



Parent & Student Handbook

Policies, guidelines and useful forms

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A - Introduction

A – 100 Welcome from Monsignor Ken Fiedler

A 200 - Mission

“Love in every word, respect in every action, confidence in every heart.”

Working together, students, teachers, and parents will, in a Christ-like spirit, encourage the search for knowledge and an appreciation of each person’s capabilities and differences in a caring environment.

Goals:

- live as Jesus taught us – pray together, help others, speak kindly, forgive, find the good, be peacemakers
- promote a caring school climate in which students maximize their capabilities
- encourage all people to believe in themselves and do their best in life
- see and appreciate the likeness of God in others
- foster an effective communication network that builds positive relationships

A 300 - History

In the fall of 1945, the Milwaukee Archdiocese acquired five-and-a-half acres of land in Westmorland as a future site for a parish to serve the rapidly expanding west side. The site was previously a part of the Westmorland golf course.

Archbishop Moses E. Kiley established the new parish in November 1945 and appointed the first pastor, Father Bernard R. Doyle. Father Doyle assumed his duties on Dec. 12, 1945. Our Lady Queen of Peace, with a membership of 318 families, became the first new parish to be formed in Madison in more than years.

Shortly after the formation of our parish, Pope Pius XII established a new diocese in south central Wisconsin with the chancery office to be located in Madison. On Dec. 22, 1945, the Pope named Bishop William P. O’Connor to head the new diocese.

Following a successful fund drive in 1946, plans progressed to build a new multipurpose building. Long range, it would be used primarily for school purposes. During the early years, however, it was to serve as a school, temporary church, social and recreational center and residence for the teaching sisters.

Father Doyle’s brief term as pastor ended suddenly in a fatal automobile accident on Oct. 16, 1947. On Nov. 21, 1947, Bishop O’Connor named Father Francis McDonnell to succeed Father Doyle at Our Lady Queen of Peace.

On July 18, 1948, Bishop O’Connor presided at ground-breaking ceremonies for the new school building. The cornerstone for the \$315,000 building was laid on Dec. 11, 1948. In the spring of 1949, Mother Mary Evelyn and the Council of Sisters of the Third Order of St. Dominic, Sinsinawa, agreed to staff the new school with Dominican Sisters, beginning with the fall term of 1949.

Since 1949, Our Lady Queen of Peace School has served the community as a Madison Diocesan parish school. The school has grown in size and enrollment, currently educating children from kindergarten through eighth grade.

Our Lady Queen of Peace School, as an extension of the home, with the support and guidance of parents and the highly qualified staff, offers experiences in Christian personal growth,

educational excellence and the integration of learning with life for approximately 475 students. The curriculum is student-centered, values-based and academically oriented.

The educational program includes Religion, Language Arts, Reading, Math, Science and Social Studies, as well as Foreign Language, Music, Band, Health & Guidance, Computer Science, Physical Education, Art and an interscholastic sports program for both boys and girls. Through the tenets of Catholic education, Our Lady Queen of Peace School fosters the spiritual, intellectual, and physical growth of the children entrusted to its care.

A400 - Philosophy

We, the faculty of Our Lady Queen of Peace School, a Catholic community, believe:

- Children are a gift of God, given to us temporarily to love and to teach. They are intrinsically good, are eager to learn, and have unique talents.
- Children need and have the right to love, acceptance, understanding, support and guidance to discover and develop their own gifts and talents, so they may become more Christ-like and responsible members of our world community.
- School, as an extension of the home, should provide positive experiences that stimulate and motivate each child to achieve his or her full potential in an atmosphere of security, faith development, academic excitement and social interaction.
- Our Lady Queen of Peace School has the responsibility to be a community of faith where members teach and model the message of Jesus and inspire each other to service.

B - Administrative Guidelines

B 100 - Admission

Our Lady Queen of Peace Parish recognizes its calling to serve the people of the parish by providing an education for our children based on the teachings of Jesus Christ and a tradition of academic excellence. Fostering the spiritual, intellectual, and physical growth of the children entrusted to our care is our primary goal.

Admission standards:

- Children are accepted without regard to race, gender, ethnicity or national origin.
- A child must be 4 years old by Sept. 1 to enter K4, 5 years old by Sept. 1 to enter K5 and 6 years old by Sept. 1 to enter first grade.
- Applications for admission are accepted throughout the year, and all applicants are placed on a list until open spaces are determined. The list is prioritized based on parishioner status at the time of application.
- All applicants seeking parishioner status must:
 - officially register as parishioners and attend Mass at Our Lady Queen of Peace
 - regularly participate in sacramental programs as a family
 - volunteer time and talent to Our Lady Queen of Peace Parish
 - support Our Lady Queen of Peace financially as determined by Parish Finance Council

Admissions Priority List:

1. Students currently enrolled in K5 and higher at Our Lady Queen of Peace School
2. Siblings of parish member students already enrolled
3. Siblings of parish member students who have already graduated from Our Lady Queen of Peace School
4. Current K4 students of parishioners
5. Current K4 students of soon to be parishioners
6. Siblings of non-parishioners students already enrolled
7. Students of families from other parishes who have recently registered at Queen of Peace
8. Non-parishioners
9. Non-Catholics

No child will be denied admission to the school for financial reasons alone. The Parish Grant Committee may make exceptions in cases of financial need and review grant applications for tuition assistance. These recommendations are subject to final approval by the Pastor.

Transfer students may be given a placement test. Admissions decisions are made based on the placement test, previous school records, and interviews with parents, student, administrator, and teachers of and previous school.

The admission application is used for placement on the admission list and does not represent final admission to the school.

B 200 - Tuition

Tuition for parishioners and non-parishioners is determined by the Parish Finance Council upon the recommendation of the principal and the school Education Commission. Current tuition rates are available on the school website.

The school contract specifies parishioners in good standing will:

- attend Our Lady Queen of Peace Church regularly as a family and participate in sacramental programs
- pay minimum parish support for the calendar year, determined by the Parish Finance Council
- contribute to the Diocesan Tax annually
- volunteer time and talent at Our Lady Queen of Peace Parish

All parents share in the education of their children at Our Lady Queen of Peace School. The faculty works as a team with parents, who are the primary educators of their children. To keep tuition and fees at a reasonable level, parents are asked to share in many of the tasks of education, including small group work, clerical tasks, and supervision during lunch and recess. Parent collaboration in these types of activities is absolutely essential to the preservation of education at Our Lady Queen of Peace School, and we are deeply grateful for parents' efforts.

B 210 - Tuition and Grant Policy

Our Lady Queen of Peace established its parish school in 1948. The intent of the founders of our school was to maintain affordable tuition. To achieve this, more than half of the operating budget of the school is subsidized by the generosity of the parish families.

Tuition:

Each year, the Parish Finance Council and the Finance Committee of the Education Commission determine tuition for the upcoming year. The intent is to maintain affordable tuition as a parish school, not a private school. Our Lady Queen of Peace School has an excellent reputation for consistently providing a quality education to our students. We strive to be competitive in our salaries and expenses on a level comparable to public education.

Grants:

No parishioner's child will be turned away because of finances. A special Grant Committee, in consultation with the Pastor, may excuse or extend tuition payment in cases of need. Parents requesting financial aid or grants must apply to the Principal before April 15 of each year for the following school year. Parents also may apply for emergency assistance.

The Grant Process:

Families may apply for a grant with a new or continuing student.

If tuition or parish support balances remain from a previous year, a student may not be registered without determining a plan with the Parish Business Manager to become current in payments. The grants policy recognizes that economic hardships may cause difficulty in family finances.

All grant applications are guaranteed confidential and will have no impact on registration status.

At registration each Spring, a grant application will be included in registration material. Grants range from 10% to 75% of tuition and fees. A Grant Committee established by the Parish Finance Council reviews applications. This Committee will not know the names of the applicants, only their intent to file. The final decision regarding the grant will be determined by the Principal and the Pastor.

A current, active parishioner may apply for a grant. Active means:

1. A registered member of the parish
2. Family participation in sacramental programs
3. Family participation in paying the minimum monthly church support determined by the Parish Finance Council
4. Family participation in volunteering for parish and school

If you are a newly registered parishioner, you must be prepared to fulfill items 2, 3, and 4 above. Because parish families subsidize a large portion of school expenses, non-parish families are not eligible for grants.

