Student and Family Handbook 2024-2025

Mary Queen of Peace Catholic School
21201 Church Avenue
Rogers, MN 55374
763-428-2355
school.mqpcatholic.org

Let all that you do be done in love.

1 Corinthians 16:14.

Welcome to Mary Queen of Peace Catholic School!

Faith, Academic Excellence and Community. Mary Queen of Peace Catholic School, together with the parish community, provides academic excellence through a Catholic education that guides the growth of all learners while following Christ's example of love and service.

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
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.

School Accreditation
Mary Queen of Peace Catholic School is accredited by the Minnesota Nonpublic School Accrediting Association. Annual reports are submitted to this agency in order to meet annual Association standards. Curriculum evaluation is an ongoing process at our school. Programs are selected after careful study and consultation on the part of the staff.

Mary Queen of Peace
Catholic School
Academically excellent. Christ-centered. Family-focused.

Mary Queen of Peace Catholic Church and School Staff 2023-2024

Name	Parish Administration	Email	Phone Ext
Fr. Mark Pavlik	Pastor	frpavlik@mqpcatholic.org	105
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Cyndi Stifter	Faith Formation/Virtus	faithformation@mqpcatholic.org	102
Jennifer Krueger	Parish Music Director	music@mqpcatholic.org	103
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	Elementary School		
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Mary Torresani	Enrichment Specialist	mtorresani@mqpcatholic.org	-
Denise Oprand	Food Services	opgrand@mqpcatholic.org	-
Don Zahler	Maintenance Staff	dzahler@mqpcatholic.org	-

Ron Carter	Maintenance Staff	rcarter@mqpcatholic.org	-

24-25 Staff Contact InformationThe Governing Bodies of Mary Queen of Peace Catholic 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 Parent Ambassadors in building community, fundraising and volunteer opportunities.

Preschool Director

The preschool director works directly with the principal to support the mission and philosophy of the preschool and extended care program at Mary Queen of Peace. The preschool director works with the preschool staff to develop and implement licensing policies and oversees the preschool curriculum, staffing and classroom. The preschool director also oversees and manages the extended care program and its staff.

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. Officers are selected within this group and are delegated roles that facilitate 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 at the discretion of parish leadership and/or every other month during the academic calendar. When deemed appropriate by the pastor, principal or 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 chair 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.

Parent Ambassadors

The mission of the Parent Ambassadors 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 and encouraged to participate. 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.

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, pastor and parish business administrator in establishing long-range financial plans for school growth and development.

Faculty
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.

School Hours
Mary Queen of Peace school utilizes the Independent School District 728 (ISD 728) for transportation and special education services. The times given below are subject to change as needs within the district transportation schedule.

The following school hours will be in effect for the 2024-2025 school year:

Office Hours	7:30 am - 3:00 pm
Elementary School	8:20 am - 2:45 pm
Preschool	8:20 am - 2:45 pm
Extended Care	2:45 pm - 5:00 pm

The Elementary School bell rings at 8:10 am, at this time students may enter school (parent supervision is required before 8:10 am). Students arriving at school after 8:20 am must report directly to the school office with a parent to sign them in. School morning announcements begin at 8:25.

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

School Volunteers
The continued success of Mary Queen of Peace Catholic School relies on the shared talents of our parents, grandparents, parishioners and community members. All parents are encouraged to volunteer at Mary Queen of Peace Catholic School in a manner fitting with their talents and availability. The support of volunteers allows us to keep tuition costs affordable and provides an opportunity for parents to be directly involved in the education of their child. Families will be responsible for meeting volunteer requirements, which include chairing an event or assisting with two events. A list of volunteer opportunities will be provided to you.

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

1. **All volunteers having direct contact with children must be Essential-3 certified: have a background check completed and on file at the school, attend Virtus Training, and sign the Volunteer Code of Conduct. [E3]**
2. All volunteers must respect the importance of confidentiality when working with children.
3. All volunteers must sign in at the school office when entering and exiting the building and wear a visitor sticker.

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.

Fundraising

We ask that all of our parents/guardians are involved and contribute through volunteering and fundraising. With 100% participation, we ensure that the spirit of Mary Queen of Peace Catholic School will continue to thrive and accomplish all that we do to support the needs of our teachers, staff and students. This handbook serves as your commitment to fundraising at Mary Queen of Peace.

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

2024-2025 Fundraisers:

Parish Festival	Fall
Marathon	Fall
Dine to Donate	Monthly
Gala Dinner/Auction	Winter
Parent Ambassador Sponsored Events	Annual

Admissions, 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.

Priority registration for the upcoming school year will begin in November 2024 for current Mary Queen of Peace school families. Additional registration opens to all families on December 1, 2024.

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 all grade levels are accepted in the following priority:

1. All students presently attending Mary Queen of Peace are in good standing.
2. Students who are parishioners and/or have siblings currently enrolled in the school.
3. Students of staff members.
4. Students who have alumni siblings.
5. Students who are parishioners of Mary Queen of Peace Catholic Church transferring from a public school.

6. Students who are not parishioners of Mary Queen of Peace Catholic Church but are parishioners of another Catholic Church.
7. 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 kindergarten requires children to be five years old by September 1st of the year in which they intend to enroll. First graders must be six by September 1st of the year in which they intend to enroll.

Classroom Sizes

Mary Queen of Peace Catholic 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	**20 students per classroom***
Kindergarten through Grade 5	**25 students per classroom**

*MQP preschool classrooms will be enrolled according to the teacher student ratio of 1:10 as determined by Minnesota state licensing standards.

Tuition

Mary Queen of Peace Catholic 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, funded scholarships, fundraising and tuition. We work extremely hard 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.

