



**QUEEN OF PEACE**  
Pre Kindergarten – 5th Grade

**PARENT/STUDENT  
HANDBOOK**

***2023-2024***

*4227 Lone Oak Rd SE  
Salem OR 97302  
503-363-3443  
[gpschool.org](http://gpschool.org)*

Dear Parents and Students,

Welcome to Queen of Peace Catholic School! In choosing Queen of Peace School (QPS), you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of QPS for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of QPS during the year ahead. These policies may be revised or updated during a school year. The most up to date version will be available on our school website, [qpschool.org](http://qpschool.org), under “Parent Resources”.

The faculty and staff of QPS look forward to partnering with you on this journey of growth. We know that joining a school is like joining a family and we are honored that you have chosen QPS.

God bless you,

Carl Mucken  
Principal

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## **Queen of Peace School**

Queen of Peace School is a Pre-Kindergarten through Grade 5 Catholic Elementary under the Archdiocese of Portland's Department of Catholic Schools.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Queen of Peace, we are attempting to "teach as Jesus did" and modeling the example of finding the "face of Christ" in all we meet.

The Diocesan curriculum guidelines, consistent with the State of Oregon guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. Our Environmental STEM focus brings subjects to light with field study experiences and research, all rooted in honoring God's creation.

## **Mission Statement 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.

## **Philosophy**

Queen of Peace School, as part of a Catholic parish community, is committed to teaching the Gospel message, academic excellence, building community, and encouraging stewardship of God's creation. It is our mission to awaken children to their inherent uniqueness as children of God.

## **Admission Information**

### **Nondiscriminatory Policy**

Queen of Peace School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Queen of Peace School:

1. Current Families
2. Members of Queen of Peace Parish
3. Members of other Catholic parishes
4. Students of other Christian traditions

Children entering Pre-Kindergarten must be three (3) years of age by August 31<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by August 31<sup>st</sup>. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance interview with school staff.

At the time of registration, all new students seeking admission to Queen of Peace School are evaluated based on current standardized test scores and report cards and may also be given the STAR test in reading and math by the Queen of Peace resource teacher or the incoming classroom teacher.

Requirements include:

- \*Health Records
- \*Immunization Records
  - +All students entering Queen of Peace School must have current immunizations. Formal exemptions must be submitted.
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP or 504 Plan (These must be presented at the time the Application is submitted.)

Students applying for Admission in Grades 1-5 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Queen of Peace School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview will not include the student's parent or guardian.

Testing in some academic areas may be held for new incoming students in Grades 1-5.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Queen of Peace School. The recommendation and decision of the school is final.

Queen of Peace School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Queen of Peace School cannot accommodate students who have *extraordinary* learning differences. *Reasonable* and *extraordinary* are left up to the discretion of the principal and may vary from year to year and class to class. The principal knows the resources available, the balance of needs in each room and the history of the school. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Queen of Peace School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Queen of Peace School is made by the school, the student's tuition due would be prorated.

Students of different Christian traditions, whose parents accept the philosophy of Queen of Peace School will be accepted on a space available basis. All students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

**Financial Obligations**

**TUITION SCHEDULE  
SCHOOL YEAR – 2023-2024**

Tuition Rate per child.....\$7,100.00

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office. \*The application deadline to FACTS® Grant and Aid Assessment is published in January 2023.**

**Enrollment/Re-Enrollment**

- The Application Fee for students must be submitted with the application.
- The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$30 returned check fee for all checks made payable to Queen of Peace School that do not clear the bank.

**FACTS® Tuition Management Service Overview**

- All families must use FACTS for their tuition payments. If you choose to pay in full you will not be charged the service fee by FACTS®. If you spread out your payments beyond the “once yearly” choice there is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS®.
- Your enrollment form to FACTS® must be complete for registration to be complete.

**Withdrawal Policy**

- Families must notify the school in writing or email if a student is withdrawn from the school.
- Registered families who withdraw between July 1 and December 1 are responsible for 1/3 of the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$30.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at 503-362-3443.**



## Absence

**When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Queen of Peace students and is aligned with the state statutes of the State of Oregon.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** (See also *Homework Due to Vacations/Planned Absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

### **Absence During the School Day**

Students needing medical appointments during school hours require a notice by the parent. Parents are required to check out their child. If the child returns to school during the same school day, he/she must be checked back into school in the office.