Required information:

1. A complete current year filed income tax return, including itemized expenses
2. A completed application, including a statement of reasons for requesting the grant

After all materials are submitted, grant applications are reviewed, and a decision will be made on a timely basis. If denied a grant, families may appeal the decision to the Pastor and the Principal.

B 300 – School Calendar

B 400 - School Day

B 410 - School Hours

| | M | T-F |
|---------------|---|---------------------------------------|
| Grades 1-8 | | |
| | 8:10 a.m.: First Bell | 8:10 a.m.: First Bell |
| | 8:20 a.m.: Homeroom Bell | 8:20 a.m.: Homeroom Bell |
| | 2:17 p.m.: Dismissal Bell | 3:17 p.m.: Dismissal Bell |
| | | |
| Kindergarten: | | |
| Part-Day K: | 8:10 a.m.: First Bell | 8:10 a.m.: First Bell |
| | 8:20 a.m.: Homeroom Bell | 8:20 a.m.: Homeroom Bell |
| | 1:00 p.m.: Dismissal Bell | 1:00 p.m.: Dismissal Bell |
| | | |
| Full-Day K: | 8:10 a.m.: First Bell | 8:10 a.m.: First Bell |
| | 8:20 a.m.: Homeroom Bell | 8:20 a.m.: Homeroom Bell |
| | 2:17 p.m.: Dismissal Bell | 3:17 p.m.: Dismissal Bell |
| | | |
| K4: | | |
| | 8:10 a.m.: First Bell | 8:10 a.m.: First Bell |
| | 8:20 a.m.: Homeroom Bell | 8:20 a.m.: Homeroom Bell |
| | 10:35 a.m.: AM Dismissal | 10:55 a.m.: AM Dismissal |
| | 11:10 a.m.: Lunch Bunch/ Dismissal | 11:35 a.m.: Lunch Bunch/ Dismissal |
| | 11:45 a.m.: PM First Bell | 12:00 p.m.: PM First Bell |
| | 11:55 a.m.: PM Homeroom Bell | 12:10 p.m.: PM Homeroom Bell |
| | 2:17 p.m.: Dismissal Bell | 3:17 p.m.: Dismissal Bell |
| | | |
| Faculty Hours | 7:45 a.m. – faculty meeting at 2:45 p.m. | 7:45 a.m.-3:30 p.m. |

| Lunch Hours | M | T-F |
|--------------------|--------------------------|-------------------------|
| Kindergarten (eat) | 10:35 a.m. – 10:55 a.m. | 10:55 a.m. – 11:20 a.m. |
| (recess) | 10:55 a.m. – 11:10 a.m. | 11:20 a.m. – 11:35 a.m. |
| Grades 1-3 (eat) | 10:55 a.m. – 11:15 a.m. | 11:20 a.m. – 11:40 a.m. |
| (recess) | 11:15 a.m. - 11:35 a.m. | 11:40 a.m. – 12:00 p.m. |
| | | |
| Grades 4-5 (eat) | 11:20 a.m. - -11:40 a.m. | 11:50 a.m. - 12:10 p.m. |
| (recess) | 11:40 a.m. - 12:00 p.m. | 12:10 p.m. - 12:30 p.m. |
| | | |
| Grades 6-8 (eat) | 11:30 a.m. – 11:50 p.m. | 12:10 p.m. – 12:30 p.m. |
| (recess) | 11:50 a.m. - 12:10 p.m. | 12:30 p.m. - 12:50 p.m. |
| | | |
| | | |

Morning playground supervision begins at 7:40 a.m., and students may not arrive before that time. Students should be picked up promptly after school dismisses. The playground is not supervised after school.

B 420 - Absences

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school on time daily. When students are absent from class, they miss more than just the work that can be taken home. If an absence is necessary:

- Notify the office (231-4580) by 9 a.m. (leave voicemail if phone is not answered)
- After five absences in a semester, a notice will be sent home reminding parents of the school's policy. This notice is to be signed and returned by the parent or guardian.
- After 10 absences in a semester, a conference with parents, teacher, and principal will be set to discuss the well being of the student and any needed corrective measures.

If a student has an appointment during school hours, parents should send a note detailing:

- The date of the appointment
- Who is to pick up the student
- What time the student will leave
- If and when the student will be returning during the day

B 430 - Tardiness

Being on time to school and into the classroom is essential. Students who are late have a hard time getting ready for classes and participating. It is the parents' responsibility to get children to school on time. The first bell rings at 8:10 a.m., and children should be seated at their desks, ready for homeroom to begin no later than 8:20 a.m. If they are not, they are considered tardy.

After a student has been tardy five times in a semester, a notice will be sent home to the parents. The notice is to be signed by a parent or guardian and returned the next day.

After a student is tardy 10 times in a semester, the teacher and principal will meet with parents to discuss corrective measures for the problem.

B440 - Early Dismissal

If a pupil must leave school before regular dismissal, parents should submit a written or e-mail request to the homeroom teacher, who will send it to the school office. For the safety of the child, parents should come into the school office before taking the child out of school.

B 450 - Bus Service

The Madison Metropolitan School District provides bus service for eligible children in grades 1 to 5.

Parents and students must assume that school bus transportation is a *privilege* to the student, not a right. Students who misbehave may be denied the privilege of riding the bus. Drivers are responsible for the maintenance of order among children being transported and are instructed to use any reasonable means to maintain proper order and discipline on the bus. It is the duty of the driver to immediately report misconduct to the principal of the school that the student attends.

Misconduct that may result in loss of bus privileges includes: yelling, cursing, obscene language, throwing things within the bus or out the windows, fighting, scuffling, smoking, damaging property, extending head, arms, or hands out the windows, moving about while the bus is in motion, bullying, or any other behavior that may jeopardize health, safety and welfare.

No passengers are allowed except those authorized to ride. Exceptions to this rule may be made for students going home with a regular bus rider. In this case, the student must have a note from his or her parent giving permission to ride the bus to the other student's home. This note must be signed by school office personnel. Requests for variations in routes or stops cannot be granted.

While riding the bus, children are under the jurisdiction of the driver and must obey the rules governing the privilege of bus transportation. If a driver reports a child for serious misconduct, the principal will discuss the matter with the child, call the parents and may revoke the privilege of riding the bus for any period. If the same child is reported several times for serious misconduct, the privilege of riding the bus will be revoked permanently.

B 460 - Hot Lunch Program

The purpose of this program is to teach manners and promote good nutrition through a well-balanced and reasonably priced meal for students. The lunch consists of meat/meat alternate, bread, vegetable or fruit, and milk. A la carte items including milk, orange juice and other snacks also are sold in the cafeteria during lunch. Parents, grandparents, and siblings of Our Lady Queen of Peace students are welcome for lunch. Adult lunches must be ordered and paid for through the school office.

Student meal tickets are sold every Monday in school and between 7:55 and 8:10 a.m. Tuesday through Friday in the church auditorium. Free and reduced meals are available to qualifying families.

B 470 - Afterschool Childcare

An Afterschool Child Care program is available for children in kindergarten through fifth grade. Mrs. Nora Reynolds is the administrator of this program. An Afterschool Child Care Program Parent Handbook is available for further information.

Registration for this program is limited. The program is open to students in grades K to 5. Hours are from the end of the school day until 5:45 p.m.

B 500 - Emergency Plan

B 510 - Inclement Weather

Our Lady Queen of Peace School closes when weather conditions threaten safety either at school or in traveling to and from school. If the Madison Public Schools are closed, we also will be closed. However, in certain situations, we may close even though certain public schools remain open.

If weather conditions appear to threaten the safety of students, the principal will check with bus companies, taxi companies, or any other helpful source, to determine the conditions of city streets. The principal may consult with the president of the Education Commission, if available, or the vice president, in making the decision about closing. If school closes, the principal will notify WIBA (1310 AM) radio station and other radio and television stations if possible.

If severe weather conditions develop during the day, check radio, television and news websites for announcements. If school is not closed, parents still may pick up their children early after contacting the school office. Children will not be released early from school without parental consent.

