
Family Handbook

2021-2022



Mary Queen of Peace School

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Introduction and Philosophy

Mary Queen of Peace School Mission Statement

Mary Queen of Peace Catholic School is a Christ-filled learning community, which fosters family, integrity, and spiritual growth.

Philosophy of Education

Recognizing that each member of the school community is a unique individual, created in God's image and worthy of respect, our school community strives to create an environment, which fosters the physical, social, emotional, spiritual, and intellectual growth of each individual.

Students are the center of the school educational mission. This belief calls forth the following responses from these students:

- Willingness to develop a personal relationship with Jesus Christ and live Gospel values.
- Active participation in the learning process as a means of reaching their fullest potential and becoming lifelong learners.
- Growth in acceptance, care and concern from others, and evidence of a growing sense of responsibility to the various communities (family, school, parish, Church, and civic) of which they are a part.

Educators who are part of the school community are persons of faith committed to the task of guiding students. The educators' commitment requires:

- Growing in faith and commitment to Gospel values.
- Serving as a model of Christian moral life.
- Displaying care and concern for each other and for all members of the school community.
- Continued dedication to personal and professional growth as a means of stimulating, guiding, and facilitating learning situations.

Parents are the primary educators. This belief calls forth the following responses from parents:

- Cooperate with the Christian education of youth as evidenced through participation in parish life.
- Adhere to and support of school policies and recommendations.
- Encourage and provide a productive learning environment at home so students can continue the learning process.

Goals

- 1) To develop an awareness of God's presence and instill Christian attitudes and values in all members of the school community.
- 2) To experience various forms of prayer while building and strengthening a faith community.
- 3) To encourage and provide service opportunities as a natural outgrowth of membership in the Christian Community.
- 4) To assist students in acquiring knowledge, skills, habits, and attitudes needed for intellectual, social, and spiritual growth.
- 5) To make use of current research, technology, and educational methods.
- 6) To offer the opportunity for faculty, staff, and students to develop meaningful relationships and communication with each other while building leadership skills and fostering a sense of personal responsibility.

7) To recognize, nurture, and celebrate the individual differences of all members of the school community.

Administrative Procedures

Statement of Non-Discrimination

Mary Queen of Peace School does not discriminate on the basis of religion, sex, race, color, national or ethnic origin in administration of our educational and admission policies. All students are encouraged to participate in the Catholic educational experience and are nurtured to reach their potential. The feasibility of accepting any child into our school will be dependent upon the school's ability to meet the child's educational needs. Reasonable accommodations will be made, if feasible, to include a student in the school community.

Admissions

Mary Queen of Peace was founded and is maintained by parishioners in order to share the Catholic faith and its traditions with our children. The usual entry grade is kindergarten. Students will be accepted in grades kindergarten through six, if class size permits. Conditional enrollment in grades seven and eight will be based upon a prior school attendance and academic records. Admission to Mary Queen of Peace School is made yearly through formal registration. Students are accepted if we are able to accommodate them academically and by capacity of each room. When class size reaches the limit, students' names are put on a waiting list. All students admitted to Mary Queen of Peace School are considered to be on a probationary contract (academic and behavioral) for the first year. It is during this time that a decision will be made regarding whether or not the needs of the child can be met by the school.

Registration

Parents/guardians/caregivers whose children already attend Mary Queen of Peace will be required to re-register for the following academic year. Registration of new students takes place after the re-registration of the current school membership has been offered. Registration for all grades is dependent upon the receipt of the following:

- 1) Completion of a registration form for each child.
- 2) Payment of the registration fee.
- 3) Payment of all outstanding bills, whether at Mary Queen of Peace or at the school from which the students is transferring.
- 4) Presentation of report cards and transfer of official records from other school(s).
- 5) Presentation of birth certificates, baptismal certificate (if the child is baptized), child's social security number, immunization records, and physical form.
- 6) Copy of custodial proclamation as needed.

Kindergarten and First Grade Registration

Students entering kindergarten must be five years old by September 30th of the year they are entering kindergarten. All students entering kindergarten must successfully complete a screening test that will be announced and administered by the school. A student who is registering for the first grade must be six years old by September 30th of the entrance year. New entrants to first grade must provide proof of successful completion of kindergarten.

Transfers

Parents/guardians/caregivers withdrawing from Mary Queen of Peace School are required to come to the school office to sign a release form, which gives permission to forward each student's records directly to the new school.

Academic records are sent when all financial obligations are met.

Attendance/School Hours

Mary Queen of Peace is in session from 7:45 a.m. to 3:00 p.m. Office hours are from 7:00 a.m. to 3:30 p.m.

Students in Pre-School will be permitted to enter the building at 7:40am.

Arrival: Students who walk or are driven to school should not be on the premises before 7:00 a.m. Students are to stand and wait in the designated area for their teacher. Teachers will bring their classes into the building at the first bell, 7:45 a.m. Students are expected to be in their seats and ready for class by the second bell, 7:55 a.m.

Dismissal: Parents/guardians/caregivers are to wait for their children outside the school building. In the rare event that dismissal plans must be changed, please notify the school office before 1:30 p.m.

- Grades 1 & 2 3:00pm
- Grades 3 & 4 3:02pm
- Grades 5 & 6 3:04pm
- Grades 7 & 8 3:06pm

Early Dismissal: During the year when students will be dismissed at a time other than the normal 3:00 p.m., parents/guardians/caregivers will be notified through a One Call message and/or Facebook message. **There will be no after school (Latchkey) on early dismissal days.**

Tardiness

A student who is not seated and ready for class by 7:55 a.m. is considered to be tardy. He/she must report to the school office for a tardy slip. A student is considered tardy until 9:30 a.m. after which the student is recorded absent for ½ day (morning). A student who leaves school before 1:00 p.m. is recorded absent for ½ day (afternoon). If a student leaves for an appointment during the day for 30 minutes or longer, it will be recorded as an absentee for as long as the student is not in class.

Appointments

If your child must be excused from school during any part of the regular school day, the main office must be notified by the parent/guardian/caregiver. They must come to the school office to pick up the student (removed from class upon parents/guardians/caregivers arrival). The parent/guardian/caregiver must sign an early dismissal log in the office before departure.

Medical and dental appointments should be scheduled outside of school time, as this practice is detrimental to scholastic progress.

Family Vacations

Vacations taken during school time are strongly discouraged. The parent/guardian/caregiver must submit a written notification of the child's impending absence including:

- Dates of departure and return
- Destination
- Parent/guardian/caregiver signature

After the vacation the student should contact the teacher to get missed work. Teachers will do their best to get as much work together prior to the vacation. If parent/guardian/caregivers request that children be withdrawn during the school term for the purpose of vacation, the academic work and progress becomes the joint responsibility of the parent/guardian/caregivers and students and must be made up within one week of return.

Reporting Absences

The State requires that we keep a record of children's absences and the reason for their absence. The parent/guardian/caregiver **must NOTIFY** the school office at (216) 741-3685, via email or by school Facebook page before 9:00 a.m. on the day of the absence and give the student's name, grade, and reason for absence. For the purpose of verification, the student **must present a written excuse to his/her teacher signed by the parent/guardian/caregiver upon returning from an absence. If a parent/guardian/caregiver has not contacted the main office regarding an absent student, the school office will begin calling parents/guardians/caregivers to find the whereabouts of the student.**

Habitual/Chronic Truancy

An absence is defined as excused in case of illness, death in the family, and other reasonable causes. An absence is defined as unexcused for vacationing, parental neglect, or truancy.

Habitual Truancy: A habitual absent is defined as an absence without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a year.

Chronic Truancy: Absence without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

The school administrator, prior to filing a complaint with Child Services, will issue a written or verbal notice to the parent/guardian/caregiver.

Students on School Property

All students are to remain at school for the entire day. Students are not permitted to leave the school premises. Students are not allowed to meet non-students on school property. Students who walk are to proceed directly home at dismissal (at the conclusion of after school activities/clubs). Failure to follow these directives may result in disciplinary action.

Emergency Closing Procedure

PLEASE DO NOT CALL THE SCHOOL OR THE RECTORY REGARDING SCHOOL CLOSING.

