

Letter From Our Principal.....	2
Mission Statement and Philosophy Statement.....	3
School Staff .....	4
Governing Bodies of Mary Queen of Peace School.....	4
School Hours.....	5
Transportation and Busing.....	6
Special Education Services.....	7
Health Services .....	7
Wellness Policy .....	9
Visitors.....	9
Extended Day Program.....	9
Hot Lunch Program.....	10
Attendance Policy .....	10
Uniform Dress Code .....	11
Inclement Weather/Emergencies .....	13
Registration and Enrollment .....	14
Tuition.....	15
Classroom Capacity.....	16
Curriculum .....	16
Technology .....	17
Library.....	17
Textbooks.....	17
Field Trips/All-School Activities.....	18
School Patrols .....	18
Altar Servers .....	18
D.A.R.E.....	18
Background Checks .....	18
School Volunteers.....	18
Fundraising .....	19
LEAP .....	19
Parent/Teacher Conferences .....	20
Report Cards .....	20
Honor Roll .....	20
Student Records .....	21
Homework Policy .....	21
Confidentiality .....	22
Electronic Communication .....	22
Code of Conduct .....	22
Daily Classroom Disciplinary Program.....	26
Electronic Devices Policy.....	27
Anti-Bullying Policy.....	28
Harassment.....	28
Weapons Violation.....	30
OSHA.....	30
Asbestos .....	30
Grievance Policy.....	31



August 2015

Dear Parents and Students,

As principal of Mary Queen of Peace Catholic School, I would like to welcome you back to the start of another school year. I am honored to be your principal, and honored to be serving our Lord by serving his children. The staff here at MQP is dedicated to serving your family by helping children grow closer to God while reaching their personal potential.

Mary Queen of Peace Catholic School follows in the 130 year old tradition of Catholic Schools in America. In the 1880's, our bishops mandated that every parish should build a school. Catholics were worried that our students would lose their faith attending the public schools that promoted protestant prayers. Today our mission of teaching and perpetuating the faith is more important than ever. We hold to the teachings of the faith and believe that this school is a step on the stairway to heaven.

Thanks to our dedicated parents, volunteers, and parishioners, Mary Queen of Peace Catholic School will continue to serve the families in Rogers for many years to come. Let us always be guided by Romans 12:2; "Do not conform yourselves to the standards of this world, but let God transform you inwardly by a complete change of your mind."

God Bless!

Michael Gerard  
Principal  
Mary Queen of Peace Catholic School

# Mary Queen of Peace Catholic School

## Mission Statement

Mary Queen of Peace provides a Catholic education rooted in the teachings of Christ. Our school is an inclusive community of faith, warmth and friendliness, guided by the core values of respect, responsibility and compassion, which govern the conduct of the members of our community. We are a living mission of the parish of Mary Queen of Peace. We value strong academic achievement and work to instill the five attitudes for life-long success (St. Thomas Aquinas):

- **Discipline** through responsibility
- **Motivation** through ownership
- **Adaptability** to an ever-changing world
- **Curiosity** to seek knowledge
- **Ambition** in service to others

## Philosophy Statement

We believe...

Christ is the reason for our school, the unseen but ever present teacher in our classrooms, the model of our faculty and the inspiration of our students.



## Mary Queen of Peace Catholic School Staff 2015-2016

The faculty of Mary Queen of Peace Catholic School is dedicated to the service of children in faith formation, physical and emotional growth and academic development. We work with students to develop a sense of discipline, enthusiasm for learning, and service to mankind through high personal and professional expectations. Parents are encouraged to support the hard work of our faculty through the many volunteer opportunities at Mary Queen of Peace.

Michael Gerard	Principal
Kim Berardino	Preschool/P.E.
Abby Ludwig	Kindergarten
Jennifer Bolduc	First & Second Grade
Jennifer Weinkauf	Third Grade
Mary Johnsen	Fourth Grade
Julie Shelby	Fifth Grade
Katherine Drivas	Paraprofessional/Extended Day Coordinator
Maria Carpenter	Music
Lisa Burton	Secretary & Health Clerk
Genna Haddad	Secretary & Health Clerk
Don Zahler	Maintenance
Anna-Marie Rasmus	Lunch Server

## The Governing Bodies of Mary Queen of Peace School

### Pastor

The pastor serves as the canonical administrator of the school to ensure that the mission, philosophy and policies of the school are grounded in the Catholic faith. The pastor provides guidance and direction for the principal in administering to the needs of the students, parents, faculty and parish. In a public school comparison, the pastor serves as superintendent, working in the best interest of the school community.

### Principal

The principal is the chief administrator of the school in policy formation, hiring personnel, curriculum development and budgeting for school expenses. The principal works to ensure that the mission and philosophy of the school serve as the driving force behind administrative decisions. The principal works with the School Advisory Council in developing and revising policies and oversees the work of LEAP in fundraising and volunteer opportunities.

### School Advisory Council

The School Advisory Council assists and advises the principal and pastor in the formation and review of policies that govern the operation of the school. Members of the Council must be age 18+, and active parishioners and/or parents of Mary Queen of Peace Catholic School students. Officers are selected within this group and are delegated roles that facilitate in policy revision and

formation. The Advisory Council balances the concerns and needs of faculty, parents, parish and the greater Mary Queen of Peace Community in the formation and adoption of policies.

Advisory Council meetings will be held monthly. They are open to the public and will be placed on the school calendar. Information from the meetings will be posted on the school website. When deemed appropriate by the pastor, principal or board chair, the Advisory Council will have a closed meeting. Notice of the meeting will be sent home to Mary Queen of Peace families beforehand and minutes of the meeting will be published in the same manner as regular meeting minutes.

Any individual wishing to make a presentation to the board should contact the School Advisory Chairperson to be put on the official agenda. Presentations should be limited to 10 minutes. The Council will not take action on issues brought forward on the day they are presented. They will act on concerns that are in the best interest of the students, parents and Mary Queen of Peace parish community.

### **School Advisory Council Members 2015-2016**

Michael Gerard, Principal	<a href="mailto:mgerard@mqpcatholic.org">mgerard@mqpcatholic.org</a>
Father Kaluza, Pastor	<a href="mailto:frkaluza@mqpcatholic.org">frkaluza@mqpcatholic.org</a>
Terri Broberg	<a href="mailto:tbroberg@starlinegroup.com">tbroberg@starlinegroup.com</a>
Brian Edison	<a href="mailto:brianpedison@gmail.com">brianpedison@gmail.com</a>
Heather Jurek	<a href="mailto:habarrett@hotmail.com">habarrett@hotmail.com</a>
Marilyn Truwe	<a href="mailto:marilyntruwe@yahool.com">marilyntruwe@yahool.com</a>

### **Parish Finance Council**

The Finance Council serves to advise and assist the pastor in budgeting for parish expenses. Because the parish provides a gracious subsidy to the school to educate our children, the Finance Council works to ensure that communication is in place between the parish, principal and School Advisory Council. The council works with the principal to establish fiscally prudent budget practices that balance the financial needs of the administration, parents and parish. The Finance Council also works with the principal and pastor in establishing long-range financial plans for school growth and development.