Parents must make advance arrangements in event of emergency closing and discuss these arrangements with their children.

Children should know what alternative emergency plans have been made if parents are not at home or cannot be reached.

In the event of a tornado warning for the area, children will remain in the school building and go to designated tornado shelter areas. Students will be kept at school until weather permits them to leave. Children may be released to parents who come in person to get them.

B 520 - Evacuation

If other emergencies require locking down classrooms or evacuating students to different buildings, the school will make every effort to advise parents of the situation as it occurs. If there is an evacuation of the entire facility, students will be directed to Midvale School at 502 Caromar, 1.5 blocks southwest of Our Lady Queen of Peace. Calls may be directed there, but parents should be aware that developing situations are often so fluid that little information can be provided. Notification of the emergency will be sent to WIBA (1310 AM). Students will not be allowed to leave school during emergencies unless the parent is present to take the child, but parents should not attempt to access the school if it means putting themselves or students at risk.

B 530 - Lockdown, Intrusion or Threat

If an imminent threat either inside or outside the school requires a lockdown, all doors to the school will immediately be locked both inside and out. Students, if on the playground, will be brought inside to the nearest safe locked area. Guests and visitors will not be allowed inside the school at this time. If students are needed for appointments during lockdown, parents are asked to call the office and arrange for the student to be at the office. Parents would then come to the main office at the Holly Avenue main entrance only.

Parents and guests are asked, when visiting Our Lady Queen of Peace School, to always sign in and out at the main office. Parents must have a volunteer or guest pass with them at all times. Please do not try to go to any classroom, lunchroom, or aide room without a pass.

B 600 - Field Trips

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers will prepare students for the location and events of the trip, including the educational purposes and goals.

Children may not participate in a field trip without the written consent of a parent or guardian. Permission slips will include:

- Location and date(s) of the event.
- Cost to the student.
- Mode of transportation.
- Name of the supervisor overseeing the activity.
- Parents' responsibility.
- Cover letter with the educational value of the field trip.

Cost of transportation will be shared by all students. Whenever possible, bus transportation will be provided. The use of private vehicles is allowed only with written permission from parents. If a private passenger vehicle must be used, the following must be verified by the driver:

- The driver must be 21 older.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
- Use of seat belts is required for each child transported.

A signed Volunteer Driver Information Sheet must be submitted to the principal for each vehicle used. Each driver or chaperone will be given a copy of the approved itinerary including the route to be followed and a summary of their responsibilities. For trips other than interscholastic athletics, supervision of one adult per 10 students is required.

Field trips are privileges afforded to students, not absolute rights. Students may be denied participation if they fail to meet academic or behavior standards.

Parents of Middle School students will be informed of all the details for that unit's field trip privileges in the "Welcome Back" Middle School Letter, which will be distributed in the fall. Middle School parents and students sign this letter and it is then returned to the homeroom teacher. Field trip fees may be non-refundable if a student loses the privilege to participate.

Social field trips that are not primarily educational require specific approval by the Principal, in consultation with the Education Commission and Pastor. In determining the acceptability of a proposed trip, the Principal will consider such things as fairness to teachers; safety risks and available security enforcement; liability exposures and insurance coverage; distance and mode of travel; supervision of students by parents or teachers; the feasibility of a private party at the establishment.

A blank field trip permission form is included in the back of this handbook if an original is lost.

B 700 - Helpful Tips

B 710 - Lost and Found

- lost and found is on the first floor, near the kindergarten classrooms
- items are moved into the main entrance hallway during conference times and at the end of the second and fourth quarters
- please label all gloves, hats, scarves, boots, sweaters, lunchboxes, backpacks and physical education attire with your family's last name
- unclaimed items are sent to St. Vincent de Paul at the end of the school year

B 720 - Telephone

- use of the school phone by students is for emergencies only
- please communicate with your children in advance, so they know they cannot phone home for forgotten assignments or missing clothing
- parents are welcome to leave a message with the office for a student when the situation is urgent, such as an unforeseen change of plans in who will be picking a child up from school
- please do not call or text your children on a cell phone during the school day

B 730 - Morning Prayer and Announcements

- morning prayer and announcements are given over the public address system at 9:30 a.m.
- everyone in the school is expected to be silent during this time
- all information for announcements must be turned in to the office by 8:45 a.m.

B 740 - Newsletter, E-mail Announcements and Website

- brief announcements come to all families via e-mail each week, under the heading "Wednesday Envelope"
- a school newsletter is sent electronically once a month and includes an events calendar and lunch menus
- the school website, www.qops.k12.wi.us, contains all newsletters, calendar items and policies
- electronic distribution of information is preferred because it is in keeping with the parish's focus on stewardship of natural resources, but if your family cannot receive e-mail at home, simply contact the office to have paper copies sent home with your children

C - Curriculum

C 100 - Curriculum Development Plan

Curriculum evaluation and development is ongoing at Our Lady Queen of Peace School. Each year a committee of teachers reviews existing curricula for each grade in a given subject area. The teachers are expected to attend conventions and pursue professional development in the subject area. They collect data and research on the subject. The teachers then evaluate the existing curriculum and rewrite, as needed, the goals and expectations for student achievement in that area. The committee also makes recommendations for texts and materials in the subject area.

Timetable for subject review:

| Subject | Year of Last Review | Schedule of Next Review |
|-----------------------|---------------------|-------------------------|
| Science | 2005-2006 | 2012-2013 |
| Social Studies | 2006-2007 | 2013-2014 |
| Mathematics | 2007-2008 | 2014-2015 |
| “Specials” | 2008-2009 | 2015-2016 |
| Reading/Language Arts | 2009-2010 | 2016-2017 |
| Religion | 2011-2012 | 2017-2018 |

School Improvement Plan Review: 2010-2011, next study 2016-2017

C 200 - Core Subjects

C 210 - Religion

The Religious Education Program’s foundation of content is based on the areas of biblical, liturgical, ecclesial and natural development. The program aims to be comprehensive, developmental and flexible. It is comprehensive in delivering the essentials of the Christian message at each grade level. It is developmental by introducing concepts in the early grades simply and directly, later reinforcing them as children mature. It is flexible for the teacher who, at any grade level, can emphasize the content area most needed by a particular class. A student beginning the program in a later grade can be introduced into the program without the fear that he or she has missed any fundamental concepts.

The Curriculum Standards of Our Lady Queen of Peace School are derived from the combined efforts of the Diocese of Madison and our faculty and staff. The following standards are based on the structure of the Catechism of the Catholic Church and the spirit of the General Directory of Catechesis. The emphasis of this curriculum will concentrate on the liturgical year and Gospel.

Standard 1. Sacred Scripture: Students will read and understand Sacred Scripture as God's Word speaking to them.

Standard 2. Doctrine: Students will know and understand the basic teachings of the Catholic Church and how they apply to their lives.

Standard 3. Sacraments: Students will know and appreciate the importance of the Sacraments and the centrality of the Eucharist in the life of Catholics.

Standard 4. Community: Students will understand and appreciate the role of the faith community – the Catholic Church – into which they have been baptized and through which they grow in faith to mature discipleship and will know what it means to have membership in the local, universal Catholic Church.

Standard 5. Service: Students will engage in service to and exercise responsible stewardship for the various communities to which they belong: family, school, parish, local, national, global.

Standard 6. Prayer: Students will experience and appreciate a variety of prayer forms in addition to the prayer of the sacraments.

Standard 7. Spirituality: Students will know how to develop a personal relationship with God.

C 220 - Reading/Language Arts

The Communication Arts curriculum reflects our faculty's belief that our mission is to enhance children's talents by developing abilities to listen, speak, read, and write. The future dictates our children's needs. To meet these needs, we believe an interactive process of instruction encompassing all communication skills is necessary. Our program:

- sharpens and focuses listening skills to stimulate children's thinking, enabling them to respond and communicate with others and facilitating the spirit of cooperation so necessary in our increasingly interdependent world.
- develops and refines students' speaking abilities to enable them to understand, organize and clarify their own thoughts and to persuade, inform, inspire and entertain other people.
- teaches reading skills to give students the joys of lifelong learning, vicarious experiences, improved comprehension and increased vocabulary and the tools to make informed decisions.
- uses the process of writing both for creative and informative self-expression, so students may become better readers, speakers, listeners, and viewers.
- encourages a deeper understanding and appreciation of the Communication Arts.