Tuition rates for the 2024-2025 school year:

Preschool Rates Per Year		
Tuesday/Thursday **Half Day**	$189/Mo	
3 Day, M-W-F **Half Day**	$235/Mo	
Monday-Friday **Full Day**	$660/Mo	

Kindergarten through Grade 5 Tuition Rate Per Year	
One Child	$4,525
Two Children	$9,050
Three Children	$13,575

Each Additional Child	$3,700

All tuition and fees must be paid in full by April 2024. 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. Scholarship applications are available for families who are enrolled in grades K-5. Schulze Family Foundation Scholarships are offered to preschool students on a qualifying basis from the Schulze Family Foundation. All fees are non-refundable.

Continuous Enrollment in TADS

Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the continuous enrollment that each family agreed to and signed in TADS. If notification of cancellation of the continuous enrollment is received by MQP prior to April 1, the student will not be enrolled at MQP for the next enrollment year, and no tuition for the next enrollment year will be charged. Tuition begins on July 5 or July 20 for the upcoming year. Please see your family TADS account for more information and to review the continuous enrollment information.

Inclement Weather/Emergencies

Mary Queen of Peace Catholic School follows the policies of ISD 728 for school closings, early dismissals or late starts. In cases of severe weather or other emergencies, tune in to local news stations and watch for a text and/or email to notify families of potential schedule changes. ISD 728 will often wait until 6:00 am to make the decision on a school cancellation or delay. Please understand that we will send communication as soon as possible to allow for alternate planning. In the case of early dismissal, Extended Care programs will be closed.

During the school day, if the wind/chill is below zero, outdoor recess may be canceled and students will remain inside. Please plan and prepare to make sure your children are properly dressed with snow pants, boots, hats and mittens(labeled) before school each day. Another option is to consider keeping an additional set of winter gear at MQP in your child's cubby.

Electronic Communication

School Email Blast Communication will be sent from the school office every Wednesday. The deadline for submissions to 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.

Extended Day

The Extended Day Program provides Mary Queen of Peace parents a convenient alternative for extended hours of care after school hours. 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.

MQP Extended Day is open to students enrolled in Mary Queen of Peace Catholic School only. A snack will be offered after school, time will be given for homework, and activities will be planned for the children if they wish to join in the fun!

Extended Day Hours of Operation: School Dismissal to 5:00 pm

2024-2025 Extended Care Rates:

Preschool and Elementary: $20 per student per day

***There will be an additional $25 fee per child for every 10 minutes past the closing of Extended Day.**

Extended Day will be billed at the beginning of the month for a reserved day to individual family TADS accounts. **If you need to drop a scheduled date, this must be communicated to the preschool director 24 hours in advance**. Any cancellation of a scheduled date with less than 24 hours notice will result in being charged for that date, except in the case of a child's illness. Additional dates may be added if space is available.

Program goals include:

- Quality care in a safe and nurturing environment
- Support for the parents of Mary Queen of Peace
- Fostering a balanced learning environment from quiet reading to outside games
- Providing a nutritional snack

Extended Day begins the first day of school. If school closes early due to weather, there will be NO PM Extended Day. Families will be billed for Extended Day through their TADS account.

For more details on the Extended Care policies, please refer to the Extended Day handbook.

MARY QUEEN OF PEACE WELLNESS POLICY

Mary Queen of Peace Catholic School
Revised: September 14, 2020
Revised: April 18th, 2022
Revised: September 23, 2023
Revised: November 8, 2023

Mary Queen of Peace Catholic School is committed to the optimal development of every student. MQP believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines Mary Queen of Peace Catholic School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students at Mary Queen of Peace Catholic School have access to healthy foods throughout the school day - both through reimbursable school meals and other foods available throughout the school campus- in accordance with Federal and State nutrition standards; Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active during and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of Mary Queen of Peace

Catholic School in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- Mary Queen of Peace Catholic School establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.
- This policy applies to all students and staff at Mary Queen of Peace Catholic School. Specific measurable goals and outcomes are identified within each section below.

Committee Role and Membership

Mary Queen of Peace Catholic School Wellness Committee meets at least four times per year to establish goals and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this wellness policy.

The WELLNESS COMMITTEE represent all school levels and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g.., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP Ed). To the extent possible, the WELLNESS COMMITTEE will include representatives from each school building and reflect the diversity of the community.

Leadership

The designated official for oversight is (Kate Hamill) khamill@mqpcatholic.org

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

Mary Queen of Peace Catholic School will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines and includes information about who will be responsible to make what change, by how much, where and when; as well as the required nutrition information provided by ISD728 Food Services for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports can be found at:
https://school.mqpcatholic.org/documents/wellness-policy/

Recordkeeping

Mary Queen of Peace Catholic School will retain records to document compliance with the requirements of the wellness policy. Documentation maintained at Mary Queen of Peace will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the public;
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods Mary Queen of Peace Catholic School uses to make stakeholders aware of their ability to participate on the WELLNESS COMMITTEE;
- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the local school wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

Mary Queen of Peace Catholic School will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. Mary Queen of Peace Catholic School will make this information available via Mary Queen of Peace Catholic School website and/or district-wide communications.

Mary Queen of Peace Catholic School will provide as much information as possible about the school nutrition environment. This will include a summary of Mary Queen of Peace Catholic School's events or activities related to wellness policy implementation. Annually, Mary Queen of Peace Catholic School will also publicize the name and contact information of Mary Queen of Peace Catholic School and school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, Mary Queen of Peace Catholic School will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

The extent to which Mary Queen of Peace Catholic School are in compliance with the wellness policy;
The extent to which Mary Queen of Peace Catholic School's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and

- A description of the progress made in attaining the goals of Mary Queen of Peace Catholic School's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is *Kate Hamill, Principal, khamill@mqpcatholic.org*

The WELLNESS COMMITTEE, in collaboration with ISD728 will monitor schools' compliance with this wellness policy.

Mary Queen of Peace Catholic School will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The WELLNESS COMMITTEE will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology

emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

Mary Queen of Peace Catholic School is committed to being responsive to community input, which begins with awareness of the wellness policy. Mary Queen of Peace Catholic School will actively communicate ways in which representatives of WELLNESS COMMITTEE and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. Mary Queen of Peace Catholic School will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. Mary Queen of Peace Catholic School will use electronic mechanisms, such as email or displaying notices on Mary Queen of Peace Catholic School's website, as well as non- electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. Mary Queen of Peace Catholic School will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that Mary Queen of Peace Catholic School and individual schools are communicating important school information with parents.

