

# 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 service and community.
3. Excelling in educating the whole child

We invite you, as the primary educators of your children, to join us in focusing on being safe, being kind and being responsible 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 Kind, Be Responsible, Be Safe***

## 2020-2021 SCHOOL FACULTY AND STAFF

**Principal Carl Mucken**  
**Pastor Fr. Tim Mockaitis**

|                      |                      |                        |                 |
|----------------------|----------------------|------------------------|-----------------|
| Pre-K                | Meredith Hildebrandt | Art                    | Claire Jones    |
| PreK                 | Jackie Ducki         | Music                  | Susan Wiley     |
| Kinder/PreK Director | Bethany Ayres        | PE                     | Mark Martinmaas |
| Kinder- Inst. Aide   | Sarah Perkins        | Instructional Aide     | Maddy Hook      |
| Grade 1              | Pam McHugh           | Instructional Aide     | Lori Walsh      |
| Grade 2              | Marie Curran         | Administrative Assist. | Karon Willburn  |
| Grade 3              | Caitlin Smith        | School Bookkeeper      | Rob Limont      |
| Grade 4              | Michelle Orozco      | Development Director   | Heidi Wiegall   |
| Grade 5              | Jean Craig           | Parish Facilities Mgr. | Angel Maza      |
|                      |                      | Maintenance            | Irene Biorato   |

Learning Support Teacher    Kelsi Kartye

### Extracurricular Programs

Chess Club, VEX IQ Robotics, Leadership Team, OBOB, Orchestra, Choir

## ➤ SCHOOL ADVISORY COUNCIL

Carl Mucken, Principal  
Mel Davies  
Doug & Rebecca Carpenter  
Kathy Gaskin  
Corissa Neufeldt  
Ashley Bean  
Andi Limont

*Finance Committee: Carl Mucken, Mike Mosar, Stephanie Smith, Scott Wiegall, Rob Limont*

## Parent Club 2020-2021

Co-Chairs Deanna Salvo

Co-Chairs Erin Wood

Monthly meetings are on 3<sup>rd</sup> Wednesday of each month.

*Classroom Representatives will be announced  
in the Thursday Newsletter*

## 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. Carl Mucken started as principal in August, 2016, after teaching 2<sup>nd</sup> grade at Queen of Peace for 5 years.

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, and the Pre-Kindergarten program for 4 year olds was established in the 2009-2010 school year. Our current enrollment capacity is 175 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 most recent Certificate of Accreditation was renewed during the 2007-2008 school year for a 6 year term with review. A Progress Report will be submitted in 2011.

### **B. Mission Statement:**

Queen of Peace School is a Catholic Parish ministry centered in Gospel values and dedicated to the spiritual and educational development of the whole child.

### **C: 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 service.

## Schoolwide Learning Expectations

At Queen of Peace Catholic School  
we are always growing closer to God with our.....

### Heart

As a Catholic disciple of Christ....  
I look for the good in others and in every situation  
My choices make the world better for others  
I pray and grow in my relationship with God

### Mind

As a Catholic disciple of Christ...  
I do hard things and never give up  
I show respect for myself by doing my best  
I am a problem solver

### Body

As a Catholic disciple of Christ...  
I am responsible for my choices and myself  
I am humble when sharing my God-given gifts  
I act with integrity  
I honor all of God's creation

## **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. 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 must 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 Language Arts | Science/Health | Music |
| Social Studies | Physical Education    | Mathematics    | Art   |

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. All students help plan and 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 and are a ministry of the parish, not the school.
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 for Kinder – 5th**

- 7:00-8:00 Before school child care
- 8:00 School doors open
- 8:15 Tardy Bell/Classes begin
- 10:15-10:30 Morning Recess
- 12:20-12:50 Lunch/Recess
- 2:15-2:30 Primary Grades recess
- 3:15 Dismissal (2:15pm on Tuesdays)
- 3:15-6:00 After school child care (2:15pm-6pm Tue.)

Pre K4: See teacher for schedule specifics

Pre K3: Daily 8:15am to 11:30am

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

(Also see Electronic Policy under Discipline)- Archdiocesan Guidelines

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. 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 K, 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 = not to exceed 45 to 60 minutes per day

*Reading minutes are included in student total homework time.*

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

Report Cards 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. Individual classroom teachers may send home progress reports at shorter intervals and FACTS Family Portal may be accessed by parents to see at anytime. Fall and Winter Progress Reports are published online. Spring report cards are printed.