Should circumstances necessitate Mary Queen of Peace School to close, we will follow these guidelines:

- 1) Inclement Weather: We will close when the following closing announcement is seen or heard on television, Facebook or OneCall message: "Mary Queen of Peace School – Closed".
- 2) Emergencies: If we have to close for any other reason (i.e. no power), notification will be broadcast over Facebook, television, Facebook-or OneCall Message in the same manner.

Home-School Communication/Emergency Messages

In an emergency, a message may be given to a child through the office. Children should be told who will pick them up after school before coming to school in the morning.

When parents/guardians/caregivers have questions concerning the actions of decisions of teacher, they should first consult the teacher before attempting to discuss the matter with the principal. If you need to discuss something with the teacher, please call the school office and leave a message with the secretary or email the teacher directly at the Mary Queen of Peace School email. Teacher emails are listed in Teacherease. The teacher will return your message within 24 hours, if not sooner.

Family/Custodial Situations

In two parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Mary Queen of Peace School personnel will, therefore, send home notices, and communications with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, progress reports, and tuition statements.

In families experiencing separation of parents, pending divorce, or divorce the above information will be sent home with the child of the primary custodial parent. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of any change in custody, so that appropriate support can be given to the child.

It is the parents' responsibility to inform the principal of any temporary or permanent custodial changes evidenced by the divorce decree. A full copy of the court decree bearing the case number and the final page bearing the judge's signature, are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has the right to the same access as the custodial parent. We will, unless instructed by a court order, release such records upon request to the non-custodial parent. Records include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions.

It does not include daily class work and papers or routine communications sent through the child to the home residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Unless restricted by court order, any non-custodial parent has the right to attend any school activity of his/her child, which includes sports activities and class programs. Parents should keep each other informed of activities to avoid duplication of communication.

In case of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations; it is general procedure that one conference appointment be scheduled jointly, if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings.

Visitation should generally begin at the home of one of the parents and not at school. Visitation arrangements should reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning these procedures or other arrangements need to be made, please contact the principal personally.

Finances

Tuition and Fees

An established financial process determines tuition annually. Several options are offered regarding tuition. A \$35.00 fee will be charged for returned checks. After a check has been returned, only cash, money orders or credit card transactions will be accepted for payment. Report cards and records will be withheld until all debts are paid.

Non-Payment Policy

Payment plans are reviewed on a regular basis. If agreed-upon plans are not being followed, the administration will exercise its option to withhold academic records and report cards. If tuition and fees are not current at the close of any quarter and payments pursuant to the plan are not current, the students may be withdrawn at the end of that quarter or be excluded from school until fees are paid and current.

Tuition Refund Policy

Tuition is charged on a pro-rated basis for the time the student is in school.

Family Service Hours

Parent/guardian/caregivers are required to take part in the Service Hour Program. All families are required to complete twenty service hours each school year (see service hour sheet for explanations). Service hours must be completed last day of the school year.

Financial Assistance

We accept the Cleveland Scholarship, Ed Choice Expansion Scholarship and the Jon Peterson Scholarship for tuition assistance. Please contact the school principal or main office if you have any questions.

Fines

Lost or damaged textbooks: Students will be charged for the replacement or repair of textbooks that are lost or damaged beyond normal use. Report cards will be withheld until all debts are paid.

Library Books: Information regarding charges for overdue, damaged, or lost library books is available in the school office. Report cards and records will be withheld until all debts are paid.

Curriculum

Religious Education Program

Some of the major events in the life of a child are those, which hinge upon this/her spiritual life. Mary Queen of Peace provides various opportunities for the child in this important phase of his/her development.

- **Mass-** Students attend Mass once a week, each class participates in the liturgy.
- **Collection Envelopes-** Weekly church collection envelopes should be used by each family at Sunday Mass.
- **Religion Classes-** Students have religion 150+ minutes per week.
- **Reconciliation Services-** Each Catholic child has the opportunity to participate in the sacrament of reconciliation during the year, starting with second grade.
- **Sacrament of Reconciliation-** Catholic students receive this sacrament in second grade.
- **Sacrament of First Eucharist-** Catholic students receive this sacrament in second grade.
- **Sacrament of Confirmation-** Catholic students receive this sacrament in eighth grade.
- **Stations of the Cross-** The children participate in the Stations of the Cross during Lent.
- **Reverence-** Is expected at all religious services and during class prayers.

- **Para Liturgical Services-** Are held for special feasts and holidays.
- **Non-Catholic Students-** Will participate in all religious classes, receive a grade on quarterly report cards and are expected to attend any school Mass or Para Liturgical service.

Instructional Program

Mary Queen of Peace is organized to provide a program that will enable each student to make continuous progress and to develop his/her potential. Our school program is divided into the following groupings; PK, kindergarten – 2, grades 3-4, grades 5-6 and grades 7-8. Each group functions as a team in the development of curriculum and scheduling.

Courses of study have been developed by the Curriculum Department of the Diocesan Office of Catholic Education in accordance with the standards required by the State of Ohio Education Department. The Office of Catholic Education approves subject areas, time allotments, and textbooks. A multi-text approach and variety of class groupings are used in order to meet the individual needs of our students. The main curriculum areas covered are: Religion, Reading, Phonics, Math, English, Science, Social Studies, Art, Health, Music, Technology, and Physical Education.

School Work/Home Work

To ensure successful teaching and learning, teachers must at all times have the cooperation of parents/guardians/caregivers. In order to give this cooperation, parents/guardians/caregivers should familiarize themselves with the regulations and routines of the school. We urge you to pay particular attention to your student’s homework assignments, attendance, and punctuality. A definite time and place for study should be provided to the student so they may work without interruption. According to the latest research, homework is recommended to reinforce concepts being taught in the classroom. Students in kindergarten should have about 15 minutes of homework. It is recommended to add 10 additional minutes to each grade level after kindergarten. This results in junior high students having anywhere from an hour to an hour-and-a-half of homework each night. Therefore, it is important to teach your children the importance of time management. Reading with children on a daily basis is also encouraged and recommended.

Student Evaluation

Student achievement is monitored on the basis of objectives stated in the Graded Course of Study and incorporated into the teacher’s plan for daily instruction. Procedures for evaluating student achievement include the following: teacher’s observation of student responses, directed activities, quizzes, tests, participation in discussion, experiments, projects, oral and written reports, assignments, and written class work, as well as other appropriate means to measure achievement in a particular subject on a given grade level.

The grading scale is as follows:

A+	100-98	B+	92-90	C+	84-82	D+	76-75	F	69-0
A	97-95	B	89-87	C	81-79	D	74-72		
A-	94-93	B-	86-85	C-	78-77	D-	71-70		
O	100-93	S+	92-87	S	86-79	S-	78-77	N	76-70
U	69-0								

Report Cards

Report cards provide parent/guardian/caregivers with tangible evidence of pupil growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a

year and are distributed the week following the end of a quarter. Report cards are to be signed by the parent/guardian/caregiver and returned to school within one week, except for the final report card.

Family-Teacher Conferences

Parents/guardians/caregivers are required to attend the family-teacher conference after the first quarter. The teacher or the parent/guardian/caregiver may request an additional conference at the end of the third quarter. If additional conferences are needed, an appointment may be made for a mutually convenient time by sending a note to the teacher or by calling the school office.

Standardized Testing

The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school. Students in all grades (Kindergarten through 8) will be assessed three times over the school year using the online NWEA MAP (measures of academic performance) assessment. All students in grades 3-8 are also given the OAA Math, Reading, and Science or Social Studies (depending on grade level) tests to measure mastery of skills for the ODE. Students in grades 5 and 8 are given the ACRE test to measure their knowledge of Catholic concepts.

Please note: Students on the Cleveland Scholarship are REQUIRED to take all OAA tests. Failure to take these tests for any reason may result in the scholarship being revoked.

Promotion and Retention

Promotion is based on the satisfactory completion of the respective grade level work. The principal, after consultation with the teacher and parent, makes the final decision as to the promotion of students.