Mary Queen of Peace Catholic School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. Mary Queen of Peace Catholic School will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Ill. Nutrition

School Meals

ISD728 is committed to serving healthy meals to children, with fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs provided by ISD728 aims to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Mary Queen of Peace Catholic School is contracted with ISD 728 to provide lunch and breakfast ,participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), and *Special Milk Program (SMP).* All schools within Mary Queen of Peace Catholic School are committed to offering school meals through the NSLP program, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (Mary Queen of Peace Catholic School offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices using at least ten of the following Smarter Lunchroom techniques:

- Daily lunch meals are packaged at ISD728 Elementary School location, bundled into all grab-and-go
meals available to all students at Mary Queen of Peace.
- All kitchen staff members have been trained to serve unitized meals to students.
- White milk is provided for all students with the option of skim or 1%.
- Student artwork is displayed in the service and/or dining areas.
- Daily announcements are used to communicate the daily menu.
- Menus are created by ISD728.
- Mary Queen of Peace staff participate in the annual professional standards training requirements.

- Mary Queen of Peace Catholic School child nutrition program will accommodate students with special dietary needs.
- Students will be allowed at least 20 minutes to eat lunch, counting from the time they have received their meal and are seated.
- Students are served lunch at a reasonable and appropriate time of day.
- Lunch will follow the recess for K-2 students to better support learning and healthy eating.
- Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

Filtered drinking water is available to all students throughout while on the Mary Queen of Peace campus. Mary Queen of Peace Catholic School will make drinking water available where school meals are served. All water sources and containers will be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include filtered drinking fountains and bottled water when necessary. Students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

Mary Queen of Peace Catholic School does not supply snacks or food outside of our school lunch program. Mary Queen of Peace does not have food/beverage vending on our campus.

Celebrations and Rewards

All foods offered by the school campus are encouraged to be healthy. Each classroom teacher works hard to communicate and promote healthy snacks, lunches and physical activity.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising

nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

Mary Queen of Peace Catholic School will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

Nutrition Education

Mary Queen of Peace Catholic School will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

Mary Queen of Peace Catholic School will include in the health education curriculum a minimum of 12 of the following essential topics on healthy eating:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition
- fact labels Eating a variety of foods
- every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and
- snacks
- Risks of unhealthy weight control
- practices Accepting body size
- differences
- Food safety
- Importance of water consumption
    - Importance of eating breakfast
    - Making healthy choices when eating at restaurants Eating disorders
    - The Dietary Guidelines for

Americans Reducing sodium intake

- Social influences on healthy eating, including media, family, peers and culture How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

Mary Queen of Peace Catholic School does not allow food marketing on our campus.

IV. Physical Activity

Children and adolescents should participate in at least 70 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement; and Mary Queen of Peace Catholic School is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). Mary Queen of Peace Catholic School will be encouraged to participate in *Let's Move!* Active Schools (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

To the extent practicable, Mary Queen of Peace Catholic School will ensure that its grounds and facilities are safe and that equipment is available to students to be active. Mary Queen of Peace Catholic School will conduct necessary inspections and repairs.

Physical Education

Mary Queen of Peace Catholic School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and Minnesota curriculum standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. The curriculum will support the essential components of physical education.

All students will be provided with an equal opportunity to participate in physical education classes. Mary Queen of Peace Catholic School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. All **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year.

Mary Queen of Peace Catholic School physical education program will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tool) and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) at Mary Queen of Peace Catholic School.

- The physical, psychological, or social benefits of physical

activity
- How physical activity can contribute to a healthy weight.
- How physical activity can contribute to the academic learning process
  How an inactive lifestyle contributes to chronic disease.
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition.
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
  Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All elementary schools will offer at least **20 minutes of recess** on all days during the school year *(This policy may be waived on early dismissal or late arrival days).* If recess is offered before lunch, Mary Queen of Peace will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/time frame before students enter the cafeteria.

If the school must conduct **indoor recess,** teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable. **Outdoor recess** will be offered when weather is feasible for outdoor play.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Classroom Physical Activity Breaks (Elementary and Secondary)

Mary Queen of Peace Catholic School recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. Mary Queen of Peace Catholic School recommends teachers provide short (3-5-minute) physical activity breaks to students during and between classroom time at least three days per week. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

Mary Queen of Peace Catholic School will provide resources and links to resources, tools, and technology with ideas for classroom physical activity breaks. Resources and ideas are available through USDA and the Alliance for a Healthier Generation.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

Mary Queen of Peace Catholic School will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

Before and After School Activities

Mary Queen of Peace Catholic School offers opportunities for students to participate in physical activity during and after the school and through a variety of methods.

Active Transport

Mary Queen of Peace Catholic School will support active transport to and from school, such as walking or biking. Mary Queen of Peace Catholic School will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to: Designate safe or preferred routes to school, Use crosswalks on streets leading to schools, and Use walking school buses.

V. Other Activities that Promote Student Wellness

Mary Queen of Peace Catholic School will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. Mary Queen of Peace Catholic School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Mary Queen of Peace Catholic School coordinates content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or Mary Queen of Peace Catholic School's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the WELLNESS COMMITTEE.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

Mary Queen of Peace Catholic School will develop relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

Mary Queen of Peace Catholic School will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, Mary Queen of Peace Catholic School will use electronic mechanisms (e.g., email or displaying notices on Mary Queen of Peace Catholic School's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

The WELLNESS COMMITTEE will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff. Mary Queen of Peace Catholic School will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Mary Queen of Peace Catholic School promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Professional Learning

When feasible, Mary Queen of Peace Catholic School will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

Hot Lunch Program

ISD 728 will be providing lunch to Mary Queen of Peace for a fee. In the parent portal parents will be able to upload funds directly to the child's account for lunch and milk. There will be $1.50 per transaction with your credit card.

