls' uniforms.

General

- **Uniform** sweaters/sweatshirts may not be tied around the waist.
- **Please put names in all sweaters, blouses, and uniforms to avoid mix-up or lost clothing.**

Queen of Peace School

The school uniforms can be purchased from the Educational Outfitters at 513-771-1234 or on the web at www.educationaloutfitters.com.

Grooming—

- Boys must be clean shaven and their hair neatly groomed.
- Boys' hair should not be below the ears, or touch the top of the shirt collar or fall below the eyebrows.
- Mohawks, razor chops and lines or any sculpturing is not permitted.
- Boys are not permitted to wear earrings.
- Any eccentricities in hairstyles are not permitted.
- The Principal is the final judge in this matter. Students told to get their hair cut must report to the office on the required day.

Jewelry—

- Students may wear a watch, one ring and/or one necklace.
- The girls may wear one pair of small earrings (no dangling - must be small post).
- If any item of apparel is a cause of distraction in the teaching-learning environment, a student will be asked to give it to the teacher until the end of the day.

*Make-up—*The girls in the 7th and 8th grade may wear light blush and lip gloss. NO NAIL POLISH may be worn.

Out-of-Uniform Days

As a reward for various achievements, accomplishments and student events students may be given an out of uniform day. This day will permit the student to wear neat, clean, appropriately fitting casual and modest clothing. All uniform policies concerning grooming, jewelry, makeup, footwear and socks are still to be followed.

Any student wearing a questionable shirt or jeans will be sent to the principal for approval. At the principal's discretion, the student may be asked to call home for clothing to be brought to school. If parents are not available to bring appropriate clothing for either dress up or jeans day, then There are some days when students will remain in uniform but will be permitted to wear accessories or shirts to celebrate a special holiday. We will announce the specifics regarding what students can wear on these days prior to the holiday.

a. *Guidelines:*

- i. The appropriate shirt (with sleeves) must be clean and not contain inappropriate (violent, suggestive, crude, or rude) graphic wording images.
- ii. Clothing should not be ripped, torn or unsuitable for school.
- iii. The jeans or warm up style pants must be clean and without holes or patches.
- iv. Gym shorts and shorts must be appropriate in length.
- v. Clothing length must extend below the fingertips when arms are fully extended at student's side.
- vi. When leggings or tight fitting pants are worn, shorts, skirts, or a dress must also be worn
- vii. Clothing length must extend below the fingertips when arms are fully extended at student's side.

Dress-Up Day—Students are to consider this as a **special** day. They should wear clothing that is reserved by each of them and their parents for occasions of celebration. Four items for consideration are:

1. The occasion or event itself
2. Where the event is occurring
3. Appropriate age
4. Reflection of the standards of the Community—Parish Catholic School

These clothing items are to be clean, neat and in good taste. Dresses should be of proper length. Any skin-tight item of clothing or jewelry that does not meet the code, or is a fad that is not appropriate to school will be reported to the principal for approval. At the principal's discretion, the student may be asked to remove the item, if possible, or call home for clothing to be brought to school. *Jeans are not considered appropriate and may not be worn.*

Physical Education

Gym is held according to state requirements. All children are required to participate in gym classes. Any student who brings a valid note excusing him/her from gym, will sit and observe the class to keep up-to-date with instructions.

Gym attire—Grades K-3 will not change for gym. Grades 4-8 will wear:

- Warm weather—tennis shoes, socks, shorts, and T-shirts
- Cold weather—tennis shoes, socks, sweatsuits

N. EMERGENCY DELAYS AND CLOSINGS

Emergency School Closing/Delays/Early Dismissals

Emergency school closings, delays, and/or early dismissals due to severe weather conditions or building problems will be announced in two ways.