Retention can be considered for the following reasons:

- Failure in three or more major subjects. The major subjects are English, Mathematics, Reading, Social Studies, and Science. Failure in an individual subject is defined as receiving a grade of F for more than two quarters. If a major subject is failed and the student attends summer school or is tutored, he/she may be considered for promotion. Please note that the child's report card grades will not change based on promotion.
- Failure to master fundamental skills of reading in the primary grades.
- Retention may also be considered for excessive absence, poor grades, and general immaturity. A student in jeopardy of a second retention may be asked to select a school better able to meet his/her needs.
- Students may only be retained one time

Educating Students with Disabilities

All students are encouraged to participate in the Catholic educational experience. Accepting a child into Mary Queen of Peace School will be dependent upon the school's ability to meet the child's educational needs. Reasonable accommodations will be made, if feasible, to include a student with a disability into Mary Queen of Peace School.

Educational Resources

Auxiliary Services

State auxiliary funds to non-public schools provide speech therapy, remedial math and reading assistance, learning disabilities tutoring, psychological counseling, nursing services, and the service of a clerk. These services are not guaranteed for our school. All services are based on our school funding.

Field Trips

Field trips broaden the educational experience of the students. Trips are considered a privilege, not a right. Student conduct and/or academic performance may be factored in to the determination if a student is permitted to attend the field trip, per the discretion of the teacher and administrative team. There are field trips scheduled periodically during the school year at all grade levels. Field trips are considered part of the curriculum and a hands on experience of what is learned in the classroom, therefore, NOT considered optional. Permission slips are required to be signed before a student is permitted on the field trip.

Please note: The parent/guardian/caregiver may be charged a fee for his/her child to attend.

After School Clubs

Students will have the opportunity to sign up for various clubs after school moderated by the faculty and staff of Mary Queen of Peace School. Clubs will meet once a month from 3:15pm-3:45pm, unless otherwise noted.

Library

Grades PK-6 are given an assigned time to use the school library each week. Books must be signed out and returned on time and in good condition. We are fortunate to have a librarian on staff.

School Policies and Procedures

Parental Code of Conduct

A Mary Queen of Peace School students strives to live each day as a model of Gospel values – to love one another as God has loved you; to do unto others as you would have them do unto you; to show compassion to all, especially the less fortunate; to know that the cost of doing the right thing is not always easy.

“As my child’s not important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask Mary Queen of Peace School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child’s teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness:

- I will have my child in school on time **every day** with the necessary school supplies and appropriate dress.
- I will ensure my child is appropriately groomed, bathed, and dressed each day.
- I will monitor my child’s telephone, computer, and television use, as well as movies and magazines my child views or sees.
- I will not tolerate vulgar, sarcastic, or catty language from my child of bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless of what I may think of their actions or say in private.
- I will never lie to the pastor, principal, or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem
- I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.
- I will speak to the teacher or adult in charge before I accept my child’s version of an incident. I know the good of all children comes before my child’s needs or wants.
- I will follow the school’s rules, calendars, deadlines, and expect my child to do the same even when I disagree.

- I will build a bridge of acceptance and understanding, and expect my child to do the same among the different cultures represented at Mary Queen of Peace School.

With the example of the Holy Family and the help of God, I will abide by this code of conduct while my child is enrolled at Mary Queen of Peace School.”

Discipline Policy

As a member of a Catholic community, the school expects every student to observe a code of conduct compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The school’s goals of discipline are:

- To provide the best teaching and learning atmosphere.
- To help each student achieve self-discipline
- To help students develop a sense of responsibility for their own behavior.
- To ensure respect for each member of the school community.

We are partners with parent/guardian/caregivers in their children’s education. We notify parent/guardian/caregivers of concerns about student life or behavior.

Student Code of Conduct

The following five standards of conduct are our guidelines to the development of responsible, civic-minded, Catholic citizens.

1. Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with the school’s uniform policies.
 - Be honest.
 - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - Take a leadership role.
 - Be polite
 - Be cooperative.
3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect.
4. Take responsibility for school property.
 - Respect the school buildings, grounds, and property.
 - Keep campus free from trash and graffiti.
5. Support the learning process.
 - Attend all classes regularly and on time.
 - Be prepared for class.
 - Complete school work and tests on one’s own.
 - Participate in class activities.
 - Obey classroom/faculty rules.

Classroom Code of Conduct

Each classroom formulates its own rule on an annual or quarterly basis. These rules are posted where students are aware of them. These rules may be revised as needed and resemble the following:

Students shall:

- Follow directions the first time they are given.
- Raise their hands and be acknowledged before speaking.
- Keep hands, feet, and object to themselves.
- Use only appropriate written or spoken language.
- Remain in their seat when instructed to do so.
- Be in the appropriate place at the appropriate time.
- Not possess or use dangerous objects or harmful substances.

Cafeteria Code of Conduct

Students shall:

- Follow directions the first time they are given.
- Quietly enter the cafeteria in a single-file line. There is no talking while in the hot lunch line. Once the students sit down, they must remain in their seat and talk quietly only to the people around them. Appropriate voice levels will be used in the cafeteria. Silent lunch may occur throughout the school year.
- Sit at their assigned table for the entire lunch period. If a student needs help he/she is to raise his/her hand and wait for the adult in charge to come to the table.
- Refrain from throwing things.
- As each table is dismissed, clean up their eating area and anything that they dropped on the floor and put all trash into the proper container.
- Place only empty milk cartons in the garbage can behind the strainer.
- Leave the cafeteria at the given signal in an orderly way, walking through the proper exit.
- Eat and drink at the cafeteria table assigned, not on the playground or in the classroom.

The cafeteria is an extension of the school, therefore the same respect and behavior that is expected of students in the school is also expected of them in the cafeteria. Students who choose not to cooperate in the cafeteria will earn loss of recess, detention, or other appropriate action.

Playground/Recess Code of Conduct

In order to make our playground a safe place, all students are expected to observe the following rules:

- Students shall play in assigned areas – within the playground. Students may not leave the playground.
- Pushing, tripping, kicking either fun or otherwise will not be tolerated.
- Only safe, authorized playground equipment is permitted (jump ropes, Nerf style balls). Footballs, bats, hardballs, skateboards are not permitted for safety reasons.
- Students are not to come back into the building without permission of an adult on duty. Students shall see and adult if a problem arises.
- Play away from snow and ice. No snowballs, ice, or hard objects may ever be thrown. Any snow piles are OFF LIMITS.
- Walk quietly to designated areas and quietly enter the building when recess ends.

Any serious fighting will be reported immediately to the principal. All other infractions will be reported to the classroom teacher who will determine further action to be taken. Students who do not follow rules for safe play will earn loss of recess, detention, or other appropriate action.

Restroom Code of Conduct

- Keep restrooms in order and all garbage in the proper place.

- Wash hands thoroughly before leaving.
- Students will not damage or vandalize the school property.
- Loud talking and misbehaving are not acceptable.

Halls and Stairways Code of Conduct

- No running in the halls or on the stairs.
- Move on the right hand side of the stairs and in the halls in a quiet, orderly manner.
- Go promptly and directly to the assigned destination.
- Destruction of walls and/or stairways is not tolerated.

Library Code of Conduct

- Speak quietly.
- Respect others. No running, pushing, etc.
- Handle books carefully. You are responsible for those you borrow, even if you lend them to someone else. If a book is damaged or lost, report it immediately to the homeroom teacher or librarian. A fine may be charged for damage done beyond normal wear. Books damaged beyond repair will be billed at replacement cost.
- Candy, gum, and beverages are not permitted.
- Students in grades K-3 must keep their library books at school. Grades 4-8 may take books home, but not to the cafeteria or playground.
- No books may be borrowed if you owe a fine or have not returned a book.
- The overdue book fine for grades K-6 is \$0.05 per day. Written notices will be sent home as needed to keep parents informed of any missing books and/or paid fines.
- If a book is being returned late due to student absence, a note to that effect must accompany the book, otherwise the standard overdue fine will apply. Overdue books and fines should be brought to the library at the beginning of the school day. Otherwise, they may be placed in the library mailbox, along with the student's name, room number, and date of return.
- Books may be renewed twice unless it is needed for research by another class.