### **Tardies**

Families who are habitually tardy will be contacted by the school office. Excessive tardies can also impact tuition assistance awards and future gifts. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

### **Academic Information**

#### **Curriculum**

The Diocesan curriculum guidelines, consistent with the State of Oregon guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Archdiocese of Portland is posted on the archdiocesan website – *archdpx.org*.

Queen of Peace School offers students opportunities for growth in the following major subjects:

#### **Religion**

- Catholic doctrine and tradition, Bible study, Catholic Social Teaching
- Students attend the parish Mass each Wednesday morning
- Students in Grade 5 take the ACRE (Assessment of Catechesis of Religious Education) Test in May

### **Computer Literacy**

- Word Processing, Typing, Internet Etiquette, appropriate and ethical use of E-devices, and Integration with Curricular Subjects

### **Fine Arts**

- Music and Art offered twice weekly
- Orchestra is a paid after school offering

### **Handwriting**

- Students in Grades 3 through 5 will learn and practice cursive using the D'Nealian handwriting method

### **Language Arts**

- Reading, English, Spelling, Vocabulary, Grammar

### **Mathematics**

- In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 4 and 5 are placed into math groups

### **Physical Education**

- Physical fitness programs appropriate for each grade are offered every day

### **Science**

- General Science, Engineering and Field Study Experiences

### **Social Studies**

- History, Geography, Economics, State History, and Current Events

### **Accreditation**

Queen of Peace School is accredited through Western Catholic Education Association.

## **Allergy Policy**

Queen of Peace School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies. Training is updated as needed.

### **1. Asthma/Allergy Medication**

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to keep their reliever inhaler/Epi-Pen® at the school office and to carry with the teacher if on a field trip. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins Queen of Peace School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes, parents are required to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Queen of Peace School makes no claim to be an allergen or peanut-free school.

### **4. Food Allergy Policy**

Queen of Peace School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Queen of Peace School will maintain a system wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a

potentially life threatening allergy. No peanut products will be served in the cafeteria.

## **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan is activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school office. Teachers on playground duty can contact the office via the emergency phone system located with the playground duty person.

Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with cleansing wipes following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **6. Field Trips**

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Queen of Peace School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

## **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. As construction and updates occur, any existing asbestos tiles are being abated.

## **Behavior Resources**

A behavior resource teacher is on staff three days a week. This position is to support students needing help with problem solving, friendships, or self-regulation. This position always works under the guidance of classroom teachers or school administration.

## **Birthday Observances**

Students in Grades Pre-K through Grade 5 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months). In addition, birthday treats may be brought to school for students. Homemade and store-bought treats are both acceptable. Check with the classroom teacher about times and class allergies.

## **Blogs**

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram® account under the name of the school or a particular grade or organization. The only official Queen of Peace Facebook®, Twitter®, or Instagram® page is the one created and monitored by the Queen of Peace IT Specialist. The classroom teacher and the principal will be included in the "friend" list of any such group. A parent who

chooses to create such an account may subject his/her child(ren) to separation from the school.

### **Buckley Amendment**

Queen of Peace School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **Bullying and Cyberbullying**

Queen of Peace School attempts to provide a safe environment for all individuals. Bullying includes the following criteria:

- a. ongoing, repeated
- b. a power differential exists

Suspected bullying will be investigated and dealt with in age-appropriate ways. All of which include communication with the parent of both the target and the accused bully.

### **Cell Phones**

Students should not have cell phones on campus unless they are for something after school hours. In this case, they should remain off and in the child's backpack until school is over.

## **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and a meeting with admin and parents.

## **Child Abuse Laws**

Queen of Peace School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services. SB 197 also mandates that school employees be trained in reporting and identifying teen dating violence and domestic violence. This will occur yearly at our back-to-school in-service.