1. Specific information will be broadcast on local TV channels 5, 9, and 12. The announcement will be on the TV stations as soon as a decision can be made. Decision are made in conjunction with the local public school districts concerned.
2. An automated call from the principal will be made to parents' phones through the *Community Call Safe* program. It is important that parents notify the office of changes in contact information.

Snow Days

Queen of Peace has students coming from three school districts—Hamilton, Talawanda, and Ross. Each has its own procedure for snow emergency days. Follow the directions of your particular school district for delays. It may happen that the public schools are on a delay and Queen of Peace may choose to close. If one or two of the local school districts close, Queen of Peace School may close.

O. EXTRA CURRICULUM ACTIVITIES

1. After School Activity Policy

Children involved in after school activities become the responsibility of the parent and the sponsoring adult. An adult is interpreted as twenty-one years of age or older. Sponsoring adults are responsible for establishing, with

the principal, a meeting place for students to assemble. They also have the responsibility of notifying parents and the office in advance if the activity is cancelled.

2. Sports—Q.P.A.C.

Queen of Peace participates in the Hamilton Catholic Youth Organization. The C.Y.O. is dedicated to providing quality sports programs to the Hamilton Area Catholic Parishes . All children grades 2 through 8 are encouraged to participate in a variety of excellent sporting programs. Queen of Peace Athletic club (Q.P.A.C.) is an organization of parish members dedicated to making the Queen of Peace Vikings a #1 competitor. We need your help in this endeavor. Each family is asked to join the Q.P.A.C. and to participate in fundraising events. These fundraising events help to buy new equipment and uniforms. No child will be “cut” from the team for financial reasons. If any child or family is in need of assistance, please contact the school office.

Thank you for your continued support of the Viking program.

Boys: Basketball - Grades 3-4-5-6-7-8
Football - Grades 4-5-6-7-8
Girls: Basketball - Grades 3-4-5-6-7-8
Volleyball - Grades 4-5-6-7-8
Cheerleading - Grades 3-4-5-6-7-8

P. FIELD TRIPS

Field trips are encouraged as extensions of classroom lessons. Field trips are privileges and students may be denied participation if they fail to meet behavioral and/or academic requirements. Students who fail to submit a proper permission slip will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Parents must sign the permission form that releases the school from liability in order for their child to participate.

Q. HEALTH AND SAFETY

Health Service/School Nurse

Admission Requirements for Grades 3 through 8

State law requires parents/guardians of students new to Queen of Peace School to furnish written documentation of school records from the school most recently attended, a birth certificate, emergency form, and an up-to-date record of immunizations, on the first day of school. The student will not be permitted to remain in school without all the completed forms submitted to the school office.

1. Health Regulations

A school nurse is not in the building on a regular basis. Queen of Peace contracts nursing services for: to maintain student health records, control of communicable diseases, vision/hearing and scoliosis screenings. Screenings merely reveal whether the student does or does not have a deficiency. If a deficiency is observed during the screenings of your child, the school nurse will contact you. The school nurse is available by appointment for nurse-parent conferences. If your child has special health needs or you have concerns about a physical or emotional condition, please contact the nurse for an appointment.

2. Health Records and Immunizations

Complete health records for each student will be maintained under direction of the school nurse. These records will include the student's immunization records as required by the Ohio Department of Health (under authority granted in Sections 3313.671 and 3701.13 of the Ohio Revised Code).

Immunization requirements will change annually. Immunizations currently required are as follows:

Preschool

- Four doses of DPT or DTaP. Those students who received the fourth dose before their fourth birthday must receive one more dose when entering Kindergarten.
- Three doses of Polio vaccine. Those students who received the third dose before their fourth birthday must receive one more dose when entering Kindergarten.
- One dose of MMR (Measles, Mumps and Rubella) vaccine. Vaccine must be administered on or after the 1st birthday.
- Three doses of Hepatitis B vaccine.
- Three or four doses of HiB. Number of doses will vary with type of vaccine used.

