

Queen of Peace Catholic School

Parent/Student Handbook

2019-2020



Pastor: Fr. Thomas Bennett
Principal: Mrs. Renee Baeza

Pre-Kindergarten through Grade 8

141 N. Macdonald

Mesa, Arizona 85201

Phone: 480-969-0226

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Parish Office: 480-969-9166

<http://www.qopschool.org>

PURPOSE AND USE OF HANDBOOK

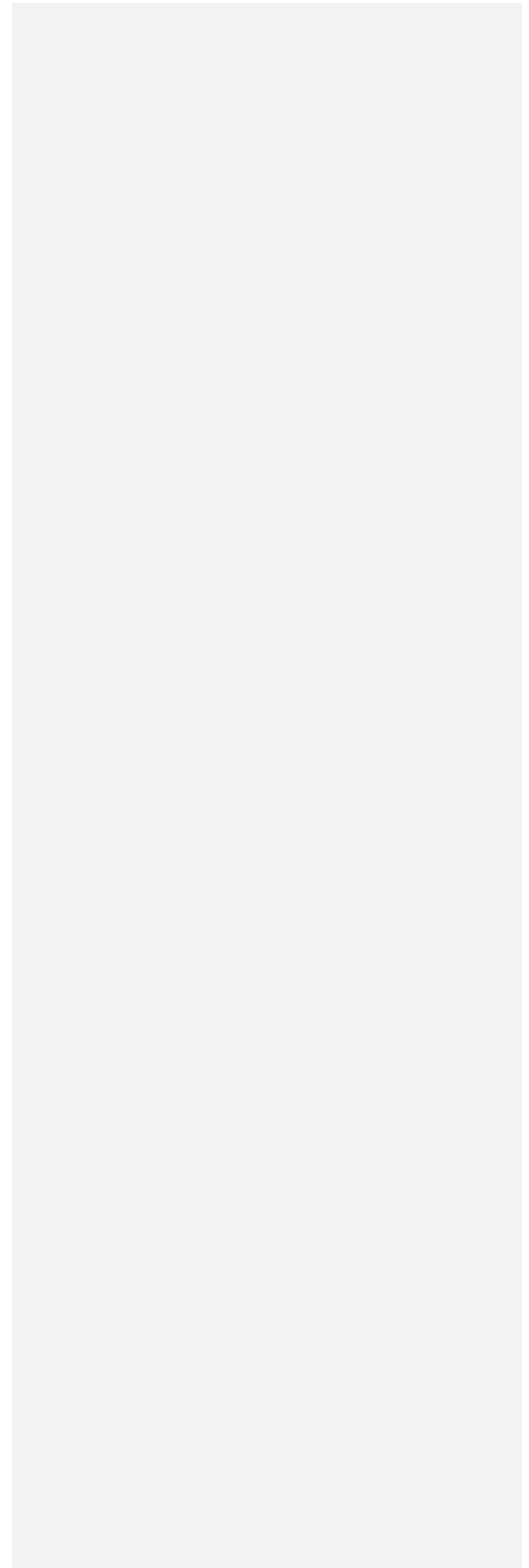
This handbook exists to foster the efficient operation of Queen of Peace Catholic School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. The Principal may amend the handbook at any time.

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- School Day:**
- School hours are 8:00 a.m. to 3:00 p.m.
 - “Half (1/2) Day” schedule is from 8:00 a.m. to 12:00 p.m.
 - “Early Release Day” is every Friday, at 1:00 p.m.
 - Pre-Kindergarten students are dropped off at 7:45 a.m. in the classroom and are picked up at 2:45 p.m. from the classroom. Responsible parties must sign students in and out at all times.

2019-2020 School Staff Directory

| | |
|--|------------------------|
| Pastor | Fr. Thomas Bennett |
| Principal | Mrs. Renee Baeza |
| School Finance Manager | Mrs. Tamara Korte |
| Office Manager | Mrs. Clara Parra |
| Pre-Kindergarten Teacher/Director | Mrs. Annette Murphy |
| Pre-Kindergarten Instructional Assistant | Mrs. Mary Ann Korte |
| Kindergarten/1 st Grade Teacher | Ms. Frances Gonzales |
| Kindergarten/1 st Grade Teacher | Ms. Beatrice Lopez |
| Kindergarten/1 st Grade Instructional Assistant | Ms. Aslynn Murphy |
| 2nd Grade Teacher | Ms. Andrea Chavez |
| 3rd Grade Teacher | Miss Theresa Doyle |
| 4th Grade Teacher | Mrs. Sherri Allen |
| 5th Grade Teacher | Mrs. Maggie Valenzuela |
| 6th Grade Home Room Teacher | Mrs. April Huenecke |
| 7 th Grade Home Room Teacher | Mrs. Jane Brown |
| 8th Grade Home Room Teacher | Mrs. Theresa Manriquez |
| Science Teacher | Mrs. Lesley Cruz |
| Interventionist/Resource | Ms. Melinda Robertson |
| Physical Education Teacher/Athletic Director | Mr. Bryce Korte |
| Music Teacher | Mrs. Kari Cortez |
| Computer Lab/Librarian Instructional Assistant | Mr. Eddie Rosalez |
| After School Care | Miss Anika Casias |
| School Maintenance | Mr. Chris Harriott |

Queen of Peace Parish Staff Directory

Pastor

Parochial Vicars

Deacons

Financial Manager

Liturgical Music Director

Family Faith Formation

Funeral Coordinator/Bulletin

Hispanic Ministry Coordinator

Parish Administrative Assistant

Parish Receptionist

Marriage/Wedding Coordinator

Liturgy Coordinator

Youth Minister

Maintenance Supervisor

Maintenance Assistant

Fr. Thomas Bennett

Fr. Frankie Cicero

Fr. Timothy Seavey

Deacon Richard Areyzaga (Sacraments,
Servers)

Deacon Santiago Rodriquez

Deacon Jaime Whiteford

Deacon Tom Phelan

Mr. Victor Chavez

Mrs. Rebecca De la Torre

Mrs. Pam Myskowski

Ms. Joan Baier

Mrs. Agustina Espino

Mrs. Socorro Leal

Mr. Rudy Navarro

Ms. Monica Bolduc

Mr. Daniel Rivera

Mr. Ray Hernandez

Mr. Paulino Rivera

Parish Office Phone Number
480-969-9166

MISSION STATEMENT

Queen of Peace Catholic School is a welcoming, inclusive community that aspires to academic excellence and encourages students to be lifelong learners who are Christ-centered and service oriented.

Goals

1. Develop better relationships within the school community through increased communications to improve accountability for all stakeholders.
2. Continue to implement school policies.
3. Improve school appearance and maintain a safe environment.
4. Maintain a faith-filled school.

Philosophy

Queen of Peace Catholic School strives to foster an environment where students understand that we are all created and loved by God. We support families, the first educators of children, to build upon the foundation of Gospel values, morals, traditions, and doctrines of the Catholic faith. We guide students of varied abilities toward the development of life-long learning and academics. Students are encouraged to live as participating members of the community who strive to establish peace and justice in our world.

Values

- Parent involvement
- Imagination, creativity, humor, and laughter
- Collaboration
- Social justice and stewardship
- Honest, open communication
- Self-discipline
- Cooperation
- Consistency and responsibility
- Continuous evaluation and improvement

STUDENT LEARNING EXPECTATIONS:

A Graduate of Queen of Peace Catholic School is a:

Quintessential Catholic that...

- ◆ demonstrates knowledge of church teaching and traditions
- ◆ expresses belief through participation in prayer, sacraments, and liturgy
- ◆ makes thoughtful decisions and good moral choices
- ◆ practices stewardship at school, home, and in the community

Outstanding Lifelong Learner that...