*\* June Report Cards are not issued to those students with outstanding fees, or unreturned library books / textbooks.*

### **Grading System**

- 4 Exceeds Grade Level Standards – Demonstrates understanding beyond grade level standards consistently and independently.
- 3 Meets Grade Level Standards – Demonstrates understanding of grade level standards consistently and independently.
- 2 Approaching Grade Level Standards – Demonstrates partial understanding of grade level standards with or without support.
- 1 Developing Grade Level Standards – Demonstrates minimal understanding and does not meet grade level standards even with support.
- N/A Standard not assessed

### **3. 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.

### **4. 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. Promotion and Retention**

#### **1. Promotion**

A student satisfactorily completing each grade's standards 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.

### **H. Standardized Testing**

Schools participate in the Archdiocesan standardized testing program throughout the year. 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.

### 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 exists to assist 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 January. 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**

Pre-Kindergarten class size is 20. Kindergarten class size is 24 students, but may extend to 25 students if student #25 is from a qualified Queen of Peace Parish family. Our ideal class size is 25 students for First through Fifth Grades. Grades one through five may extend if incoming students are from a 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.

Pre-Kindergarten must have proof of being 4 years old and toilet trained. 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.

*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:

- Testing is available from the child's neighborhood school.
- Parents are informed of when testing is going to occur by the public school.
- Test results are reviewed with parent, teacher(s), and special needs coordinator.
- Goals and objectives are identified for the student.
- Options for obtaining goals and objectives are identified within Queen of Peace School and outside of Queen of Peace School.
- An agreement is reached on a plan to assist the student.
- 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**

- a) 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.
- b) Transfer students in 1<sup>st</sup> through 5<sup>th</sup> grade will require an interview after we receive a "School Recommendation Form" filled out by the student's current teacher. This form is provided by Queen of Peace School.

### **C. Racial Non-discrimination Policy**

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admissions policies, scholarship or 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

**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. and prepared with their supplies, is considered tardy and must report to the school office to obtain a pass. This pass is then presented to the classroom teacher. A student is also considered tardy if he/she is not prepared to begin class when the tardy bell rings (ie-in seat and prepared with their books and supplies).

**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

**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. Students with unexcused tardies 3 or more times in a grading period will incur sanctions. Each unexcused tardy, past the three, will be fined \$5 per child, per tardy. If a child is arriving after the bell, they are to be escorted to the front desk so the responsible party can declare their reason for tardiness. Without this escort, unexcused is assumed. If it is not for one of the reasons listed below, it is considered an "unexcused tardy":

Student illness, family emergency, funeral, or medical appointment are all considered "excused" if the guardian communicates with the office and/or teacher.

Absences that exceed 15% of year's attendance could impact a student's promotion to the next grade level.

Students not picked up within 15 minutes of dismissal time will be sent to after school care. Families will be charged a \$25 fee, no matter how long they stay within the first hour.

## 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. Parents will only be made aware of the disciplinary actions of their own child. Every situation is handled in a way that keeps students safe and promotes growth and learning for all involved.

### 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.
- bullying - Our school defines bullying as unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose. A culture of caring is our most powerful tool against bullying.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and the frequency and intent associated with the incident. Every effort will be made to create opportunity for learning and growth from an incident. Being punitive is avoided as much as possible.

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. Parents are informed if the staff member sees this as repeated behavior.**
- **Staff includes the principal in the problem solving process. In this case, the parents are always called to be made aware of the conversation/issue. The**

office of the principal is not necessarily a cause for concern, more a resource being used to help students succeed.

- In school suspension and travel cards are common courses of action if interventions with parents and teachers don't lead to success.

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.

### **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 safety 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.

### **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.

### **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 by a **child or parent** 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.

**1. Hall Conduct**

Students should act responsible while in the hallways. No running is ever allowed and personal space is each student's responsibility.

**2. 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.

**3. Leaving School Grounds during School Day**

No student may leave the school grounds during school hours without authorization from a parents or guardian. Each student must be signed out at the front office before leaving the school before regular dismissal times.

**4. Littering and Gum Chewing**

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

**5. Valuables**

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

**6. Vandalism/Property Damage**

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

**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. Email and Network 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 information on their enrollment application.

**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 Salem Tennis and Swim Club 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 Appendix.