### **School Hours**

*Mary Queen of Peace school utilizes the Elk River School District for transportation and special education services. Because of this relationship, our schedule is tied in with the district schedule. The times given below are subject to change as needs within the district and our school merit.*

The following school hours will be in effect for the 2015-2016 school year:

Office Hours	8:00-3:00
Grades K-5	8:20-2:45
Morning Preschool	9:00-11:30*
Afternoon Preschool	12:30-3:00

\*Early drop-off, starting at 8:15 am, available for morning preschool classes.

The first bell rings at 8:10 am, and at this time students may enter school. All students arriving before 8:10 am will be sent to the Extended Day Program and parents will be billed per the Extended Day policy. Students arriving late to school must report directly to the school office with a parent to sign them in.

### **Transportation And Busing**

Mary Queen of Peace Catholic School bus service is provided by Elk River School District #728 according to boundaries and policy set by the district.

- Families within the boundaries of the **Rogers secondary attendance** zone are transported by the district, utilizing a transfer bus at Rogers Middle School.
- Students living outside of these boundaries will require their own transportation.
- The Elk River School District and/or Vision Transportation will send out bus information directly to student's homes prior to the start of the school year.
- Students are picked up and dropped off at a regular location each day.
- Student drop-offs to another location for social reasons will be refused by the district.
- In an emergency situation, a note must be sent to the school and approval given by district transportation services in order to change normal busing routines.

**Please address busing questions directly Vision Transportation at 763-441-4420.** Mary Queen of Peace school works with the district regarding bus behavior and will follow the district plan for warnings and consequences. Mary Queen of Peace students will be held to the behavior expectations found in the student handbook while being transported on the bus. Violations of bus expectations may result in the loss of bus privileges.

### **School Drop Off / Pick Up Procedures**

- Morning drop off begins at 8:10 am. Students arriving before 8:10 am to Extended Day
- The bus will drop off and pick up students on the north side of Church Avenue (in front of church). Students will be escorted across the street at the crosswalk.
- Vehicles dropping off students will pull up on the south side of Church Avenue (in front of school). No parking in the drop off/pick up zone at this time.
- The vehicles exiting the drop off line should proceed forward and right to exit on Memorial Drive.
- Please pull to the side of the road while waiting in the line. Pay attention to not block driveways or the crosswalk.
- Parents escorting their students into school in the morning school must park in the church

parking lot, and cross with their students at the crosswalk.

- The morning bell rings at 8:20 am, at which time preschool drop off vehicles may park on the south side (in front of school) to escort the preschool students to their classroom.
- All non-preschool vehicles arriving after 8:20 am must park in the church parking lot and escort the students into the school office.
- Students are dismissed at 2:45 pm. Follow the same procedures as morning drop off. Please have your family name card visible. Again, no parking in the drop off/pick up zone at this time. Parents wanting to park for pick up must use the church parking lot.
- At 2:55 pm, preschool vehicles may park on the south side (in front of school) to pick up preschool students.

\*Any change in pick up needs to be communicated to the school office and teacher by the parent or guardian.

### **Special Education Services From District 728**

Mary Queen of Peace Catholic School students who qualify will be eligible to receive special education services from Elk River School District #728.

- If a parent (s)/guardian(s) or teacher has concerns about a child's progress, a meeting will be set to establish an educational plan of action for the child to improve their academic standing. Each plan shall be termed an "intervention".
- If three interventions to improve a child's education have not been successful, a specialist from the district can be utilized to diagnose and determine if special education services are warranted.
- The Elk River School District is the determining agent with regard to a child's eligibility for special education services.
- Students qualifying for special education services will be transported by the district to Rogers Elementary School as often as the determined education plan specifies.
- If *direct instruction* is not required and only observation and consultation are warranted, the services may be provided by the district on site at Mary Queen of Peace Catholic School.

### **Health Services**

Services of a school nurse are provided through District 728. This includes hearing, vision and scholastic screening. Health records on all students are mandated by state law. Adjustments for educational services will be made if a health problem requires such adjustments. The district nurse can be contacted at 241-3400, ext 2109. Our school secretary serves as health clerk and is supervised by the district nurse.

In general, the closest supervising staff member will assess an injury or illness and provide immediate care. The health clerk will continue care when immediate care is no longer needed. Injuries and illnesses will be documented in the school office.

The office support staff will be knowledgeable in basic CPR and first aid procedures. The staff will also receive blood borne pathogen training.

### **Injury or Illness Procedure**

- If a student becomes ill during the school day, they will be sent to the office where they will

be kept under the supervision of the health clerk, and, if needed, the principal or teacher.

- If a student needs to be sent home, a phone call will be made to notify the parent(s)/guardian(s). No child will be sent home from school during the day without the permission of the principal or the health clerk.
- No student will be sent home without a parent(s)/guardian(s) permission and assurance that someone will be at home with the student.
- In case of an accident, as soon as the safety or comfort of the child is secure,
- An incident report will be filled out and a copy sent home with the child or with caregivers responsible for picking up the child.
- If an emergency arises and we cannot contact a parent, guardian, or emergency contact, we may find it necessary to contact a doctor and/or ambulance at the parents'/guardians' expense.
- The health clerk and principal will assess the urgency of each illness or injury and will make a professional judgment regarding the need to contact emergency services.

### **Immunizations**

Immunization records are to be submitted to the school prior to the first day of school. Parents need to be responsible for providing this information to the school office and to follow up with additional immunizations administered to the student by the family physician. If your immunization forms are not up to date, your child may not be allowed to attend school.

### **Medications**

MQP's policy on medication is by recommendation of the Minnesota Department of Health and the Minnesota Department of Education. The administration of medication to a student shall be done only in exceptional circumstances where the student's health or school performance may be jeopardized without it. Any student requiring medications at school shall be identified by parents and physicians to the principal and health clerk. If deemed appropriate other designated school personnel will be notified.

A written statement is required from the parents who request and authorize the giving of medication in the dosage so prescribed by the family physician, thereby releasing school personnel from liability should reactions result from the medication.

A parent may request the doctor to prescribe duplicate bottles of a medication if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Medication must be in the original prescribed bottle, with the prescribing physician's name and dosage. Any medication taken at school will be supervised by the designated school personnel.

Under no circumstances may school personnel provide any unauthorized medication to students. This includes any over-the counter medication such as aspirin, cough drops, etc. All over-the counter medications must go to the health clerk with a note from the parent indicating the need and dosage.



## Mary Queen of Peace Wellness Policy

### **Purpose**

The purpose of this policy is to combat the growing problem of childhood obesity and the health problems associated with poor nutrition and a lack of physical activity and to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

### **General Statement of Policy**

- A. The Mary Queen of Peace School Advisory Board recognizes that nutrition education and physical education are important components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. Mary Queen of Peace encourages the involvement of students, parents and staff in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades PreK-5 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.

### Visitors

Visitors are welcome at Mary Queen of Peace Catholic School! For the safety of our students, visitors must report to the school office to sign in, and will be required to wear a badge indicating status as a visitor or volunteer.

### Extended Day

The Extended Day Program was set up to provide Mary Queen of Peace parents with a convenient alternative to before and after school care for their children. Like all other Mary Queen of Peace programs, Extended Day works to balance affordability with needs to keep the program in operation. Because of this, rates and times for the program are subject to change at the discretion of administration to ensure that the program remains convenient and financially sound.

