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**APPENDIX**

**Faculty and Staff, School Advisory Council, Parent Club Executive Committee**

Tuition, Fees And Agreements

Medication Dispensation Authorization Forms

Fire, Earthquake, Safe School and Lockdown procedures

Draft Version of the proposed School-Wide Learning Expectation

Signature Page—Please sign this page and return it to the front office

# Welcome to Queen of Peace School

This handbook has been prepared to help you become better acquainted with your school. It contains general and specific information regarding all aspects of our school and programs.

The primary goal of Queen of Peace School is three-fold:

1. Transmitting of Catholic doctrine and tradition
2. Modeling and teaching Christian values
3. Excelling in academic education

Since education of youth is basically the right and obligation of parents, the school is here to serve in partnership during the child's educational and spiritual journeys. It is our aim to support the efforts to teach Christian values in the family and to provide discipline and direction in your children's lives.

We invite you, as the primary educators of your children, to join us in focusing on being respectful, being responsible, and being safe at Queen of Peace School. We are grateful to have each of you as part of our school family, and look forward to deepening our relationships throughout the school year. Let us continue to work together for our children and the future of Queen of Peace School. Blessings on all of us and on our work!

Yours in Christ,

*The Staff of Queen of Peace School*

***Queen of Peace is a Catholic parish school  
centered in Gospel values  
and dedicated to the spiritual and educational  
development of the whole child.***

**Mission Statement**

**All-School Rule: *Be Respectful, Be Responsible, Be Safe***

## **I. HISTORY, MISSION, EXPECTATIONS AND PERSONNEL**

### **A. History**

Queen of Peace Parish was founded in 1963 with Fr. Francis Hanley as our first pastor. One year later in 1964, Queen of Peace School opened with two classrooms, grades one through four. The school was staffed by the Franciscan Sisters of Perpetual Adoration; Sister Franchon was principal and taught grades three and four while Sister Goretti taught grades one and two. The school had 90 students.

One grade was added each succeeding year, so that in 1968 the school opened as a full eight-year elementary school consisting of six classrooms, a library and a business office. A convent, including a chapel, was constructed in 1968. The convent was converted to the Parish Administrative Office in 1981.

The Franciscan Sisters staffed Queen of Peace School until 1993. Fr. Timothy Mockaitis is the current pastor, arriving in July of 2006. Debilyn Janota, the sixth principal of Queen of Peace School, joined us in August of 1994.

In the early 1990s, Queen of Peace School seventh and eighth grades were served by St. Joseph School until Blanchet Mid-High was established in 1995. Kindergarten was added in 1996 - 1997, bringing our current enrollment capacity to 168 students. The communities of Queen of Peace Parish and School celebrated the completion and dedication of our current church sanctuary and gathering area in the fall of 1997.

Queen of Peace School was initially accredited in 1995 by the Western Catholic Educational Association and the Northwest Association of Accredited Schools. Our Certificate of Accreditation was renewed during the 2001-2002 school year and will be reviewed in 2007.

### **B. Mission Statement and Philosophy**

*Queen of Peace is a Catholic parish school centered in Gospel values and dedicated to the spiritual and educational development of the whole child.* ~ MISSION STATEMENT

Queen of Peace School, as part of a Catholic parish community, offers an environment that supports the development of all its members. We are committed to academic excellence in the context of the Church's educational mission of teaching the Gospel message, building community, and accepting the responsibility of service toward others.

We value education as a life-long process with its primary roots in the family. We support the family by providing a strong foundation for the healthy spiritual, academic, social, physical, cultural, and emotional growth of each child.

### **C. School-Wide Learning Expectations**

A Queen of Peace School student is a **CHRISTIAN ROLE MODEL** who:

- Practices Gospel values
- Respects & appreciates God's creation through nature, culture and people
- Exhibits a basic knowledge of Scripture, liturgy and teachings of the Catholic Church
- Applies Christ's teaching by making choices that contribute to the welfare of the self, family, school, parish and community
- Applies religious knowledge to life situations and makes moral choices based on the Church's teachings
- Celebrates by participating in liturgies, prayer and Christian fellowship
- Practices empathy and compassion in relationships

A Queen of Peace School students is a **LIFE-LONG LEARNER** who:

- Demonstrates curiosity and enthusiasm for learning
- Demonstrates organizational and study skills
- Demonstrates a strong foundation in the basic knowledge and skills of all core-curricular subjects
- Utilizes critical thinking skills
- Applies a variety of problem solving techniques to make well-informed decisions
- Uses technology for learning, communication and enjoyment
- Appreciates fine arts and music

Queen of Peace School student is an **EFFECTIVE COMMUNICATOR** who:

- Listens actively
- Speaks clearly and confidently
- Writes concisely and correctly in a variety of styles
- Accepts guidance, analyzes feedback and responds appropriately
- Demonstrates a spirit of collaboration
- Tolerates divergent points of view
- Resolves conflicts peacefully
- Enjoys a healthy sense of humor

A Queen of Peace School student is a **RESPONSIBLE CITIZEN** who:

- Accepts responsibility for own actions
- Demonstrates self control
- Treats others with kindness
- Is trustworthy and honest
- Responds to those in need
- Appreciates the unique gifts and talents of others
- Works for social justice
- Exhibits awareness of multi-cultural and global issues
- Practices good manners and uses appropriate etiquette

## **D. Personnel**

### **1. Archbishop**

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

### **2. Department of Catholic Schools**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines. In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

### **3. Pastor**

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

### **4. Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

**5. Faculty**

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

**6. Administrative Assistant**

The school administrative assistant is responsible to the principal for the efficient operation of the school office and for the performance of secretarial, clerical, and other assigned duties related to the principal's office.