Kindergarten and Grades 1 and 2

- Four doses of DPT or DTaP. Those students who received the fourth dose before their fourth birthday must receive one more dose.
- Three doses of Polio vaccine. Those students who received the third dose before their fourth birthday must receive one more dose.
- Two doses of MMR (Measles, Mumps and Rubella) vaccine. Vaccine must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
- Three doses of Hepatitis B vaccine.
- One dose of Varicella (chicken pox) vaccine or statement of having the disease from a parent or physician.

Grade 3 through Grade 8

- Four doses of DPT or DTaP. Those students who received the fourth dose before their fourth birthday must receive one more dose.
- Three doses of Polio vaccine. Those students who received the third dose before their fourth birthday must receive one more dose.
- Two doses of MMR (Measles, Mumps and Rubella) vaccine. Vaccine must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
- Three doses of Hepatitis B vaccine.
- 7th Grade needs to get a Tdap and Meningococcal vaccine by the first day of 7th grade.

ALL STUDENTS IN KINDERGARTEN THROUGH GRADE 8 MUST HAVE 2 DOSES OF MMR VACCINE AND 3 DOSES OF HEPATITIS B VACCINE

Any student who is not in compliance with the immunizations required by law will be excluded from school until all necessary immunizations have been obtained. Immunization records are to be presented to the school office by the first day of school.

If a student has incomplete immunizations for medical reasons, that student will be excluded from school for the duration of any outbreak of the disease/s for which he/she is not fully immunized.

3. Health Screenings

The school nurse will conduct health screening programs for vision, hearing and scoliosis. The State of Ohio mandates vision and hearing screening for Preschool, Kindergarten and grades 1, 3, 5, and 7 and students new to the school. Scoliosis screening is done in Grades 5 through 8

These screenings are used to alert parents to potential problems in these areas. Screenings are not intended as a substitution for regular examinations by a physician. Parents are responsible for meeting their children's basic health and immunization requirements with regular check-ups.

4. Emergency Medical Authorization Forms

The State of Ohio Department of Education **REQUIRES** that an emergency medical authorization form be completed and kept on file in the school office for every student. This form has information for contacting a student's parents or an alternate person, the name of the student's physician, etc., to be used in case of an emergency. **Students will be excluded from school if the school does not receive this form.** It is extremely important for parents to notify the school office of any changes in telephone numbers, etc. as soon as possible. Wrong information could cause serious delays when trying to contact parents in the case of an emergency situation.

Required forms needed in the school office at the beginning of the school year include:

- a. Medication forms required for **ANY** medicine given at school
- b. Emergency medical authorization form and other special forms as needed
- c. Student medical information form
- d. Copy of immunization record and any boosters given since admission to Queen of Peace

5. Contagious Disease

Parents are asked to notify the school office if their child has a contagious disease of any kind, including but not limited to, strep infections, chicken pox, mumps, head lice, hand foot and mouth disease. etc.

The home and school must work together to promote the welfare of the child and prevent the spread of disease. A child should be kept home when any of the following symptoms of contagious disease are apparent:

1. red and/or running eyes and nose, coughing and sneezing
2. sore throat, unusual paleness, earache or running ears
3. dizziness or faintness, swelling about the neck
4. general feeling of nausea or malaise
5. severe pain
6. temperature above 99.9

If you suspect a contagious disease, exclude your child until a diagnosis is made and the child is symptom free. If you have questions pertaining to the returning of your child, contact the school. (863-8705)

Illness at School—In the event a child becomes ill at school, the child is taken to the clinic and checked for temperature, etc. When indicated, parents/guardians are notified. The parent/guardian is requested to pick up the child at the school office.

Accidents—In the event of an accident, only *approved* first aid measures will be used. In case of a serious injury the parents will be notified and, if needed, an ambulance will be called.

6. Dispensing Medication

Medication—Providing medical care to students is the responsibility of the parents and cannot be assumed by the school. Whenever possible, we prefer that students take all medications at home. If it is absolutely necessary that medication be given during school hours, the following policies will apply.