- ◆ applies knowledge learned to everyday experiences
- ◆ practices self-discipline skills
- ◆ adapts to new situations
- ◆ discovers and uses God-given talents

Positive, Dynamic Scholar that...

- ◆ demonstrates mastery of skills in reading, writing, and math
- ◆ uses multiple sources of reference and tools for learning in a technological society
- ◆ applies critical thinking skills to identify, analyze and problem solve
- ◆ communicates ideas through a variety of mediums including reading, writing, and speaking

Confident and Responsible Citizen that...

- ◆ respects Church and civil authority, as well as, the gifts and talents of others
- ◆ practices self-discipline skills and understands the impact of actions on others
- ◆ contributes to the betterment of society by responding to global concerns
- ◆ knows the history and laws of our nation

...as part of a life in Christ.

ADMISSION

Queen of Peace Catholic School does not discriminate on the basis of race, color, nation or ethnic origin in administration of its educational policies, personnel policies, admission policies, scholarships, athletics, or other school-administered programs.

Queen of Peace Catholic School recognizes that the parents are the primary educators of their children and that the school is privileged to join with them in partnership for the education of children. The school depends on family support and cooperation and encourages active parental participation in the accomplishment of this joint ministry.

It is important that the parents give leadership to their children by living their Catholic faith. Presence at weekend Mass, as a family, should be the foundation of their relationship with God and each other. Children learn from example more than from words. Children must never be forced to practice a faith that parents and Catholic educators are unwilling to practice themselves. Parents are the first teachers of their children in the area of faith.

Parents have certain responsibilities that they are required to fulfill as part of the Queen of Peace Catholic School community. Failure in fulfilling these responsibilities can result in the student's education being compromised.

Admission preference for students is based on the following criteria: returning students and their siblings, Queen of Peace parishioners, Catholics registered in other parishes, and then non-Catholics. All students must take an entrance exam for grade level placement and be screened/interviewed for basic skills and behavior. All new students are enrolled on a probationary status. Acceptance for a second school year signals an end to this probationary period.

Application and Registration

Queen of Peace Catholic School is open to students who sincerely seek a religiously-oriented education. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference shall be given to Catholic students. Students will not be refused admission to Catholic schools based on gender, race, color, or ethnic origin.

No person shall be admitted as a student unless that person and the parents/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Diocese of Phoenix.

Catholic and non-Catholic students must agree to attend religious classes and the religious activities conducted by the school.

A student entering kindergarten must be five (5) years of age prior to September 1st of that school year. A student entering the first grade must be six (6) years of age prior to September 1st of that school year. Students must be at least four (4) years of age by September 1st and toilet-trained to be admitted to the Pre-Kindergarten class.

Returning students and their siblings are given priority until the registration deadline date set by the administration. After that deadline, if they have not registered, new students may be admitted in their place.

Parents/guardians must complete all registration papers and pay the registration fee in order for their child's admission to be finalized.

All new families must be interviewed by the administration. Prior to admission of new students, families must submit copies of their child's:

- birth certificate
- immunization records with up to date immunizations
- copy of recent report card and achievement test (AZMerit) if applicable

When student qualifications are in question, appropriate evaluation shall be done, and, after conferencing with parents/guardians, the principal shall make the final determination regarding admission. All new students will serve a probationary period. Except in unusual circumstances, students who choose, are asked, or have been required to leave Queen of Peace Catholic School will not be re-admitted.

ARRIVAL AND DISMISSAL

Please ensure that students arrive to school on time and leave promptly at the end of the day. Gates will open at **7:30 a.m.**, students will be allowed a morning recess from 7:30a.m. - 7:55p.m. After/Before Care is provided for students who have arrive before 7:30a.m. and/or after 3:15p.m. (Check After/Before CARE on page 10 for Pricing). Students not picked up by **3:15 p.m. (1:15 p.m. on Fridays)** will be sent to the *After-School Program* and parents will be billed accordingly.

Arrangements for transportation should be made ahead of time and the office notified if there are any changes. If last minute changes are necessary, call the Office **before 2:30 pm** to allow time to notify your child/ren.

If your child is going home with someone not listed on your emergency card, he/she must have written permission from you. This permission can be faxed to our office at the following number: (480) 275-2097. The school will not release students to other adults through telephone calls. **If students are walking or biking home** after school, a note must be on file in the office. If you wish your child **to go to the Library, the museum, or any other off-campus site** after school, or after any other activity, a request granting the child permission/instructions needs to be on file.

If a student must be released during school hours, the student must be picked up before 2:45PM, the student will be released only to the legal guardians or others authorized in writing or on the authorized pick-up form. These authorized persons will be required to show photo identification before signing the student out of school and a copy of their identification will be filed in the student's cumulative folder. Students must be signed out at the office and may not be picked up at the classrooms. The student will meet the waiting parent or adult in the office. **No early dismissals will be made after 2:30PM.**

Please notify the office if you feel an unauthorized person may attempt to pick up your child while he/she is at school.

Parking and Traffic Flow

The staff parking lot is closed during school hours: **7:30 a.m. to 3:15 p.m.** to parents.

Pre-K parents must come in and sign in/out your child. You may park on McDonald Street or at the corner lot at Macdonald and 1st street, across the street from the church.

Student Pick-Up

When arriving to pick up your child at the end of the school day, you are asked to **use the drive line** and wait for your child to come to you. The drive line will enter off of 1st street into the church parking lot and exit back on to 1st street and make a right turn to avoid holding up traffic. If you prefer to park and receive your child in person please proceed to the Ramada and your child will be released to you.

Students in Pre-Kindergarten will remain in their classroom to be signed out. Students in Kindergarten – 8th grade will be escorted to the Pickup Area by their classroom teachers and will stay there until parent arrives to receive them. ***Safety is always our primary concern!***

Students in Pre-K may not leave the classroom until the designated adult arrives to sign out the child. Students in grades K - 8 may not leave the Pickup Area until the designated person arrives to pick them up. Any exceptions must be cleared through the supervisors at the Pickup Area. Students leaving campus after school on their own (walking or biking) to go home or to destinations such as the public library must have written permission from their parent on file in the school office. Bikers are asked to access the bike rack by the 2nd grade classroom from Macdonald Street between the church and school. This prevents children from crossing the line of vehicle traffic.

ATTENDANCE

School attendance is ultimately the responsibility of the student and his/her parents. It is very important that students attend school every day.

Absences

In the event of illness or emergency, please call the Queen of Peace Catholic School Office at (480) 969-0226 to inform us by 8:00 a.m. of your child's absence, and to request homework to be picked up after school. In the event of a planned absence, please notify the office and your child's teacher prior to the absence so that we may help your child prepare for the absence. Please keep us informed about any extended illnesses. A child absent over nine consecutive days needs to bring a release from a doctor when they return. If a student is absent more than 20 days in a school year, testing for competencies may be required for promotion; retention may be recommended, or summer school may be required.

Tardies

Please be sure to get your child to school on time each day. **It is very important that your child begins the day with their class to not miss directions, instruction, and discussion.** The school must be notified in advance of doctor/dentist appointments, funerals, etc. for the tardy to be excused. Excessive tardies (more than five) will be addressed by administration; students will be placed on a contract.

School begins promptly at 8:00 a.m. **If a student arrives after 8:00, the parent must bring the student into the Office and sign them in.** Student will be issued a tardy slip. Students will not be permitted in class without a tardy slip.

Unexcused tardy refers to reasons that could reasonably be controlled by parents/guardians on a normal basis. Examples of unexcused tardy reasons may be, but are not limited to: oversleeping; late start; slow moving children or parents/guardians; lost track of time; no reason given; etc.

Excused tardy reasons may be, but are not limited to: family illness; traffic holdup (if not on a consistent basis); car trouble; doctor's appointments, etc.