Program goals include:

Quality care in a safe and nurturing environment.

Support for the hard working parents of Mary Queen of Peace.

Fostering a balanced learning environment from quiet reading to outside games.

Providing a nutritional snack.

Before school- 7:00-8:15 am      After school- 2:45-5:30 pm

Extended Day begins the first day of school. Parents must register for Extended Day services. Please

see the website [www.mqpcatholic.org](http://www.mqpcatholic.org) under School then Admissions, or contact the school office. In the event of a late school start, extended day will open late as well. If school closes early due to weather, there will be NO after school care.

### **Hot Lunch Program**

Hot lunch is available in the Church social hall and will be provided by District 728. Costs for the hot lunch program are subject to change. Costs for 2015-2016:

<b>Student hot lunch</b>	<b>\$3.25</b>
<b>Milk only</b>	<b>\$0.45</b>
<b>Adult hot lunch</b>	<b>\$4.00</b>

<i>Note: One milk is <b>included</b> with hot lunch</i>
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Each school family grades K-5 will have a lunch account. It is expected to keep one month of charges in the account. Families will be billed for all lunches received. School office must be notified by 8:45 am if a parent or guest wishes to join a student for hot lunch.

Families will be notified when hot lunch is not available due to funerals or the public school calendar. A sandwich lunch will be available for funeral days if ordered ahead of time. If you choose not to order the sandwich lunch, parents must provide a bag lunch. Milk will be available.

Accounts that have billed amounts past due for 30 days or more will be suspended, with no additional charges allowed, until they are made current.

### **Attendance Policy**

It is our goal to develop policies that encourage success and virtue in our students. Regular attendance is essential to success in school and being on time for school is also critical to both academic success and character development. Please use your best judgment when keeping your child home. The faculty of Mary Queen of Peace will work with parents in helping the child make up late work, but nothing can replace the contact time students have with teachers during the day. Long absences for vacations are discouraged as it causes hardships on students and teachers.

**Parents are asked to call the school office before 8:30 am to report a student's absence.** If a call cannot be made, a note explaining the absence must be sent to school by a parent/guardian upon the student's return. The school office will call to verify any absentees. Send a note to school if your child will be picked up early and by whom. Photo ID will be required if it is someone other than the parent picking up.

**Parent/Guardian must sign students in or out of the building for safety purposes.**

**In the event of an emergency, the school must have an accurate count of students in the building at all times.**

Under State Compulsory Instruction Laws, all children aged 7 to 16 are required to receive an appropriate education. Parents are responsible for the assured education of children under Compulsory Instruction Laws. Schools are responsible for establishing policies to enforce Compulsory Instruction Laws. The administration of the school reserves the right to assess the compliance of Compulsory Instruction Laws and to contact the county if there is sufficient evidence for educational neglect.

### **Present/Absent/Tardy**

- A student is considered tardy if he/she arrives within 90 minutes after the start of the school day. Since school ordinarily begins at 8:20am, students arriving at or before 10:00 am will be marked tardy.
- A student is considered absent for one half day if he/she misses more than 90 minutes at the start or end of the school day. Students arriving after 10 am or leaving before 1:15pm will be considered absent for one half day.
- A student is considered absent for a full day if he/she misses four or more hours of the school day.
- *Parents will be notified by the teacher when their child has been tardy three times and by the principal when their child has been tardy 5 times. After a student is tardy 7 times, the 7 tardies will become one full day absent.*
- If a student is absent due to illness for more than three consecutive days, a note from their doctor may be required when the student returns to school.

### **Excused Absence**

An excused absence is any absence that is deemed warranted by the parent or guardian. The absence must be communicated to the school in the preceding policies otherwise the absence will be considered unexcused. Mary Queen of Peace Catholic School will deal with extended excused absences on an individual basis. After ten days of excused absence in a trimester, the school will be in contact with the family to determine the support needed for the student. A parent/guardian should inform the school in advance of any student health needs that may affect attendance so an appropriate education plan can be developed.

### **Unexcused Absence**

An unexcused absence is any absence from school that is not properly communicated to the school. In the event that a child returns to school from an absence without any explanation, the school will attempt to contact the parent or legal guardian to verify the absence as excused. The absence will remain as unexcused until the absence can be appropriately verified. After 4 unexcused absences in a trimester, the school will contact the parent or legal guardian in writing to initiate an action plan to avoid future unexcused absences. **After 7 unexcused absences in a trimester, the school is required under state law to file a report of possible educational neglect to the county.**

A record of attendance, excused absences, unexcused absences and tardiness will be part of the student's permanent record.

## Uniform Dress Code

Mary Queen of Peace School takes pride in creating a feeling of belonging, and school spirit among its students. The school uniform is a means of instilling this pride, as well as creating an atmosphere that enables students to focus on their academic success and spirituality rather than competition in clothing styles. For older students it instills a sense of humility and self-respect.

The following policy is in effect for uniform dress at Mary Queen of Peace:

### Male:

- Light blue polo shirt with logo-long or short sleeve
- Navy blue uniform pants; navy blue uniform shorts may be worn September, May, June
- Brown or black belt if needed
- Blue sweater vest or sweater with logo or MQP dark blue hooded sweatshirt
- Blue, black, or brown dress shoes or tennis shoes can be worn every day. All shoes must cover toe and heel.  
No light up shoes or shoes with wheels. Tennis shoes must be worn for Phy Ed.
- No boots can be worn during the school day.
- Natural hair color only
- White, black or blue socks
- No earrings

### Female:

- Light blue polo shirt with logo-long or short sleeve (pants and skirt option)
- Peter pan white blouse- long or short sleeve (worn with jumper only)
- Blue plaid jumper
- Blue plaid skirt
- Navy blue uniform pants; navy blue uniform shorts may be worn September, May, June
- Blue cardigan sweater or MQP dark blue hooded sweatshirt
- Brown or black belt if needed
- Blue, black, or brown dress shoes or tennis shoes can be worn every day. All shoes must cover toe and heel.  
No light up shoes or shoes with wheels. Tennis shoes must be worn for Phy Ed.
- No boots can be worn during the school day
- White, black or blue socks; white or navy tights or leggings may be worn under skirt/jumper
- No make-up
- Natural hair color only

Uniforms can be purchased at **Donald's Uniform Store**  
**6407 City West Pkwy**  
**Suite 104**  
**Eden Prairie, MN 55344**  
**800-728-8082**  
[www.donaldsuniform.com](http://www.donaldsuniform.com)

In the event that a child comes to school out of uniform, the school will notify the parents of the violation in the following manner:

**First Violation:** A reminder slip will be sent home and a parent may be contacted to bring appropriate uniform depending on the violation.

**Second Violation:** Parent will be phoned and appropriate attire will be brought to school.

\*Repeated uniform violations will result in the loss of participation in upcoming Spirit wear days and/or non-uniform days.

### **School Spirit Fridays**

The first Friday of each month will be School Spirit Day. All students are encouraged to participate in School Spirit Fridays by wearing authorized Spirit Wear. Students who choose to participate are **required to bring in 2 items for the CROSS Food Shelf**. Students who choose not to participate are required to wear the school uniform.