State Law and Archdiocesan policies require written permission from the parent/guardian ***and*** the student's licensed prescriber (physician, dentist, podiatrist or advanced practice nurse with prescriptive authority) for the administration of all medications (both prescription ***and*** over-the-counter) by school personnel. Administration of any medications without written permission of a licensed prescriber and the parent/guardian could be interpreted as dispensing medicine without a license and is prohibited by law.

- a. For legal purposes, written permission for dispensing medications must be obtained from the student's parents ***and*** from a licensed prescriber. The administration of ***any*** medication (prescription or over-the-counter) without the order of the licensed prescriber and the permission of the parent/guardian could be interpreted as practicing medicine without a license and is prohibited by law. Section 3313.713 of the Ohio Revised Code regulates the administration of medications. The Ohio Department of Health requires that medications administered in a school system by school employees, be done through the authority of a licensed prescriber (physician, dentist, podiatrist or advanced practice nurse with prescriptive authority).
- b. Written permission from the licensed prescriber should include:
 - The student's name and address.
 - The name of the medication.
 - The times or intervals at which each dosage is to be given.
 - The length of time the student will be taking the medication, possible side effects, and any special instructions for administration or storage of medication.

This information is required for each medication (both prescription and over-the-counter) to be given, and for each new medication or dosage change. **NO MEDICATION WILL BE GIVEN AT SCHOOL UNLESS THIS INFORMATION IS PROVIDED.**

MEDICATION ADMINISTRATION PERMISSION FORMS EXPIRE AT THE END OF THE SCHOOL YEAR BY STATE LAW AND MUST BE RENEWED ANNUALLY AND WITH ANY CHANGE IN MEDICATION OR DOSAGE.

- c. *Medications cannot be transported by school bus.* Parents must bring the medication to the school nurse, principal or school secretary in the original container clearly marked with the student's name, name of medication, the dosage, route of administration, time of administration, licensed prescriber's name and prescription number. Over-the-counter medications must be in the original container in which purchased and clearly marked with the student's name. The parents/guardians must supply the school with the ***exact*** dosage of all medications.
- d. Students may not carry any medications, either prescription or over-the-counter, on their person, in their lunch box, or in their bookbag to, from, or during school. Adverse reactions to the medication might not be recognized and inappropriate treatment might be given should the school nurse not know that a student is on medication. There is also the danger that the medication could be lost and taken by another student. This policy applies to all medications, including over-the-counter such as Aspirin, Tylenol, ointments, drops, vitamins, etc.

If the student has a life-threatening medical condition requiring the student carry the medication, such as an asthma inhaler or EpiPen, proper documentation by the licensed prescriber must indicate that a life-threatening situation could occur if the student does not carry the medication. If this situation occurs, the school nurse will notify the teachers. The school and its staff cannot assume responsibility for the abuse or misuse of medication carried by the student.

Effective March 23, 2007, students in Ohio schools are permitted to carry and use an epinephrine autoinjector with the permission of the prescriber of the medication and the parent/guardian. The new law is numbered, Ohio Revised Code (ORC) 3313.718 and applies to any activity, event, or program sponsored by the student's school or in which the school participates. This new law is very similar to the asthma inhaler law with a few significant differences. The new epi-pen law requires 1) acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector 2) the school has received a backup dose of the anaphylaxis medication; and 3) whenever an autoinjector is used, a school employee shall immediately request assistance from an emergency medical service provider (e.g., call 9-1-1).