BEFORE/AFTER SCHOOL CARE PROGRAM

Before School Care is available on campus from Mon.-Fri. 6:30AM- 7:30AM

After School Care is available on campus from Mon.-Thurs. 3:15PM - 6:00PM & Friday 1:15PM - 6:00 PM

- The program is included under our Pre-Kindergarten license and it is under the direction of the Pre-Kindergarten director.
- Registration per family is \$25 a year, to be paid prior to using the program.
- The fee is \$5.00 an hour per child beginning at 3:15 (1:15 on Fridays). Any part of an hour will be billed for the full hour. Maximum per week is \$85.00 per child. (Possible hours = 17 if staying until 6:00 p.m. every day.)
- Drop-ins are welcome if the registration fee is paid and the required forms are in place. Please notify the Office if your child/ren will be attending after-school care.
- A snack will be provided each day.
- Payment is expected every week. Invoices will be given on Monday and payment expected by the end of the week. A \$25.00 late fee will be assessed for all unpaid bills one week after the payment due date. If payment is not made within two weeks, child/ren will no longer be eligible to use the After- School Program until all bills are paid in full.
- Advanced payments are appreciated.

Please make checks payable to Queen of Peace Catholic School. Credit card, cash, or money order will be accepted.

NOTE: If a student is not picked up by 3:15, your child will be sent to the after-school program and the responsible parent(s) will be billed accordingly.

ACADEMICS

Curriculum and Instruction

The diocesan curriculum is carefully designed for uninterrupted improvement and maximum student learning. It is based on the most recent research and is periodically reviewed and revised. Curriculum components include: diocesan mission, philosophy and goals, curriculum guides, student learning expectations and supporting diocesan competencies. These standards are written to prepare our students for future educational experiences.

Curriculum guides are developed by committees of teachers and administrators and adopted by the Catholic Schools' Office. They define critical instructional objectives in all curricular areas. Curriculum objectives are aligned with the diocesan guidelines. Diocesan curriculum guides for each subject area are available for parent examination in the school office and on the diocesan website.

The religion program at Queen of Peace Catholic School is based on diocesan curriculum guidelines. Our program focuses on supporting the formation of faith and developing an understanding of the institutional church. Formal religion classes are held daily, with Mass on Tuesday and Friday mornings with the parish and school communities. Preparation for sacraments is completed in conjunction with the parish programs through Family Faith Formation (FFF), and supported and enriched in the classroom. Call the Parish Office for details at 480-969-9166.

Curriculum and instruction are critical attributes of a school's effectiveness. Early in the school year, parents/guardians are expected to attend a mandatory Parent Orientation/ Curriculum Night. At this time, teachers will explain the instructional program, as well as the academic, classroom, and school-wide expectations.

Extra-Curricular Activities

Queen of Peace Catholic School offers a variety of after-school activities. Information is distributed as it becomes available. Competitive sports activities may include flag football, volleyball, boys' and girls' basketball, baseball, soccer, and softball. Games are played with other diocesan schools. Teachers offer activities such as Student Council, Media Club, and Yearbook Club for grades 5 – 8, and Drama Club for grades 4 – 8; and STEM Club. Other activities may be available dependent upon parents' availability to coordinate these opportunities.

Graduation Exercises

Graduation for eighth graders takes place on the approved date prior to the closure of the school year (May 15, 2020). All associated graduation activities take place prior to the commencement exercises. Educational, financial (\$50.00 cap and gown fee) and disciplinary obligations **must** be met prior to graduation. Participation in graduation exercises is a **privilege, not a right**. Parents of a student in danger of not graduating will be notified in writing as soon as reasonably possible, but at least prior to final examination time. A student may be excluded from participation in the graduation exercises for failing grades or reasonable cause, even if he/she is not denied a diploma. This decision is determined at the discretion of the principal in consultation with the pastor and/or the superintendent of schools. **(Parents and students have the opportunity to appeal and the right to due process.)**

Homework

We believe that homework is a valuable educational tool for the following reasons:

- to review and reinforce skills taught in the classroom,
- to improve student performance through independent practice,
- to help students develop effective study habits and provide an important day-to-day link between home and school,
- to provide a daily opportunity for parents to encourage their children to succeed in school,
- to develop skills necessary to be successful at higher levels of learning.

Queen of Peace Catholic School teachers assign homework on a regular basis. Classroom homework policies and teacher expectations will be communicated by each teacher during the first week of school and during Parent Orientation/Curriculum Night.

While students' ability and concentration will vary, general suggested time allotments for homework are as follows:

Grades K – 3: 15 to 30 minutes per day
Grades 4 – 6: 30 to 60 minutes per day
Grades 7 – 8: 60 to 90 minutes per day

Second through eighth grade students are required to purchase assignment books (**Agendas**-cost \$5.00) at the start of each school year. *Agendas* go home each evening with students as a means of communication between students, parents and teachers. Parents need to ask to see the *Agenda* on a daily basis in order to monitor homework assignments and ask questions if needed. Teachers may require parents to sign the *Agenda*. If a student misses school for any reason, parents are asked to call the office to report the absence and to make arrangements to pick up homework. **Homework should be picked up in the school office.**

Pre-Kindergarten, and Kindergarten Programs

The Pre-Kindergarten, and Kindergarten end-of-the-year programs will take place one week prior to the close of the school year. This is the last day for these students (May 15, 2020).

Progress Reports and Report Cards

Student progress is available on the parent portal online at any time. Report cards are issued according to the school calendar. They must be signed and returned to school with the exception of the final report card, which is mailed or given to the family at the end of the year.

The grading scale for reporting is as follows:

| | | |
|------------------|-------------|-----|
| A- Excellent | 100-94 | 4.0 |
| B- Above Average | 93—85 | 3.0 |
| C- Average | 84-75 | 2.0 |
| D- Below Average | 74-65 | 1.0 |
| F- Very Poor | 64 or below | 0.0 |

"Skills for success" grades (conduct, effort, responsibility) are graded as follows:

O- Outstanding S- Satisfactory N- Needs Improvement U- Unsatisfactory

Probation

All new students begin the year on probation for the 1st Quarter. Students may be placed on academic probation when they are not working to their ability level. Grades for students on academic probation are **reviewed as needed**. Students on probation should limit extra-curricular activities and use this time to focus on their studies. Close communication with your child's teacher is essential to his/her success. Encourage your student to seek extra help from their teachers, provide him/her with extra time to complete homework, or seek out a tutor if necessary.

Eligibility

Students must be performing at **C (Average, 84-75, 2.0)** in any subject in order for students to participate in extracurricular activities. Eligibility status is reviewed every Friday. If the student is identified as **D (Below Average, 74-65, 1.0)** or **F (Very Poor, 64 or below, 0.0)**, the student must make progress and perform at a **C (Average, 84-75, 2.0)** or above before becoming eligible.

Promotion/Retention

A student is promoted or retained each year on the recommendation of the teacher and the approval of the principal. Decisions will be made based on evaluations of student progress that include the social, emotional, physical, and moral, as well as the academic development of the student. A child **is not** to remain more than two years in any single grade. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. In most cases, a final recommendation will be made by April 15. In the absence of consensus, the principal will decide whether the school can meet the needs of the student in the next grade. **(Parents and students have the opportunity to appeal and the right to due process.)**

Recommended Transfer

After attempts to meet their individual needs, students clearly unable to profit from this school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student, the parent may be counseled to transfer the student to another school. **(Policy #4.06 of Diocesan Handbook)**

Standardized Testing

Standardized tests will be given to all students in grades 1-8 in April of each year. Reports will be used to inform/plan instruction for the school year. All schools in the Phoenix Diocese give the ITBS Assessments each year.

Student Records

The office will maintain directory information and cumulative education records for each student. Parents may review their child's records and request an explanation or interpretation thereof. Please schedule an appointment with the principal if you wish to review your child's school record.