## **Communication**

In order to ensure that all communication from school reaches home in a timely manner, Queen of Peace School uses an electronic Thursday Newsletter system. Official school-wide emergency communications are sent using the FACTS SIS Emergency phone system. This system pulls the top two numbers on your contact list to call or text. Parents/guardians are also encouraged to check email on a regular basis. Email can be used as an efficient tool for parents to communicate with the school. However, all email communication should follow email etiquette. Challenging or confidential issues should be shared through face-to-face communication in lieu of email. Only communicate with teachers using Queen of Peace email.

## **Conduct**

Queen of Peace School considers every child a gift from God. We expect students to treat staff and each other with dignity and respect. This culture of kindness permeates the building and guides us in our expectations of students and families.



## **Crisis Plan**

Queen of Peace staff are trained and annually in-serviced on ALICE protocols for crisis management. Our offsite shelter is Salem Swim and Tennis. More information on ALICE protocols is available to families at the school office.

## **Curriculum Assistance**

A reading resource teacher is available to students struggling to meet grade level standards. The position is especially targeted toward phonics acquisition in grades K-2. The Title 1 reading hours will be available for qualifying students.

## **Discipline**

**Suspension and Expulsion are extreme measures. They would only be put in place after discussions with parents, staff and the child and in situations of ongoing or very egregious acts.**

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and work at the school office. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Queen of Peace School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Queen of Peace School.

## Dress Code

All students must be in dress code every day. Students are only allowed to be out of dress code on free dress days and special events which will be announced during the course of the school year and on the FACTS calendar. A dress code for such days is included in this section. If there is a time when the prescribed dress code cannot, for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of dress code without this excuse will be sent to the office and the parent will be called to bring the proper clothing or the child will be given clothes from the school depot.

**Tops:** Navy, white or hunter green collared shirts. Long or short sleeved polos are most common. Sweaters may be worn over collared shirts in white, hunter green or navy. All students may wear school sweatshirts over their collared shirts.

**Bottoms:** Navy or khaki shorts or pants. Girls may wear skirts, dresses or jumpers in khaki, navy or appropriate plaid. Under skirts, dresses or jumpers, girls may wear tights or leggings in school colors. Tights or leggings are not allowed as “pants”. Shorts, skirts and dresses are to pass fingertips when standing upright.

**Socks:** All socks should be white or navy when seen (if wearing shorts, skirts or dresses).

**Shoes:** Tennis shoes with laces or velcro fasteners only. Children are outside and in PE every day. Other shoes are not safe. Light up shoes are not allowed.

### **Other:**

- No hair coloring is allowed.
- Hair should be neat, clean and out of the eyes.
- No beads or scarves should be worn in the hair.
- No cosmetics. 5th grade girls are allowed to wear nail polish.
- No visible tattoos of any kind.
- No Hologram contact lenses.
- No artificial eyelashes.
- Girls are allowed to wear one pair of earrings. NO other jewelry is permitted.
- Watches are allowed but no “smart watches” are to be worn.

**Students who repeatedly violate the dress code policy will be denied participation in the next out-of-dress code day or be made to wear clothes from the “depot” for the day.**

**Casual Dress and Free Dress Guidelines:**

Each Monday is Casual Dress day. On these days students may wear a school top and jean bottoms. School tops mean regular shirts or a QP or Blanchet event shirt.

The first Monday of each month (in attendance) is Free Dress. Other Free Dress days will be announced as they are earned.

**Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts and skirts that follow the fingertip rule
- \*sweatshirts
- \*jogging suits
- \*dresses
- \*loose leggings

**Students may not wear:**

- \*flip-flop sandals
- \*open back shoes (including crocs)
- \*tank tops
- \*T-shirts with inappropriate writing
- \*bike shorts (boys lycra)
- \*pajama pants
- \*yoga pants or tight leggings unless under a dress or skirt
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats (except on the playground)

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**

## **Drop Off / Pick Up**

Drop off can occur one of two ways:

1. Cars can enter the lot on the North side of the church and proceed toward Table of Plenty, winding through to the red curb, adjacent to the school building. Pull up as far as possible if anyone is behind you. Students should not exit the vehicle until a staff person is present. All students should exit the vehicle on the passenger side and no car should ever get out of line unless directed to do so by the staff on duty.
2. Cars can park in the lot nearest Friendship Drive and walk on crosswalks or sidewalks to the front door of the school with their children. This is encouraged for children who are not quick in the drop off line or for parents who like to walk their children into class.