C 230 - Mathematics

The study of mathematics is a thinking process that involves every aspect of life. Because our students face a world of rapidly changing technology, development of problem-solving approaches and computation skills are essential. Our program is developmental, provides for individual differences among our students, and is based on the national, state, and diocesan mathematics standards. Our program:

- develops mathematical literacy in students by teaching mathematical communication and reasoning skills.
- integrates problem-solving skills at all grade levels, so students acquire the ability to apply previously acquired knowledge to new and unfamiliar situations.
- promotes healthy and positive attitudes toward the study of mathematics as a valuable lifelong process, applying equally to males and females.
- provides strategies that develop competencies in computation.
- recognizes the implications of Piagetian theory by providing presentations of mathematical concepts building from the concrete to the abstract thinking process.
- provides for appreciation and integration of mathematics in the scientific and social aspects of our culture.
- accommodates individual differences and meets individual needs through homogeneous grouping, programs of remediation, enrichment, and acceleration.
- utilizes calculators and computers as tools to develop and validate basic math concepts and problem-solving skills.
- acknowledges student achievement through comprehensive evaluation procedures, including competency-based and standardized testing.

C 240 - Science

Reflecting Our Lady Queen of Peace School's educational philosophy of developing each child's potential in an atmosphere of academic excitement, the science curriculum allows a continuum of experiences with appropriate emphasis on four components of science education, as defined by the Wisconsin Department of Public Instruction. These are: 1.) Problem Solving Skills, 2.) the Nature of Science, 3.) the Interaction of Science, Technology and Society, and 4.) Scientific Knowledge. The curriculum is based on national, state and diocesan standards. Our program:

- develops an interest in science and technology.
- provides thinking strategies that develop competencies in problem solving.
- provides learning experiences that will help the students move from their present level of problem-solving skills to the next higher level.
- develops abilities in making responsible everyday decisions by using scientific knowledge, problem-solving skills, and informed attitudes.
- provides an understanding that scientific knowledge is tentative and subject to change.
- distinguishes between scientific knowledge and personal opinion or belief.
- explains how society influences science and technology, as well as how science and technology influence society.
- demonstrates the potential as well as the limitations of science and technology in advancing human welfare.
- includes the core areas of science: physical, earth and life (including human growth and development and care and respect for the human body).
- integrates environmental knowledge and respect for ecology.
- provides opportunities for awareness of careers in science.

C 250 - Social Studies

The Social Studies curriculum offers many opportunities for students to develop an awareness and application of learned skills to the world around them. From the beginning of community awareness in kindergarten to the study of the world and American History in the seventh and eighth grades, students are given experiences that emphasize communication skills and prepare them for life through an awareness of recent and past events.

C 300 - Specials

C 310 - Music

As part of the academic curricula, music in its many forms and the theories surrounding those forms of expression is offered to all students in kindergarten through eighth grades. All children participate in music as part of religious liturgical experiences at school.

C 320 - Art

Art and creativity are encouraged in all facets of the curriculum. Different opportunities are provided by teachers to enhance topic areas through creative expression in art.

C 330 - Computer Education

Computer Education is offered to all students. The curriculum begins with computer-assisted instructional programs and progresses to using the computer as a tool in classroom work. This program includes keyboarding skill development, word processing, databases, spreadsheets, logo, problem-solving, and programs specifically selected to correlate with the subject and grade-level curricula.

C 340 - Foreign Language

Spanish is taught at Our Lady Queen of Peace School to all students in grades K-8. The curriculum begins with conversational Spanish in the lower grades moves toward grammar and declination in seventh and eighth grades to improve cultural awareness and communication skills.

C 350 - Physical Education

A developmental program for Physical Education of children from all the grades is provided at Our Lady Queen of Peace School. Students learn basic skills and the fundamentals of many sports in their classes. A required health course is presented to seventh and eighth graders.

C 400 - Supported Extra-curricular Activities

C 410 - Band

Band is offered to students in fifth through eighth grade as part of the school day. Families pay a separate fee for instrument rental and lessons.

C 420 - Sports

All students in fifth through eighth grade may participate in interscholastic sports as part of the Madison Area Independent Sports League. The Athletic Handbook detailing participation is available from the Our Lady Queen of Peace Athletic Association or on the school's website. The school may not field a team in a particular sport in a given year if there is insufficient participation. A nominal per sport participation fee is required.

Sports usually offered:

- Boys: football, basketball, volleyball, track and field
- Girls: volleyball, basketball, softball, track and field

C 500 - Counseling Program

All children, not just those in a crisis situation, may benefit from having counseling and guidance services available to them. School counselors see children individually and in small groups through self, parent, or teacher referral. The counselors facilitate classroom guidance activities for all students and work with teachers, administrators, and community agencies. Parents are encouraged to share information with the school counselors to help their children achieve their fullest academic, social, and emotional potential. Attitudes formed during elementary school shape future attitudes toward learning, self, and society.

C 600 - Special Needs

Our Lady Queen of Peace School has systems for remedial intervention by the faculty when students have special needs.

Teachers identify a problem and make adjustments in teaching techniques in the normal classroom situation.

If deficiencies continue, teachers may recommend:

- Parental assistance in studying
- Tutoring
- Summer school

If the above strategies are insufficient, a multidisciplinary team (M-team) evaluation is requested from either the public or private sector. If the M-team recommends the child remain at Our Lady Queen of Peace School, the school will attempt to serve the child's needs. The school does not have licensed, certified programs for students with identified Exceptional Education Needs (EEN, as defined by PL 94-142 and Wisconsin Chapter 115); therefore, if the M-team recommends placement in an EEN program, the school will facilitate the student's transfer.

C 700 - Unit Structure

Our Lady Queen of Peace School uses a unit structure to facilitate learning, educational decision-making, and school communication.

The Primary unit comprises students and teachers in kindergarten through third grade, subdivided into K/1 and 2/3 sections. The Intermediate unit consists of fourth and fifth grade students and teachers. Middle School is the grouping of sixth through eighth grade students and teachers.

Children have homeroom teachers to help with spiritual, social, and emotional growth, as well as manage the details of collecting money for field trips, sending notes home, etc.

The crucial early school years, represented by the primary grade grouping, provide teachers an opportunity to observe student growth and development and to teach to individual strengths. During the primary years, students learn useful skills for classroom success. A large part of first grade is spent developing listening skills, learning to read to facilitate learning in other subjects, and discovering and embellishing each child's special talents and gifts in school-related activities.

All of the curricula at Our Lady Queen of Peace School are developmentally based, moving from concrete to abstract thinking skills. The Primary Unit curriculum is competency-based, rather than textbook-oriented, and is designed to promote higher-level thinking skills and problem-solving abilities as opposed to rote memory and factual retention drills. The major academic emphases in the Primary unit are language arts (phonics-based) and mathematics.

In the Intermediate grades, the student's education becomes more subject oriented. Although teachers remain sensitive to the emotional, spiritual and social development of the children, the students are exposed to more and more academic material each of the intermediate years.

Strong emphasis is given to academic subjects and spiritual development in Middle School. The focus of sixth, seventh and eighth grades is helping students learn time management and independent study skills with particular attention devoted to the development of each young person's self image and social skills. Eighth grade is a culmination of all of the learning and contributions gleaned by each child from Our Lady Queen of Peace School.

C 800 - Grouping

The staff of Our Lady Queen of Peace School is concerned with recognizing and teaching according to student abilities. The rationale for grouping practices in each unit reflects the school philosophy of meeting the developmental needs of children at each grade and each age.

Our curriculum demonstrates our desire to challenge all students at each grade level. The faculty has developed a set of objectives and concepts for each subject and each grade, and all students are taught these sets of objectives and concepts.

C 810 - Grouping in Primary and Intermediate

Children's needs will be met through whole group, small flexible group instruction, cooperative groups and one-on-one instruction in all subject areas. The children are not grouped according to ability.