Technology Acceptable Use Policy (AUP)

Any time students are using the Internet they are to be at an approved site. Any other use is unacceptable and loss of privileges will result. Teachers abide by ethical standards in the use of software and expect students to do the same. Computer use is monitored closely by teachers. Students are not allowed use of the Internet without supervision. Student use of school computers is dependent upon return of the *Internet Use Permission Form* signed by the parent to authorize acceptable use.

Textbooks

All textbooks are *loaned* to students. Students are responsible for the care and handling of each book issued to them. The student must pay for lost or damaged books. Report cards will be held until all library books, damaged or lost textbooks and/or Chromebooks, and teacher-provided materials are returned or paid for.

Please encourage students to be responsible and take good care of all books, Chromebooks, and materials.

Title I

Mesa Public Schools provides Federal Title I services to private schools in their district. Title I is a federal program providing funds for students requiring basic skills' assistance in reading and math. To be eligible for this service, the student must reside in a Mesa Public School boundary served by Title I, and demonstrate academic need based on assessment. All participants must have a verifiable resident address and not just a post office box number. Several surrounding districts will also provide Title I services to students in our school if they reside in the boundary of a Title I school in their district.

COMMUNICATION

The school staff will make every effort to maintain close communication with parents. Parents are expected to familiarize themselves with the website at www.schoolspeak.com. Please do not hesitate to contact your child's teacher with questions or concerns. Teachers may be reached by phone, email, or scheduling a meeting/conference. Phone calls and emails will be returned as soon as possible. When you have a concern or question, resolution should be attempted with the person directly involved in any matter occurring at school. The principal may be asked to mediate a parent/teacher conference if the parent or teacher feels it is necessary. Parents and school staff are expected to maintain composure and demonstrate mutual respect in all communications. Verbal abuse by adults or students **will not** be tolerated so that individual integrity and dignity can be preserved.

Advisory School Board

The School Advisory Board is an advisory organization appointed by the pastor. The Board will meet six times during the year; officers serve a 3-year term. Approved minutes are available on the school web site.

Announcements to Parents

General announcements for all parents, and specific information from your child's teacher is available on the parent portal at www.schoolspeak.com. Information from the school will also be available to be sent home weekly, in a family envelope (usually on Thursdays). Please make every effort to get this from your children and to read the notes thoroughly. Families with more than one student in the school will receive the family envelope from their youngest child. School and calendar information will be posted on the parent portal weekly.

Parent's Rights/Child Custody

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

A parent who wishes to keep his/her child from being seen or visited at school by the child's other parent must provide the school with a certified copy of a legal court document granting and/or restricting custody. Please communicate to the school regarding information on joint custody that might be helpful in meeting your child's needs.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled in accordance with the first and third quarters. Additional conferences are scheduled as needed by the teacher or the principal or at the request of the parent/guardian at any time during the year. Students may be required to attend the conference.

Parent -Teacher Organization (Parent Club)

The Parent Club is an active parent organization that encourages all parents to participate in developing activities and projects during the school year. Officers are appointed by the principal to serve a 3-year term. The Parent Club meets monthly and is always seeking interested parents to serve on school committees.

Suspected Child Abuse

Any school official or employee who has knowledge or reasonably suspects that a student has been subjected to injury, abuse or neglect must immediately report the injury, abuse or neglect to the Principal or Pre-Kindergarten Director. The Arizona mandatory reporting law, A.R.S. 13-3620, requires that school personnel, or any person who has the responsibility for the care or treatment of a minor, who reasonably believes that the minor has been the victim of physical injury, physical abuse, sexual abuse, or neglect, shall immediately report or cause a report to be made of this information to Child Protective Services and local law enforcement. The initial report must be made orally, by the teacher or other school official who has knowledge or a reasonable suspicion of injury, abuse or neglect, in the presence of the Principal or Preschool Director. That oral report shall be followed by a written report to the agency to which the oral report was made within 72 hours. The Principal or Preschool Director shall immediately notify the Pastor (in the case of a Parish School) and the Superintendent of Schools of any oral or written report that is filed with Child Protective Services or with local law enforcement.

DISCIPLINE

Discipline with Purpose

The staff uses many strategies to promote Christian behavior and a positive attitude. Self-discipline, reverence, and prayer begin at home. Our goal is to promote a positive, peaceful atmosphere in which students may grow. Queen of Peace Catholic School teaches self-discipline by empowering students to reflect on their behaviors, attitudes, decisions, and actions through the *Discipline with Purpose* (DWP) program. Christian choices allow people to change, establish healthy boundaries and limits, grow in God's love, and become productive citizens.

The 15 skills of the developmental process of *Discipline with Purpose* are:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing: Time, Space, People, Things
5. Exhibiting Social skills
6. Cooperating
7. Understanding the reasons for rules.
8. Figuring out how to accomplish a task
9. Exhibiting leadership
10. Communicating effectively
11. Organizing time
12. Resolving problems
13. Initiating solutions
14. Distinguishing fact from feeling
15. Sacrificing or serving others

By teaching these skills, it allows us to adhere to three basic school rules:

1. *RESPECT YOURSELF, OTHERS, AND THINGS*
2. *CONTRIBUTE TO THE LEARNING ENVIRONMENT*
3. *FOLLOW CLASSROOM AND SCHOOL PROCEDURES*

Expectations in the Classroom

Age-appropriate classroom expectations and procedures are established for the students at the beginning of the year. A copy of these will be sent home at the beginning of the year for you to discuss with your student. The *Classroom Discipline Cycle* is posted in each room. The staff uses many preventative and pro-active practices in an effort to direct student behavior.

Classroom Discipline Cycle

1. Cue
2. Prompt
3. Consequence
 - A. Buddy Teacher or "Think Tank"
 - a) 5-30 minute time out in Buddy Teacher's room
 - b) student fills out an Action Plan in Buddy Teacher's room
 - c) 1st time- optional for parent contact
 - d) 2nd time- mandatory parent contact
 - B. Parent Contact
4. Referral
5. Contract

Occasionally, removal from the group is necessary to protect the student and others or prevent the disruption of the learning environment. This is necessary when a student:

1. **Is in physical or psychological danger, or puts another in danger.**
2. **Is irrational or unreasonable, or**
3. **Pushes beyond the limits of respect in speech or actions.**

If possible, the adult who removed the student will work quickly to help the student regain self-control.

School-Wide Discipline Cycle

If regaining control does not happen and the inappropriate behavior is re-occurring, or if the classroom discipline cycle has been exhausted, the student will be referred to the principal. The principal will begin with the most appropriate step for the situation:

Step One: The principal schedules a conference with the teacher and parents to determine course of action to be followed. The student will be placed on a contract at this time.

Step Two: The principal issues necessary consequences including the possibility of suspension.

Step Three: When little or no change is evident, and personnel have exhausted all available means to affect change, the decision to ask a student to withdraw from the school rests with the principal. The parents are notified in writing and the reasons for the required withdrawal are explained.

Possible Consequences for Serious Violations

- Conference is scheduled with the legal guardian(s) and school personnel.
- Restriction of activities; privileges may be taken away. Extracurricular or normal activities maybe restricted for a period of time.
- Legal or criminal action (**Police will be called when a student has or possibly has possession of weapons or drugs.**)
- Suspension (in-school or at home)
- Expulsion or required withdrawal may be considered, in accordance with diocesan policy.

Serious Violations:

When a student is accused of a serious infraction in conduct, that student will be placed on suspension until the investigation is concluded. Such infractions usually involve physical harm, harassment, threats, excessive profanity, use of illicit drugs, forgery, or irrational behavior.