Students who choose not to follow the rules may receive a writing assignment, silent library time, a detention, or they may lose library privileges altogether.

Misconduct

Students are responsible for following the school's code of conduct. As further described in "Disciplinary Measures" below, misconduct could result, among other measures, in the expulsion of the students from the school. Behaviors that are considered misconduct include, but are not limited to, the following:

- Tardiness to school.
- Talking in class without permission from the teacher or other disruptive classroom behavior.
- Failing to follow classroom rules or procedures.
- Chewing gum on school premises.
- Uniform violations.
- Failing to return a detention signed by the parent/guardian the next day.
- Failing to behave appropriately during Mass.
- Horseplay.
- Writing or passing notes.
- Failing to follow morning drop off or afternoon pick up procedures.
- Physical violence or threats of physical violence directed at another students or school

employee, volunteer, visitor, or any other person. This includes hitting, pushing, or any other intentional touching.

- Writing on self or others, including on skin, clothes, and shoes.
- Failing to display respect/self-control in the hallways.
- Name-calling, bullying, hazing, harassing, or otherwise showing disrespect to other students, staff or visitors, or adults on campus.
- Disobeying school employees or volunteers.
- Using profane language, signs, or symbols.
- Stealing, lying, or cheating, which includes forging signatures or grades, plagiarism, and sharing or copying school work.
- Leaving school grounds during school hours.
- Skipping class.
- Making statements, joining activities, or engaging in criminal conduct, whether on or off the school premises, that are perceived by the school administration to be detrimental to the school or its reputation.
- Displaying inappropriate affection.
- Violating the school's Computer Acceptable Use Policy.
- Possession and use of electronic devices must follow school policy.
- Possessing or passing inappropriate material on the school premises or at any school/parish function.
- Possessing or passing material of a dangerous/hazardous nature on the school ground or at any school/parish function.
- Vandalizing school, parish, or personal property.
- Possessing, transmitting, using, or being under the influence of tobacco, alcohol, or any controlled substance while in the school premises or at any school/parish/function.
- Any other behavior while in the school premises or school/parish function that is considered by a school employee or volunteer to be misconduct.

Because it is impossible to foresee all problems, which arise, the administration is authorized to take disciplinary action for any behavior, which violates the spirit, mission, and philosophy of Mary Queen of Peace School even though it is not specified under conduct and discipline.

Disciplinary Action Guidelines

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate discipline action based on the following:

- Seriousness of the offense.
- Student's age.
- Grade level.
- Frequency of misconduct.
- Student's attitude.
- Impact of misconduct on the school environment.

The judgment of the administration will be the final determination on any disciplinary action.

Disciplinary Consequences

For misconduct, possible consequences include, but are not limited to, one or more of the following disciplinary measures:

- Redirection away from the situation and correction of behavior.
- Verbal or written warning.
- Conference with student.
- Loss of privileges, which may include time out at recess or loss of recess and/or any consequences that are listed in the child's classroom policy on conduct.
- After school detention.
- Parent Conference.
- Student may be sent to principal or assistant principal for infractions.
- Psychological assessment and/or counseling.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

Detention Policy

Students in K-8 may receive formal detentions for violations of the Code of Conduct. A detention will consist of serving one half-hour after school. All detention slips must be signed by a parent/guardian/caregiver dated and returned to the homeroom teacher the next school day. The parent/guardian/caregiver keeps the white copy, the yellow copy is returned to the teacher who gave the detention and the pink copy is kept in the school office. Detentions are served per teacher assigned afternoon from 3:00 p.m. - 3:30 p.m. Failure to return a signed detention slip within 24 hours or the next school day will result in receiving another detention. When a student receives a third detention, a letter may be sent home informing the parents/guardians and a conference may be requested. After five detentions, a student will receive an in-school suspension.

Suspensions

A suspension will be issued to the students after the parent has been contacted. Students serving in-school suspension will be required to come to school on time. He/she will remain in the school office for the entire day. The students will go to the cafeteria to have lunch and return to the main office. Students serving out-of-school suspension are the responsibility of their parents.

The suspended student will be responsible for getting and completing assignments from his/her teacher(s). If work is not completed and returned to his/her teacher(s) the next school day, the student will receive a zero for the assignment. Any after school sports/activities are included in the suspension.

Non-support of the disciplinary policy is regarded as a breach of this parent and school contract. Refusing to sign the suspension will result in asking the family to find a more appropriate educational placement where they may feel more comfortable with the disciplinary policy.

Students who are suspended three times during the school year may be asked to leave Mary Queen of Peace School in order to find a more suitable educational environment that meets his/her needs.

Expulsion

Expulsion will result from attitude and/or behavior that would constitute a menace to the morale or safety of the students or be viewed as an offense serious enough for a dismissal if determined that Mary Queen of Peace School is not the right environment for the student. Persistent irregular attendance or refusal on the part of the parent/guardian/caregiver to support the philosophy as defined in this handbook would result in immediate dismissal. Parent/guardian/caregivers would be asked to find an educational environment more suited to their

beliefs. Expulsion of a student from school is a serious matter. In some cases the principal and/or pastor may deem an action by the student so severe that it would result in immediate expulsion from school. The decision is the right and responsibility of the principal and/or pastor.

School Uniform Dress Code

Students attending Mary Queen of Peace School should be neatly and appropriately dressed. Clothing and shoes must be neat and clean. Clothes that are frayed, have holes, or ripped hems are not allowed. Please label all clothing with the student's name. Students must be dressed in regulation uniform throughout the day including arrival and dismissal. If a student is out of uniform, parent/guardian/caregivers will be called to bring the correct uniform.

School Uniform for Girls Grades K-8

Jumpers – Girls in grades K-4 are to wear the authorized plaid jumper from Schoolbelles.

Skirts/Skort - Girls in grades 5-8 are to wear the authorized skirt or skort from Schoolbelles. Navy blue or gray authorized sweater, sweatshirt, or vest may be worn with the skirt or skort.

All jumpers, skirts, and skorts cannot be shorter than 2” above the kneecap.

Pants – Navy blue, black, or khaki colored tailored dress pants may be worn. All pants must have belt loops and be worn with a brown or black belt. No jeans, denim, Levi's, work pants, military type pants, cargo pants, or overalls are permitted. No pocket on legs, no decorative or top-stitching, no gathered, or elastic ankles. Pants must be fastened at and worn at the natural waistline.

Shirts – Short or long sleeved polo shirts should be worn in the following colors only: light blue, white, royal blue, and navy blue. Polo shirts must have a collar and two to three buttons. No designs or logos are permitted. Shirts must be tucked in smoothly at the waist. No printed or colored undershirts. Girls in grades 4-8 may also purchase polo shirts with the elastic waistband from Schoolbelles.

Shoes – SOLID black, dark brown, gray, or navy dress shoes or loafers may be worn. Heels may not be higher than ½ inch; soles may not be higher than ½ inch. Athletic tennis shoes, hiking boots, clogs, open-back, and zippered shoes are not permitted. No shoes with lights, wheels, glitter, sequins, or sounds may be worn.

Socks – Solid (entire sock) navy blue, black, gray, or white at least 2 inches above the top of the anklebone are permitted. No frills and lace. Solid (entire knee-high or tights) navy blue, black, gray, or white knee-highs or tights can also be worn. No nylon type knee-highs or tights.

Sweatshirts/Sweaters – Solid navy blue, black, or gray authorized sweatshirts and sweaters can be worn with the polo shirts (collar out). Sweaters and sweatshirts may not have a hood.

Vests – Solid navy blue authorized fleece or sweater vest from Schoolbelles can be worn with the polo shirt (collar out).

Cosmetics – Colored nail polish and acrylic nails are not permitted. Girls may wear clear nail polish. No make-up, perfume, cologne, strongly scented sprays, or hand and body lotions are permitted.