- Jeans may be worn on Spirit Wear days (free of tears).
- Shorts may be worn in September, May, and June, no more than 3 inches above the knee.
- No sweatpants or leggings
- Wind pants are allowed with no holes
- Underclothing is NOT to be visible
- Skin is NOT to be visible (no midriff tops or low waist jeans allowing skin to show)

### **Non Uniform Days**

- T-shirts must be free from inappropriate slogans or graphics.
- Clothing should be clean, fit well and be free from tears.
- Undergarments should not be showing, nor midriffs.
- Shorts, skirts and dresses should be no more than 3 inches above the knee.
- Tube tops, tank tops and spaghetti strap shirts will not be allowed.
- No flip flop sandals will be allowed. All sandals must be attached at the heel and toe of the foot.
- The standards of Christian modesty should guide all clothing decisions on non-uniform days. (For more information on Christian modesty, please reference the Catechism of the Catholic Church #2521-2524).

\*If necessary, a parent will be contacted to bring a uniform to school immediately if the student does not comply with the policy.

## **Inclement Weather/Emergencies**

Mary Queen of Peace School follows the policies of ISD 728 Elk River School District for school cancellations, early dismissals or late starts. In cases of severe weather or other emergencies, please tune in to WCCO 830 AM (radio) and KSTP and UPN9 (television).

In the case of a 2 hour late start, AM Preschool classes will be closed and Extended Day will open 2 hours late. In the case of early dismissal, Extended Day program will be closed.

Please be aware of poor weather during winter. ISD 728 sometimes does not announce the decision to delay or cancel school until 5:00 am.

During the school day, if the wind/chill is below zero, outdoor recess may be canceled and students will remain in school. Please make sure that your child is properly dressed for the weather conditions, with hat, gloves, boots, warm coats and snow pants. Students who are not dressed appropriately for recess will be restricted to certain parts of the playground. If this becomes an ongoing problem with a student, the parents will be contacted and a plan will be made to keep appropriate clothing at school. It is the parent's responsibility to make sure their children are properly dressed before school each day.

## **Registration and Enrollment**

### **Non-Discrimination Policy**

It is the policy of the school to comply with the state and federal laws prohibiting discrimination, to the end that no person(s) shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, or status with regard to public assistance or disability.

Registration for each upcoming school year will normally start during Catholic Schools Week (usually the last week of January) for current Mary Queen of Peace school families. This closed registration period will be in effect until one week after the culmination of Catholic Schools Week when registration will be open to all other interested families.

The following selection policy will be utilized for enrollment during registration. This selection process will also be used to establish a waiting list for a particular class in the event that a class reaches its capacity for enrollment.

Students in Kindergarten through 5<sup>th</sup> grade are accepted in the following priority:

1. All students presently attending Mary Queen of Peace in good standing.
2. Students who have brothers and/or sisters currently enrolled in the school.
3. Students of staff members.
4. Students who have had brothers and/or sisters graduate from the school.
5. Students who have had brothers and/or sisters attend the school.
6. Students who have transferred from another Catholic school and are parishioners of Mary Queen of Peace Church.

7. Students who are parishioners of Mary Queen of Peace Catholic Church transferring from a public school.
8. Students who are not parishioners of Mary Queen of Peace Catholic Church but are parishioners of another Catholic Church.
9. Students who are non-Catholic.
  - **A parishioner shall mean** a family that has been properly registered at Mary Queen of Peace.
  - **Good standing shall mean** a person who is in good standing in all respects with the school, including, but not limited to, current tuition payments and fees and/or not subject to any school disciplinary action.

**Kindergarten and First Grade Age Requirement**

Entrance to five year old kindergarten requires children to be five years old by September 1<sup>st</sup> of the year in which they intend to enroll. First graders must be six by September 1<sup>st</sup> of the year in which they intend to enroll. Mary Queen of Peace Catholic School Administration reserves the right to review early enrollment situations with consultation with parents and the Elk River District 728 early enrollment procedures.

**Tuition**

Mary Queen of Peace School is committed to providing a dynamic and faith-centered educational experience for children while keeping tuition costs as low as possible. Many different types of financial entities serve to support the education of Mary Queen of Peace students including parish subsidy, fundraising and tuition. We work to balance the cost of tuition with the need to service our students in the most appropriate manner. Please know that tuition only covers a portion of the total cost to educate your child, and may need to be looked at for adjustment from year to year.

The shortfall in tuition is made up by a combination of a subsidy from the Catholic Church of Mary Queen of Peace Parish, school fundraising efforts and other income as stated below:

**Tuition rates for the 2015-2016 school year:**

**Preschool**

<b>Program Options</b>	<b>Tuition Rate Per Year</b>
Three Year Old Tuesday/Thursday	\$ 1,035
Four Year Old Mon/Wed/Fri	\$ 1,260

**\*\*All preschool students must be potty-trained before the first day of school.\*\***

### Kindergarten through 6<sup>th</sup> Grade

	Tuition Rate Per Year
One Child	\$ 3,490
Two Children	\$ 6,980
Three Children	\$ 10,470
Each Additional Child	\$ 2,980

**All Tuition and fees must be paid in full by April 15 of each year.** Mary Queen of Peace uses TADS online service to process tuition payments, as well as to determine eligibility for financial aid. Every effort will be made to provide each student the opportunity to attend Mary Queen of Peace Catholic School regardless of the financial situation of the family. Financial aid applications are available for families who are enrolling in grades K-5 and are members of the parish.

Families with students transferring into or out of our school within the school year will have tuition calculated using the following method to ensure fair treatment to all parties. The yearly tuition rate will be divided by the months of intended service and then multiplied by the actual months of attendance. Tuition will not be prorated for partial months of attendance.

Example:

Student A is registered and attends school for six of the nine months before transferring. The following shows how the final cost will be calculated:

Tuition- \$3490 for one child	$\$3,490 / 9 = \$387.78$
Months of Service- 9	
Months of Attendance- 6	$\$387.78 \times 6 = \$2,326.68$

Student A would owe \$2,326.68 for services rendered.

All fees are non-refundable.

### Classroom Capacity

Mary Queen of Peace School works to maintain a learning environment that is student-centered and small enough for our faculty to meet the individual learning needs of students. Our school must also remain financially responsible and establish class sizes that allow us to retain professional, qualified teachers and provide for flexibility in looking toward the future of the school. The following limitations on class sizes are currently in effect but are subject to change from year to year as needs warrant:

Preschool	16 students per classroom
Kindergarten through 5 <sup>th</sup> grade	25 students per classroom

### Curriculum

Mary Queen of Peace Catholic School curriculum is anchored by our Mission statement and focuses on the mind and the soul of the child. We believe college preparation begins with the first day of preschool and continues through twelfth grade. We strive to instill strong academic and social skills in all students through the use of a challenging curriculum and dedicated staff. Mary Queen of



Peace Catholic School offers a progressive and challenging curriculum that serves to meet the academic needs of all students. Standards and objectives have been established in all curriculum areas. This compilation is available for review in the school office along with the documented curriculum from area public and private schools. A seven year review cycle has been established to ensure that programs and objectives are reviewed and updated in a timely manner.

Family life education is an important issue for families in our school. Each parent as primary educator must determine what information is appropriate for their children. In order to support our families, the administration will provide education resources including the Benzinger Family Life textbook for parents to check out and use with their families. In addition, Mary Queen of Peace Catholic School Netsmartz, a child safety curriculum is used to comply with the USCCB Charter for the protection of children.