C 820 - Grouping in Middle School

Language Arts, Reading, Religion, Social Studies, Science and Spanish

Classes in Language Arts, Reading, Religion, Social Studies, Science and Spanish may involve cooperative learning groupings. These are generalized subject areas and provide students with basic concepts about their environment, their language, their history and their religion. These concepts are used to facilitate growth in communication and social skills. Because students should learn to communicate on all levels, it is in their best interest to be working with other students of various abilities. This diversity makes it possible for positive experiences in discussions, relationships, and other classroom situations. Because students will come in contact with a variety of people and situations in the future, this will provide a good foundation for communication.

Math

In Math, Middle School students are grouped by ability to provide positive experiences of learning and growth at the rate at which the student is capable of learning. The student progresses steadily and achieves success in an atmosphere best suited to meet his/her needs. Understanding increasingly difficult math concepts depends on the student's ability to progress into and/or through the concrete, semi-concrete, and abstract levels of thinking. The time line on this progression varies greatly among students. Homogeneous grouping recognizes the reality of student's varied levels of math aptitude, innate abilities, backgrounds, and interest. Grouping by ability also recognizes the reality of students being grouped in the future - as in high school classes. Such grouping is based on the following: teacher observation, past student performance and grades, and testing - both in class and achievement tests. Therefore, evaluation and regrouping is an ongoing process.

C 900 - Grading

Our Lady Queen of Peace School prides itself on the teamwork it maintains with parents. This teamwork is necessary to promote positive learning experiences for children. The coding system for each grade represents an outward sign of sensitivity to children's development at the given age levels. In addition to report cards and conferences, parents are frequently notified by a note or phone call when students are struggling.

Students in kindergarten through third grade receive written report cards at the end of the second and fourth quarters only. At the end of the first and third quarters, conferences are scheduled with all parents to review a portfolio of the student's work. Kindergarten through third grade focuses on discovering an individual student's needs and abilities. Since the curriculum at this level is sequenced according to learning skills, the progress reports indicate how an individual child is progressing in acquiring these skills. Reports at the kindergarten

through third grade level must be interpreted individually and not in comparison with other children.

Coding system for K4:

- C Consistent
- E Emerging
- L Let's work on this

Coding system for K5:

- E Emerging
- H Having Difficulty
- I Improving
- S Successful
- * Not Presented Yet

Coding System for First through Third Grades:

- 5 - Exceeds Standards
- 4 - Meets Standards
- 3 - Does not consistently meet Standards
- 2 - Having difficulty/shows improvement and/or effort
- 1 - Having Difficulty

Report cards and portfolio assessments are issued quarterly at the end of nine-week cycles for fourth through eighth grade students. Conferences with all parents are scheduled after the first quarter only. Students move from qualitative reports in performance to more quantitative reports. These are transition years as students move from acquiring learning skills to using these skills to learn more about the world around them. Percentages and averages become more important as students' performance in relation to their peers becomes more important. The fourth through eighth grade report cards reflect progress by subject matter.

Coding system for Fourth and Fifth Grades:

- E+ 100
- E 99-94
- E- 93-92
- M+ 91-86
- M 85-75
- M- 74-63
- B 62-0

In middle school students are introduced to the A-F grading system used in middle and high schools throughout the area. In addition to report cards and conferences, a computerized progress report indicating the student's current academic standing in the major academic areas may be sent to parents midway through each quarter.

Coding system for middle school:

- A 93-100
- B 82-92
- C 71-81
- D 63-70
- F 62 and below

All of the above coding systems are school-wide guidelines. Please note that faculty members may vary from the above percentage guidelines by sending written notices home to parents during the first week of the school year. Report card dates are available on the school calendar on the website.

C 1000 - Homework

Homework is one of the hallmarks of excellent schools, according to the U.S. Department of Education. At Our Lady Queen of Peace School, homework is designed to help students independently practice the skills and knowledge that have been taught to them. Homework is also used to foster self-discipline and train students to manage time wisely.

Within the first six weeks of school, daily homework begins in first grade with independent reading, an assignment that continues in every grade, with a different emphasis. In the winter, first graders get more homework in math and spelling, both of which continue through all grades. Although a first grader usually does not have more than 10 to 30 minutes of homework per day, an eighth grader may have as much as two hours. Long-term projects and tests may require more time, but in general, the maximum time to be spent on homework on the average should be no more than two hours.

In second and third grades, some long-term projects are assigned to help students develop independent synthesis and analytical skills to support concepts introduced in the classroom. In each succeeding year, project assignments and expectations become more elaborate and depend more and more on the young person's ability to manage his/her time during the term of the assignment.

By fourth grade, students are given instructions in taking notes from a book and from class lectures and discussions. Students are encouraged each year, in Intermediate and Middle School, to retain more and more information from a combination of class work and textbooks. Independent note-taking is the goal and expectation for students in middle school, as well as all of the area high schools. An assignment notebook should be kept by the student with all long-term project dates marked clearly to avoid waiting for the last minute.

The progression of emphasis on homework and independent study skills at Our Lady Queen of Peace School has been effective for most students. Each year, the faculty introduce more aids for students to develop these important life skills. Graduates of Our Lady Queen of Peace School often comment that their educational experiences here have been an excellent preparation for high school.

C 1010 - Homework Guidelines

Class work and homework are necessary components of our curriculum and are to be completed on time. Assignments turned in late will receive a reduction in grade for that assignment. Individual grade levels will hand out specific guidelines regarding homework at the beginning of each year.

After absences, all make-up work must be completed within the allotted time established by each grade level at the beginning of the year and made available to all parents. Because of differences in expectations as students get older, individual units and grades determine the time involved in make-up work. Exceptions to these guidelines will be made upon receipt of a written medical excuse.

It is the responsibility of the student and parent to arrange all makeup work and seek time from the teacher to review missed work. Parents are to call for assignments before 10 a.m. to have them picked up by the end of the day at school.

Our Lady Queen of Peace School, in general, follows the calendar of the Madison Public Schools, and has a full year calendar of events included on the website. Students should go on vacation

only during those times of the year that the school has scheduled vacations. The school is not obligated to offer makeup work, additional instruction time or missed tests if students leave at times other than the scheduled vacations. Parents should not expect that students will be given the missed assignments before leaving on a vacation.

Classroom instruction is so valuable in a child's education, and homework assignments cannot replace, but only reinforce, classroom instruction. Individual teachers may use some discretionary latitude given a minimum of three weeks advance notice.

D - Health and Safety

D 100 - Illness

If students are sick in the morning, they should remain home for the day. If a student becomes sick during school or suffers an injury, parents will be contacted. A student who has a fever or exhibits vomiting, diarrhea, or nausea during the night or in the morning of a school day should not attend school that entire day.

After an illness, a student is required to be symptom-free for 24 hours before returning to school. This 24-hour guideline applies to students who are sent home during the course of the previous school day. If medication is required to prevent your child from running a fever, please do not send your child to school. The School Nurse may be consulted if you need additional information.

No student is allowed to leave the school building because of sickness or injury without first reporting to the school office.

D 200 - Immunization

The following are the minimum required immunizations for each grade level. Even if your child meets these minimum requirements, he or she may be in need of booster doses.

| Grade | Number of Doses |
|-------|---|
| K-8 | 4 DTP/DT/Td 4 Polio 2 MMR 3 Hepatitis Varicella (chicken pox) or date of the disease 2 for K and 6th Grade 1 for other grade |

Student Immunization Record forms must be turned into the school office by the first day of school.

Measles, mumps and rubella vaccines must have been received on or after the first birthday.

If your child received the third dose of DTP/DT/Td and polio after the fourth birthday, further doses of these vaccines may be recommended but are not required.

The Madison City Health Department is available for consultation. Vision testing is done by our staff trained in this area.

D 300 - Medications

All medication, with the exception of prescribed inhalers for asthma, must be kept in the school office. This includes prescription and non-prescription medications. The school nurse or other personnel designated by the principal will administer these medications. Any student discovered self-medicating (except using asthma inhalers) or giving medication to another student will face disciplinary action.