**7. Development Director**

The Development Director works closely with the pastor, principal and school leadership to continue the process of development; inviting persons to invest their time, talents and finances in the vision of our school.

**8. Other Support Staff**

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

## **II. ACADEMIC INFORMATION AND STANDARDIZED TESTING**

### **A. Academic Honesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

### **B. Conferences**

**1. Scheduled by School**

These conferences are generally scheduled for the first trimester and second trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. If, however, a parent *or* teacher feels a conference is needed at any other time, arrangements should be made between the teacher and the parents.

**2. Requested by Parent**

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment.

**3. Guidelines**

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher’s authority is not helpful in front of the child. If you have such a disagreement, please request an interview with the teacher privately.
- b) Please try to be open to both sides of the story if a problem arises. Perceptual differences and information reported incorrectly can lead to unnecessary confrontations with the teacher.
- c) Discuss difficulties in the classroom with the teacher first, before bringing them to the principal.

*All visitor and volunteers to classrooms during the teaching day should first sign in at the school office.*

**C. Curriculum**

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

- 1. Queen of Peace School believes that learning is both a process and a goal. Academic learning in the following areas is of prime importance:

Religion	English	Science/Health	Music
Social Studies	Physical Education	Mathematics	Art
Library	Computer Education	Spanish	

- 2. Educational opportunities, as well as instructional excellence, receive major emphasis in each curricular offering. Teaching strategies used include whole group work, cooperative learning, integrated thematic units, hands-on learning, multi-age projects, and real life applications structured to meet the needs, talents, and abilities of each learner. Communication skills, teamwork, the use of technology, and problem-solving skills are emphasized to help prepare students for the future.
- 3. One-on-one or small group tutoring is available for those students with special learning needs. Diagnostic testing is available through the Salem-Keizer School District. School staff members frequently work in tandem with specialists outside the school and with parents to jointly plan the most appropriate strategies for each child.
- 4. In addition, Queen of Peace School provides guidance and encouragement in the areas of personal, social, and spiritual growth within an atmosphere of Christian community. From this experience, we believe that each child will come to understand how to apply the Catholic value system to his or her way of life.
- 5. At Queen of Peace School, we strive to assist children in their faith formation in numerous ways; beginning the day with prayer, sharing grace before meals, and attending Mass or Prayer Services one day a week. Intermediate grade students help

to plan and all students participate in the school masses and classroom prayer services.

6. Eucharist and Reconciliation programs to prepare children to receive those sacraments usually occur in the Second Grade.
7. Finally, Queen of Peace School invites parents to become actively involved in working with school personnel to maximize their child's educational opportunities. Since parents are the first and primary teachers of their own child(ren), it is important that a cooperative relationship be established between home and school, with the child's best interest being the primary goal. If after consultations between the parents, teacher, and principal a family finds that their child has a special learning need that requires assistance from a public school, the parents must request testing from the public school district in which they reside.

#### **D. Daily Schedule**

- 7:00-8:00           YMCA before school child care
- 8:00                 School doors open
- 8:15                 Tardy Bell/Classes begin
- 10:15-10:30       Morning Recess
- 12:00-12:45       Lunch/Recess
- 2:15                 Primary Grades recess
- 3:15                 Dismissal
- 3:15-6:00          YMCA after school child care

#### **E. Electronic Information/Communications**

(Also see Electronic Policy under Discipline)

A goal of Queen of Peace School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people

throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

## **F. Grading and Related Topics**

### **1. Grade Equivalent**

A=90-100; B=80-89; C=70-79; D=60-69; Below 60=F

### **2. Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Home study assignments vary with the age of the student and the types of learning opportunities with which they are familiar. If your child/ren frequently exceeds these guidelines, you are encouraged to discuss this with the respective teacher. The following minutes are recommended by grade level:

- Grades 1 & 2 = not to exceed 20 to 30 minutes per day
- Grades 3 & 4 = not to exceed 30 to 40 minutes per day
- Grades 5 & 6 = not to exceed 45 to 60 minutes per day

### **3. Progress Reports/Report Cards**

Reports are sent home once each trimester, November, March and June. In this way parents will be alerted to the successes or areas of need for improvement for their child/ren.

## **Grading System**

### **Primary Grades**

E Exceeds Expectation  
M Meets Expectation  
N Needs Improvement

### **Intermediate Grades**

A Excellent  
B Good  
C Satisfactory  
D Unsatisfactory  
F Unacceptable

### **4. Supplies**

A grade level supply list is published each school year. Students are responsible for obtaining and maintaining their own basic school supplies. Some supplies may need to be replenished throughout the year.

**5. Textbooks**

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select each subject of the curriculum.

Our textbooks are used for several years and replaced as a particular curriculum is updated. Any damages to books assigned to a child will be assessed and appropriate charges made. Lost books will be replaced at the parent's expense. If the book is later found and has not been damaged a refund may be made.