Because so much is at stake, reviews are conducted with great care. The following steps comprise the process:

1. Comprehensive information-gathering includes:
  - Studying research in the subject area
  - Comparison with other schools/programs
  - Focus groups comprised of teachers, and if deemed appropriate, parents
  - Technical content analysis reviewed by staff
2. Selection is made by school administration after completion of these steps:
  - Review of compiled data
  - Review of proposed tests/materials
  - Review of teacher/parent recommendations
  - Evaluation of strengths and weakness of each program
  - Balancing scope/sequence with program
3. Order the selected program in the spring for implementation in the fall of the following school year.
4. Assess the program after the first year of implementation and make any necessary adjustments.

### **Technology**

All Mary Queen of Peace internet use is conducted on predetermined “safe” sites and through publicly registered “safe” search engines.

### **Library**

The school library is available to students each school day. We ask parents to be aware of the materials their child may check out of the library so that these materials are returned on time and in good condition. Lost or damaged materials are the responsibility of the students. In the event that a book is damaged or lost, a notice will be sent home with the child for the replacement cost. All replacement costs must be paid off by the end of each trimester.

### **Text Books**

Textbooks used by students are the property of Mary Queen of Peace School. We hope to instill a

sense of respect for school materials in our students so that we may maximize the lifespan of our text and keep tuition costs down. Lost or damaged books will have to be replaced by the student responsible.

### **Field Trips/All- School Activities**

Students will participate in field trips and all-school activities supplementing the Mary Queen of Peace curriculum. Financial assistance is available as needed. Parents must contact the principal to make arrangements. Each field trip and/or activity will have a specific educational objective. Parents wishing to chaperone any student activity must follow the volunteer procedures stated on page 20. School uniforms will be required on all field trips unless otherwise indicated.

### **School Patrols**

Mary Queen of Peace works with the Rogers Police Department to assist in the training of school patrols. Fourth and fifth grade students are invited to serve their school as a patrol.

### **Altar Servers**

All Catholic 4<sup>th</sup> through 5<sup>th</sup> grade students have the honor of being trained as altar servers for school Masses. This is a wonderful opportunity for our students to be active in their faith and be in service of the Lord and their school community.

### **D.A.R.E.**

The Drug Awareness program is prepared for the fifth grade and is a 15 week program taught by a Hennepin County Deputy. The emphasis of the program is on chemical awareness, violence revention, self-esteem and developing a positive rapport with law enforcement.

### **Criminal History Background Checks**

*Mandatory Criminal Background Check Policy.* All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

The following positions are subject to a mandatory background check:

- |                    |                         |                               |                |
|--------------------|-------------------------|-------------------------------|----------------|
| -Teachers          | -Substitute teachers    | -Specialist teachers          | -Tutors        |
| -Academic coaches  | -Athletic coaches       | -Extracurricular advisors     | - Office Staff |
| -Paraprofessionals | -Food service personnel | -Janitorial service personnel |                |

### **School Volunteers**

The continued success of Mary Queen of Peace School would be impossible without the shared talents of our parents. All parents are encouraged to volunteer at Mary Queen of Peace School in a manner fitting with their talents and availability. The use of volunteers allows us to keep tuition costs affordable and provides an opportunity for parents to get directly involved in the education of their child.

Parent volunteers who work directly in the classroom, school office or building must follow the following process for being a volunteer at Mary Queen of Peace:

1. All volunteers having direct contact with children must have a background check completed and on file at the school, attend Virtus Training and sign the Volunteer Code of Conduct and participate in approved training.
2. All volunteers must respect the importance of confidentiality when working with children.
3. Volunteers will be required to sign a Volunteer Agreement indicating that they have read and will support the policies of Mary Queen of Peace School.
4. All volunteers must sign in at the school office when entering and exiting the building and wear a visitor sticker.

**Fundraising**

We need all of our parents to get involved and contribute. With 100% participation, we ensure that the spirit of Mary Queen of Peace School continues to blossom and grow and that our school stands on solid financial footing. This handbook serves as your commitment to fundraising at Mary Queen of Peace. This agreement asks each family of Mary Queen of Peace to pledge their time and talents to one of our three main fundraising events, and other volunteer needs of the school.

Volunteering deepens parental and community involvement. It is a translation of the Faith of God into something practical. It is not only about money. We engage in fundraising at Mary Queen of Peace Catholic School for the following reasons:

**Time**- to come together and share in fellowship and goodwill

**Talent**-to use our God-given skills for the betterment of our children

**Money**-to build a stable financial framework for the present and future

**2015-2016 Fundraisers:**

Marathon  
Gala Dinner/Auction  
Golf Tournament

Fall  
Winter  
Spring

SCRIP  
Dairy Queen  
Malmborg's  
Applebee's  
Can Recycling

Ongoing  
Ongoing  
Ongoing  
Ongoing  
Ongoing



Look for volunteer opportunities throughout the year!!

**LEAP – Linking Education Activities And Parents**

The mission of the LEAP Committee is to facilitate and direct activities within the school, and to harvest parent talents for the many volunteer opportunities at Mary Queen of Peace Catholic School. The committee is a self-sustaining committee, and every parent is invited to be involved. The committee provides communication between parents, staff and administration to coordinate

and plan events and determine where volunteer help is most needed. The committee works to enhance the school environment in keeping with the guidance of the pastor and principal and in keeping with the mission and philosophy of the school. Meetings are held bi-monthly throughout the school year, with the exception of August and September in order to prepare for the upcoming school year.

### Parent/Teacher Conferences

Conferences will be held in the fall and spring of each year. Parents are encouraged to contact teachers any time there is a concern or to receive an update on their child's progress. Because teachers have a busy schedule and use prep time to plan lessons and assess work, we ask that you formally schedule a time to meet with a teacher beforehand. **Scheduling an appointment will guarantee that both the teacher and parent(s) have enough time to confer about student progress.** We ask that parents schedule meetings with teachers by contacting them at school rather than at home. Mary Queen of Peace School will not publish the home phone numbers for teachers for general use by the community.

### Report Cards

Student assessment is very important in communicating to parents the progress their child has made academically. Assessment at Mary Queen of Peace school is designed to provide a broad picture into student progress and areas for growth and development. Students will receive report cards approximately two weeks after the trimester has ended. End of the year report cards will be mailed home at the end of the school year.

Midtrimester progress reports will be completed for each student. Midtrimester dates will be published in the monthly calendar, and students will receive a copy of their report to take home on that date. The progress reports serve as a communication tool to inform parents about student progress. It is a sort of "half time score" with time left for targeting areas for improvement and developing interventions to improve student performance. The reports do not go into student cumulative files, nor are they official "grades".

All parents will be notified by the teacher when their child is awarded a grade of C- and below in any academic or formation category prior to mid-trimester or trimester reports. The teacher will keep appropriate documentation of the timely parent communication regarding grades or behaviors of concern.

### Honor Roll

Students in grades 4-6 are eligible to be named to the Honor Roll each trimester of the school year. Honor roll students are recognized for their academic accomplishments, along with consistently displaying responsible student behavior at school during the course of each trimester.