- e. Medications will be given during the lunch time period. Only oral medications will be given. Dressing changes cannot be done at school.
- f. Medications that will ***not*** be given by school personnel include herbal or naturopathic substances, nutritional supplements. This includes cough medicine and pain medicines containing codeine, etc.
- g. *Alternative method:* The parent may choose to give the medication before or after school or to bring the medication to school and administer it personally during the lunch recess. This may be more convenient when a child needs medication on a short-term basis such as an antibiotic, cold medicine, etc. The school nurse still needs to know the name of the medication given, because of the possibility of a delayed reaction to the medication.
- h. When medication has been discontinued, the parent must pick up any remaining medication within ONE WEEK or the school nurse will dispose of it.
- i. Medications required for students during official, off-campus activities will be secured and administered by the designated, trained school staff member if the school nurse cannot accompany the class.

7. Policies Regarding Illness

Fever:

If your child has a fever (temperature above 99.5), the child is to be kept home until the temperature is normal for a full 24 hours ***without*** the use of Tylenol, aspirin, ibuprofen, etc. Giving these medications will bring down the child's temperature, but it merely masks this symptom of illness.

As long as the child's temperature remains above 99.5, they are still capable of spreading their illness to others. They need to stay at home for their own welfare and for the welfare of the others with whom they come in contact.

Strep Throat and Pink Eye Infections:

Students who have streptococcal throat or eye infections must have received proper medication for a full 24 hours before returning to school to prevent infecting other students and/or teachers. With less than 24 full hours of medication, they are still capable of spreading their infection to others. Both these conditions are highly contagious without adequate medication treatment.

8. Cough Drop Policy

Students are not permitted to carry cough drops or keep them in their desks. If the student must use cough drops at school, parents/guardians must write a note to the teacher explaining the need for cough drops. The cough drops are to be given to the Homeroom Teacher to dispense as directed by the parents/guardians. Cough drops are not to be shared with other students.

9. Safety

To ensure the safety of our students during play recess, in their classroom, and throughout the school day, all students must follow the rules and procedures outlined by the school and the teachers. When recess is spent outdoors, students must follow safety rules and interact cooperatively with the teachers and each other. Rough games, and objects such as hard balls that could cause injury are not allowed. While on the playground, all students are to remain within the limits of the play area and are not to go into restricted areas.

10. Head Lice Policy

In order to prevent widespread outbreaks of head lice, we ask parents to notify the school office immediately if their child becomes infested with head lice, so the school nurse or principal can inspect the entire class.

If a student is found to have head lice, the parents will be notified to take the student home so that they may receive treatment. The nurse will provide written information about transmission, treatment, and housekeeping measures needed to eliminate head lice.

In order to be re-admitted to school, the student must be examined by the school nurse or principal. If any nits (or lice) are found, the student will have to remain at home until the infestation has been eliminated.

11. Policy for Students with Orthopedic Conditions

INJURIES

Students who have injuries that require care from a doctor or in an emergency room, cannot participate in Physical Education classes or active recess until the school receives a written release from a doctor stating that the student is able to participate in physical activities with no restrictions.

CASTS, SPLINTS, ORTHOPEDIC APPLIANCES.

- Students requiring casts, splints or other orthopedic appliances are not permitted to participate in Physical Education classes or active, contact sports because of the risk of further injury to the student who needs the orthopedic appliance and the risk of injury to other students from contact with the orthopedic appliances.
- Students will be permitted to participate in Physical Education classes and active/contact sports when the casts, splints, etc. have been removed and the school office has received a written release signed by the student's physician giving permission for the student to resume normal school activity with no restrictions.

CRUTCHES.

- Students who need crutches must eat lunch in the main school building when the pavement is wet or when there is snow or ice on the ground. Rubber crutch tips can slip in the presence of moisture, resulting in falls.
- Students needing crutches are not to use either set of steps leading to the Cafeteria because of the danger of further injury from falls, etc.
- Students using crutches may walk down the hill to the Cafeteria in good weather if they have written permission form a parent/guardian.
- Students needing crutches will not be permitted to leave the main school building when it is wet or when snow or ice are on the pavement because of the danger of slipping or falling.