Bottom Line Issues: The following behaviors are serious violations that warrant automatic referral to the principal:

1. Weapons on school grounds or threats about killing someone.
2. Illegal drugs or alcohol on school grounds.
3. Serious physical harm to another.
4. Repeated verbal or physical harassment.
5. Outright or persistent defiance to an adult.

School Property

All school and parish property is to be treated with respect and care. Persons responsible for damage or vandalism of any kind will be held responsible for repair costs and cleanup of any damage. **Let's be proud of our school!**

UNIFORM AND DRESS CODE

Uniforms

Boys' Bottoms:

PK – 8: Boys: Black slacks or shorts. Grades K - 8 must wear a black dress belt that is visible.

Girls' Plaid Uniforms:

PK – 4: Jumpers: *Grant Plaid* with knife pleats.

PK – 8: Skirts: *Grant Plaid* with knife pleats.

PK – 8: Skorts: *Grant Plaid* with tabs.

Shirts: Pre-K: Boys and Girls: Light blue short-sleeve polo with Queen of Peace logo.
K – 8: Boys and Girls: Royal blue or ash pique short sleeve polo with Queen of Peace logo.

Socks: All: **Boys:** Solid color white, gray, royal blue, or black socks may be worn
Girls: Solid gray ankle or long socks (Socks sold at school)

Shoes: All: Solid black, closed school shoes (dress shoe) are required, not to be higher than the ankle: no boots, no platform shoes, or shoes with wheels, lights, sparkles, patterns or designs. (No other colors will be allowed.)

Sweaters/Sweatshirts: School royal blue hooded sweatshirts or school ash sweaters. **(QOP logo only)**

PE Wear: Students in grades 5 – 8 are asked to change into t-shirts and gym shorts for PE classes. These may be plain gray, black or blue t-shirts or any QOP t-shirt and gym shorts – in school colors: black, royal blue, or gray. It is not necessary that these be purchased in the uniform section of any store.

Dress Code Rules:

1. Socks must be worn (ankle or knee high). **Gray tights may be worn from November to February.**
2. Only royal blue school sweatshirts and or ash school sweaters may be worn on school grounds
3. Boys must wear a black belt that is visible at all times. No belts for Pre-K.
4. Clothing needs to fit appropriately and in good condition (no holes).
5. Yoga type pants, leggings, jeggings, or jeans with holes are not permitted on free dress day.
6. No sleeveless shirts or tank tops on free dress days.
7. Make-up is not allowed.
8. Only clear nail polish may be worn.
9. Girls: acceptable jewelry is limited to one set of post earrings and religious medals or bracelets (no *hoop* or *dangling* earrings).
10. Boys: jewelry is limited to a religious medal and no earrings.
11. Body piercing or temporary or permanent tattoos are not permitted.
12. Girls' hair: combed neatly, no unnatural colored hair, and out of the eyes (not below the Eyebrows)

13. Boys' hair should be off the collar, no unnatural colored hair, and out of the eyes.
14. Solid color black or gray short or long sleeve T-shirts (including turtle-neck and mock turtle-neck shirts) may be worn under the polos. (No thermal underwear.)
15. Shirts must be tucked in **at all times**.
16. Students who are in violation of the dress code will contact their parents, to bring appropriate items.
17. Skirt length to be at the knee (touching the floor when kneeling). No alterations on skirt length unless cleared through the Office.

FINANCIAL RESPONSIBILITY

Financial Agreement

A financial agreement outlining the family payment plan must be signed prior to the student's first day in school.

Fees

Payment for fees should be made payable to Queen of Peace Catholic School. Receipts will be issued for all payments made through the Office. An annual per child/family registration fee is due at the time of registration. Application and registration fees are not refundable.

Tuition

Tuition can either be paid completely before school begins (a \$200 discount for those paying full tuition if paid by the first week of school). Families may pay through the school office. Our pastor and Finance Council require that all families sign up for FACTS Management, a tuition management company. Parents pay through FACTS and the school receives the funds. This saves on staff time as well as reduces the possibility of clerical errors. FACTS charges \$43.00 per year for the account. Office staff members are available to help parents choose their options and make arrangements to enroll with FACTS. Payments will be divided into 10 installments August to May. Payments through FACTS are automatically withdrawn from a bank account. Parents may choose to have the payment either withdrawn on the 1st or 15th. FACTS charges a \$30.00 penalty fee each time they are unable to withdraw the money from the account.

- Payments may be made in the office.
- The first tuition payment must be received by the first day of school.
- A \$30.00 fee will be charged for checks returned due to insufficient funds.
- Bills that remain unpaid after 120 days may effect attendance at QOP.
- Scholarships received from tuition tax credit organizations (*CEA and others*) will be deducted from the total tuition.
- Pre-Kindergarten does not qualify for tuition tax credit scholarships.
Pre-Kindergarten does not qualify for any type of scholarship. Full tuition payment is the only option.
- Credits will not be paid until the end of the school year.
- Report cards and transcripts may not be given until a financial plan is in place for past due accounts. If a plan is not in place, attendance may be effected and money owed will be added to the next year.

Credits on Total Tuition

1) A \$200 credit is given to a family who recruits a new family to Queen of Peace School. The new family must confirm this for the credit to be given.

2) Families who recruit new tax credit donors to *Catholic Education Arizona (CEA)* receive a credit of \$100 for every \$500 donated to CEA or any other tax credit organization (\$200 for a \$1000 donation).

Delinquent Accounts

If a family is experiencing financial hardship causing tuition payments to be overdue, parents/guardians are asked to contact the school administration to discuss their situation. Every effort will be made on the part of the administration to accommodate families' financial situations. Failure to make this contact and/or failure to respond to notices sent from the school may result in students' not being able to continue at Queen of Peace Catholic School until the matter has been resolved.

Tuition Assistance

Financial assistance is available for families who apply. Application must be made for tax credit funds through *Catholic Education Arizona (CEA)*. This process includes an application through FAIR, a company that evaluates family need, and verification with an income tax return or a letter from school administration. Application information for other State Tuition Organizations (STOs) is available through the Office.

Stewardship Commitment

Parents are expected to support their child/ren in the Catholic/Christian faith by:

- being registered, contributing, and active in their parish.
- participating at Mass on Sundays and Holy Days of Obligation.
- practicing their faith in the workplace, the home, the classroom, and in civic life.
- supporting the religious education program of the school (including sacramental programs of the parish).

The cost of educating a child at Queen of Peace Catholic School exceeds the current tuition cost. Families are expected to contribute and assist in school and parish efforts to close the gap between actual cost and tuition. Fundraising efforts and fees will vary from year to year.

Participation Hours Required

Each family is required to complete *participation hours* (volunteer hours) of service each year. Parishioners, family members, friends, or relatives may assist you in accomplishing this requirement. Many opportunities for providing service to the school or parish will be advertised in the parent letter. The required number of hours per school year is 45, an average of 22.5 hours per semester. Families will receive a report each trimester of the hours accomplished to date. Some families may prefer to pay \$450 in lieu of the *participation hours*. However, hours spent in service are a great witness to children, and contribute as well to the strong community spirit at Queen of Peace Catholic School.

The following are specific qualifying activities:

- Serving on school committees.
- Serving as a room parent to assist the teacher in organizing classroom celebrations, field trips, performances, bake sales and other school functions.
- Assisting the teacher with classroom clerical duties.
- Serving as a volunteer Teacher Assistant, Playground Monitor, Cafeteria Monitor or Helper, Parking Lot Monitor, Tutor, Library or an Office or Nurse Assistant.
- Being a caller on the Queen of Peace Catholic School Phone Tree.
- Preparing classroom materials at school and/or home.
- Helping with school fundraisers: organizing, working, and monitoring.
- Helping in cleaning, repairing or remodeling school buildings and grounds.
- Sharing talents, knowledge, and expertise with the school.
- Donating or getting donations beneficial for the school or classrooms. No credit will be given for throw away items.
- Assisting with the after-school sports programs: coaching, refereeing, driving, or working snack Bar (no credit for watching games).
- Attending school meetings.
- Attending school functions.
- Activities are not limited to the above mentioned.