**D. School Lockdown**

In some situations it may be necessary to have a school lockdown. The school follows the ALICE program. This program is designed to empower individuals to participate in their survival using proactive response strategies in the face of violence.

**Parents should not call the school during a lockdown. The phone needs to be available to emergency personnel. The school will communicate via FACTS SIS, using your listed contact information.**

Complete school procedures for these situations are outlined @ [www.alicetraining.com](http://www.alicetraining.com).

## VII. 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 or 12 months beginning July or September 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.

**1. Tuition Assistance**

Limited tuition assistance is available for school families based on need. It is not the intent of Queen of Peace School to deny a Catholic education to any 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; or
- c) pursue payment through an outside party; or
- d) **report non-payment to the next school a student attempts to enroll in**

## VIII. 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 conditions in students are: head lice (pediculosis), pink eye, chicken pox, mumps and measles. **Parents whose child(ren) are exposed to a classmate with a communicable disease will be notified of the exposure as soon as the school is aware of the condition.** *Students who have communicable diseases or conditions must be excluded from school until cleared by a physician or school staff. We ask that you keep home any child with a “fever” until 24 hours after that child's temperature returns to normal.*

### **B. Covid**

**Students should do the “at home” screening daily before coming to school. Anyone with a fever or other persistent symptoms should stay home. When you are unsure, err on the side of caution. If you feel like you should call and ask, it probably means you should keep your child home.**

**When proceeding through the drop off line, students will be have a wellness check and be sent home if they have three temperatures above 100.4.**

**If a school child is exposed to a person who is Covid positive, the child and family are to quarantine for 2 weeks whether there are symptoms or not.**

**If a family member is exposed to a person who is Covid positive, and shows no symptoms, the child and family are to be vigilant but do not have to quarantine from school.**

**If a child in a cohort tests positive for Covid and they have been to school, all cohorts that have had direct contact will quarantine at home for 2 weeks.**

### **C. 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.

### **D. 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 (Non-injectable)**

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:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- 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 (Injectable)**

The following is required for: “...*any injectable for students who have severe allergic responses to insect sting, to other specific allergens.*”

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. 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 injectable.
- c. Epi Pens will be kept in the school office and taken on field trips.

### **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 on the prescribed form which include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- 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 for required form to be used for both Prescription and Non-prescription medications to be administered at school

### **E. 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, Covid-19, chicken pox, pink eye, 5<sup>th</sup> disease, swine disease and/or head lice.

## IX. 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 at an appointed time when students are not present. 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. **Bumper stickers, clothing and conversations that are politically or socially divisive have no place at school events or on school grounds.**

### **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 Club**

The objectives of the Parent Club (PC) 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, community building functions, and fundraisers.

### **F. Parties**

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

Parent led celebrations are arranged with individual teachers. Treats may be purchased or prepared at home. School sanctioned parties will include healthy treats and no more than 1 sweet. Parents will be notified of upcoming parties so they can accommodate their child's needs if necessary. Gifts for the student, including flowers or balloons will be held at the front office until the end of the school day.

#### **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.

### **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 *electronic newsletter* and by carefully reviewing the varied contents of the *electronic newsletter (which is sent out every Thursday)*, as well as any materials sent directly from the classroom;
- *Thursday Newsletter* ~ An email is sent home weekly on Thursday or Friday. It should be read carefully to update dates and information. Announcements or other items to be included in the newsletter need to be approved by the principal.
- 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 by volunteering through the SERVICE program and fundraising activities.

#### **2. Volunteers**

Parents are expected to participate in our SERVICE 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. SERVICE Program

The **Service 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 SERVICE Program is an expression of that partnership.

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

#### **The SERVICE Program Guidelines:**

A SERVICE HOUR equals approximately 1 hour or \$50.00. The earning of SERVICE HOURS 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 service hours (15 hours for eligible families with one parent absent). Service hours are to include at least 5 hours of fundraising and up to 10 hours of service can be for the parish.
- ◆ **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.
- ◆ **Each family is asked to participate in all fundraisers.**
- ◆ **Each family will be billed \$50.00 for each hour they have not earned.**

#### **Parent Responsibilities:**

Each family is responsible for recording and reporting their individual Service Hours or contributions. Service hours are logged in a SERVICE HOUR notebook located at the check-in desk to the right of the school entrance or the envoy on-line log in.