Attendance Policy

It is our goal to develop policies that encourage success and virtue in our students. Attendance is required. Being on time for school is important for both academic success and character development. Please use your best judgment when keeping your child home. The Mary Queen of Peace homework policy is to provide students with any of their missed work after they return to school. Homework will not be given **prior** to long absences (vacations) until the students return.. The student will have an assigned time to complete their work.

Parents are asked to call the school office at 763-428-2355 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.

ALL Parent/Guardians MUST sign students in or out of the building for safety purposes.
In the event of an emergency, the school is required to 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 after 8:20am.
- 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 10:00 am or leaving before 1:15 pm 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 Principal when a student has been tardy five 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 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.**

Students are expected to be in school every day. Absences cause students to miss instructional materials and lessons and ideas that may be hard to make up. Excessive absences will also make it hard for students to access academic support if we can not demonstrate that an academic deficiency is not the result of excessive absences.

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

Arrival & Dismissal

Morning Drop Off

- Morning drop off time is 8:10-8:20 am. Enter the parking lot from Memorial Drive and proceed around the back of the church. Students are to be dropped off on the west side of the church along the sidewalk. Drivers will turn right onto Church Avenue to exit after dropping off your students. **Do not** park or turn into the cul de sac for any reason unless pre-approved by the principal due to inclement weather.
- Parents are expected to wait in the car line until a staff member is present to supervise students at all times. **Do not** drop off or pick up on Church Avenue for any reason. Parents wanting to park for dropoff must use the church parking lot.
- Students arriving outside regular pick up and drop off hours must be walked into the school and must be signed in by an adult at the front office.
- Parents walking their students into school in the morning must park in the parking lot and walk with their students to the school building.
- The morning bell rings at 8:20 am. **All elementary students arriving after 8:20 am must be signed in at the school office.**

Dismissal/Pick Up

- Elementary students are dismissed at 2:45 pm. Students riding the bus will be walked to the bus with a staff member. Students who are car riders will be walked to the sidewalk on the west side of the church.
- The procedure is the same as morning drop off - enter the parking lot from Memorial Drive and proceed around the back of the church.
- Parents are expected to wait in the car line. This allows teachers and staff to safely walk children to their parents/guardians or approved ride. **Do not** drop off or pick up on Church Avenue for any reason. Parents wanting to park for pick up must use the church parking lot.

Mary Queen of Peace Catholic School transportation services are provided by ISD 728/Vision Transportation according to boundaries and policy set by the district.

- Families within the boundaries of the **Rogers & Otsego schools** bus zones are transported by the district, utilizing a transfer bus at Rogers Middle School & Prairie View Elementary/Middle School.
- Students living outside of these boundaries will require their own transportation.
- 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 are not allowed per Vision Transportation policy.
- 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.
- We ask that all families do their best to communicate changes to after school arrangements by 12pm of that same day.

Please address busing questions directly to Vision Transportation at 763-441-4420. Mary Queen of

Peace Catholic School works with ISD 728 and Vision Transportation 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 this handbook while being transported on the bus. Violations of bus expectations may result in the loss of bus privileges.

Regulations for Bus Riders

Students are expected to behave on the bus and know the regulations for conduct while riding the bus to and from school. The following rules apply to all Mary Queen of Peace Catholic School Students:

1. No loud, talking, shouting, name calling or profane language. ISD 728 will not tolerate disruptions, abusive language, and any other disrespectful behavior.
2. Behavior and safety for children to and from and at all bus stops away from the school are the responsibility of the parents/guardians.

Health Services

The Mary Queen of Peace School secretary serves as health clerk, and is supervised by a licensed school nurse provided through ISD 728. Minnesota state law mandates that all necessary student health records are up to date and on file in the school office. Adjustments for educational services will be made if a health problem requires such adjustments.

In the case of first aid, 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. Severe injuries and illnesses will be documented in the school office and a parent will be notified. The office support staff will be knowledgeable in basic CPR and first aid procedures. All staff will also receive Blood Borne Pathogen and Right to Know training.

Immunizations

Immunization records are to be submitted to the health clerk prior to the first day of school. Parents are 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, or we do not have documentation of a medical exemption, your child will 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 non-prescription medication such as aspirin, cough drops, etc. All non-prescription

medications must go to the health clerk with a note from the parent indicating the need and dosage. After two weeks, the parent must provide a note signed by the doctor to continue the medication.

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 aid 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 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 call 911 for immediate emergency care.
- The health aid and principal will assess the urgency of each illness or injury and will make a professional judgment regarding the need to contact emergency services.
- Students with a temperature of 100.3 or higher will be sent home for the remainder of that school day. **Students must be fever free, without the aid of fever reducing medications for 24 hours before returning to school after an illness. No exceptions.**
- We understand that it is not uncommon for students to be ill during the school day. If a student vomits during the school day, a parent will be contacted and the student must be picked up promptly and will need to be out of the school for 24 hrs following the last vomit.

Reporting of Infectious Disease

Mary Queen of Peace follows the infection disease information and exclusion policies provided by the Minnesota Department of Health. Parents are required to inform the school within 24 hours (exclusive of weekend/holidays) when their child has been diagnosed with any infections disease including but not limited to strep throat, influenza, conjunctivitis, hand foot and mouth disease, COVID, and whooping cough.

Reporting of Child Abuse/Neglect

Mary Queen of Peace Catholic School staff will act in accordance with Minnesota State Law which states that physicians, teachers, staff, health care professionals, law enforcement officers, and people who work professionally with children are required to report suspected child abuse or neglect to the local Child Protection Agency, Police Department, or County Sheriff. The staff members of the school are legally required to follow the requirements of Minnesota Law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

1. Neglect is defined as failure to provide food, clothing, shelter, medical care and prenatal exposure to controlled substances;
2. Abuse can be physical, sexual or emotional mistreatment.