The activities below will not be considered:

- Attending Mass.
- Donating throw-away items.
- Donating items for birthdays.

Any adults who serve in a volunteer capacity in which they may have independent access to children must meet the child safety criteria as described by the school's safe environment policies. These requirements are communicated to families each school year. All volunteers must have taken the 3-hour foundation course through the Diocese of Phoenix or at a Catholic parish in the diocese. Renewal courses are available each year through the parishes or online:

<http://phoenix.cmgconnect.org>

GENERAL INFORMATION

Deliveries to Students

As a staff, we encourage students to be responsible for themselves and their possessions.

- Please support personal responsibility by **not** delivering forgotten items to the school.

Lunches or medication must be delivered to the office.

- Please **do not** send flowers or balloon arrangements to school for your child. We cannot accept them.
- Birthday parties are not held at school. The teachers may allow healthy snacks or birthday favors in the classroom after 2:15PM on Mon-Thurs or after 12:15PM on Fridays. For example: pencils, stickers, or snacks as suggested on the snack list (See Appendix).

- Party invitations may only be distributed on school grounds if all boys or all girls in the class are invited. If this is not the case, invitations must be distributed from the home.

Electronics

Students who need to bring cell phones to school are required to turn them off during the school day. If needed for classroom activities, the teacher will provide additional guidelines for their use.

Students **may not** use their electronic devices on the playground or waiting area before or after school.

Consequences for using cell phones or other non-educational devices during school day:

1st Offense – Cell phone/device taken away for two days; parent picks up the phone.

2nd Offense – Cell phone/device taken away for three days and a \$20.00 charge; parent picks up the phone.

3rd Offense - Student loses the privilege of bringing a cell phone/device for the remainder of the year.

Field Trips

Field trips are scheduled to enhance the curriculum and provide learning experiences for students. Field trips are considered a privilege, not a right. Students whose attitude, behavior, or work ethic is lacking may be required to stay at school for the duration of the trip.

A field trip permission form will be sent home with your child prior to any trip off campus. Please be sure to sign and return this form promptly. No child will be permitted to participate in an off-campus activity without a proper permission form on file. Permission may be faxed, but may not be given over the phone. The fax number is (480)275-2097.

Parents are welcome - and needed - to drive students on field trips. Parent drivers are required to fill out a driver information form that indicates proof of liability coverage limits of at least \$100/300K. Photocopies of driver licenses and insurance coverage are required to be on file in the school office before the field trip takes place. All volunteer drivers must have completed the foundation course of the *Diocesan Safe Environment Training* prior to the event. Adults accompanying students are also asked to sign an *Adult Liability Form*.

Library

Students have an opportunity to check out books from the school library each week. Students are asked to treat the books with care and be responsible for their return in a timely manner. Fines are not ordinarily assessed for late returns, unless the privilege of using the library is misused. However, students are responsible for damaged books and replacement costs.

Lost and Found

Students are encouraged to check the *Lost and Found Box* for misplaced items. Students who have lost items such as jewelry, keys, money, and eyeglasses may inquire about them in the Office. We ask that clothing and personal items be labeled with the student's name so that they can be returned to the owner. Unclaimed *Lost and Found* items will be donated to charity.

Parent Volunteers

Parents are invited to help in their child's classroom provided they have completed the foundation course of the *Diocesan Safe Environment Training* (SET). Please contact the teacher at least one day in advance to see if it is okay to help or visit the classroom.

Playground Procedures

Students on the playground will be supervised by adults at all times. Students should exercise common sense in their playground activities. To minimize playground accidents, the following rules apply:

1. Play in a manner that supports non-violence.
2. Follow adult directions the first time they are given from staff or volunteers.
3. Use only approved equipment. Leave personal toys at home except for playground balls, jump ropes, etc., that are safe and approved by teachers.
4. Report injuries immediately to the adult on duty.
5. Get permission to retrieve playground equipment that is beyond school areas.
6. Use appropriate language.
7. Leave rocks, sticks, sand and dirt on the ground.
8. Use approved equipment safely.
9. Sit on your bottom on the swings
10. Do not run up the slide; slide down on your bottom.
11. No hanging from rings or bars by knees.
12. Share space and equipment.
13. Play safely and use good judgment!
14. Use and demonstrate DWP skills.
Do not run in front or back of a moving swing
15. Do not jump off of swings
16. Only Pre-K – 3 students may use small playground

Telephone Use

Cell phones are discouraged at school unless required for classroom use. Students can use the classroom or office phone to call their parents *if deemed necessary by the classroom teacher* or by office personnel. Students **will not** be allowed to call home for forgotten homework or supplies.

Students should make their after-school plans prior to coming to school, and will not be allowed to call parents during school hours to change these plans. Students waiting for parents after school may use the phone after 3:00 pm.

If a cell phone is deemed necessary, it must be turned in to the office during school hours. (See *Electronics* p. 18 for further procedures.)

Weekly Children's Liturgy

Students in grades Kindergarten through 8th grade will attend the Children's Liturgy each Tuesday. Pre-School and Pre-Kindergarten students attend the Children's Liturgy occasionally. (Special prayer services appropriate to the age level with one of our priests will provide an appropriate liturgical experience for them.) The Children's Liturgy is unique, since the children participate in all the ministries at that liturgy: proclaiming scripture, petitions, choir, hospitality, and presentation of gifts. In an effort to teach children to be responsible stewards, it is recommended that parents encourage their children to contribute a weekly offering, usually on Tuesday. The collection from the Children's Liturgy is designated to assist the parish. Children will also be attending Mass each Friday with the parishioners in

the main church at 8:30 a.m. and all Holy Days of Obligation. All Catholic families are expected to attend Mass on Sundays and Holy Days of Obligation.

Queen of Peace Catholic School students are asked to participate in the liturgy on one Sunday of each month by attending the School Mass in uniform and assisting with the various ministries. School Mass dates and times will be posted on the web-page calendar and in the weekly letter.

HEALTH

Students are expected to practice good health habits such as hand-washing and nose-blowing. Communicable diseases are best avoided by observing common health and personal hygiene practices. Parents play an important role in teaching and reinforcing good health habits. School staff strive to reinforce these habits during the child's time in their care.

Communicable Diseases

Students who contract a communicable disease may not return to school until the doctor provides medical release. These include but are not limited to chicken pox, measles, mumps, strep throat, pink eye, whooping cough, etc. While head lice are not a disease, they are contagious and can be spread at school. Students identified with head lice may return to school only after being checked by a professional hair dresser or nurse.

Food and Nutrition

The Diocesan Wellness Policy requires that all schools "adopt, implement, and communicate a School Wellness Policy." Queen of Peace Catholic School encourages students to bring a healthy snack for the morning break, and healthy items for sack lunches." Approved drinks are water and milk. The staff will evaluate all items sold during the school day as fundraisers and allow only nutritious items. Parents interested in further information may visit www.choosemyplate.gov.

ACCORDING TO A NEW POLICY, WE ARE NO LONGER ABLE TO HAVE FOOD SALES DURING THE SCHOOL DAY. THESE SALES CAN OCCUR FROM 3:30 PM TO 12:00 AM.

Health Emergencies

Each parent is required to complete information regarding the child's health at the time of registration and to update the information as changes occur. Keeping health records updated helps us meet any emergencies that may arise at school or at school-sponsored activities. In event of a serious emergency, school personnel will call an ambulance to transport to the nearest medical center. By signing the *Emergency Information and Immunization Record Form*, you agree that the school should seek emergency care for your child in your absence if the need arises. **It is crucial that you keep us informed of phone number or address changes.**

Hot Weather

Students should bring water bottles to school, especially on days of extreme heat. Water bottles are encouraged in the classrooms and hats may be worn at recess and during P.E. classes.