Boys School Uniform Grades K-8

Pants - Navy blue, black, or khaki colored tailored dress pants may be worn. All pants must have belt loops and be worn with a brown or black belt. No jeans, denim, Levi's, work pants, military type pants, cargo pants, or overalls are permitted. No pocket on legs, no decorative or top-stitching, no gathered, or elastic ankles. Pants must be fastened at and worn at the natural waistline.

Shirts - Short or long sleeved polo shirts should be worn in the following colors only: light blue, white, royal blue, and navy blue. Polo shirts must have a collar and two to three buttons. No designs or logos are permitted. Shirts must be tucked in smoothly at the waist. No printed or colored undershirts.

Shoes – SOLID black, dark brown, gray, or navy dress shoes or loafers may be worn. Athletic tennis shoes, hiking boots, clogs, open-back, and zippered shoes are not permitted. No shoes with lights, wheels, glitter, sequins, or sounds may be worn.

Socks – Solid (entire sock) navy blue, black, gray, or white at least 2 inches above the top of the anklebone are permitted.

Sweatshirts/Sweaters – Solid navy blue, black, or gray authorized sweatshirts and sweaters can be worn with the polo shirts (collar out). Sweaters and sweatshirts may not have a hood.

Cosmetics – No cologne, after-shave, or strongly scented sprays or lotions are permitted.

General Regulations for Boys and Girls

Shorts – Tailored dress shorts may be worn instead of the uniform pants, jumpers, skirts, or skorts from August – October 15th and again from April 15th – June. The shorts must be navy blue, black, or khaki in color. They must be knee length (walking type short, no cargo type). Students may wear their gym shoes when wearing the walking shorts.

Jewelry – Girls may wear only one small post earrings in each earlobe that does not hang below the earlobe, watch, and religious necklace. No other jewelry is permitted. Boys may wear a religious medal and a watch. No other jewelry is permitted. Boys are not permitted to wear earring(s).

Tattoos – Permanent and/or temporary tattoos are not permitted for boys or girls. No pierced body parts whatsoever except for girl's earrings worn in the ear.

Hair – No chemical altering of natural hair color for boys or girls. This includes highlights, lowlights, and temporary or permanent hair color. Unusual, drastic, or fad cuts may not be worn. Hair is to be neatly arranged, clean and cut so that it is out of the area of vision. Hair ornaments cannot cause distraction to others or block areas of vision. Hair spray is not to be brought to school. Girl's hair accessories must be school colors only. Boy's hair must be shorter than the shirt collar. Any questionable styles, cuts, etc. are determined in compliance by the principal. Boys should not have facial hair.

Hats – No hats are to be worn in the buildings.

Coats – Are removed during class time.

Non-Uniform Days Dress Code

Students may be given special days in which they may wear clothing other than the regular uniform. Should students have on inappropriate clothing, the parent/guardian will be called to bring the necessary items.

- **School Picture Day** – Students will be advised by the office of appropriate attire.
 - **Special Birthday Attire** – Students have the option of dressing up or down to celebrate their birthday.
 - **Dress-Up Days** – Birthdays, special programs including Christmas and spring concerts.
- Boys** – Dress shirt, dress pants, tie and jacket (optional), dress shoes.
- Girls** – Dress or dress shirt and blouse (appropriate length as described in the dress code), dress flats (no heels).
- **Dress-Down Days** – Special rewards announced. Boys and girls should wear school appropriate dress down clothes, such as jeans and t-shirts. We recommend Mary Queen of Peace School spirit wear. Any student coming to school with inappropriate clothing will be asked to call home for changed of clothes.
 - **CYO Sport Uniforms** – Uniform tops may be worn on specially designated days
 - **Field Trips** – The school uniform is worn unless written guidelines are issued by Mary Queen of Peace School.

Physical Education Uniform

On gym days from August to October 15th and again from April 15th to June, gym shorts, gym shirts, and gym tennis shoes may be worn to school all day in place of the school uniform. On gym days from October 16th to April 14th gym shirts, gym sweatpants, and gym shoes may be worn to school all day in place of the school uniform.

Birthday Celebrations

Birthdays are celebrated at home with the family. Students wishing to include their school classmates may bring in one small treat to share with their classmates. We encourage healthy snacks such as pretzels, string cheese, vegetables. If passing invitations out in school, please be respectful of all students. We require students to pass out invitations to the entire class, if they choose to pass them out in school. The only exception to this rule is, if they are having an all boys' or all girls' party. Students have the option of either dressing up or dressing down to celebrate their birthday.

Safe Snacks/Peanut Free

Mary Queen of Peace School continually strives to maintain a healthy school atmosphere for all individuals. With the growing population of students with life-threatening food allergies, the school will implement a "safe snack list" for any student bringing food to school for either a birthday celebration or other special occasion. Please see the child's teacher for the current safe snack list.

Please note: We will no longer allow homemade or home-baked items to be served to other students. If these items are sent to school, students will not be permitted to eat them during school hours. The recommendation is for students to bring in individually wrapped treats. Homemade or home baked foods for your child's snack or lunch that are not shared with other students will still be permitted.

Electronic Devices

Electronic devices such as cell phones, personal game systems, iPods, Apple Watches or other electronic devices are not permitted for use in school. The school is not responsible for lost or stolen electronic devices if they are brought to school. We realize students may need to bring phones to school for safety purposes. Students are to turn their phones off on school property at the beginning of the day. Teachers may implement further policies per each classroom. If a student needs to call a parent after school, he/she should ask his/her homeroom teacher or go to the main office to make the phone call. Phones will be confiscated if seen and given to the main office to be

stored. A parent/guardian/caregiver must come to the office to get the phone before the phone is given back to the child.

Grievance Policy

If a parent has a question or concern, they should first meet with the teacher. If a parent/guardian/caregiver cannot accept the decision or explanation given by the teacher, they should take the matter to the principal. In meeting with the teacher or principal, an appointment is to be scheduled in advance.

Lost and Found

Please make sure all items are labeled with student's name (jacket, uniform, lunches, etc.). Lost items are stored in a wooden box on the ground floor of the school. At the end of each school quarter, items in the lost and found box will be disposed. Items in good condition will be donated to Saint Vincent DePaul.

Administration of Medication

Designated school personnel are not to administer medication unless determined absolutely necessary and shall not administer injections, except an epi-pen with appropriate documentation. The Physician's Medication Form on page 21 and Parent's Medication Form on page 22 of this handbook shall be completed by parent/guardian/caregivers annually. No medication will be issued without completed medication forms. All medication must be sent to school with pharmacy labels, if prescribed by a medical doctor, or in original package.

Required Immunizations

DPT – 4 doses minimum 5th dose necessary if 4th dose given before the child's fourth birthday.

HEP B – 3doses, the 3rd dose must be given at or after 24 weeks of age.

MMR – 2 Doses given after first birthday, 2nd dose is given at least 28 days after the 1st.

Polio – 3 doses minimum, 4th dose necessary if 3rd dose given before the child's fourth birthday.

Varicella – 2 doses given after the first birthday or documented date of disease for kindergarten entry.

Varicella – 1 dose required for grades 1-4.

Tdap or Td – Given before entry into 7th grade.

Exclusion for non-compliance will be enforced.

Emergency Information Record

At the beginning of each school year, parents will receive a form to fill out stating the necessary information needed to contact the parent in case of an emergency. Parents/guardian/caregivers must fill out a new emergency medical form annually. This form must be filled out immediately at the beginning of the school year. This form allows health care professionals to administer immediate treatment to a child. Please inform the school of any change in contact information that might take place during the school year. These corrections will be made on the records.

Illness

Do not send your child to school when he/she is ill. If a student has a temperature or gets physically sick they are required to stay home from school. Children should stay home for 24 hours after experiencing fever, vomiting, diarrhea, or other signs of illness. We do not have the facilities to accommodate children who are not well enough to go outdoors. Children who are not well enough to go outdoors for recess, are not well enough to be in school. Only children who bring a written note from a parent, giving a serious reason for necessitating indoor recess will be given permission from the office.

Acceptable Use Policy

Mary Queen of Peace School makes a variety of communications and informational technologies available to students through computer/network/internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Mary Queen of Peace Students and setting standards that will serve to protect the school. We firmly believe that digital resources, information, and interaction available on the computer/network/internet far outweigh any disadvantages.