Honor Roll students will receive a certificate signed by the Principal and the Pastor in recognition of their accomplishments. First and second trimester certificates will be presented during one of the school Masses and the third trimester certificates will be mailed home with the final report card.

Students must meet the following criteria in order to qualify for the **Honor Roll**:

1. Students will earn a 3.0 – 3.74 **AND**
2. Students will not have any “N”s or “U”s in their Conduct grade, **AND**
3. Students will not have a grade of C- or lower in any class.

Students must meet the following criteria in order to qualify for the **High Honors Honor Roll**:

1. Students will earn a 3.75 or above **AND**
2. Students will not have any “N”s or “U”s in their Conduct grade, **AND**
3. Students will not have a grade of B or lower in any class.

### **Student Records**

According to the Minnesota state law relating to pupil records, the parent/legal guardian or pupil 18 years of age or older, may examine all of the individual files contained in their cumulative file. Parents may do this by making an appointment with the school office personnel. Records will be reviewed in the presence of the principal or designee. The school will only release directory information with parent permission.

The principal of the school reserves the right to review the student records of prospective students before they will be admitted.

### **Homework Policy**

Homework is planned to meet the needs of students and has an essential place in the educational program at Mary Queen of Peace Catholic School. Homework is intended to preview new course material or reinforce content that has been taught in class. We urge all parents to take an active role in monitoring the completion of homework. Solid study habits are acquired through deliberate thought and practice of such skills.

Homework will be assigned on a regular basis. It is the responsibility of the students in grades 4-6 to write down all assignments in their academic planners. The planners are distributed during the first week of school. Parents are expected to review the planner nightly with their child/children. Teachers in grades 4-6 will review the planner regularly to be sure that strong study skills are developed. All assignments are expected on the designated due date. Teachers reserve the right to modify assignments and due dates. Each teacher will inform you of his or her own policy for late homework.

All “overdue” and incomplete work should be discussed with the individual teacher. The teacher directly involved can professionally set up a plan for the work to be completed and turned in for credit. We ask parents to respect the professional judgment of the faculty in setting up plans for late work. If work is not completed by the agreed deadline, the student will receive a failing mark for the work and this will be reflected in the students overall grade in the subject.

Please know that the faculty of Mary Queen of Peace is committed to working with parents and students in establishing a reasonable plan for turning in late work. Family emergencies and

unusual circumstances do occur and the faculty is prepared to work with students to keep them on track with the curriculum.

We ask your help with this in working to keep family vacations in line with school holidays and time off. We do understand that this may not always be possible, but it will help in avoiding extended absences and late work. All work must be completed following the extended absence.

### **Confidentiality**

All staff members and volunteers are expected to keep confidential any sensitive or personal information regarding a staff member, student, parent or school situation. Staff members will reinforce confidentiality with classroom parents or volunteers.

### **Teacher Data Privacy**

Mary Queen of Peace Catholic School will not publish the home phone numbers of teachers for general use by the community.

- Parent(s)/guardian(s) are requested to contact teachers via their school email address.
- Teacher school e-mail addresses will be published on the Mary Queen of Peace Catholic School website.

### **Family Data Privacy Notification**

Mary Queen of Peace Catholic School will comply with federal law and regulations relating to collection of directory information and public data on individuals. Federal rules define directory information to mean "information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed." 34C.F.R., Sec. 99.3.

- Directory information includes the following data: Name, address, telephone number, date/place of birth, major field of study, participation in officially recognized activities and sports, height and weight measurements for members of athletic teams, date of attendance, degrees and awards received, the most previous educational agency or institution attended by the student, and school pictures taken during the school year.
- A parent/guardian of a student has the right to refuse to permit some or all of the directory information with respect to that particular student. If a parent/guardian wishes to remove some or all of the directory information, they should contact the principal or school secretary in writing by the end of the first week of school.

### **Electronic Communication**

School Email Blast Communication will be sent from the office every Wednesday. The deadline for the Wednesday electronic communication is Tuesday at 12:00 pm (noon). All submissions received after the deadline will go out on the next communication date.

### **Code of Conduct**

Mary Queen of Peace Catholic School's Code of Conduct describes the expectations of administration, staff and students regarding student conduct. The goal is to provide a Christian school climate that is free of disruptions where students can pursue their studies in a manner most

conducive to learning. In an effort to fully inform students and parents of the expectations of the school, the policies and rules of conduct are outlined. Parents are urged to contact the teacher and/or principal concerning school discipline.

Violation of the Code of Conduct will result in disciplinary action up to and including expulsion.

This Student Code of Conduct is in force whenever the student is on school property and at any school-related event where the student is representing the school. Staff members will be notified if a student has “A History of Violent Behavior” per state statute 121A.64 These records must be a part of the education record and are transferred with the student.

## **Responsibilities**

**Student Responsibilities** for achieving a positive learning environment at school or school-related activities will include:

- Attend all classes daily and be on time (except when ill or otherwise excused) and be prepared for each class with appropriate materials and required assignments.
- Follow school rules, procedures, and directives concerning appropriate behavior, safety and dress.
- Show respect for others and their property.
- Refrain from harassment; hate language, name-calling, and profane, insulting, threatening or intimidating remarks/gestures.
- Strive toward self-discipline, setting individual goals and utilizing good work habits in the pursuit of mastery of the essential elements of the curriculum.

**Parent/Legal Guardian Responsibilities** for working in partnership with the school to pursue educational excellence shall include:

- Establish and maintaining a positive working relationship with teachers and administrators.
- Attend scheduled conferences and/or initiate conferences to discuss academic progress and other concerns.
- Encourage the student to adhere to the Student Code of Conduct and support the procedures outlined, including the attendance and uniform policies.
- Cooperate with school administrators and teachers when their child is involved in a disciplinary problem.

**Administrator Responsibilities** to help students reach their maximum potential shall include:

- Serve as an appropriate role model for students in accordance with the standards of the profession and assume responsibility for providing a positive school environment.
- Encourage parent communication and active participation in the education of their children and make a reasonable effort to notify parents of academic, appropriate and/or inappropriate conduct concerns.

- Support and administer the Student Code of Conduct and respond promptly and efficiently to student discipline referrals.

**Teacher Responsibilities** to support a classroom environment that promotes student success shall include:

- Serve as an appropriate role model for students in accordance with the standards of the teaching profession; teach students to strive toward self-discipline and encourage work habits that will lead to the accomplishment of personal goals.
- Teach the curriculum that has been outlined by the school, be prepared to perform teaching duties with appropriate preparation, assignments and instructional materials.
- Maintain an orderly classroom environment that is conducive to learning; enforce rules and regulations outlined in the Student Code of Conduct; comply with school policies, rules regulations and directives.
- Establish rapport and an effective working relationship with parents and students.
- Refer chronic violators of school rules and procedures to the office.

Infractions of the Code of Conduct are listed in three categories of offenses:

Level I (minor infractions)

Level II

Level III (major infractions)

Please note that nothing in the Code of Conduct precludes Mary Queen of Peace Catholic School administrators, teachers, staff and volunteers from alerting law enforcement authorities when federal or state laws are violated.