Mary Queen of Peace K-5 Uniform Policy

School uniforms support a positive learning environment so that students can come to school prepared to learn. The uniform policy does not attempt to take into account every possible clothing instance, but serves as a practical guide to making decisions to ensure clothing is appropriate for school and does not distract from the learning environment

Students in Grades K-5 are required to wear a uniform during the school day, as well as on field trips, unless otherwise notified. We are grateful to students and parents/guardians for their support of our uniform policy.

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

Boys:

· Light blue polo shirt with logo or non-logo, long or short sleeve
· Navy blue uniform pants; navy blue uniform shorts may be worn through October 15 and after April 15th of the academic year, weather permitting.
· Brown or black belt if needed
· Blue sweater vest, sweater with logo or MQP sweatshirt
· Blue, black, or brown shoes or tennis shoes can be worn every day. All shoes must cover the toe and heel. No light up shoes or shoes with wheels. Tennis shoes must be worn for Phy Ed.
· No boots, of any type, can be worn during the school day.
· Natural hair color only
· White, black or blue socks

Girls:

· Light blue polo shirt with logo or non-logo -long or short sleeve (pants, and skirt option)
· Blue plaid jumper or skirt
· Navy blue uniform pants, skirts or pleated skirts; navy blue uniform shorts may be worn through October 15 and after April 15 of the academic year, weather permitting.
· Blue cardigan sweater or MQP sweatshirt
· Brown or black belt if needed
· Blue, black, or brown shoes or tennis shoes can be worn every day. All shoes must cover the toe and heel. No light up shoes or shoes with wheels. Tennis shoes must be worn for Phy Ed.
· No boots, of any type, including tall dress boots, can be worn during the school day
· White, black or blue socks; white or navy tights or leggings may be worn under a skirt/jumper. Leggings may not be worn alone as pants.
· No make-up, natural hair color only

School Mass Attire

School Masses on Wednesday are special. Therefore, we ask that all students wear their "best uniform attire" on Wednesdays. All students are required to wear polo style shirts, under MQP sweatshirts. Girls are encouraged to wear plaid jumpers/plaid skirts that are a reasonable length or plain navy blue dress pants. No short skirts, no leggings only, sandals, crocs or bright colored socks.

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 uniforms depending on the violation.
- **Second Violation:** Parents will be phoned and appropriate attire will be brought to school.

Donald's Uniforms is the approved vendor for all plaid and logo clothing. Items can be purchased in store, online at www.donaldsuniform.com, or by calling 952-942-7448.

Target, Kohls, Old Navy, Gap, Children's Place, and many other retailers carry pants, shorts, polos, and blouses that satisfy the school uniform policy.

Donald's Uniform Store has two locations:
Donald's West- Hopkins location

4 Shady Oak Rd
Hopkins, MN 55343

Donald's- St Paul
972 Payne Avenue
St. Paul MN 55130

School Spirit and Non-Uniform Days
The first Friday of each month (or First Friday of the school in session) will be School Spirit Day. All students are encouraged to participate in Spirit Day by bringing in items for donation to CROSS Services. In return, students may wear authorized Spirit Wear.

- Jeans may be worn on Spirit Wear days (free of tears)
- Knee-length shorts may be worn through October 15 and after May 1st of the academic year
- Athletic pants appropriate for school may be worn
- Underclothing is NOT to be visible
- No midriff tops, low waist jeans, short skirts or shorts may be worn.
- T-shirts must be free from inappropriate slogans or graphics
- Clothing should be clean, fit well and be free from tears
- 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
- Distracting jewelry and accessories may not be worn during the school day.

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

Religion and Sacramental Preparation
Faith Formation is a key component of Mary Queen of Peace Catholic School. Prayer is an integral part of Mary Queen of Peace. Each day begins and ends with prayer. Students and staff come together for liturgy each Wednesday with the parish community. Students are included in many roles of liturgical ministry such as readers, musicians, altar servers, and gift bearers. Students and staff participate in additional liturgical celebrations throughout the year.

Students prepare to receive the sacraments of Eucharist and Reconciliation in second grade. Parents of students entering second grade should work with the second grade classroom teacher for registration and other important information. Parents of older children seeking to receive sacraments can contact the Faith Formation Office in the Parish office.

Each member of the school community has the responsibility to build a Christian environment through word and example. There are many projects throughout the year that are created to support and embrace community building: liturgical celebrations, open houses, classroom buddies, parent gatherings, Catholic Schools Week, Grandparent's Day, Annual Gala, and a variety of service projects. Students, staff and parents are invited and encouraged to participate in these community building events.

Altar Servers
Mary Queen of Peace Catholic School students in grades 3, 4 and 5 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.

Curriculum and Instruction
English Language Arts, Math, Religion, Science, Social Studies, Art, Music and Phy Ed form the Mary Queen of Peace Catholic School Curriculum. Each subject is aligned to meet or exceed the Minnesota

state curriculum standards. Teachers plan and prepare curriculum and instruction methods by following the current Minnesota curriculum mapping standards. The Religion Curriculum, *Alive in Christ* is an approved curriculum of the Archdiocese of St. Paul and Minneapolis.

Curriculum Review Cycle

Mary Queen of Peace Catholic School offers a challenging curriculum that serves to meet the academic needs of all students. Minnesota teaching standards and objectives have been established in all curriculum areas through the use of curriculum mapping for the content in each subject. A seven year review cycle has been established to ensure that programs and objectives are reviewed and updated in a timely manner.

Curriculum reviews are conducted with the teachers and staff annually. The following steps comprise the curriculum review 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.

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. All assignments are expected on the assigned 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 student's 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 for 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.

Textbooks

Textbooks used by students are the property of Mary Queen of Peace Catholic 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.

NWEA Map Testing

NWEA Assessments are completed in grades K-5 in the fall, winter, and spring. The administration, teachers and staff meet to review individual student progress reports along with creating a road map for the academic year in order to provide independent curriculum and instruction. Annual progress reports are communicated with parents in the fall and spring.