Immunizations

Immunization records are required to attend school and it is necessary that records are up-to-date before the first of October. Any immunizations that are completed during the school year need to be

updated with the school office. Some immunizations require a series of vaccinations. It is important that you adhere to the recommended schedule of your doctor.

Medical Recommendations

If your child has been sick (vomiting, feverish, aching, etc.) within 24 hours of class time, please do not send him/her to school. When a child comes to school not feeling well, he or she will almost always end up going home soon after arrival. Please use good parental judgment before sending a sick child to school. Students are to report all injuries that occur during school hours to the supervisor. Serious injuries will be documented the person receiving the report of injury.

Medications

State law requires careful control of the possession and use of medication by students at school. All medication must be kept in the school office and be administered by school personnel. Parents may drop off cough drops which must have the package labeled with the student's name and given to the front office who will administer them.

When it is necessary for your child to take medicine at school, whether prescription or over-the-counter, it must be in the original bottle with the prescription number and be accompanied by written instructions. A parent or guardian must bring the medicine to the office and complete the required medical consent form.

LUNCH

Hot Lunch Program

Queen of Peace Catholic School participates in the National School Lunch Program and therefore is required to follow all nutrition requirements when serving lunches to children. Children are required to take a serving of items on the daily menu. Families are encouraged to apply for free or reduced lunch if they meet the income guidelines as published on the form sent to all families at the start of the school year. Meals are prepaid and must be purchased at the beginning of each month. No refunds are given or credits carried for purchased meals. Lunches are catered by Healthy Innovations.

2019- 2020 Lunch:

- **Students - \$3.25 Students who qualify for reduced lunch - \$0.40**

2018- 2019 Milk:

- **Students - \$0.50**

Cafeteria Procedures

Compliance with the following rules will ensure a pleasant atmosphere in the school lunchroom.

1. All students must either purchase lunch from the school lunch program or bring a lunch from home that is ready to eat. Students may either order milk monthly from school or bring a drink from home. Only water, milk, or 100% fruit juice are encouraged. No sodas, please.
2. Follow directions the first time they are given.
3. Always walk in the lunchroom.
4. Clean up after yourself.
5. Talk quietly.
6. Use appropriate table manners.
7. Students will not be able to heat or reheat any foods. **The use of a microwave oven is not permitted by order of the Health Department.**
8. All food and drink is to be consumed in the cafeteria.
9. Remain seated at the table until the table is dismissed.
10. Students will use and demonstrate DWP skills.

HEALTHY SNACK IDEAS

Kids like to eat finger foods because they're easy to handle, have different shapes, colors and sizes, and are fun to pick up and explore. They offer new tastes, and enable children to learn about new choices.

Choose items from the following food groups when planning snacks. Make use of fresh fruits and vegetables. Offer a selection of sauces and dips for children to choose.

Meat or Meat Alternates

| | | | |
|----------------|---------------|---------------|--------------|
| Cheese cubes | Peanut butter | Almond butter | Cheese stick |
| Turkey rollups | Yogurt | Beef cubes | |

Vegetables (light steaming or cooking may increase acceptability of some of the following)

| | | | |
|------------------|--------------------|---------------------|----------|
| Asparagus spears | Mushrooms | Carrot coins | Snow |
| Carrot sticks | Zucchini sticks | Celery sticks | Radishes |
| Broccoli | Sweet potato cubes | Cabbage wedges | Corn |
| Tomato wedges | Turnip sticks | Green pepper sticks | Peas |

Fruits

Fresh fruit wedges:

| | | | |
|---------------------|---------------------|---------------|--------------|
| Peach | Pear | Nectarines | Watermelon |
| Plum | Papaya | Pineapple | Cantaloupe |
| Kiwi slices | Banana slices | Pitted prunes | Grape halves |
| Berries (in season) | Honeydew cube | Blueberries | Raisins |
| Raspberries | Tangelos | Strawberries | Cherries |
| Tangerine sections | Pitted melons balls | Dried fruits | |

Full-Strength Juices

| | | | |
|------------|-----------|--------|--------|
| Apple | Pineapple | Grape | Prune |
| Grapefruit | Tangerine | Orange | Tomato |

Grains and Breads (Whole grain or enriched)

| | | | |
|--------------------------|----------------------------|---------------------|-------------|
| Pita bread triangles | English muffin cubes | Cheese toast strips | Croutons |
| Crackers - all varieties | Graham crackers | Oyster crackers | Bread cubes |
| Pizza sticks | Bagel bites | Waffle squares | Tortilla |
| pieces Granola Wafers | Cereals, dry (any variety) | | |

Dips and Sauces

| | | | |
|----------------|----------------------|----------------------------|----------------|
| Yogurt dip | Fruit-based dip | Salsa and refried bean dip | |
| Cheese, melted | Sweet and sour sauce | Cucumber sauce | Barbecue sauce |

Caution: Children under 4 years old are at the highest risk of choking on food and remain at high risk until they can chew better. Items such as whole grapes, corn, peas, hot dogs, and hard raw vegetables should be sliced or diced for children to swallow more easily.

SAFETY

Accident Insurance

All students in the Catholic schools of the diocese are provided accident insurance while on school grounds when school is in session, while taking part in a school-sponsored and supervised activity, or while attending school-sponsored and supervised religious services or instruction.

Bullying

1. BULLYING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS)

THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF BULLYING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.

a. It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.

b. It shall be a violation of this policy for any student to commit an act of bullying against another student.

2. DEFINITION OF BULLYING:

a. "Bullying" is any aggressive and unwanted behavior by a student or group of students that:

- i. is intended to harm, intimidate, or humiliate the victim;**
- ii. involves a real or perceived power imbalance between aggressor and victim; and**
- iii. is repeated over time, or causes severe emotional trauma.**

b. "Bullying" includes cyberbullying.

c. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Desks and Backpacks

Desks are the property of the school and may be checked for contents by authorized personnel, including the principal and teachers. They may also ask students to empty the contents of backpacks and other personal handbags when deemed necessary. The parental signature on *the Family/Student Handbook Signature Page* indicates permission for this to occur.

Emergency Drills

Fire drills, lock-downs, and other emergency drills are scheduled throughout the school year to provide practice and promote safety in emergency situations. Students will learn emergency procedures at the

start of the school year.

Loitering

Persons with no legitimate reason or written authorization to be on school grounds will be asked by school personnel to leave. If the person does not comply with the request, the police will be called.

Secured Hallways and Playground

The school gates will be secured and locked at the start of each day to help ensure the safety of our students during school hours. If your child arrives late to school, **you must sign him/her in**, entering the school by way of the main school office.

Security

Parents and visitors are required to sign in at the Office before visiting staff or children with prior approval. Queen of Peace Catholic School must be a safe and secure place for children. Please help maintain a safe environment by observing the rules created in the best interest of your child/ren. **Meetings must be scheduled with at least one day prior to conferencing with teachers.** Whenever adults intend to go beyond the school office for volunteer work, they are asked to sign in at the Office and pick up a visitor badge/sticker. When leaving, they are to exit through the main office and sign out. If you as a parent notice anything suspicious in the neighborhood or a dangerous situation on the campus, please bring it to the attention of a staff person.

Students are expected to behave in a safe and orderly manner and are expected to help maintain a safe campus. Many safety procedures can be taught and reinforced at home, including safety to and from school, bicycle safety, playground safety, and procedures to follow or persons to contact in unsafe situations.

School Safety

Queen of Peace Catholic School staff strive to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest, whether face-to face, in online chat rooms, by phone or texting, will face serious consequences. Harassment of any type is not tolerated. The principal will investigate all complaints of harassment.