<b>Level I Offenses</b>	<b>Level I Consequences – the offending student is subject to one or more of the following disciplinary actions:</b>
• Consistent Violation of Classroom Rules	Verbal reprimand
• Nonconformity to Dress Code	Removal from the classroom
• Tardiness	Detention
• Non-preparedness for class	Written referral to parents
• Eating in unauthorized places or at unauthorized times	Principal Office Referral
• Disruptive behavior in school	Student, teacher, principal conference
	Loss of privilege to participate in Spirit Wear day(s).
	Student, Parent, Principal conference
<b>Level II Offenses</b>	<b>Level II Consequences</b>
• Multiple Level I offenses	Automatic Principal Office Referral
• Disrespect to any staff member or visitor	Student, Teacher, Principal conference
• Irreverence at church, liturgies or prayers	Student, Parent, Principal conference



<ul style="list-style-type: none"> <li>• Possession of obscene or pornographic materials</li> </ul>	Loss of privilege to participate in Spirit Wear day(s).
<ul style="list-style-type: none"> <li>• Use of racist or discriminatory language</li> </ul>	Removal of student from school for the remainder of the school day
<ul style="list-style-type: none"> <li>• Fighting/encouraging other to fight</li> </ul>	Out of school suspension and a financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct
<ul style="list-style-type: none"> <li>• Bullying</li> </ul>	
<ul style="list-style-type: none"> <li>• Destruction of school property or the property of others</li> </ul>	
<ul style="list-style-type: none"> <li>• Academic dishonesty</li> </ul>	
<ul style="list-style-type: none"> <li>• Harassment/Bullying of a verbal, written or physical nature</li> </ul>	
<ul style="list-style-type: none"> <li>• Leaving school property during the school day without teacher or administrative permission</li> </ul>	

Level III Offenses	Level III Consequences
<ul style="list-style-type: none"> <li>• Multiple Level II offenses</li> </ul>	Automatic Principal Office Referral
<ul style="list-style-type: none"> <li>• Defiance of school appointed authority</li> </ul>	The offending student is subject to one or more of the disciplinary actions listed for Level I and Level II offenses and is also subject to expulsion upon the recommendation of the principal. If expulsion is recommended for consideration, the appeals process may be instituted.
<ul style="list-style-type: none"> <li>• Physical confrontation or physical harm to others</li> </ul>	
<ul style="list-style-type: none"> <li>• Possession, use, or transfer of prescription drugs, over-the-counter medication, vitamins, or pill-like substance without proper authorization from the student's parent, guardian and school administration</li> </ul>	
<ul style="list-style-type: none"> <li>• Possession, use, or transfer of controlled substances, tobacco products, alcohol, knives, firearms, and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products</li> </ul>	
<ul style="list-style-type: none"> <li>• Stealing</li> </ul>	
<ul style="list-style-type: none"> <li>• Any conduct that would constitute a misdemeanor or felony under federal law or the laws of the State of Minnesota</li> </ul>	

## Forms of Consequences:

<b>Probation</b>	This is a trial period of time in which the student must demonstrate good behavior and a willingness to cooperate with the school's Code of Conduct.
<b>Detention</b>	Detentions may be given by teachers for any of the Level 1, Level 2 or Level 3 offenses outlined in the Handbook. Detention will be served in the assigning teacher's classroom. Student may be required to clean, complete a reflection form, write a reflection essay/letter, or other activities deemed appropriate to the incident.
<b>In-School Suspension</b>	The student reports to school and is assigned a designated area for the day. Individual teachers will assign work for the day.
<b>Out-of-School Suspension</b>	The student is not allowed to attend school for the designed day(s).
<b>Expulsion</b>	The student is removed from school.
<b>Student Transfers</b>	School districts, charter schools, and nonpublic schools that receive public services or aid must transmit a transfer of a student's educational records within ten business days, upon request, to the school district, charter school, or nonpublic school enrolling the students. The district or school transmitting the records must include in the records information about formal disciplinary actions taken against the student and inform the student and the student's parents that the student's disciplinary records are being transferred. A principal must remove and destroy a probable cause notice included in a student's records if certain conditions are met. Minn. Stat. 120A.22,subd. 7

## Daily Classroom Disciplinary Program

### **Grades Pre-K – 6**

Each classroom teacher in grades Pre-K – 6 and Resource teachers will provide their disciplinary rules and procedures at Open House and again on the first day of school.

### **Appeals Process for Major Disciplinary Actions**

Catholic schools, as a faith community, should impart fairness and sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities, which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended. Students and parents shall have the right to be informed either orally or in writing of the school rules which have been violated and of the specific ground for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

In order to ensure that this atmosphere prevails, the following procedures will be enacted when necessary:

When there is a major violation or multiple violations of the student code which results in expulsion, the student's parents/guardians will be called and informed of the violation and will be required to immediately pick the student up from school. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.

A review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the school administration, a teacher chosen by the administration and a teacher chosen by the student. The student and at least one parent/guardian will be present during the board hearing at which time the student will be allowed to present his/her case. The review board will then make a decision, which will be enforced by the school.

The decision of the review board may be appealed in writing within 24 hours of the board's decision by the student and the parents/guardians to the Pastor for further review. The decision of the Pastor will be carried out and upheld by the school administration. The Pastor may consult with the review board. Any further appeal must be made through the Archdiocese of St. Paul and Minneapolis Due Process System.

### **Electronic Devices Policy**

All electronic devices are considered a distraction to the educational process, and must be powered off and stored out of sight during the school day. The school day shall be from the time a student arrives on the school campus to the time they depart via district or parent transportation. Students using personal electronics during the school day will have them confiscated by a staff member and the following procedures will follow:

- First offense - the electronic device will be held until the end of the school day, at which time it will be returned to the student.
- Second offense - the electronic device will be held and a parent/guardian must meet with administration to review the policy before it will be returned.
- Subsequent infractions or failure to comply will result in further disciplinary action.

## **Anti-Bullying Policy** - (including threats of violence)

### **Values and Beliefs about Bullying:**

The Mary Queen of Peace School Community, in the presence of God, is committed to providing a supportive environment that enables students to explore all areas of life and to mature in faith.

This mission is the foundation of the Anti-Bullying Policy.

The Anti-Bullying Policy exists to foster a climate of mutual respect among the students and staff at Mary Queen of Peace Catholic School.

### **What is considered bullying?**

Any action intended to hurt another person, either physically, mentally, or emotionally, so that the person feels less important. Bullying behaviors may include but are not limited to:

- Physical violence
- Name calling
- Ridicule
- Vandalism of personal property
- Invasion of privacy
- Teasing
- Ostracism (ignoring someone intentionally)
- Any offensive action or statement made about another with regard to ability, race, creed, gender or physical attributes.

### **Procedure for Dealing with a Bullying Situation**

1. The school staff will not tolerate bullying behavior. Staff will intervene on behalf of any student being bullied.
2. If the behavior does not stop, the staff member will issue an office referral to the offending student.
3. The allegations will be investigated by the school administration.
4. Consequences as described in Student Code of Conduct of the Student Handbook will be used to deter bullying behavior.
5. The victim of the bullying will receive support and assistance from the school administration.
6. The offending student will be referred to the school administration. They will work with the student and their parents to develop a plan to prevent further bullying behavior.
7. If the behavior continues, the student may face disciplinary action up to and including expulsion.