Academic Support

If a teacher sees that a student is not reaching academic growth goals then the teacher, parents and the principal will meet to discuss alternate interventions and create a plan for implementation to support each student to reach their full academic potential. In addition, students will have the opportunity to work in small groups with staff members to participate in differentiated instruction to ensure enrichment lessons and materials are provided to meet the needs for all students.

Special Education Services Provided by ISD 728

Mary Queen of Peace Catholic School students who qualify will be eligible to receive special education services from ISD 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.
- ISD 728 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.

Title 1

Title 1 is a federally funded remedial program available through ISD 728 to provide funding to Mary Queen of Peace Catholic School.

Federal Funding

Mary Queen of Peace Catholic School participates in the government Federal Funding Grant program. Based on school enrollment, per pupil federal funds are allocated for specific purposes. MQP received Grant Aid in the following areas:

1. Per Pupil Aid: Textbooks and Instructional Materials
2. Title 1: Reading and Math Remedial Instruction
3. Professional Development Funds for staff training
4. Free and Reduced Lunch Program

K-5 Counselor Onsite

MQP offers a part-time counselor, one day per week during the academic year, to provide services for students and staff. Counselor services include individual and group sessions in areas such as friendships, family change, grief support, social skills, behavior management and technology education.

Parent/Teacher Conferences

Conferences will be held in the fall and spring of each year for Preschool- 5th Grade. Parents may sign up for conferences via electronic link which will be included in the weekly newsletter. Parents are encouraged to contact teachers any time there is a concern or to receive an update on their child's progress. If you would like to meet with your child's teacher, please contact the teacher to coordinate a scheduled meeting time. Scheduling an appointment will guarantee that both the teacher and parent(s) have enough time to prepare to discuss student progress.

Report Cards

Report cards are an important tool to communicate academic progress, behavior and social-emotional development through the school year. Students will receive report cards approximately one week after the end of each trimester. Parents/Guardians will also be able to access the parent portal.

Students in grades K-3 will receive markings of

E (Exceeds Expectations)
S^+(Meets Expectations)
S - (Progressing towards Expectations)
N(Not meeting expectations).

Students in 4th and 5th Grade will receive letter grades A-D.

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

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

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.

Data Privacy

Mary Queen of Peace Catholic School will not publish phone numbers of staff members 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 and telephone extensions will be published on the Mary Queen of Peace Catholic School website and all school directory.

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. The school will only release directory information with parent permission.

- 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, 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. Parent/Guardian consent is indicated at the time of enrollment as part of TADS enrollment/registration process.

Library

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 for by the end of each trimester. Payment for the book will be billed through the family's TADS account.

Classroom Parties

All grade levels may participate in simple parties for Halloween, Christmas, Valentine's Day, 100th Day of School. Other occasions may be approved by the principal. Parents are encouraged to send healthy party snacks. Please do not go out and purchase expensive costumes for classroom parties.

Birthday Parties

Please distribute birthday party invitations outside of school. If invitations are given out in school, and not all classmates are invited, hurt feelings result. Often invitations passed out at school are lost between the transition from school to home.

Field Trips/All- School Activities

Students will participate in field trips and all-school activities to support the mission and curriculum of Mary Queen of Peace. 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 complete the Virtus Essential 3 training program before chaperoning and/or attending school activities. School uniforms will be required on all field trips unless otherwise indicated.

Technology Use Policy

Mary Queen of Peace Catholic School (MQP) offers the use of technology to broaden academic opportunities, enhance school curriculum, and increase students' technical knowledge. The use of technology at MQP (including the Internet) is a privilege, not a right. Students must abide by the following policies and procedures to retain the privilege of using MQP technology resources. Access to MQP technology equipment and services is also a privilege, not a right. MQP makes no guarantees of any kind, either expressed or implied, for the use of the school's technology equipment or the services the school provides. MQP is not responsible for any damages a user may suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. MQP is not responsible for the accuracy, nature, or quality of information obtained through school provided Internet access. In addition, MQP is not responsible for personal property used to access school computers or networks, or for school provided Internet access. MQP is not responsible for unauthorized financial obligations resulting from students' use of school technology equipment and services.

Hardware & Software

No one except an authorized MQP technology specialist or staff member may attempt to alter hardware or software. Students may not install, or attempt to install, software on school computers unless directed to do so by an MQP staff member.

Network, MQP Server, Passwords, Settings

Students using school computers are logged onto the school's network. When connected to the network, all activity and Internet use is recorded. School officials are able to monitor and check records for inappropriate activity. Students may not hack into, or attempt to hack into, any areas of the secured network or servers. Students are allowed only on public areas of the network. Students may not share their passwords or use, or attempt to use, another person's password or online files and folders. Students may not change, or attempt to change, any network or security setting on MQP hardware.

Internet Use & Safety

Students may not at any time access sites that are illegal, pornographic, or otherwise inappropriate. Students may not use school computers to access Facebook, Instagram, Snapchat or other similar social networking sites unless directed by a staff member. Students may not distribute private information about themselves or others. MQP reserves the right to monitor student Internet activity at any time. Students may not clear the history in the browser. Access to the Internet provides students with vast sources of information and resources. Students must adhere to all copyright laws.

Downloading

Downloading files from the Internet may be necessary at times. Students may not download any file or other content on a school computer without direct permission from an MQP staff member.

Email, Messaging & Etiquette

Students are not to use email, messaging, chat or other similar programs during the school day unless given direct permission by an MQP staff member. All messages or communication of any kind sent from a school computer must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Using technology to engage in cyber bullying, cyber stalking, cyber harassment, etc. is unacceptable and strictly prohibited on and off campus. Messages that contain inappropriate pictures, pornography, or derogatory comments will result in consequences.

Files & Other Content

Hardware, including all physical and digital contents, are the property of MQP. MQP reserves the right to inspect all elements of the hardware and software at any time. Students are responsible for ensuring the content on any school computer they use is school appropriate.

Students are to immediately report any inappropriate use, security risks, viruses, etc., to an MQP staff member. Gaming software is not used or installed on school computers. Students are responsible for backing up their files they are working on each day.