Pick up starts by being sure you have your “family sign.” Whether you choose option 1 or 2, you must show your sign to clear yourself for pick up.

1. Enter the lot on the North side of the church and proceed as you did in the morning. With your family sign visible, proceed and staff will call your child to the line. Again, pull forward as far as you can when there is a line. Children will enter cars when you are completely stopped.
2. If parking and walking in, bring your family sign. Staff will call your children to the front while you wait at the front entrance.

Anyone picking up your child should be in your approved list within FACTS SIS. If you are not known by the duty teacher and do not have your yellow sign, you will be sent to the office to be sure you are on the “pick up list.”

## **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Emergency Drills**

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Listen to the adults in charge;
3. Close windows and doors;
4. Walk to the assigned place briskly, in single file at all times, and in silence;
5. Return to the building when a signal is given.

**Earthquake drills** are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Listen to the adults in charge;
3. Position themselves under a desk or table, head down, covering their neck;
4. Return to seat when signal is given.

## **Emergency Forms**

Each year parent/guardians complete or update their emergency contacts within FACTS SIS. In FACTS SIS you are responsible for keeping your “pick up” list up-to-date so that the school has current contact information for daily things and for emergencies.

## **Facebook®, Instagram®, and other Social Media Postings of Student Photographs**

Queen of Peace School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Queen of Peace School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Queen of Peace are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, or any social media page. Such postings are a violation of the Queen of Peace School’s adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be

separated from Queen of Peace School. Postings on our private Facebook® group will only happen if parents have consented.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office before a child may attend.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus or a designated parent vehicle to and from the field trip with their class. Students not on the bus or with a parent may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Queen of Peace School’s risk management insurance company insures the “official” chaperones and participation by

unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

16. All chaperones must be 25 years of age or older.

### **Grading Scale**

4 = Exceeds grade level standards, consistently and independently

3 = Meets grade level standards, consistently and independently

2 = Approaching grade level standards, partial understanding, with support

1 = Developing grade level standards, minimal understanding even with support

### **Gum**

Students should not chew gum at school at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. At Queen of Peace our target is for ten minutes per grade level. For example, students

in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening or during Christmas or Spring Break. Homework should be supported by parents but independently completed. Teachers grade homework on effort, not skill. A student hoping to earn an E in effort would take advantage of all or nearly all homework offerings and expectations for a grading period.

Teachers will send home work in a form that allows parents to plan for times that work for their family and return by the last day of school each week. There will be no consequence for unfinished work except a reduced effort score in that subject.

### **Homework Due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and do not fall under the "homework" expectations explained above.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

Students may receive missed assignments from their teacher when they return to school or via Google Classroom.

Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.



## *Immunizations*

All students enrolled in Queen of Peace School must have current immunizations. The only exception to the policy is if a student has an illness that would compromise his/her life by being immunized. Students seeking a medical exemption to vaccination must complete all the paperwork set forth by the state of Oregon and submit it to the school by December 15.

## *Instagram®:*

Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

## *Invitations*

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## *Items Brought To School*

Queen of Peace School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

## *Lost and Left*

Any items left in the school building or on the school grounds should be given to the front desk or hung at the "lost and found." **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lunch Program**

Queen of Peace School offers a hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch, will be provided fruit and vegetables and a milk.

Lunch menus are released in FACTS Parent Portal three weeks before the start of each month. Parents sign up for lunches for the upcoming month and families are billed for ordered lunches unless students have an excused sickness for the day they scheduled a lunch. Changing your mind or being on vacation does not constitute an excused sickness and parents are still obligated to pay for lunches ordered.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the front office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date (No expired medication will be dispensed by the school.)

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the front desk with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

Forms are required for any medication administered from the school, OTC or prescription.

## **Off-Campus Conduct**

The administration of Queen of Peace School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off campus behavior includes, but is not limited to, cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## **Parents As Partners**

As partners in the educational process at Queen of Peace School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch ordered or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

### **Parent's Role in Education**

We, at Queen of Peace School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life --- physically, mentally, spiritually, emotionally, and psychologically. Your choice of Queen of Peace School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Queen of Peace School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 5), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their

educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

### **Parent Club**

Queen of Peace Parent Club works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. Parent Club meets the third Wednesday of each month.