**G. Sixth Grade Recognition**

**1. Ceremony**

Completion of the sixth grade is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education each student received at Queen of Peace School. Every attempt is made so this Recognition Evening does not conflict with our area's middle school and high school graduations.

**2. Attire**

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest.

**H. Promotion and Retention**

**1. Promotion**

A student satisfactorily completing each grade's work will be promoted to the next grade.

**2. Guidelines for Retention of Students**

A recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

**I. Standardized Testing**

Schools participate in the Archdiocesan standardized testing program in the spring through the Stanford Achievement Testing Series. Each student's scores will be sent home for review. Parents may request other types of academic or psychological testing from their local public school district. A fee is charged by the public schools for this service.

### III. ADMISSIONS AND WITHDRAWAL

It is the goal of Queen of Peace School to educate children in a Catholic Christian atmosphere. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

#### A. Application Process

*Enrollment at Queen of Peace School is processed after:*

- *all scheduled interviews (if applicable) have been kept,*
- *all the enrollment packet forms are completed, and,*
- *all the appropriate fees have been paid.*

*The date a completed application is received by the school office  
will become the official date of enrollment.*

*For returning families, delinquent tuition payments for the current year must be paid before the new enrollment forms can be processed unless discussed and approved by the principal.*

Admission for enrollment for the next school year begins in March. Returning families have a two week enrollment period to reserve their classroom space. The next two weeks are open for parish family enrollment followed by open enrollment from the greater community. Enrollment continues until classrooms meet capacity.

Children will be admitted in the following order:

1. Any child who is a sibling of a current or past Queen of Peace School student.
2. Children of families who are qualified Queen of Peace Parish members.
3. Children of families who meet non-qualified criteria.

New families will be notified of their acceptance status in early June.

#### B. Entrance Requirements

##### 1. **Class Size**

Our ideal class size is 25 students for First through Sixth Grades and 24 students at the Kindergarten level. Grades one through six may extend to 30 students if students #26 through #30 are from qualified Queen of Peace Parish families. (QPS Policy #5112.)

##### 2. **Entering Queen of Peace School**

Families wishing to enroll should call the school office to arrange for an appointment to tour the school and meet with the principal. If there is continued interest in our programs, an assessment appointment will be scheduled for the

child with their prospective teacher. Fully completed enrollment forms are then returned to the school office to finish the enrollment process.

All kindergartners must have proof of being 5 years old and 1st graders must have proof of being 6 years old *on or before September 1st* to be eligible for enrollment for the school year. It is Oregon State Law that all students must be current in their immunizations. Attendance at school may be denied if students are delinquent in this matter. All prospective transfer students may be assessed or prior school records may be reviewed to determine their capabilities in reading and mathematics. A student whose capabilities in any of these basic subjects is more than a half grade level below the expected norm for his or her class will be accepted subject to special conditions. These conditions, at the discretion of the principal and the teacher, may include additional study, separate tutoring, or assignment to a lower grade.

***There is a probation period of 90 days for all new students.***

**3. Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations received to date.

**4. Special Needs / Learning Needs Policy**

Queen of Peace School welcomes students with special education needs if the school is able to accommodate those needs in a reasonable and effective manner. The school shall consider each child's situation individually. The principal and involved teacher(s) shall work with the child and parents to determine if the child's needs can be accommodated within our school. Balancing the needs of the child, the needs of the other children, and the resources available at the school, the principal, teachers, and parents shall evaluate:

- a) Whether we can reasonably meet the needs of, or work to achieve the potential of the child.
- b) Whether attempts to serve the child can be better met within the public school district, with religious instruction provided through the parish religious education program or other methods.

According to law and requirements, if a child with special needs is admitted to the school a program will be defined for him or her as follows:

- a) Testing is available from the public school upon request from the parents.
- b) Parents are informed of when testing is going to occur by the public school.
- c) Test results are reviewed with parent, teacher(s), and special needs coordinator.
- d) Goals and objectives are identified for the student.

- e) Options for obtaining goals and objectives are identified within Queen of Peace School and outside of Queen of Peace School.
- f) An agreement is reached on a plan to assist the student.
- g) The student's progress is monitored and reported to parents at regular intervals.

The gifts and talents of all students will be recognized and developed as part of the overall curriculum of the school. If the school determines that it is not designed to meet the learning needs of all students, or where a child's special educational or learning needs are beyond the necessary and available resources and/or the special professional training of the school personnel, a decision may be made not to admit the student. (Arch. 3040D)

#### **5. Transfer Student Process and Requirements**

Families transferring to Queen of Peace School request the former school to send the student's records to Queen of Peace School by signing an appropriate form found in the Queen of Peace School enrollment packet. Our school will formally request the records via mail.

#### **C. Nondiscrimination Policy**

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

#### **D. Withdrawal Process**

Families withdrawing a student from Queen of Peace School are asked to submit a letter or make a phone call to the principal outlining their intentions to leave. As part of our development program, the principal will schedule an exit interview for the family with a School Advisory Council member. All financial accounts must be brought current before leaving the school.

### **IV. ATTENDANCE**

Regular attendance is required of all students in order to support the academic climate of the school.