All users are expected to use the technology available at Mary Queen of Peace School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes but is not limited to: cellular telephones, CD/MP3/DVD players, personal data devices, computer hardware and peripherals, software including operating systems and applications software, internet, digitized information including stored text, data, email, digital images, video and audio files, internally or externally accessed databases, applications, or tools (internet- or school-server based), school provided internet access, and new technologies as they become available.

Users are expected to appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocations of the student's access to the computer/network/internet.

Inappropriate Use: Inappropriate use includes, but is not limited to: those uses that are specifically names as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying, threatening, pornographic, harassing, defamatory or obscene material, or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Students Must:

- Respect and protect the privacy of others.
 1. Use only assigned accounts.
 2. Decline to view, use, use or copy passwords, data, or networks to which they are not authorized.
 3. Avoid distribution of private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 1. Observe all network security practices as posted.
 2. Report security risks or violations to a school administrator, teacher, or network administrator.
 3. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 4. Conserve, protect, and share these resources with other students and internet users.
 5. Get appropriate approval before accessing the network with personal devices.
 6. Abstain from overriding the internet content filtering system.

- Respect and protect the intellectual property of others.
 1. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 2. Avoid plagiarism.
- Respect and practice the principles of parish and school community.
 1. Communicate only in ways that are kind and respectful.
 2. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher, or network administrator.
 3. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 4. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 5. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 6. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 7. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 8. Avoid posting or disseminating any harassing, demeaning, threatening, or immoral comment or visual injurious to the reputation of the school, the parish, the Church, or an individual, whether the action occurs on school property or off grounds.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- Internet access is filtered by Mary Queen of Peace School on a personal telecommunications devices in the same manner as Mary Queen of Peace School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypass the security filter and is considered a violation of the Acceptable Use Policy.
- These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged, or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including the school bus.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store students devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentation, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Subject to Monitoring: All Mary Queen of Peace School network/internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. Mary Queen of Peace School reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the

computer system like a shared common file system with the expectation that electronic files, sent, received, or stored anywhere in the computer system. Will be available for review by any authorized representatives of Mary Queen of Peace School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's informational technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrations and their authorized employees periodically monitor the use of informational technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectations of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should a crime be committed.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at Mary Queen of Peace School before internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

Anti-Harassment, Intimidation, and Bullying Policy

Mary Queen of Peace School teachers believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees, and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

The principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

The Student Code of Conduct should be amended to include the provisions of this policy.

This policy should appear in any student handbook and publications that set forth rules of conduct, teacher, staff, parent/guardian/caregiver and volunteer handbooks, communications to parent/guardian/caregivers at the beginning of the school year, and in the orientation packets to new students and their parent/guardian/caregivers throughout the school year.

The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student/school personnel in Mary Queen of Peace School is strongly prohibited, and such conduct may result in disciplinary action, including suspension, and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic, or physical acts including electronically transmitted acts i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a students or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school ground, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's/personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Mary Queen of Peace School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or actions whether in the classroom, on school property, to and from school, or at school-sponsored events, or from any computer not on school property.

Definition

"Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibited toward another particular students, school employee, or volunteer more than once and the behavior both:

- Causes mental or physical harm to the other; and
- Is sufficiently severe, persistent or pervasive that it creates and intimidating, threatening, or abusive educational environment for the other.

Such behaviors include overt intent to ridicule, humiliate, or intimidate another student, school employee, or volunteer. Examples of conduct that could constitute prohibited behaviors include:

- Physical violence and/or attacks.
- Threats, taunts, and intimidation through words and/or gestures.
- Extortion, damage or stealing of money and/or possessions.
- Exclusion from the peer group or spreading rumors.
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyber bullying), such as the following:
 1. Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries).
 2. Sending abusive or threatening instant messages.
 3. Using camera phones to take embarrassing photographs of students and posting them online.
 4. Using web sites to circulate gossip and rumors to other students.
 5. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers (ISP).

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor, or principal.
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened.
 - Who was involved.
 - Exactly what was said or what the harasser did.
 - Witnesses to the harassment.
 - What the student said or did, wither at the time or later.
 - How the student felt.
 - How the harasser responded.

Complaint Procedure

Mary Queen of Peace School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form (page 31). Any evidence of the harassment, including but not limited to letters, tapes, and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Disclosure Form (page32). Information received during the investigation is kept confidential to the extent possible.

Mary Queen of Peace School prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Any person who engaged in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another students, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonable and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusion to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

Resolution of the Complaint

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with the Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts

If the investigator is a witness to the incident, and alternate investigator shall be appointed to investigate.

Sexual Harassment and Sexual Violence

A. General Policy

1. Purpose

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits sexual harassment and sexual violence in the school environment. The Diocese of Cleveland is firmly committed to providing a safe, positive learning and working environment for everyone in the schools. The primary goals of this policy are to define and prevent sexual harassment and sexual violence, and to implement procedures by which a victim may receive help without retaliation and by which offenders will be held responsible. In doing so, the school will serve to reemphasize the personal dignity of the individual and foster positive sexual attitudes and respect for others. This policy is gender-neutral and shall apply to all students, teachers, administrators, and other personnel in the school or in the parish programs and activities. This policy complements and is an extension of the existing "Sexual Harassment Policy Statement" relating to employees in the Diocese of Cleveland's *Handbook for Catholic Schools*. It is the individual responsibility of each school and parish program to adopt this policy. Further, the text of the policy

should be included in any student or program handbook and all efforts should be made to inform and educate the school population.

B. Sexual Harassment and Sexual Violence Defined

1. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Some acts of sexual harassment may also be criminal. If the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or the victim of sex offenses under Ohio law, including Gross Sexual Imposition (O.R.C. 2907.05), Sexual Battery (O.R.C. 2907.03) Rape (O.R.C. 2907.02, Importuning (O.R.C. 2907.07), Voyeurism (O.R.C. 2907.08, Public Indecency (O.R.C. 2907.09, or Felonious Sexual Penetration (O.R.C. 2907.12 as examples. Children and Family Services and the police shall be contacted immediately when sexual conduct or contact occurs whether it occurs between peer-to-peer or adult to child.

For the purposes of this policy, sexual harassment will encompass the above legal definitions, as well as the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school, on school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendos; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. The ultimate test to determine what constitutes sexual harassment will be the recipient's perception of the behavior. The severity of the offense and subsequent consequences will be determined by several factors, including the (1) pervasiveness of the behavior directed at that victim; (2) whether the recipient communicated to the offender or school authorities that this is unacceptable; (3) the nature and/or content of the harassment; (4) the offender's history of similar behavior; and (5) the respective ages of the offender and victim.

Each school should have in place a protocol, or grievance procedure, to address complaints of sexual harassment. The procedure should be gender-neutral and should protect the individual at all times from reprisal and/or retaliation. Additional, unless any disciplinary action is taken against the offender, information concerning any sexual harassment allegation should be maintained in a separate, confidential file and should not be made part of the alleged offender's nor the victim's permanent school record. If disciplinary action is taken against the offender, then this should be documented in the employee/student's file (as appropriate), as would any other disciplinary action.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by

this individual, and the circumstances in which the harassment occurred. Possible student disciplinary actions may include but are not limited to any or all the following:

- Verbal warning/reprimand and apology to the victim.
- A parent/student/principal conference.
- Written warning/reprimand and parent notification, entered in the student's file.
- Detention or removal from selected school activities and/or extracurricular activities.
- Behavior/probation contracts, possibly requiring professional intervention.
- Suspension.
- Expulsion.

The school shall immediately inform the parents of both the offender and the victim of the allegations. It will be the obligation of the offender's and the victim's parents to cooperate in remedying the situation. If the allegation is substantiated and if the student is not expelled, the parents of the offender may be required to sign a probation contract in order to enforce the provisions of the student's conditional retention at the school. Immediate expulsion or other disciplinary action may also be appropriate in some situation. When an incident of sexual harassment and sexual violence occurs, the school should endeavor to educate the student population about sexual harassment and sexual violence, and to reinforce the tenets of this policy.