1. Each family must complete their own SERVICE HOUR requirement for the current school year. Families may not exchange units with other families.
2. All hours earned during the school year are credited to the current year's requirement only, unless the principal specifies otherwise.
3. If you have any uncertainty or questions concerning what counts for the SERVICE Program, please contact the school office.
4. It is each parent's responsibility to become informed of opportunities to earn Service hours. 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. As an incentive to finish early, people who finish by May 31<sup>st</sup> and didn't need a phone call, can be complete at 27 hours.

#### **Recording Units:**

1. The following chairpersons are the only ones who automatically have earned 30 Service Hours: Parent Club officers and auction chairpersons.
2. **SAC advisory members earn an automatic 15 Service Hours.**
3. All other volunteers should keep track of their service hours.

**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)

**X. 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.

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

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

**D. 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.).

**E. 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.

**F. 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. You will be notified via phone call by an automated system as soon as a decision is made.

**TV Channels CCTV Ch. 21, KATU Ch. 2, KGW-TV, Ch. 8 and KOIN, Ch. 6**

You may also check online for school closure information on the school facebook group or on the Salem-Keizer website

[www.salkeiz.k12.or.us/DistrictCenter/Emergency/index.htm](http://www.salkeiz.k12.or.us/DistrictCenter/Emergency/index.htm)

*Please have emergency care plans in place in case of emergency closures.*

### **G. 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.

### **H. Skates and Skateboards**

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

### **I. 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.

### **J. 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 locate the pickup/drop off map on our website [www.qpschool.org](http://www.qpschool.org). Please follow these instructions to drop off and pick up your children in a timely manner:

- a) ENTER the parking lot through the north 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 Friendship.
- d) Parents may park on the south side of the gym and walk into the school to pick up their child. Please **do not** park on Friendship.
- e) **During Covid: everyone without a child in the library, portable or music room goes through the drop off line for a wellness check before dropping off their child(ren). All other families can park and get their wellness check at the front doors of the school.**

### **K. 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.

### **L. Weapons Policy**

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.

## **XI. STUDENT ACTIVITIES**

### **A. Altar Servers**

Third, fourth and fifth grade students are trained to be altar servers if they are interested and parents agree. They are scheduled for service through the parish office for serving at school or Sunday Masses.

### **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 and families are made aware of area and city-wide athletic events available for their age groups.

### **D. Field Trips**

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, Called to Protect classes and online courses taken
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

### **E. 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.**

**F. Leadership Team**

The Leadership Team is for 5<sup>th</sup> grade students who have demonstrated leadership qualities and been recommended by their teacher and peers. 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. They lead school assemblies and help plan for school wide events.

**G. Service Projects**

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

**H. Before and After School Clubs**

A variety of before and after school clubs exist throughout a school year. Some clubs require fees for materials or enrollment and some are free of charge. Clubs cannot be promised from one year to the next but each year clubs will be offered. Clubs are generally run by volunteers and a minimum number of students may be required for a club to stay viable.

## **XII. STUDENT AWARDS**

Students will be recognized for a variety of awards throughout the year at all-school assemblies.

## **XII. STUDENT EDUCATIONAL RECORDS**

**A. Annual Notification**

Parents of students currently in attendance at Queen of Peace School may review their 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: the parents' and student's names, telephone listing, email and grade level. Birthdays and awards received may be published in appropriate newsletter communications and assemblies.

A parent is entitled to refuse to let the school designate any or all of these items about the student as directory information. This is found on the enrollment document. If things change during the school year please notify the front office in writing.

### **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.

## **XIV. STUDENT SERVICES**

### **A. Lunch Services**

An optional hot lunch program is offered for purchase through the school lunch program and paid for through the FACTS SIS parent portal.

### **B. Milk Program**

A milk program is offered for purchase through the school lunch program and paid for through FACTS SIS parent portal

### **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 at least one half hour before dismissal. Calls received after this cannot be assured of delivery.

## **XV. 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 **Archdiocese** requires volunteers to undergo a background check administered through the Praesidium which the Archdiocese of Portland has contracted through. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The Archdiocese, 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.

**B. Volunteer Training**

*All volunteers are required to attend a class given by the principal.* The CASE training (new families only) and Armatus online courses 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, Parent 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.

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QUEEN OF PEACE  
Catholic School

## Signature Page

Family Name \_\_\_\_\_

### Agreement

I/We have read the material in the Queen of Peace School Handbook and agree that we and our children will follow and uphold the school policies while a part of Queen of Peace School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THIS SIGNED FORM TO THE SCHOOL OFFICE**