#### **A. Reporting Process**

Parents must notify the school by 8:00 a.m. if their child will be tardy or absent from the school that day.

## **B. Excused Absences**

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) reasons with prearranged administrative approval.

### **1. Doctor or Dental Appointments**

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

### **2. Homework during Absence**

When students are absent due to illness, vacation or prearranged events, they are expected to be responsible for making up assignments upon their return to school. Our teachers will not provide assignments prior to the absence.

## **C. Tardy Procedure**

Any student not in class by 8:15 a.m. is considered tardy and must report to the school office to obtain a pass. This pass is then presented to the classroom teacher.

## **D. Truancy**

A student who is absent from school without a valid excuse for a period of time that is deemed unreasonable is considered a truant. Parents will be contacted to meet with the principal to discuss the student's future at Queen of Peace School.

## **E. Excessive Absences or Tardies**

If a student has a record of numerous absences or tardies, the principal and/or teacher will request a parent conference to address the matter.

# **V. DISCIPLINE**

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

## **A. Discipline Policies**

Queen of Peace School strives to provide a climate that is appropriate for a Christian learning community and which fosters in its students self-discipline, responsibility for one's actions, problem-solving skills, and respect for the rights and property of others. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff.

Students are also expected to demonstrate an acceptance of religion and Christian values.

Each teacher will discuss school rules and disciplinary action with students at the beginning of the school year. Each student is expected to abide by school and individual classroom rules. The following forms of conduct apply to all students and will be considered inappropriate and will necessitate disciplinary action:

- persistent disruptive conduct which deprives other students of the right to learn;
- willful disobedience or lack of respect for authority;
- fighting or physical abuse of others;
- use of abusive, profane, or obscene language or gestures; and/or.
- lack of respect for personal, school, or parish property.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and the seriousness of the incident.

Depending on the nature of the incident, the principal or staff member may take the following steps:

- Staff members work with the student(s) involved to solve the problem.
- Staff members contact parents for a discussion. In more serious cases or repeated violations, the principal may employ suspension (in-school or out) or, with the consent of the pastor, expulsion from school. In-school suspension removes the student from the classroom to another designated and supervised room for up to three days. Out-of-school suspension removes the student from school for five days or less.

In the case of an out-of-school suspension:

- The parent is informed as soon as possible of the removal and the reason for the action.
- The parent, principal, and teacher(s) arrange for a conference, and the student may be requested to be included.
- If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work that was assigned during the suspension.

## **1. Dress Code**

To ensure a respectful school environment conducive to learning, a dress code has been established. Our goal is to minimize distractions and encourage personal responsibility in making appropriate clothing choices.

All students are expected and required to be in uniform from the first day of school until the last day of school. Children are to be dressed modestly and neatly at all times. It is expected that parents will take an active role in ensuring children make clothing choices in conformance with school standards.

▪ **Shirts and Sweaters**

- Collared blouses and shirts
- Sleeved, short or long
- QPS t-shirts and sweatshirts
- Turtlenecks and mock turtlenecks
- Sweaters and vests
- DARE, BSA, GSA uniform may be worn on days of specific activity.
- **Solid** White, Navy Blue, Forest Green **Solid** Yellow is an additional acceptable color for sweaters and vests only.
- **Not Acceptable:** Sleeveless shirts; tank tops; spaghetti strap tops; items with logo (includes product), items with trims or print of any kind.

▪ **Shorts, Skirts, and Skorts**

- Shorts falling no more than 3” above the knee, in the months of September, October, April, May and June, only
- Jumpers, skirts, and skorts with built in shorts, falling no more than 3” above the knee, year-round
- **Solid** Navy Blue, Khaki, Christopher Plaid
- **Not Acceptable:** Spandex/lycra shorts; items shorter than 3” above the knee; items with logos, items with trim or print of any kind

▪ **Pants**

- Slacks, cords and cargo pants that are good fitting
- **Solid** Navy Blue, Khaki
- **Not Acceptable:** Athletic sweatpants; spandex/lycra; baggy pants; frayed, patched, faded or pants with holes; items with logos, trim or print of any kind

▪ **Socks and Shoes**

- Socks at least over the ankle, or tights, must be worn at all times for health reasons.
- **Solid** White, Navy Blue, Forest Green, Yellow
- Shoes must have a closed toe and closed heel, be in good condition, safe and appropriately fastened.
- **Not Acceptable:** Socks with logos, trim or print of any kind; sandals are not acceptable.

▪ **Accessories**

- Hair must be clean, neatly combed and must not interfere with eyesight. Hair for boys must not touch the collar.
- Hair accessories must be White, Navy Blue, Forest Green, Khaki, Yellow, or Christopher Plaid.

- The principal will address excessive hairstyles, makeup, and jewelry.
- Belts must be worn if needed to maintain a proper fit at the waist.
- **Not Acceptable:** Hats, caps and scarves during class time or in the school building

▪ **Field Trips**

- Uniforms must be worn on field trips, unless otherwise approved by the principal.

▪ **Free Dress**

- The **first Monday of each month is free dress** and students may wear clothing that is neat, modest, and appropriate.