D 310 - Administration

1. Parent/guardian Consent Form must be filled out and signed.
2. Physician Order Form must be filled out and signed by physician. Short-term administration of a non-prescription drug may be given without the physician's permission form with the approval of the school nurse. In this situation school personnel will administer the medication for no more than five days.
3. Medication container must state student's name, name of drug and dosage.
4. Under no circumstances will school personnel administer non-prescription medications that have not been provided by the parent/guardian.
5. School personnel have the right to withhold administering medication if the student exhibits possible side effects. The school nurse will immediately notify the parent/guardian of the concern.

D 320 - Record keeping

A confidential record will be established for each student receiving medication, including name of drug, dose, times given, and person administering.

D 330 - Asthma/respiratory illness inhalers

Wisconsin law enables students with asthma and other respiratory illnesses to carry their inhalers with them at school and during school-related activities. The required permission form signed by both the physician and parent must indicate if the student is authorized to carry and self-administer inhaled asthma medications. No record will be kept as the student will not be required to go to the school office. In the case that the physician or parent does not want the student to self-administer unsupervised, the inhaler will be kept in the school office and be available on request.

D 400 - Lice Policy

The goal of Queen of Peace School is to minimizing the spread of head lice between students. Administration, teachers and the school nurse, as a team, will provide diagnosing and monitoring of cases, student/parent education, environmental intervention, and parent communication.

The parents of any student who is determined to have nits/lice are required to treat the student with a pediculicide medication, or other validated treatment, before returning to school. Continued monitoring and nit-removal is necessary by parents, and will be supported by the school nurse. Confidentiality will be maintained.

TEACHERS

Teachers will be familiar with the symptoms of an active case of head lice, will have classroom discussions on preventing the spread of head lice, and will strive to provide an environment that will reduce the incidence of lice. Guidelines are:

1. Children will not share clothing or hair accessories.
2. Hats will be kept in the sleeve of the jacket.
3. Combs are never to be shared.
4. No student is to comb, braid, etc., another student's hair.

5. The school nurse is to be contacted if a student is suspected of having a positive case.
6. Age-appropriate teaching and discussions about head lice will be done.
7. Confidentiality of a positive case is required.

SCHOOL NURSE

The school nurse will provide information for the children and parents' education on head lice control, oversee the diagnosis and treatment of active cases, and communicate with teachers and parents.

Students exhibiting signs of head lice, or at parent request, will be examined. If nits or lice are found to be present:

1. Parents will be contacted and treatment discussed.
2. Homeroom teachers will be notified.
3. Siblings and other students who may have close contact with the affected student may be screened.
4. Parents will be informed in a timely manner if there are 2 or more active cases in their child's grade.
5. Follow-up examinations will be done as deemed necessary
6. The student's name or homeroom will not be released

SCREENINGS

As per the guidelines of the American Academy of Pediatrics, general head lice screenings have not been proven to be effective, and are discouraged. The school nurse will screen individuals or groups of students, as situations require.

ENVIRONMENTAL INTERVENTIONS

1. Classroom vacuuming will be done on a daily basis.
2. Students are asked to keep hats/scarves in their jacket sleeves, and clothing is to be kept in the cubby or locker area.
3. Stuffed animals are discouraged.

CRITERIA FOR RETURNING TO SCHOOL

The student may return to school after proper treatment and the removal of the nits. The school nurse will help the parents monitor the results. In the event a student has several recurring head lice cases, the school may require an examination by a pediatrician. Queen of Peace does not have a "No nit" policy.

D 600 - Wellness

Our Lady Queen of Peace School is committed to providing school environments that promote children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

D 610 - Nutrition Education Goals

Kindergarten through 5th Grade

The primary goal of nutrition education is to develop lifelong behaviors leading to good health and well-being. Within classroom teaching students will discuss:

- eating many kinds of food each day
- choosing nutritious snacks
- eating the right amounts of foods
- drinking plenty of water each day
- making time for breakfast

Middle School

The health curriculum for sixth, seventh and eighth grades include performance standards for nutrition and fitness. Students in each grade are required to take a health class taught by a Guidance Counselor. The students attend a class once a week for a semester.

Sixth grade:

- discuss why the body needs nutritious food and what influences their food choices
- identify and discuss resources that can help them make wise food choices
- promote the benefits of a healthy breakfast

Seventh grade:

- describe how to use the nutrition information on food labels
- use the Food Pyramid to plan meals and snacks
- discuss body composition and BMI

Eighth grade:

- list the six types of nutrients and explain how the body uses them
- discuss the need for water and fiber and what substances in food need to be limited

D 620 - Nutrition Standards for In-School Food and Beverages

Our Lady Queen of Peace National School Program will provide:

School Meals

- a healthy, friendly, clean and safe environment
- attractive and appealing meals to children
- well-balanced, nutritional, palatable meals
- variety of fruits and vegetables
- variety of grains
- variety of low fat milk: 1%, 2% and skim
- meet, at a minimum, the nutritional requirements established by local, state, and federal statutes and regulations

Foods and beverages sold or served at school meet the nutritional recommendations defined by the USDA. Accommodations are made for students with special dietary needs in conjunction with any student's physician.

Free and Reduced Meals

Our Lady Queen of Peace School will provide the opportunity for all families to apply for Free and Reduced Price lunches at anytime. The established system will maintain the privacy of these families and the students.

Scheduling

Grades 1-8 meal times occur before recess. Kindergartners have 30 minutes eating time and grades 1-8 will have 20 minutes.

Vending Machines

Vending machines are not available for student use.

Special Circumstances

All teachers are made aware of food allergies or dietary considerations for the student population. Homeroom teachers will ensure that substitute teachers are informed of special requirements.

Teachers, office staff and lunchroom personnel are trained to provide emergency care in the event of an anaphylactic reaction from a food allergy.

D 630 - Standards for Food Brought from Home

Classroom Sharing

Classroom lessons teach students about good nutrition and the value of healthy food choices. Teachers will reinforce these lifestyle principles through classroom discussion, parental input regarding health concerns, and offering lists of suggested foods for classroom treats. Specific student allergies or dietary restrictions will be noted. Timing of school meals, children's nutritional needs and age will be considered in making snack decisions.

Student Sharing of Snacks/Beverages

Students are discouraged from sharing their personal foods and beverages during meal or snack time, given concerns with allergies and other restrictions because of special diets.

D 640 - Physical Activity Goals

Our Lady Queen of Peace School offers a sequential Physical Education Curriculum for kindergarten through eighth grade. This curriculum will focus on improving and developing physical skills that promote a healthy and happy lifestyle. It is our goal to offer 30 minutes of Physical Education per week to the kindergarten, 60 minutes to the first through fourth grades, and 90 minutes to the fifth through eighth grades. In addition, all students will be offered at least 100 minutes of recess per week.

D 650 - School-Based Activities to Promote Student Wellness

Our Lady Queen of Peace School offers enrichment activities throughout the school year. These may include sports teams, clubs, art enrichment, and drama and musical performances. The programs are designed to provide a healthy, educational experience, teach fundamental skills and strategies, and instill emotional well-being along with a healthy body and lifestyle.

D 660 - Monitoring and Policy Review

Monitoring - The principal or designee will ensure compliance with the established nutrition and physical activity wellness policies. School food service staff will ensure compliance with nutrition policies and will report to the principal, who will report to the Education Commission.

Policy Review - Annual assessment will be done by the principal to help review policy compliance, assess progress, and determine areas in need of improvement. He or she will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

D 700 - Alcohol and Drug Abuse

D 710 - Philosophy & Education

People of all ages and backgrounds can encounter problems with alcohol and other drugs. Because of our care and concern for our students and their families and our interest in the development of the total child, Our Lady Queen of Peace School provides an ongoing education program of prevention.

For Staff

1. In-services presented by professionals in the field.
2. Sharing of current literature.
3. Meeting with personnel from other schools for discussions.

For Students

1. Units concerned with alcohol and drug abuse, including guest speakers who are professionals in the field, will be presented starting at the third grade level.
2. Educational efforts, especially in the Intermediate and Middle School areas, will be intensified.
3. Informal discussions with students will take place when the opportunity presents itself, especially following a TV program, current movie, or news item.