- Written notification from the student's physician is required when crutches are no longer needed and the student can resume normal activity.

WALKING CASTS

- Students with walking casts must eat lunch in the main school when the pavement is wet or when there is snow or ice on the ground leading to the cafeteria.
- In good weather, students with walking casts will be allowed to go to the cafeteria by using the steps in church, as long as the student has written permission from a parent/ guardian and the student exhibits reasonable care in using the steps.
- If the student behaves in a reckless manner, the school may require the student to eat lunch in the main school building for his/her own safety.
- Students with walking casts will not be permitted to leave the main school building when it is wet or when snow or ice are on the pavement because of the danger of slipping or falling.

Students who require orthopedic appliances (casts, splints, braces, etc.) will NOT be permitted to actively participate in Physical Education classes or recess until the appliance is removed and the physician has given a written release to resume normal activities with no restrictions

WHEELCHAIRS

- Students requiring the use of a wheelchair must have written permission of a parent/guardian in order for an adult to transport the student down the hill when necessary. Other students are not permitted to transport a student in a wheelchair at any time.
- Students requiring a wheelchair must eat lunch in the main building when the pavement is wet or has snow or ice on it. They will not be permitted to leave the main building when these conditions are present.

12. Fire and Tornado Drills

According to state law, a fire drill is required each month while school is in session. The drills are held at irregular times without advance notice. For the safety of all concerned, everyone leaves the building in perfect silence and in an orderly manner. Tornado drills will be held regularly. Children will go promptly to their assigned places.

R. LIBRARY PRIVILEGES

The school library is open and available to all students of Queen of Peace. The librarian is available for assistance. All classes are scheduled for a weekly visit. In addition, teachers may use the library with their class for extra independent research work. All students who take books from the library are expected to take proper care of those books and return them by the due date. A fine of 2 cents per day will be charged for each day a book is over due. If a book is lost or destroyed, the student will be charged accordingly. Unpaid fines could result in the delay of receiving report cards.

The Lane Public Library Bookmobile comes to Queen of Peace on a regular basis. Students are informed of the schedule. Students are required to follow the rules of the library.

S. LOST AND FOUND

There is a box in the school office for articles which have been found. Lost possessions may be reclaimed there. Periodically this box will be cleaned out.

T. NON-CUSTODIAL PARENT

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

U. SCHOOL PICTURES—YEARBOOK

School pictures are taken early in the school year. A School Yearbook is published and available for purchase by students and parents.

V. TELEPHONE/CELL PHONES

1. **School Day** is when a student is under the care of a teacher and/or staff member
2. **Students are not to use or have their cell phones out during the school day.**
3. **Cell Phones are to remain in book bag or locker during the school day**
4. Queen of Peace teachers and staff members are not responsible for cell phones or damage to cell phones.

If the cell phone is turned on during the school day, then the following repercussions will apply.

Improper Cell Phone Use:

1. First Time- Demerits will be issued
2. Second Time- Student will hand the teacher their cell phone and the cell phone will remain in the teacher's possession until the end of the school day.
3. Third Time- Student will be asked to take cell phone to the Principal's office. The cell phone will remain in the Principal's office until a parent/guardian can come and pick up the cell phone. ***The cell phone will not be allowed to be brought back to school.***

W. TESTING PROGRAM

Queen of Peace School, through the cooperation and guidance of the Archdiocese of Cincinnati Office of Education, maintains an accurate record of each student's progress in school through the administration of various standardized testing. The special testing program is in addition to the regular tests and quizzes given by the teachers during the regular course of the school year. The standardized testing program at Queen of Peace, conducted in the early fall of each year, includes:

- The IOWA Test of Basic Skills and the Cognitive Abilities Test – grades 2, 4, 6, 8.
- *Competency Based Education in Writing*
Competency Based Education is an educational program with the goal of enabling each student to acquire or exceed the competencies set forth in the Archdiocesan Graded Course of Study in writing – grades 3, 5, 7.
- *ACRE*
Students' knowledge of the Catholic faith is evaluated periodically using the national Catholic Educational Association's Assessment of Catholic Religious Education - grades 5 – 8.