Each student may have a **free dress day** for his or her birthday or half-birthday for those with summer birthdays

**QPS t-shirts and sweatshirts are available for purchase from the school.**

**Used uniform clothing may be exchanged and/or taken without cost from the uniform closet located in the storeroom in the main hall.**

\*Christopher plaid materials and other uniform accessories may be purchased from Dennis Uniform Company in Portland. Order forms are available in the school office. Local stores carry our school colors and some have a uniform line. *Lands' End* Catalog provides clothing that meets the dress code requirements and offers the Queen of Peace School logo enhancement.

**Enforcement of dress code violations will follow these steps:**

- a) verbal reminder to the student;
- b) call parent for change of clothing; if unable to reach, provide clothing from the clothing exchange closet; and
- c) personal conference with principal after three reminders.

**2. Hall Conduct**

Students are expected to maintain silence while in the hallway. No running is ever allowed and personal space is each student's responsibility.

**3. Illegal Substances**

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

**4. Leaving School Grounds during School Day**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

**5. Littering and Gum Chewing**

Littering and chewing gum is not allowed before, during or after classes while the student is on school property.

**6. Physical Restraint**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

**7. Search and Seizure**

Desks, cubbies, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Desks, cubbies and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

**8. Valuables**

Students are encouraged to leave valuable possessions at home. The school does not assume responsibility for lost items.

**9. Vandalism/Property Damage**

Students and their parent/guardian are liable for all damage to equipment or school property.

**B. Discipline Stages**

**1. Detention**

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed one hour.

**2. Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days.

**a) Causes for Suspension**

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

**b) Class Exclusion / In School suspension**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

**3. Expulsion**

Expulsion is the permanent exclusion of a student from school. Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority; and
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

**C. Electronic Information/Communications Policy/Agreement**

**1. Appropriate Use Policy and Guidelines**

Queen of Peace School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Queen of Peace School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

**a) Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed Queen of Peace staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Queen of Peace School may request that the principal deny, revoke, or suspend specific users.

**b) Personal Responsibility**

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections **c**, **d** or **e** listed below.

**c) Acceptable Use**

The use of any information services must, in the judgment of Queen of Peace School, be related to student education and research in accordance with the educational goals and objectives of Queen of Peace School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- Use the information services for any commercial or profit-making activity; and
- Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

**d) Network Etiquette and Privacy**

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- Be Polite: - Never send, or encourage others to send, abusive messages;
- Use Appropriate Language: - The student is a representative of the school on a non-private system that may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Privacy: - The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- Electronic Mail: - Electronic mail (e-mail) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- Disruptions: - Do not use the network in any way that would disrupt use of the network by others.

**e) Security**

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

**f) Vandalism**

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

**2. Services**

Queen of Peace School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Queen of Peace School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Queen of Peace School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

## VI. EMERGENCIES

### **A. Emergency Information**

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

### **B. Emergency Contacts**

The school has paper and electronic files containing current emergency care information for each student. Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, office addresses and telephone numbers;
5. Name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

### **C. Fire and Earthquakes**

Students will be evacuated to a safe space as quickly as conditions allow. Prearranged sites of protection are the church building if it has not been compromised or Wright School across Lone Oak Road. Procedures for fire and earthquake disasters are practiced on a regular basis. Complete school procedures for these situations are outlined in the addendum.

### **D. School Lockdown**

In some situations it may be necessary to have a school lockdown. The following procedures will be implemented for a school lockdown:

1. Doors will be locked and all windows covered;
2. No one will be permitted to enter or leave the building;
3. Lockdown will continue until the school receives an "all clear" one long bell signal from emergency personnel.

Complete school procedures for these situations are outlined in the addendum.

**Parents should not call the school so the phone will be available to emergency personnel.**

## VII. EXTENDED CARE

### Before and After School Care Provided by the Salem Area YMCA

**Program Goals and Philosophy** - The YMCA provides a loving atmosphere in which children can create, discover, learn, socialize and gain self-esteem. The program is compatible with the philosophy of Queen of Peace School and complies with state and local licensing laws governing childcare programs.

#### **Program Hours**

- 7:00- 8:00 a.m. and 3:15 - 6:00 p.m. on school days
- 7:00 a.m. - 6:00 p.m. on In-service days and until 6:00 p.m. on early dismissal days. Holiday care is provided at the YMCA on a sign-up basis, with advance notice.

#### **Drop-Ins**

- The parent must contact the YMCA Child Development Office at 503-399-2759 and make arrangements at least 24 hours in advance.
- There is space available in the program that day.
- All records and general information forms are in order and on file.

#### **Emergency Closure**

In case of emergency school closure due to weather or any other unforeseen condition, there will be no Before or After School Child Care provided. If school is canceled at 6:15 a.m. parents may call the YMCA at 503-399-2759 and reserve *a space for their child at the YMCA* on a first-come, first served basis. Space is very limited.

#### **Delayed School Opening**

In case of delayed school opening, the program will operate from 7:30 a.m. until school opens.

## VIII. FINANCIAL

### **A. Insurance**

The school provides “school time accident” insurance for all students. This insurance is designed to help with the cost of medical treatment not covered by other insurance parents may have for accidents which occur during school activities. Parents may also purchase supplemental insurance through this program, which is optional. Information regarding this insurance is available in the school office.