### **Parties**

Students are permitted three class parties a year: Halloween Party, Christmas, and Valentine Party. Room parents will assist the classroom teacher

with these three parties. We request that treats include one healthy option and that allergies in the room be taken into consideration.

### **Promotion Policy/Retention/Transfer Policy**

Advancement to the next grade in Queen of Peace School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirements for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given three times during the academic school year or every twelve weeks.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:15 PM dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

### **Sacramental Program**

Parents choosing for their children to participate in sacramental preparation are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to

students baptized in the Roman Catholic tradition. The religious standards discuss and explore the sacraments but sacramental preparation is an action of the parish. This action is supported by the school programs but is the responsibility of the family.

### **School Hours**

Grades Pre-K through 5: 8:00 AM – 3:15 PM. The school doors open at 8:00 AM daily and students not in their homeroom by 8:15 AM are considered tardy.

At Queen of Peace School, we work in partnership with parents to enable each child to develop as an independent learner. Parents are welcome to walk their children into school but please encourage your child to carry their own things and let them settle in their classroom on their own.

Prayer and afternoon announcements begin at 3:10 PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Students not picked up by the end of carpool (approximately 3:30 PM) will be sent to the office where a phone call will be made to parents. Repeated occurrences are considered neglect and may be reported to DHS.

Queen of Peace School offers an After School Care Program. Separate enrollment fees and agreements are entered into in September of each year.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

### **School Office Hours**

The school office is open on all school days from **7:30 AM – 3:30 PM**.

## **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## **School Safety**

Queen of Peace School attempts 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, in jest or online**) face consequences appropriate to age and offense.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 5 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. In addition, the Service Projects provide students with the opportunity to learn about Catholic Social Teachings.



## **Smoking**

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

## **Student Directory**

Within the first month of the school year, each family receives access to the online Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

## **Student Records**

Queen of Peace School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Queen of Peace School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

## **Surveillance Cameras**

Queen of Peace School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to

maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

## **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents or the parish. Parents should refrain from creating a class/grade Facebook®, Instagram®, Snapchat® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. If a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should keep the cell phone off and in their backpack upon arrival in the morning. At no time during the day should a cell phone be in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s).** The administration reserves the right to search the contents of a confiscated cell phone.

**e-Reader Acceptable Use Policy:** e-Readers are only allowed on an individual basis.

**Facebook®, Instagram®, and other Social Media Postings of Student Photographs:** Queen of Peace School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Queen of Peace School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Queen of Peace are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snapchat® or any social media page. Such postings are a violation of the Queen of Peace School's adherence to FERPA

and the Child Protection Act. The students of parents who post such photos may be separated from Queen of Peace School.

**Instagram®**: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

**Texting**: Students should at no time be involved in texting during the course of the school day.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **Testing**

On-line STAR testing will be administered for students K-5, four times a year. Other testing includes chapter and unit tests, timed math tests, writing samples, and projects. All testing is at the discretion of the teacher and with the intention of assessing student growth toward standard.

### **Title IX**

Queen of Peace School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

## Volunteer Hours

Each family is expected to give a minimum of 10 service hours each school year and to support fundraising projects. Please refer to the Volunteer Hours Handout for more detailed information and a list of service opportunities.

Each family is responsible for recording and reporting their service hours in the family portal of FACTS SIS.

## Volunteers

All volunteers must be cleared by the office. A Volunteer Sign-Up sheet is signed at the front desk and you will be asked to complete the Diocesan mandated background check and yearly training.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the FACTS SIS alert system.

### **Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in **writing or email** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Right to Amend**

Queen of Peace School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Newsletter or through e-mail communication. An up-to-date version is viewable on the school website.

# TELECOMMUNICATIONS USE AGREEMENT

## *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Queen of Peace School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



**QUEEN OF PEACE**  
Pre Kindergarten - 5th Grade

***Parent Signature Page***

I have read the 2023-24 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name:** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

**PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Queen of Peace Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, other school social media accounts, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at Queen of Peace Catholic School.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SIGNED FORM DUE to School Office before October 1, 2023**