X. TUITION

To receive the parish tuition listed in the following section, you must be **ACTIVE** parishioners in Queen of Peace Parish. Basic criteria for parish sponsored enrollment in Queen of Peace School are as follows:

1. An active parishioner is one who supports the life of Queen of Peace Parish through good stewardship of time, talent and treasure, and by participating as much as possible in the total life of the parish—spiritual, ministerial and social. Since our greatest treasure is Word and Sacrament, and our most important time is our time together, and since all of your talents are to be used to give glory and praise to God, the most important test of membership is active participation in Sunday worship. The test of this attendance is regular use of offering envelopes. We would ask that each Sunday you attend and that you use your offering envelope. It can be empty of donations if you cannot afford a weekly contribution or if you make your contribution monthly, by mail or through some other mechanism. The envelope, even empty, is a sign to us that you are with us in our parish mission.
 - * We would ask that parishioners, especially those families using our parish school, give careful, prayerful consideration to appeals made to the parish. This means filling out a card for our annual stewardship appeal in the fall. It also means responding, even if with an expression of regret, to appeals such as the Archbishop's Annual fund drive.
 - * Participation in bingo, fund-raisers and cafeteria duty is extremely critical to the continued viability of the school.
 - * To address the issue of transition from non-parishioner to parishioner tuition rates for families whose parent(s) or legal guardian(s) are in the process of joining the Catholic Faith and Queen of Peace Parish through the Rite of Christian Initiation of Adults (RCIA), parishioner tuition rates will be offered after the Rite of Welcome has been completed. In-parish tuition rates will continue if the parent(s) or guardian(s) become Active parishioner(s) in Queen of Peace Parish after the Rite of Election. The transition from non-parishioner to parishioner rate is an act of goodwill by Queen of Peace Parish.
2. A tuition fee will be charged for each student attending the school. This tuition fee, technology fee, and supply fee will be determined annually by the Queen of Peace Education Commission and Finance Committee.

Y. VISITORS

Any visitor, parent, former students, etc. **MUST** report to the office before going to their destination. If a child forgets lunches, books, etc., they must be brought to the office. Parents may not request to see teachers during class time. Should a parent need to see a teacher, an appointment should be made before or after school.

"After School Visits"—Teachers are very busy with various activities after school. Please call and make an appointment rather than "dropping in" unless it's an emergency.

Z. VOLUNTEERS

Volunteers for class and school activities are welcome. To protect our students and staff, all volunteers must attend the Decree on Child Protection Workshop and complete fingerprinting through approved Archdiocese of Cincinnati fingerprinting locations. Please contact the school principal or administrator of religious education for Decree and fingerprinting opportunities.

Possible volunteer opportunities: Teacher aide/tutor, class gatherings, chaperone field trips, school picnic; computer aide, library assistant, art assistant.

AA. WITHDRAWAL AND TRANSFER

Withdrawal and Release of School Information

The withdrawal of a student on a permanent basis is a formal procedure and should be completed by means of a letter indicating the official date of withdrawal. All notices of permanent withdrawal should be directed to the principal. When a student is transferring, all pertinent school records will be sent to the new school upon receipt of record release papers and payment of any tuition due.

Transfer of records

When a student transfers to another Catholic School, a duplicate of his/her permanent record card is sent to the school that the child is entering. It will not be given to the pupil or parent. If the pupil is transferring to a public school, the personal information of Baptism, Confirmation, and First Eucharist need not be sent. Queen of Peace must have signed permission from parents or guardians before records are transferred.

Student records will not be transferred if there are delinquent tuition payments or fees. Also, all textbooks, materials, and library books must be returned to school.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend this handbook for just cause. September 2016