### **B. Tuition**

With the majority of our operating budget revenue coming from tuition, it is imperative that each family assumes their responsibility to keep payments current. Tuition may be paid in full by August 15<sup>th</sup> of the new school year or prorated over 10 months beginning July prior to the school year. Monthly tuition payments are administered by FACTS Tuition Management Services. If you have questions

regarding tuition or your account, please call FACTS at 1-800-624-7092. Call the principal if you do not have an account with FACTS.

**1. Tuition Assistance**

Limited tuition assistance is available for parish school families based on need. It is not the intent of Queen of Peace School to deny a Catholic education to any Catholic child for financial reasons. For more information contact the principal.

**2. Tuition/Fees - Non-Payment**

Queen of Peace School reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- a) Withhold grade reports; or
- b) Deny a student enrollment for the following semester.

## **IX. MEDICAL**

**A. Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

*Students who have restrictable diseases or conditions must be excluded from school.*

**B. Immunizations**

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. CIS information must be updated by the parent on a regular basis as immunizations are completed.

**C. Medication**

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent shall make all requests on the provided authorization for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

### **1. Dispensation Guidelines / Prescription Medication**

The following is required for: *“...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.”*

Written instructions from the doctor which include:

- i. Name of student
  - ii. Name of medication
  - iii. Dosage
  - iv. Time and/or frequency of administration
  - v. Method of administration (e.g., mouth, nose, ear, etc.)
- a. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
  - b. The authorization form attached must be signed and filled out completely by the parent or guardian.
  - c. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)
  - d. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

### **2. Dispensation Guidelines Prescription Medication (Injectables)**

The following is required for: *“...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.”*

Written instructions from the doctor which include:

- i. Name of student
- ii. Name of medication
- iii. Dosage
- iv. Time and/or frequency of administration
- v. Method of administration (e.g., mouth, nose, ear, etc.)

The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.

- a. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- b. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner parents/guardians cannot train the designated school personnel in the use of injectables.

### **3. Non-Prescription Medication**

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.*”

Written instructions from the parent which include:

- i. Name of student
  - ii. Name of medication
  - iii. Dosage
  - iv. Time and/or frequency of administration
  - v. Method of administration (e.g., mouth, nose, ear, etc.)
- a. All non-prescription medication must be in original container or packaging.
  - b. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

### **4. Medication Dispensation Authorization Form**

See Appendix

### **D. Parent to School Notification**

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

## X. PARENTS

### A. Classroom Interruptions

All visitors including parents must report to the office, sign in, and wear their family badge or a visitor badge. *Classroom disruptions are kept to a minimum and learning time to a maximum.*

### B. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

### C. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

### D. Messages to Students

Parents may leave information with the office and it will be delivered to the student in a timely manner. No messages may be delivered one half hour before dismissal.

### E. Parent-Teacher Club

The objectives of the Parent Teacher Club (PTC) are:

- To promote open communication among the parents, teachers, and administration;
- To provide parents and teachers with the information to aid in all aspects of education, growth, and development;
- To promote good will and cooperation between and among parents, faculty, administration, School Advisory Council, and the parish of Queen of Peace; and
- To direct and coordinate parental support to Queen of Peace School through participation in activities, social functions, and fund raisers.

### F. Parties

#### 1. **In school**

Celebrations are arranged with individual teachers. Treats may be purchased or prepared at home.

#### 2. **Out of School Party Invitations**

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

#### 3. **End of the Year Party**

School sponsored end-of-the-year celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

### **G. Releasing Students during the School Day**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian will be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

### **H. School Advisory Council (SAC)**

In the Archdiocese of Portland, all school councils are advisory in nature. The School Advisory Council participates in decision-making by formulating and recommending, but never enacting policy. Parents are encouraged to join ad hoc committees of the SAC to familiarize themselves with the work of the council. The monthly SAC meetings are open to all interested persons unless the meeting is specifically designated as a 'closed session.'

### **I. School Cooperation and Participation**

Communication is essential for a healthy relationship between the family and school. This creates mutual responsibility to question, inform, and confer in order to provide the best possible atmosphere for the child's learning. Families can help the school in the following ways:

#### **1. Reviewing Communications**

- a.) By reading the *PeaceTalk* and by carefully reviewing the varied contents of the *Thursday Envelope* as well as any materials sent directly from the classroom;
  - *Thursday Envelope* ~ A weekly envelope is sent home on Thursday with the youngest or only child from each family. It should be read carefully to update dates and information. Any announcement or other items to be included in the envelope need to be in the school office by Monday at 3p.m. for principal approval.
  - *PeaceTalk* This newsletter is published three times a year - fall, winter, and spring. Any material for this publication is read and initialed by the principal before release.
- b.) By supporting the schools discipline and academic requirements;
- c.) By providing and updating routine and emergency information in your student's files;
- d.) By attending Parent-Teacher gatherings and conferences; and
- e.) By volunteering through the SHARE program and fundraising activities.

#### **2. Volunteers**

Parents are expected to participate in our SHARE Program and to support fundraising projects. Parents are considered an important part of our school family;

without them, much of our individual help and the enrichment programs cannot be offered to students. Please refer to the *Volunteer Handbook* for more detailed information

### 3. SHARE Program

The **SHARE Program** was initiated at Queen of Peace School to unify those families involved with our school and to provide supplemental economic support toward the continuation and enhancement of our educational and spiritual programs. The success of our school is in large measure due to the partnership that exists between parents and teachers. The SHARE Program is an expression of that partnership.