Staff Discretion

At his/her discretion, an MQP staff member may authorize students to use or access technology resources when it aligns with the academic objectives of the classroom.

Consequences

Consequences for failing to adhere to these policies include, but are not limited to fines, detention, suspension, or expulsion. Cases of misuse, vandalism, theft, dishonesty, breach of the Technology Acceptable Use Policy, etc., may also result in the loss of privilege to use school hardware and software for a period of time, to be determined by MQP staff and/or administrators.

Cell Phones & Other Personal Electronic Devices

All electronic devices such as cell phones, smart watches, headphones, iPods/MP3 players, laser pens, hand-held games, digital cameras of any kind, etc. are not allowed in school. This also applies during field trips and special events, as well as school sponsored activities held outside of school hours unless authorized by MQP personnel.

"Use" of a cell phone includes, but is not limited to,

- making or receiving calls
- accessing and using internet, including email
- sending/receiving electronic messages
- taking photos
- making sound or video recordings

If a student is found with their cell phone (or other electronic devices) during school hours or activities as defined above, the device will be confiscated. Offenses related to the use of cell phones or electronic devices will be addressed in the following manner:

First Offense: The device will be confiscated and may be picked up by the student at the end of the school day.

Second Offense: The device will be confiscated. A parent will be called and notified of possible future consequences. The device may be picked up by the student at the end of the school day.

Third Offense: The device will be confiscated and turned into the office. A parent must come to the office to meet with the principal before collecting the device.

Additional Offenses: The school reserves the right to retain the device for up to 14 days.

Definitions

The term "users" refers to any person using MQP electronic technologies. The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, iPads, printers, cameras, telephones, and the applications they support and/or access.

Social Media Policy

Technology is changing rapidly, allowing new possibilities to continually present themselves, especially regarding how quickly and easily information and images can be communicated across the world to virtually anyone with access to the internet. It is because of this, out of respect to our families and staff, we have adopted the following social media policy.

Written consent must be provided before photos, videos or information regarding Mary Queen of Peace Catholic School students or staff, as part of a school event but not limited to fundraisers, school activities and events during the school day may be published on the internet in any form. This policy applies to all members of the MQP community, including those connected to students and/or their family.

Examples of Violating this Media Policy:

- Uploading MQP events that reveal the identities of Mary Queen of Peace students or staff to any video streaming including YouTube, Facebook, Instagram, or TikTok.
- Including MQP student last names, or other identifying information in blogs or other online comments.

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 positive, safe learning environment for all. In an effort to fully inform students and parents of the expectations of the school, the policies and rules of conduct are outlined below. Parents are encouraged 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.

Student Behavior Expectations

Classroom Behavior

- Arrive at class on time and prepared
- Receive permission before leaving the classroom
- Respect students, teachers and visitors
- Listen and follow classroom expectations
- Be kind, compassionate and work hard to do the best work possible

Hallway Behavior

- Walk in the hallways
- Hands to yourself
- Maintain inside voices to respect others who are working and learning throughout the building

Bathroom Behavior

- Respect the privacy of others
- Take care of school property and personal belongings
- Use the facility for its intended purpose-no trying to climb doors, walls or looking under stall dividers at any time
- Maintain a respectful volume, with consideration for others working and learning throughout the building
- Paper towels should be placed in the bathroom garbage cans

Playground Behavior

- Respect staff members and parent supervisors
- Self-control
- Maintain positive sportsmanship
- Share and take turns with equipment
- Use equipment for its intended purpose
- Always ask the supervisor for permission before leaving the playground to go inside the school building
- Ice, rocks, snow, sticks and other non-play items are to remain on the ground.

- Respect and take care of school property
- Put all playground equipment away in the shed after each recess
- All hands and feet are required to remain in your own space

Lunchroom Behavior

- All students must eat lunch, either a home lunch or preorder a hot lunch from ISD 728. Every student must take milk when ordering a hot lunch from MQP
- Maintain inside voices
- Students must walk at all times in the lunch room and hallways
- Unfortunately, sharing and trading food is not allowed due to allergies and health reasons
- Respect your space, clean up after your lunch. This includes throwing away trash, picking up wrappers on the table, benches and the floor under your space
- Wait to be excused from your table
- Fast food is not allowed in the cafeteria because we work hard to encourage a healthy lunch along with similar lunches offered to all students
- All lunches for the day should be brought from home at the time of arrival or ordered before morning announcements at 8:25 am. Please do not drop off special lunches in the school office. Contact the office directly if you have any questions and or concerns.

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, expectations, policies, procedures, and directives concerning appropriate behavior, safety and dress
- Show respect for others and their property
- Refrain from harassment; disrespectful 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 maintain a positive working relationship with teachers and administrators
- Attend scheduled conferences and/or initiate conferences to discuss academic progress and other concerns
- Enforce that the student adheres 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
- 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

Mary Queen of Peace views the social and academic growth of students as valuable goals achieved through cooperation, responsibility, empathy, assertion, self-control, and socially appropriate behaviors that students learn and implement. Teaching and emphasizing positive social behaviors creates a school and classroom atmosphere where constructive behaviors support constructive learning opportunities. Students are expected to develop, practice, and maintain the following Successful Learning Behaviors:

● Works well independently
● Works well with others
● Able to monitor own behavior and use self-control
● Asks appropriate questions
● Shows respect to others and to property
● Uses good problem solving and conflict resolution techniques
● Completes work in a neat and organized manner
● Shows responsibility for work completion
● Uses time well
● Actively listens to teachers and others
● Follows directions and expectations of the class

These behaviors undergird a child's success and ensure a safe, prosperous, and positive learning environment for all. Students should strive to be a follower of Christ at all times. In some communications, the Successful Learning Behaviors may be grouped and categorized as: Work Ethic, Problem Solving, Respect, and Accountability. Students are expected to act in accordance with Catholic principles in their behavior. Our Lady of the Lake School expects parents and families to cooperate with the school in reaching these goals. Mary Queen of Peace reserves the right to discipline.