Engagement in online blogs or social network sites will result in consequences if the content includes defamatory comments regarding the parish, the school, staff, or students of Queen of Peace.

Communication using the technology available brings many benefits to staff and parents. However, students need to be taught the dangers of posting personal information or negative comments online or with their phones. Parents are asked to regularly review the history of the Internet sites visited by their children, as well as the text messages sent and received on cell phones. We recommend that cell phones be given to parents each evening at bedtime (and TVs removed from bedrooms) to assure that students get the amount of rest they need.

Visitors

All visitors are required to sign in at the Office. If the person is remaining on campus to volunteer, he/she is given a Visitor's Badge/Sticker to wear while in the building. Remaining in your child's classroom is not permitted, due to disruption of the educational process.

Volunteers

All volunteers are required to complete Safe Environment Training. If this is your first time serving, you will need to complete a LIVE initial/ Foundation Training. If you have previously served, you will need to complete the annual Safe Environment Training. Effective July 1, 2019, ALL VOLUNTEERS are required to complete a state and federal criminal background check. A third-party company called Selection.com will be processing the background check and quarterly checks. Log on to the following website: <http://phoenix.cmgconnect.org>

Volunteers will receive training. A Volunteer Handbook will be issued to all classroom volunteers.

Wellness Policy

Queen of Peace Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being.

- The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.
- School personnel will assist all students in developing the healthy practice of washing hands before eating.
- Required tutoring, pep rallies, assemblies, club/organization meetings, and other activities are not traditionally held during recess time.
- The withholding of food, denying lunch recess as punishment, or rewarding students with non-approved food is prohibited.

A physical and social environment that is safe and enjoyable for all, including those not athletically gifted, must be provided. All students must participate in physical education classes. Physical education classes may not be withheld as punishment or for completion of assignments. Students should be moderately to vigorously active at least 50% of the time while in PE class.

Classroom Physical Activity

Classroom teachers will give students simple physical activity breaks during classroom hours. Intramural programs and/or physical activity clubs that meet all students' needs, especially those who are not athletically gifted, are available (no cuts for teams).

Before & After Care provides developmentally appropriate physical activity for participating children and limits watching TV or videos.

Other School-Based Activities

Food and beverages sold or served on school grounds or at school-sponsored events during the normal school day (8:00 a.m. to 3:00 p.m.) shall meet the Dietary Guidelines for Americans and other nutrition standard guidelines as set forth by the Arizona Department of Education Child Nutrition Programs. This includes the lunch program, food and beverages sold as part of school-sponsored fundraising activities and class parties.

Students will receive positive, motivating messages, both verbal and non-verbal about healthy eating and physical activity from all school personnel. Staff will model the wellness policy. School staff is encouraged to use non-food rewards and food as a reward is used sparingly. The complete nutritional guidelines are available at www.azleg.state.az.us/ars/15/00242.htm

The policy provides for three events per year that are not required to conform to the wellness policy. Queen of Peace Catholic School has chosen Christmas (December 20, 2019), Valentine's Day (February 14, 2020) and End of Year (May 21 or 22, 2020) parties to be special days. In planning, encourage homeroom parents to incorporate healthy choices at all events; however the three special events have some leeway.

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APPENDIX

DIOCESE OF PHOENIX

Statement on Common Core State Standards in Catholic Schools

The process of educating children in the Catholic faith is no small task. However, the Catholic schools in the Diocese of Phoenix have been commended for decades on their ability to prepare children as faithful and successful servants. With the sacrifices our principals and lay faithful make to work in our schools, it is indisputable that those employed in our Catholic schools work with the understanding that their first responsibility is to maintain fidelity to our core Catholic beliefs, values, and mission, as well as the specific mission of their individual schools. Our schools make use of the tools that help them to achieve these goals. Specifically, with regard to curriculum, it is important to understand that the term curriculum refers to the entire experience one receives through a program of study and formation. Students in our Catholic schools follow a curriculum specific to both the mission of our Catholic diocese and to their individual parish and school. Therefore, no public document or institution could ever redirect the goals for education we set in our diocese. The mission is to form disciples of Jesus; we aim to help students understand God's purpose for them in this life and prepare them for eternal happiness in heaven. Common Core Standards provide a list of what all students will need to know in order to do well when tested by such tools as ACT and SAT for college readiness. Will the common core standards make our schools less Catholic because they are government standards? This would be the case if this represented a government takeover of our schools, but it does not. We have always controlled our standards and curricula; we have always treated textbooks as resources to help us on the journey of educating children. Textbooks and secular standards do not replace our Catholic education programs. Nonetheless, in many ways, cooperation with our government has benefitted our Catholic schools tremendously through federal Title funds and tax credits. When we disagree with elements of secular education, such as the absence of the Eucharist and the reading lists approved by the state, then we have the liberty to make our own decisions. We do, in turn, have the best of both worlds. As we review and revise our curriculum guides, a practice that has been standard in our Catholic Schools Office for decades, we continue to analyze the current national and state guidelines for education. Our teachers and assistant superintendents spend numerous hours dissecting standards and curriculum guides previously prepared within our own diocese and in other Catholic dioceses across the country, as well as national and state standards. We continue to follow our traditional process of developing our own curriculum guides. This process requires teachers and assistant superintendents to develop guides that include Catholic identity intertwined with academic requirements that maintain a standard that is much higher than basic state requirements, whatever those state standards may be. We devise our own reading lists and eliminate those books which do not reflect a Catholic world view. We choose textbooks that supplement the academic plans we develop. In the end, our curriculum guides are our own, developed by those who understand the complexity of Catholic mission-driven teaching. Our Catholic school mission ministry is led by those called by God to educate in the faith. It is with faith and tradition that we will continue to maintain excellence and support the Catholic formation process through the good work of our Catholic schools. Despite the consistency in the way the Catholic Schools Office has approached curriculum development with fidelity to the church and the process for many years, for the first time our process has been questioned. Clearly, public and political influence has caused a distraction from the focus of the work in our diocese. Whatever the state standards have been called in the past or what they may be referred to in the future (state standards, Common Core, College and Career Ready, Next Generation, etc.), our mission and our process remains. We will always take secular educational standards for what they are and trust in the responsibility of our Catholic educators to see

beyond them. With care and precision, we alter, adapt, redevelop, and recreate curriculum standards knowing that we must always seek to improve and meet the needs of today's children as well as the expectations of today's parents. In the spirit of excellence, we are reflective practitioners always recognizing that we are not perfect. We do, however, have a tradition of excellence and generations of successful, young faithful to show for our efforts. With the guidance of God, we will continue in this vain. With humility and faith, we will place God's will first and recognize that without him as the focus of our work, we will be ordinary and unremarkable. We need always to maintain fidelity to our mission, our beliefs, our core values. We will make use of other things if and when they correspond with those. Finally, rest assured that our Catholic schools office is well informed regarding a large representation of the websites, articles, letters, blogs, Facebook groups, Twitter feeds, editorials, and the list goes on, which provide opinions about Common Core standards. Please remember that the variance of opinions on this subject has been a factor in the widespread confusion and misinformation experienced by so many who have tried to understand this complex issue. With politics, constitutionality, conspiracy, and money all being part of the conversation, we have worked hard to keep God and children at the core of our work. This focus has allowed us to stand behind our work and stand firm in our direction. We ask your continued prayer for the children in our Catholic schools and that all Catholic educators across the country continue to do God's work and fulfill the mission of education ministry for the Catholic Church with excellence and conviction.

GO KNIGHTS!

Queen of Peace Catholic School

MASCOT – KNIGHTS

COLORS – BLUE AND GRAY

PARISH – QUEEN OF PEACE CATHOLIC CHURCH