***The SHARE Program is any combination of TIME / TALENT / TREASURE.***

#### **The SHARE Program Guidelines:**

A SHARE unit equals approximately 1 hour or \$10.00. The earning of SHARE units is based on the following principles:

- ◆ **Time:** is helping in a variety of fund raising projects, school activities and committees. Each family gives a minimum of 30 units in activities (15 units for single-parent families) that provide a service that would otherwise be an expense to the school.
- ◆ **Talent:** is sharing a talent, working on group or individual projects for the school/parish that the school would have to have contracted such as electrical, plumbing, carpentry, painting work, etc.
- ◆ **Treasure:** is donating money or the equivalent in supplies, merchandise, building materials, etc., that the school would otherwise have to purchase.
- ◆ *Up to 5 units of time, talent or treasure may be given to parish projects or community programs.*

***Each family has the choice to contribute \$300  
or donate \$300 worth of goods  
if they are not able to give 30 units of time.***

#### **Parent Responsibilities:**

Each family is responsible for recording and reporting their individual units or SHARE contribution. Units are logged in a SHARE notebook located at the check-in desk to the right of the school entrance.

1. Each family must complete their own SHARE Program requirement for the current school year. Families may not exchange units with other families.
2. All units and donations during the school year are credited to the current year's requirement only.
3. If you have any uncertainty or questions concerning what counts for the SHARE Program, please contact the school office.
4. It is each parent's responsibility to become informed of opportunities to earn

SHARE credits. Please read all information sent home carefully, and attend Parent Club meetings. DON'T WAIT TO BE CALLED ... this is a great way to get to know other parents.

**Recording Units:**

1. The following chairpersons are the only ones who automatically have earned 30 units of credits: Parent Club officers, School Advisory Council members and auction chairpersons.
2. All other volunteers should count straight units.
3. Attending a School Advisory Council or a Parent Teacher Club meeting earns 1 unit of SHARE credits.

**J. Verification of Compliance**

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See APPENDIX for the Signature Page)

## XI. SAFETY

**A. Asbestos Notification**

Queen of Peace School is hereby notifying all building occupants that all friable asbestos was removed in August, 1989. Non friable asbestos floor tile is present throughout the school building but poses no health hazard whatsoever to anyone. The management plan book is available to the public during regular school hours in the school office.

**B. Bicycles**

Students are to walk bikes to and from the street onto the school grounds. Bikes must be locked in the courtyard stands during the school day.

**C. Earthquake, Fire and Lockdown Drills**

Monthly drills are required and are conducted throughout the school year.

**D. Laser Pointers**

Laser pointers are prohibited on the school grounds.

**E. Playground Rules and Usage**

The playground is used during school hours exclusively for the Queen of Peace School students. Recesses are supervised by two on-duty adults. All vehicles are prohibited from being on the playground areas during school hours (8:00 a.m. to 3:30 p.m.).

**F. Responsibility for Children**

*The school assumes responsibility for students from 8:00 a.m.-3:30 p.m. Children on the school grounds before or after these times are without school supervision.* It is important that the child leaves immediately upon dismissal. Those who need a ride

should be picked up promptly. The faculty/staff have meetings and appointments after school and are not free for supervision.

**G. School Closure**

**1. Emergency**

Occasionally it is necessary to close the school or to adjust the starting time because of severe weather conditions. Announcements concerning school closures are made over the major radio and TV stations as early in the day as possible. Queen of Peace School will follow the Salem-Keizer School District in determining alternative school hours due to inclement weather. Listen for **“Salem-Keizer Schools will have a 2 hour delayed opening.”** or **“Salem-Keizer Schools will be closed for the day.”** Should there be a late start, parents may use their own discretion about attempting to get their child/ren to school.

Following is a list of media resources that will be contacted this year

<b>Radio Call letters</b>	<b>Frequency</b>	<b>Radio Call letters</b>	<b>Frequency</b>	<b>Radio Call letters</b>	<b>Frequency</b>
KSLM/KYKN	1390 AM/1430 AM	EARTH 105 (KKRH)	105.1 AM	KOPB	91.5 FM
KBZY	1490 AM	KINK	102 FM	KSHO	920 AM
KWBY	94 AM (Spanish)	KKCW	103.3 FM	KWJJ	99.5 FM/1080 AM
KUPL/KKJZ	98.5 FM/106.7	KCCS	1220 AM	Z-100 (KKRZ)	100 FM
KRKT	990 AM/99.9 FM	KLOO/KFAT	1340 AM/ 106.1 FM	KISN	910 AM
KXL	750 AM	KWIP	880 AM (Spanish)	KCKX	1460 AM
KEX	1190 AM				

**TV Channels** KATU Ch.2; KGW-TV, Ch. 8 and KOIN, Ch. 6 (Lower screen)  
*Please have emergency care plans in place in case of emergency closures.  
 (In regard to daycare, contact YMCA for space availability.)*

**2. Telephone Tree**

Phone trees are used for periodic communication. The room parents will be requested to facilitate the message to families in his or her specific grade.

**H. Sickness**

If a child becomes ill at school the parent/ guardian will be called. It is necessary to take the child home because our facilities are limited.