## **Harassment**

Mary Queen of Peace abides by the Archdiocesan Policy #3750-1 to maintain a learning and working environment that is free from harassment.

In all cases, violations will be dealt with according to the established guidelines of the Archdiocese of St. Paul and Minneapolis and Hennepin County. All cases will be investigated thoroughly by the appropriate parties. Action taken regarding sexual harassment will depend on the circumstances of the case and guidelines set forth by the Archdiocese, County and State.

This policy applies to all students, faculty, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies whenever and wherever a school and/or catechetical program takes place. Anyone who violates this policy is subject to the appropriate disciplinary action, which may include separation from the local school and/or catechetical program.

**DEFENITION:** Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating, or offensive working or learning environment. It also includes situations where submission may be directed to members of the same or opposite sex.

Sexual harassment includes, but is not limited to:

- Teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks.
- Subtle pressure for sexual activity.
- Intentional brushing against a person's body.
- The display of offensive pictures, posters or other graphics.
- Leering, inappropriate patting or pinching and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating or offensive environment.

**Harassment procedure:** Any member of Mary Queen of Peace School community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (principal/director of catechesis, or, in the case of a complaint against the principal or director, to the Pastor).

The principal and/or director of the catechetical program will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings or other disciplinary actions, will be taken.

An investigative report documenting interviews, conclusions, and recommendations will be completed. The person issuing the complaint, the alleged harasser, and (if a minor) their parents/guardians will be advised of the outcomes of the investigation, preferably in writing. In

cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by state law.

The alleged harasser will be warned, preferably in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigation process will not be tolerated. The person issuing the complaint is encouraged to report recurrences or retaliation, and the situation monitored as the principal or director deems appropriate.

### **Weapons Violation**

Mary Queen of Peace Catholic School takes a position of zero tolerance of weapons in and around school property, at school related events or activities, and during school transportation. Zero tolerance means students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or vehicles or school contracted vehicles or entering or departing from school premises, property or events.

- Action taken regarding weapon violation will be dealt with depending on circumstances of the case.
- Possession of real weapons including all firearms (loaded or unloaded) will result in student expulsion. Pellet or B-B guns, knives, and explosives including firecrackers and live ammunition will be treated with serious consequences (i.e., immediate dismissal from school, out of school suspension).
- Upon discovery of a weapon at school, the item will be immediately taken away. The parent(s)/guardian(s) will be called. The student will be prohibited from attending classes until the principal and parent(s)/guardian(s) have communicated and the principal is able to examine the students' intent.

### **Occupational Safety and Health Act (OSHA)**

Mary Queen of Peace Catholic School will comply with OSHA requirements as they apply to the school environment including: Right to Know, Safety Guidelines, Hazardous Materials and handling of Blood borne pathogens.

### **Asbestos**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Mary Queen of Peace School has a goal to be in full compliance with this law. Mary Queen of Peace School shall continue to maintain a safe and healthful environment for our youth and employees.

In keeping with this legislation, all buildings owned and leased by the school district were inspected by EPA inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings.

Furthermore, Mary Queen of Peace School has completed its 3-year re-inspection requirement and will do so in the future. Mary Queen of Peace School buildings with asbestos containing materials were found and are maintained under the Operations and Maintenance Program.

Federal Law requires a periodic walk-through (called “surveillance”) every six months in buildings containing asbestos. The law also requires for all buildings to be re-inspected three years after a management plan is in effect. This is accomplished through our contract with MacNeil Environmental, Inc.

Short-term workers (outside contractors- i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short term workers are required to contact the lead maintenance person to be given this information before starting work.

Mary Queen of Peace School has a list of the locations and types of asbestos containing materials found in the school building and a description for proper management. A copy of the Asbestos Management Plan is available for review in the school office. Questions related to the plan should be directed to personnel in the school office, who will contact our accounts manager under contract with MacNeil Environmental, Inc. MacNeil Environmental may be reached at (612) 890-3452 to discuss the management of our asbestos containing materials.

### **Grievance Policy – Matthew 18:15-17**

**Stage I:** If at all possible, complaints, disputes or disagreements should be resolved on a person to person level with the person most directly involved in the issue. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Attempt to resolve the problem with the person most directly involved.
2. If no resolution can be found, contact the next level of administration
  - Parent to teacher, if no resolution, seek the principal
  - Parent to principal, if no resolution, seek the pastor
  - Parent to pastor, if no resolution, parent requests local conciliation (in writing)

### **Goals for resolving concerns:**

1. To invite parties who have a concern regarding the school to sit down with the person most able to bring about a resolution and jointly work on a plan to resolve the concern.
2. To have an established process to identify concerns, establish possible solutions, a plan to carry out and appropriate follow-up to ensure that the concern has been resolved in a timely manner.
3. To ensure that concerns are carried out to the next level of administration in the event that a resolution is not obtained.
4. To ensure accountability for the school with regard to concerns brought forward.
5. To create a constructive forum to address issues that promotes ownership of concerns by the school and concerned parties and minimizes the destructive impact of gossip in our school.
6. To identify patterns of concern to address as a school.

**Process for resolving concerns:**

1. A parent having a concern contacts the staff member most directly involved in the concern. If the concerned party contacts the principal first, the concern will be documented but the party will be directed to contact the staff member most directly involved.
2. Together, the concerned party and staff member will work through the process of documenting the concern, brainstorming on possible solutions, establishing a plan of resolution and a timeframe to work with.
3. Copies of the plan will be given to the parent and the principal.
4. The plan will be carried out as agreed.
5. The staff member will follow up with the concerned party as agreed.
6. If a resolution is acknowledged by the concerned party, it will be documented and the issue will be considered resolved.
7. If a resolution has not been achieved, the concerned party and staff member may explore other solutions brainstormed in the initial process or, at the request of the concerned party, the concern can be forwarded to the next level of administration for resolution or, if all levels of the administration have been exhausted, to Stage II of the Grievance Policy: Local Conciliation Procedure.

**Stage II: Local Conciliation Procedure**

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within 10 working days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the person(s) seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed 15 working days of being informed to receive evidence and make recommendations. The committee shall have the discretion to decide whether the evidence shall be written, oral or both.
4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator, who will in turn determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.
5. The local conciliation process should be completed within 25 working days. It is the responsibility of the person(s) seeking relief and the respondent to follow the recommendations of the local conciliation committee.

**Stage III: Archdiocese**

Local procedure moves to the Archdiocesan Process: if the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedure.





### **Questions and Concerns**

The success of the students of Mary Queen of Peace School is based on the hard work of the entire community. This hard work is a living example of the Gospel to our students and creates a school that instills a motivation in children to serve the community and parish that support them.

We must all work together to minister to the needs of our children. Therefore we must have genuine respect and trust in each other. We must also realize and appreciate the important investment of each person our children meet and work with during the course of a school day. If you have a question or concern, please seek resolution through the appropriate channels and avoid gossip that only serves to hurt a community and make the job of educating children difficult. The governing bodies of Mary Queen of Peace school are a good start. If you have a concern or question, don't be afraid to get involved. We encourage you to *be a positive part of the solution!*

**The School Administration reserves the right to amend the policies contained in the Family Handbook and inform the parents of these changes. All changes must be sent to parents in writing.**