All faculty and staff shall be made aware of this policy, and appropriate disciplinary measures are to be taken when a teacher or other administrator fails to report and/or address allegations of sexual harassment or sexual violence.

2. Sexual Violence

If an incident of sexual violence occurs, the principal, pastor/ecclesiastical liaison, or other school authority is required under state law to report immediately the incident (O.R.C. 2152.421). Ohio Revised Code Section 2921.22 also requires any person who knows that a felony has been or is being committed shall report such information to law enforcement officials. As stated in this *Handbook for Catholic Schools*, Children and Family Services or the police should be contacted immediately if there is any knowledge or suspicion (O.R.C. 2151.421) that sexual abuse, sexual conduct, sexual contact or sexual violence has occurred involving a child less than eighteen years of age.

This *Handbook for Catholic Schools* provides the following: "Summary of Child Abuse Information", "Indicators of Sexual Abuse in the Victim", and "Procedures for Reporting Alleged Child Abuse".

Harassment

The Pastor, administrator, and staff of Mary Queen of Peace School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment. Mary Queen of Peace School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of harassment include but are not limited to verbal or written taunting bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

Procedure to File a Harassment Complaint

Students or employees who believe they have experienced harassment shall report such matter to the Principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the principal or pastor, or assistant principal if the principal is the alleged harasser, and shall be as specific as possible regarding details. If the complaint is made by an employee, it shall be in writing.
2. The Principal shall immediately investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. Stress the need for confidentiality with due regard for the need to conduct a thorough investigation.
5. No reprisals will be tolerated against complainants, witnesses, or of individuals involved in the investigation.
6. The Principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

Harassment Investigation Procedure

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complain-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to investigate promptly all claims of harassment and to take action as deemed appropriate.

Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process. No one shall retaliate against any employee or student because he/she filed a harassment complaint, assisted in a harassment investigation, proceeding or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. All complaints are to be taken seriously and shall be investigated. If the investigator is the alleged harasser or a witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator immediately notifies the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment.

Substance Abuse Policy Guidelines

The Cleveland Catholic Diocese recognizes that alcohol and drug abuse are serious societal problems that do not respect and group or age, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

In an effort to provide a drug free environment, we, as educators in the Church, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our pupils. Continuing educational programs for parents, teachers, and students convey the message that drug and alcohol abuse are harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this guideline or any local law or statute concerning illegal substances.

Weapons Policy

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, a policy should be adopted by the school that expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, dangerous ordinances and instruments or explosive devices in the school, on school grounds, or at school/parish sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, volunteers and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, deadly weapon, or an object that is indistinguishable from a deadly weapon, or explosive or incendiary device. An object that is indistinguishable from a deadly weapon is prohibited if a person indicated that he or she possesses the object and further indicates that it is a deadly weapon or the person brandishes or displays the object and indicates that it is a deadly weapon. A deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed and used as a weapon” (O.R.C. 2923.211A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy usually warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department and your area assistant superintendent before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in or out of school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include profession counseling, participating in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school or parish program after recommending consultation with legal counsel and your area assistant superintendent.

Wellness Policy

Rationale

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical and social development of the individual as well as the community. A major theme of Catholic social teaching, Human Dignity and the Value of All Life, carries the responsibility to care for the health and the well being of not only oneself, but of others. The concept of wellness is a core principle supporting both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes call us to Care for God’s Creation. There is a direct relationship between the health of the planet and the health of its human inhabitants. Wellness is compatible with limitations. We must be patient with our own limitations and tolerant of the limitations of others. Proper nutrition, health practices, and physical activities involve respectful and responsible collaboration. It is expected that students will learn to make choices related to health and fitness based on Christian values. Thus each student will develop as “a healthy person who is respectful of life, practicing good health habits, committed to reaching one’s full potential and a good sport.” (Profile of a Catholic School Graduate)

Statement of Policy

In accordance with the Diocese of Cleveland, Mary Queen of Peace School is committed to the goal that all students and staff shall possess lifelong knowledge and skills necessary to make nutritious food and enjoyable

physical activity choices through effective use of school and community resources and attentiveness to student and staff need and interests, taking into consideration differences in culture.

Commitment to Nutrition

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Child Nutrition Programs.
- Provide nutrition education programs for students in grades kindergarten through 8 that are interactive and teach skills needed to adopt healthy eating behaviors.
- Encourage increased participation in the available federal Child Nutrition Programs (e.g. school lunch and milk programs).
- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items, whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Students receive consistent nutrition messages throughout the school including classrooms, cafeteria, and extracurricular programs,
- Link nutrition education activities to health programs through Mary Queen of Peace Wellness initiatives.
- Promote nutrition education activities involving students, staff, parents, and community.
- Provide school food service staff routine professional development training opportunities.
- Follow, USDA Child Nutrition Program regulations restricting competitive sales and foods of minimal nutritional value.

Commitment to Comprehensive Health Education

Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease, prevention and control, safety and first aid, and health issues and dangerous substance.

Commitment to Physical Activity

- Provide physical education opportunities for all students in grades PK-8.
- Offer a planned sequential program of physical instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- Provide recess before the lunch period as scheduling permits.
- Promote school-wide challenges in conjunction with charitable events such as Jump for Heart.
- Encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family functions.
- Provide training to enable teachers and other school and community staff to promote enjoyable, lifelong physical activity among students and staff.
- Encourage wellness initiatives for students, staff and school families.

Commitment to Healthy School Environment

- Provide a clean, safe, enjoyable meal environment for students.

- Provide positive, motivating messages, both verbal and non-verbal relative to healthy lifestyle practices throughout the school setting.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, and administrators, and the community at school events, e.g., parent-teacher conferences, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure adequate time for students to enjoy eating healthy foods with friends. Follow the National Association of State Boards of Education recommendations, every effort will be made to provide students with at least 20 minutes after sitting down to eat lunch.
- Schedule lunchtime as near the middle of the school day as possible, preferably between 11 a.m. and 1 p.m.
- Make available drinking fountains or other accessible drinking water so that students have access to water at meals and throughout the school day.
- Refrain from using food as a reward or punishment for student behaviors.
- Promote an awareness of mental health impacting overall wellness of students.

Commitment to Implementation

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of the wellness policy in conjunction with the ongoing OCSAA accreditation process.

Youth Gangs and Violence

Procedures for Responding to Gang-Related Incidents and Suspicion of Gang Involvement

YOUTH GANGS AND GANG-RELATED ACTIVITY ARE PROHIBITED

Definition

A gang is defined as any non-school sponsored group, possible or secret an/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or “turf” or any action that threatens the safety or welfare of others substantially disrupts the orderly operation of the school.

Gang and gang activities can include but are not limited to the following:

- Recruitment, initiation.
- A manner of grooming.
- Hair style and/or wearing clothes, jewelry, head coverings, or accessories by which virtue of color, arrangement, trademark, or other attribute denote membership in a gang.
- Displaying gang markings or slogans on school or personal property or clothing.
- Gang tattoos.
- Literature that indicates gang membership.
- Fighting, assault or hazing.
- Extortion.
- Establishing turf.
- Use of hand signals, gang vocabulary, and nicknames.
- Possession of beepers.
- Possession of weapons and explosive materials.
- Possession, use, or sale of alcohol, drugs, drug paraphernalia.
- Attendance at functions sponsored by a gang or known gang members.

- Association with or conviction of crimes with known gang member, or any other action directly resulting from membership, interest in, promotion or furtherance of a gang.

Transportation and Safety

Safety Plan

Mary Queen of Peace School has a safety plan that is available in the school office and in every classroom. This plan covers scenarios including building security, potentially dangerous school incidents, bomb threat, and suspicious package and/or substance, serious crime/illness/injury, tornado, fire, lockdown, utility emergency, and evacuation procedures. In case of a crisis, a crisis management team is activated under the direction of the diocese/city school district, which works with local and state law enforcement and emergency personnel. In the event of an act of terrorism or bioterrorism, the school would follow the orders of emergency management organizations and local EMS/fire departments. Mary Queen of Peace School will work with them to determine which of the following responses would be most appropriate. These responses are outlined in the current school crisis plan (although slightly different terms are used).