**I. Skates and Skateboards**

Skateboards and roller skates are not allowed on the school grounds as a matter of safety.

**J. To and from School**

The school provides no crossing guards due to the fact most children are transported by car. If a student walks to school, the parents are encouraged to determine the most direct and safest pathway with special attention given to crossing Lone Oak Road and Friendship Street.

## **K. Transportation.**

### **1. Bus**

Busses are hired by the school for travel to and from school events. Parents are otherwise responsible for transporting their student to and from school.

### **2. Drop Off / Pick-up of Students**

Please follow these instructions to drop off and pick up your children in a timely manner:

- a) ENTER the parking lot through the east driveway off Friendship or the south driveway off Lone Oak
- b) Follow the pick-up/drop-off pattern
- c) Once you have picked up your children carefully EXIT the parking lot onto Lone Oak via the north driveway on to Lone Oak.
- d) Parents who park and walk into the school to pick up their child should be at the classroom door by 3:10p.m.
- e) **Do not pick up your child(ren) anywhere where they will have to cross the Lone Oak Road, Friendship or Pullman Streets.**

## **L. Visitors**

1. For the sake of good order and safety, all visitors must report to the school office where they will sign in as visitors and obtain a “visitor” pass.
2. To arrange for student visitors, previous arrangements must have been made with the principal and the classroom teacher for permission for the student to attend classes. The student must be introduced to the principal and teacher the day of the visit and abide by the school and classroom rules and goals.

## **M. Weapons Policy**

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as, but not limited to, a firearm, a knife or similar instrument (other than an ordinary pocket knife –which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

## XII. STUDENT ACTIVITIES

### A. Altar Servers

Fourth, fifth and sixth grade students are trained to be altar servers. They are scheduled for service through the parish office.

### B. Assemblies

To enrich the curricular offerings, assemblies are periodically held. Assemblies often involve enrichment in the arts, music and drama, in particular. Assemblies may be school-wide, or specific to a particular age or grade.

### C. Athletics and Eligibility

Physical Education classes are directed by our P.E. specialist. The students are made aware of area and city-wide athletic events available for their age groups.

### D. Catholic Youth Organization (CYO)

A CYO athletic program serves the Salem area. Please refer your interest to the principal.

### E. Field Trips

Most field trips will be made on busses arranged by the school. Permission forms will be sent home in a timely manner to include the student in the activity. No student will travel without this parent-signed form. Occasionally, a class may attend an event in Salem using private cars for transportation. When this occurs, the following criteria must be met:

1. Student Permission Slips
2. List of drivers and passengers
3. Driver Background checks completed and on file responsibilities
4. Driver Proof of Insurance on file
5. Children booster seats provided when needed.
6. Direct route to and from the event followed with no stops

### F. Money Collection

Any money sent into the school should be placed in a sealed envelope that is clearly marked with the child's name and the intended purpose of the money.

### G. Student Council

Student Council is a leadership opportunity for Fifth and Sixth Grade students. Sixth Grade students serve as officers and fifth grade students serve as representatives. Their goal is to create enthusiasm and community among the school's students and to promote and demonstrate the mission of Queen of Peace School both within the school and to the greater church and civic communities.

### H. Service Projects

Students and parents of all grade levels participate in Christian service opportunities throughout the year.

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### **XIII. STUDENT AWARDS**

Students will be recognized for a variety of awards at a year-end all-school assembly.

### **XIV. STUDENT EDUCATIONAL RECORDS**

#### **A. Annual Notification**

Parents of students currently in attendance at Queen of Peace School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

With the exception of the month of July, Queen of Peace School forwards education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request.

#### **B. Directory Information**

Queen of Peace School has designated the following as directory information which the school may disclose without specific consent: the parents' and student's names, address, telephone listing, dates of attendance and grade level. Birthdays and awards received may be published in appropriate newsletter communications.

A parent is entitled to refuse to let the school designate any or all of these items about the student as directory information. *A parent may elect not to have any or all of these items included in a school-related directory.* Notice from a parent that he or she does not want any or all of these types of information about the student designated as directory information must be made in writing to the principal of Queen of Peace School at the time of registration.

#### **C. Emergency Disclosure of Enrollment Information**

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

## XV. STUDENT SERVICES

### A. Lunch Services

An optional hot lunch program is offered for purchase through the Salem-Keizer School District and the National School Lunch Program.

### B. Milk Program

A milk program is offered for purchase through the Salem-Keizer School District and the National School Lunch Program.

### C. Telephone

Students may not use the school phone except for emergencies. Phoning home for homework assignments, forgotten clothes and whether someone can come to play after school are *not emergencies*. Messages for students will be taken by the office staff and delivered to the student if the call comes one half hour before dismissal. Calls received after this cannot be assured of delivery.

## XVI. VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

### A. Volunteer Background Checks

The school requires volunteers to undergo a background check administered through the Archdiocese of Portland. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

### B. Volunteer Inservice

*All volunteers are required to attend an inservice given by the principal.* The inservice must be completed before any person is qualified and released to volunteer in any capacity at Queen of Peace School.

### C. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and Committees, Parents' Teacher Club and Committees, Annual Auction Committee, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parent Representative, field trip chaperones and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.