For Parents

1. Sharing of materials covered in units presented to students.
2. Meetings with professional guest speakers who will update information to parents and staff.
3. Sharing of printed materials.

D 720 - Guidance & Referrals

If a student brings alcohol or other drugs to the school grounds, parents will be contacted immediately and local authorities may be contacted. A three-day suspension is automatic and immediate assessment and counseling with an AODA agency is required for school reinstatement. The expectation of the school is that the family and student will follow through on the recommendations of the assessment process and work closely with the school counselor.

Many different social service agencies provide AOD services to Madison area residents. The school has a list of agencies as well as private therapists and counselors that will be provided to parents. Our Lady Queen of Peace School will cooperate completely with these agencies and would expect their assistance in helping the school provide a support system for the student and family.

D 730 - Tobacco Products

The possession or use of tobacco products by the students is prohibited anywhere on the school premises at any time or for any function in which the student body participates. This includes daily and extracurricular activities and bus transportation.

This policy has been adopted because medical evidence, supported by the federal government, demonstrates that the habit of smoking or the use of smokeless tobacco damages health. In the best interest of the health of the students, therefore, Our Lady Queen of Peace School strives to encourage an environment in which smoking is not acceptable.

Penalties

First Offense:

1. Student will be suspended for one day.
2. Parent will be contacted concerning the incident.

Second Offense:

1. Student will be suspended for three days.
2. Parent will be contacted and will accompany student for conference with the principal.

Third Offense:

1. Student will be expelled from school. Should he or she desire readmission, student and parent must appear before the principal and pastor for reconsideration.

D 800 - Dangerous Materials and Weapons

Students may not have any materials, in their possession or in lockers or desks, that may cause harm to themselves or to others. Students found in possession of harmful substances, or what may be deemed a weapon, may be suspended immediately, pending a hearing.

D 900 - Suicide and Loss

D 910 - Philosophy & Education

Teachers and staff of Our Lady Queen of Peace School recognize that children, especially adolescents, can be subject to depression and in some cases, thoughts of suicide. Children experience strong feelings of stress, confusion and self-doubt in the process of growing up. For some students, changing conditions in the family or school environment can intensify these feelings to the point where suicide seems to be the only "solution." Faculty and staff endeavor to teach students positive skills to cope with these pressures and offer referral services to any student in need.

For Staff

Teachers will have periodic in-services presented by professionals to enhance their knowledge of warning signs, risk factors, and treatment for anxiety and depression.

For Students

Curricula centering on liking and understanding oneself, accepting others, dealing with feelings, making friends, examining feelings regarding illness and death, and resolving conflict, all of which are part of good mental health, are incorporated in grades 1-8 with a greater emphasis in Middle School.

For Parents

Meetings with professionals will help parents better understand and communicate with their children.

D 920 - Guidance and Referrals

Teachers are aware of the many moods of students. Teachers are available to meet with any student who seems chronically or seriously upset or depressed. After initial contact, the teacher may deem it necessary to consult with the school counselor and will contact the parents.

Should a student threaten suicide at school, the teacher on hand should continue to talk supportively to the child. The principal will be contacted and will immediately advise the parents/guardian of the situation. The school will require a professional assessment. Counseling for the student and/or family, if recommended by the assessment, will be sought.

Should a student attempt suicide, paramedics will be called to respond. Parents will be called to assume responsibility for their child. The school will require that arrangements be made by the parents for professional counseling. The school will cooperate with the counselor to be able to offer support for the child.

D 1000 - Child Abuse or Neglect

It is the policy of the Diocese of Madison that abuse of minors, including sexual abuse of minors, by priests, deacons, seminarians, women or men religious, or by laypersons employed by or volunteering services to the parishes, schools, institutions, offices and programs of the Diocese is not to be tolerated. Such activity is contrary to basic Christian ethical principles and is a violation of the ministerial relationship of trust between clerics, church workers, and volunteers and those in their care. All clerics, church workers, and volunteers must comply with applicable state and local laws regarding incidents of actual or suspected abuse of a minor, and the procedures outlined within the document entitled "A Safe Environment for All: The Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment" published by the Diocese of Madison.

All employees and volunteers working with students or in our classrooms as aides, chaperones or providing clerical help must complete an application for employment or volunteerism, undergo a background check and take a "Safe Environment for All" in-service of 3-4 hours (currently Virtus training) before being in school or working with students as an employee, volunteer, aide or coach.

In addition, Our Lady Queen of Peace School shall follow:

1. Procedures as outlined under state law and diocesan policies regarding child abuse, including mandatory reporting by certified staff.
2. All non-certified support staff and parent volunteers shall report any suspected child abuse or neglect to their supervising teacher or administrator.

3. Any certified staff reporting suspected child abuse or neglect also will immediately inform the administration that a report has been filed.
4. Subsequent to report being filed, all communication concerning the report will be shared with the administration.

E - Student-Focused Policies

Our Lady Queen of Peace School seeks to foster in each of our students the principles of our school motto: Love in every word, respect in every action, confidence in every heart. Our students are expected to behave in a manner that exhibits pride in self, school, and family, and exemplifies the basic tenets of the Catholic Church.

The second statement of our school motto, respect in every action, is at the core of our expectations for our students.

To facilitate growth in the areas of self-pride and Christian principles, the school personnel at Our Lady Queen of Peace School provide expectations for appropriate classroom and school-wide behavior that students are required to follow. Non-compliance with these expectations will result in consequences set by the school faculty and staff and approved by the Education Commission. These comply with the guidelines of the Diocese of Madison.

Our students will treat each other with respect at all times and carry forth the mission of our Catholic faith in dealing with others.

E 100 - General expectations

Students are expected to...

- respect the authority of all adults
- respect each other in actions and words
- respect school and personal property
- respect the space and privacy of others
- adhere to school, unit and classroom policies

Students will adhere to all policies below, including:

- lunch and playground guidelines
- dress code
- alcohol, drug and tobacco prohibitions
- responsible use of technology

Other important notes:

- No student may be in the school building without adult supervision.
- No student may enter the building during the lunch recess without a pass signed by a teacher or permission from Playground Supervisor, and those with a pass must enter the building at the Safety Patrol entrance only.
- Students are responsible for keeping desks, lockers and cubbies neat.
- Students may not leave the school grounds without permission of the parent and proper notification to the office.

- The church and Parish Center are off-limits to all students except during school-related activities or liturgies.
- No gum-chewing or eating outside the cafeteria unless specifically permitted by staff.
- Students who deliberately call emergency support services to the school, without an actual emergency, will be immediately suspended, pending a hearing on expulsion or other action.
- No pets are allowed on school grounds without administrative approval, including on the playground at drop-off and pick-up times.
- Playground supervision is available before school from 7:40 a.m. until the first bell rings, with no arrivals allowed before this time. Afterschool supervision of the playground is not provided by the school, so students must leave the grounds upon dismissal. No balls or other sports equipment are permitted before school or for 20 minutes after school is dismissed in the afternoon.

E 200 - Bullying

Our Lady Queen of Peace School defines bullying as any abuse of power by an individual or group that deliberately targets others for repeated physical or psychological abuse. Examples of bullying behaviors include, but are not limited to, a pattern of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or – in the extreme – causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with intent to be hurtful. Our Lady Queen of Peace School will not accept such behaviors.

E 210 - Cyber-bullying

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of a technological tool, such as sending or posting inappropriate or derogatory e-mail messages, text messages, digital pictures or images, or website postings (including blogs) that has the effect of: 1) physically, emotionally, or mentally harming a student; 2) placing a student in reasonable fear of physical, emotional, or mental harm; 3) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Because a cyber-bullying incident may not have occurred on the school premises, parents should be aware of their child's "virtual" activity. If a student or parent feels a bullying incident has occurred, never delete or close the offending message – save it so it can be tracked and printed out to document this behavior for others. School personnel may become involved if a student's behavior is negatively impacting the learning environment of the school or if the cyber-bullying occurred because of an association formed at school.

E 220 - Consequences

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Our Lady Queen of Peace School, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline. Any verbal or physical threats made toward other students or staff are treated seriously, not only in terms of respect, but also as a total disregard of our philosophy. Any instance of bullying or threat toward individuals will be dealt with immediately, and may result in suspension until a full investigation can be made regarding the issue, and the student's ability to meet the requirements of this school and community can be assessed.