Responses

- Early Release – (governing agency allows students and staff to leave and go home): We will follow customary procedures connected with regular dismissal – school bus transportation, parent pick-up, ect. We will use the sign-out system.
- Evacuation – (safety officials determine that students must leave the school building immediately): Students would be directed to another building or a local community shelter.
- Sheltering in Place – (governing agency orders us to keep all students and staff in the building): This is called lockdown in the school crisis plan. The purpose of shelter-in-place is an emergency response tool to protect students in the event of potential exposure to a dangerous chemical in the atmosphere. This approach would be used when safety officials determine it is safer than evacuating students into a contaminated outdoor environment.
 - Personnel: Move into places with limited exposure to windows and doors; i.e. hallways, cafeteria, gymnasium. Windows and doors are shut – no admittance from outside. We would post a sign with the latest information on the front window of the school building.
 - Ventilation: Operations and custodial personnel will assist: Bottled water and a supply of food is on the premises.
 - Telephones: Secretary and staff will call: although lines may be inundated. We have a special line for emergency communication to be sent out.
 - School buses: Transportation personnel will be called to assist, as authorized by civil authorities to transport children.
- Combination Sheltering-Release – (governing agency orders us to house students for a brief period then allows release):
 - Institute Sheltering Program – Either in the building or directed to local community shelter.
 - Follow building release procedures as closely as possible.

Communications

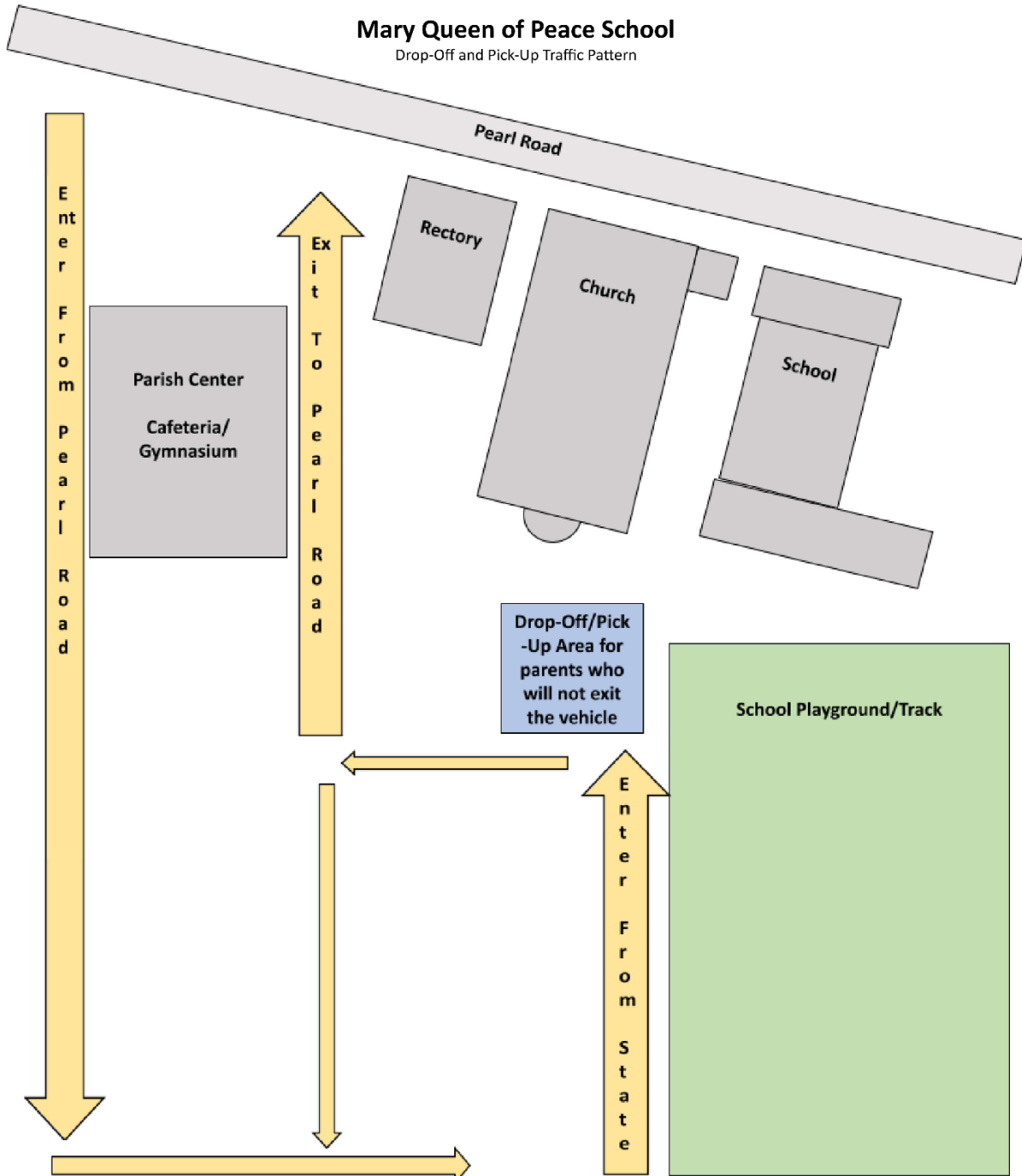
Parents would be notified of early release, evacuation, or any variance from a typical dismissal time and location in the same manner they would for snow days. Parents get the news from the local TV, School Facebook page and the OneCall Now system.

Alerts

A severe Threat Level Red declared before school hours by the US Department of Homeland Security, may necessitate the cancellations of school and school activities. In the event that a Threat Level Red is declared during school hours, school will remain open until regular dismissal times unless otherwise directed by state and local emergency management organizations.

The Plan

This plan is evolving as state and local officials give us more information. No plan can cover every possible scenario/situation. Therefore, we will abide by what the governing organization (e.g. fire, police, military, emergency management) direct us to do. The rules and regulations in this handbook are subject to change



Dropping off and picking up your student can be hectic. To ensure that drop-offs and pick-ups are done safely and quickly, please adhere to these rules in our parking lot.

When entering the parking lot from Mobile/State, please stay to the right and form a **single file** line to drop off/ pick up your student near the ramp and steps. **Creating a second line causes congestion and bogs down the process of dropping off and picking up students.**

When entering from Pearl, please follow the perimeter of the parking lot to enter the **single file** line to drop off/pick up your student near the ramp and steps. **Creating a second line or attempting to enter the line from the middle will cause congestion and bogs down the process of dropping off and picking up students.**

After dropping off/picking up your student please **immediately** make your way toward either the ramp that exits toward Pearl or toward the back gate to exit onto Mobile/State.

If you would like to walk your student to the building or would like to watch your student enter the building, please park in one of the available spots. The drop-off/pick-up line must keep moving. **As soon as your child exits/enters your vehicle you must exit the parking lot.**

There are two handicapped parking spots in our lower parking lot. **You must have either a handicap plate or placard to park in these spots.**

Please do not use any other parking lots or stop on Pearl Road to drop off/pick up your student.

Thank you,
Mary Queen of Peace School



Mary Queen of Peace School
4419 Pearl Road, Cleveland, OH 44109
Phone: (216) 741-3685 Fax: (216) 741-5534

Mrs. Jessica Robertson, Principal
Father Doug Brown, Pastor

**Acknowledgement and Receipt and Review of the Professional Practices
and Policies**

******This is to acknowledge that I have read and reviewed the ****
Family Handbook on www.maryqueenofpeaceschool.com**

**I understand that I will be responsible for complying with the policy. I
may request an additional hard copy if needed.**

**I further understand that any questions regarding this policy should be
referred to the Principal and/or Pastor.**

**I further understand that Mary Queen of Peace reserves the right to
change, modify and/or revise any part of this policy at any time.**

Parent Signature:

Parent Name (print clearly):

Student Signature:

Student Name (print clearly):

Date: _____