Student Discipline
Students will show respect for people and property while
● On school grounds
● Participating in school events, activities, and field trips
● On buses or other transportation vehicles
● Outside of school or school events, which disrupts the school or the school environment

Students will be disciplined for conduct that disrupts the academic success of self and others, jeopardizes the safety of self or others, or is violent/destructive towards another person or property. Consequences for misconduct will be equitable and developmentally appropriate. Administration and staff may use discretion in discipline for all manners of misconduct.

Minor Infractions: Each year, your child's teacher will send home a guideline for expected classroom behaviors. Discipline for minor misconduct will be managed by classroom teacher/principal and their policies, but may be enforced by other teachers, aides, and administrators. Repeated occurrences may result in increasing severity of discipline. Minor infractions can include but are not limited to:

● Tardies
● Lack of preparation for class
● Incomplete homework
● Dress code violations
● Chewing gum
● Small scale disrespect for teachers, others, or property
● Name calling or minor profanity
● Disrupting class
● Plagiarism
● Misuse of Technology
● Refusal to adhere to classroom rules and safety regulations

Major Infractions: Major infractions necessitate the inclusion of administration. Infractions of this severity may result in detention, parent meetings, in-school suspension, out-of-school suspension, expulsion, or police referral. Examples of Major infractions include but are not limited to:
● Theft
● Bullying
● Destruction of Property
● Fighting
● Misuse of Technology
● Profane Language
● Harassment
● Large Scale disrespect for teachers, others, or property
● Leaving school without permission
● Repeated occurrences of minor infractions
● Disorderly Conduct
● Possession or use of a controlled substance such as alcohol, tobacco, or drugs
● Possession or use of any instrument considered or being used as a weapon

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 and Child Protective Services with concerns relating federal or state laws are violated and or potentially violated.

Forms of Consequences:

Probation	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.
In-School Suspension	The student reports to school and is assigned a designated area for the day. Individual teachers will assign work for the day.
Out-of-School Suspension	The student is not allowed to attend school for the designated day(s).
Expulsion	The student is removed from school.
Student Transfers	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

Appeals Process for Major Disciplinary Actions

Catholic schools, as a faith community, should impart fairness and a 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.

Anti-Bullying Policy

Values and Beliefs about Bullying:

Mary Queen of Peace School Community is committed to providing a safe and supportive learning environment that enables students to explore all areas of life and to mature in faith.
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 the Code of Conduct 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 suspension and/or expulsion.

General Harassment

Mary Queen of Peace abides to maintain a learning and working environment that is free from harassment. General harassment includes unwanted/unwelcome behaviors that make a person feel threatened, uncomfortable, intimidated, degraded or discriminated against or behaviors that create intimidating, hostile or offensive learning, working or play environments.

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.

Inappropriate touch is not tolerated. Students are to keep hands, arms, legs, feet and knees to themselves and respect another person's space.

Sexual Harassment-includes the following violations:

- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
- Unwelcome sexual comments, including jokes or stories.
- Any conduct of a sexual nature which contributes to an overall offensive or intimidating environment

Harassment procedure: Any member of Mary Queen of Peace School community who experiences or witnesses 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 mandated reporting of all complaints, whether formal or informal, verbal or written. Based on the report, appropriate action, including but not limited to counseling, disciplinary warnings or other disciplinary

actions, will be taken. 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 report 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 youth, 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, 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 student's intent.

Grievance Policy

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 of St. Paul and Minneapolis

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 Catholic 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 Catholic 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!*

School Safety/Emergency Procedures

Emergencies are events that present an active threat on campus. These include, but are not limited to fire, tornados, intruders who pose a threat, or an emergency as defined by the police department. Events such as these may result in a lockdown, a shelter-in-place, or an evacuation depending upon the emergency. In case of an emergency on campus, 911 will be contacted immediately. School Administration will communicate as directed in collaboration with local authorities. Teachers will give directions to students on where to go and what to do. Students are to follow their instructions completely.

The school will communicate any new information as soon as it is determined. Misinformation is common during events such as this and we want to minimize the spread of any rumors. Only information received from the MQP office should be recognized as official.

Each year, the school is required by the state of Minnesota to conduct five fire drills per year in order to ensure our students know what to do in an emergency. Students must treat each drill as if it were an emergency. This ensures that in the event of an actual emergency the same procedures will be followed. Covered drills and procedures currently include but may not be limited to fire, tornado, and lockdown drills.

Building Security

Mary Queen of Peace campus will be locked at all times during school hours from 8:20 am-2:45 on the academic calendar. All visitors will be buzzed in through secure video conference entrance. For the safety of our students, ALL visitors must report to the school office to sign in, and will be required to wear a name tag indicating status as a visitor or volunteer.

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 Bloodborne 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 Catholic School shall continue to maintain a safe and healthful environment for our students and employees.

Federal Law requires a periodic walk-through (called "surveillance") every six months in buildings containing asbestos. The law also requires all buildings to be re-inspected every three years after a management plan is in effect. This is accomplished through our work with IEA Safety Services. Mary Queen of Peace buildings with asbestos containing materials are maintained under the Operations and Maintenance Program. 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.

Indoor Air Quality Notice (IAQ)
Mary Queen of Peace Catholic School is proud to be taking a leadership role in providing a safe, comfortable and productive environment. Good air quality requires an ongoing commitment by everyone in the school, because each of us daily makes decisions, performs activities that can have an effect on the quality of air we breathe. MQP works with IEA Safety Services to follow guidelines.

School Food Service Non-Discrimination Policy
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Call: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Please read the Bullying Prevention Policy in this handbook.
Please read and sign the Internet and Technology Usage Policy in this handbook.

All parents must acknowledge that they have read and reviewed the Mary Queen of Peace school policies in the 2024-2025 Parent Handbook. Parents will be sent a link to a Google Form with which they will indicate receipt of the handbook and agreement to adhere to the Mary Queen of Peace school policies. THIS IS ESSENTIAL for our school policy. If you do not sign off on the handbook, a paper one will be sent home with your child.