E 300 - Classroom Expectations

Each teacher will establish written expectations to achieve acceptable student behavior in his or her classroom. These will be given to students during the first week of class.

Students from another class are not to interrupt a class in session without permission from the teacher in charge.

Students' belongings will be kept in order. Textbooks are to be covered. If books (including library books) are lost or damaged, a fine will be assessed to cover current replacement cost.

E 400 - Academic Misconduct

At the beginning of the school year, when the Middle Level homeroom teachers thoroughly discuss their classroom rules and expectations, they include a discussion on the definition of cheating. This kind of dishonesty is not tolerated at Our Lady Queen of Peace School.

Students are allowed to "tutor" another student in a study hall and can work with that student without sharing answers from the tutor's homework paper. If a student is involved in cheating, a Notice of Concern will be issued. The student will receive adjusted credit determined by the teacher, but the work must be redone and submitted. A detailed explanation will be included in the "Welcome Back" Middle School letter, distributed in the fall, signed, and returned to homerooms.

Forged signatures on any materials sent home to be signed, including tests and homework, constitute academic misconduct and will result in a Notice of Concern.

The information in this letter is to be considered as an Addendum to this Handbook.

E 500 - Lunchroom Expectations

1. All students will show respect at all times toward each other and toward the adult supervisors, workers, and volunteers.
2. All belongings will be placed where the child sits. Toys and play equipment should be placed in boxes provided, before entering lunch lines.
3. The children will go to the appropriate line to purchase the food they need. Only those children with a lunch ticket should be in the lunch lines. This relieves congestion and ensures an accurate lunch count.
4. Children will use good table manners. They will sit while eating. Students may not leave the lunchroom with food they are eating or intend to eat on the way to, or on, the playground.
5. Students will leave their places orderly and clean. Spills must be cleaned by using the mops and cleaning equipment available to them. Each child will dispose of waste properly and will stack trays neatly. Students from each homeroom will be assigned to help clean tables before leaving the lunchroom.
6. Telephones, the stage, church bathrooms and the meeting rooms and other church areas are off-limits to students during the school day, except when accompanied by an adult supervisor. No one is to be in the gym or any classroom without supervision by an adult.
7. Children may use the bathrooms in the auditorium in an emergency, one at a time.
8. If middle school students use the lunchroom for a study hall, they will clean up after themselves and display respect for all adults. This is a privilege that can be revoked through the discretion of the adult supervisors or the principal.

9. Students will not leave school grounds during lunch without a written request from their parents or guardian filed in the school office.
10. After sufficient warning, students who break these rules or are uncooperative with the adult supervisors will lose lunchroom privileges and will become the responsibility of their parents during the lunch period.

E 600 - Playground Expectations

1. All students will show respect at all times toward each other and the adult supervisors and volunteers.
2. Students will cross to the playground areas at the crosswalk only. Students are allowed only in playground areas.
3. Bikes are not permitted on the playground. Bikes are not to be ridden during the lunch period. If a bike is used for transportation for a child who goes home for lunch, it will be pushed or carried off of school grounds before being ridden.
4. Games involving balls should be played on the blacktop. No hardballs or balls smaller than a tennis ball are permitted. No baseball or softball bats from home are permitted. Only soft foam balls may be used for ball tag.
5. Students bringing personal items to the playground do so at their own risk. These items are not to be played with in class and may be confiscated.
6. Tackle football, rugby, wrestling, piling, karate kicks and hits, or anything deemed rough by an adult supervisor is not permitted. Piggy-back rides are not allowed.
7. Students may not play near or between parked cars
8. Students may not leave school grounds without written permission from parent/guardian filed in the school office.
9. Students may enter school only with written permission from a teacher shown to an adult supervisor. Injured students will be escorted to the office by an adult supervisor.
10. No skateboards, scooters, shoes with wheels, or roller skates are allowed at any time.
11. Food, candy, and gum are not permitted on the playground to eliminate the risk of choking.
12. Students who break these rules or are uncooperative with the adult supervisors will not be permitted playground privileges and will become the responsibility of their parents/guardian during the recess period.
13. Students are not to throw snow balls or snow at any time.
14. Students should not be on the playground before 7:40 a.m., when supervision is available. Remember that there is no supervision after school. Parents are responsible for students at dismissal at the end of the day.

E 610 - Snow and Cold Weather Guidelines

1. All students must wear appropriate clothing for cold weather. Snow pants or ski bibs, boots, and mittens are required to play on the snow mounds.
2. Rough games are not permitted. These include tackling, piling, pushing, shoving, jumping off the snow mounds, and any games defined as rough by the adult supervisors.
3. No one is allowed to play on the back side of the snow mounds, including trees and bushes behind the mounds, or on the side of the mounds near Owen Drive. The fence and trees must not be damaged.
4. Kicking or throwing snow and ice is not allowed.
5. The playground supervisor will determine if the snow mounds and equipment are too icy for safe play and may restrict play to the blacktop.
6. Students may be informed of additional guidelines by their homeroom teachers, the Playground Supervisor, or school administrators if policies beyond this handbook are necessary.

E 700 - Dress Code

Students are required to dress appropriately, suitable to weather conditions and planned activities. In keeping with our Christian values, modesty should be observed at all times so please refrain from tight or revealing clothing. Acceptable attire:

Shirts/Blouses

Collared shirts, t-shirts (plain, striped, small print or sports T's), sweatshirts, sweaters are allowed. This includes velour or fleece hoodies and sweatshirts.

Not Allowed - visible midriffs, mesh shirts without a layer underneath, shirts or blouses that: advertise alcoholic beverages or drugs, promote inappropriate behavior, are suggestive, have double/inappropriate meanings, or halter, backless or low-cut shirts

Pants

Pants are to be clean, worn at the natural waistline, and fit properly to cover all undergarments. Like all clothing, they should allow for full range of motion, not fitting too tightly or too loosely, so as to be modest.

Not Allowed: Slacks or pants that are torn, ripped, or frayed at the bottom, flannel pajama bottoms.

Shorts, Skorts or Skirts

These should be cut no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

Not allowed: Frayed, torn or cut-off shorts.

Dresses

Dresses should be cut no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

Not allowed: slits above the knee, plunging necklines, or spaghetti straps. We follow the three-finger rule for the minimum width of shoulder strap.

Shoes

Footwear must be safe, suitable to weather conditions, and appropriate for school activities.

Not allowed: flip flops or shower shoes, shoes with wheels, pajama slippers.

E 710 - Church Attire

Students should dress in a manner that reflects the solemnity of the prayer service or Mass. Church days and days of Reconciliation are listed in the calendar in each monthly newsletter. As a sign of respect, Church days are dress-up days. Parents should make every effort to be aware of the Mass and Prayer Services schedule and have their children dressed appropriately. Expect children to be in church once per week.

Additional dress code for Church days:

Shirts/ blouses must have a collar (this includes turtlenecks or similar shirts) and be buttoned up and tucked in at the waist. Sweaters and similar dress shirts are also appropriate.

Not Allowed: T-shirts, athletic jerseys, sweatshirts

Pants should be dress slacks or made of cotton material.

Not Allowed: Denim jeans, shorts, athletic pants or sweats, Bermuda shorts.

Skirts, skorts, and dresses within dress code guidelines are appropriate for church. Capri pants that are of mid-calf length are appropriate.

E 720 - Other important notes:

- Middle school students are required to change for gym class.
- T-shirts, shorts, and shoes worn in the gym must conform to the above dress code.
- Hats are not to be worn inside school, except on designated hat days.
- The school dress code also applies to school dances, play practices, field trips, and all other co-curricular activities.
- The dress code is to be observed by alumni and other visitors to our school.
- No outerwear jackets or coats may be worn during school in the classrooms unless the teacher or administration deems it is necessary.
- Any form of dress or accessory that potentially disrupts the learning environment is not permitted. Our Lady Queen of Peace School reserves the right to make this determination.

E 730 - Noncompliance

Repeated noncompliance will result in disciplinary actions determined by the school.

As a matter of principle, students will not be sent to the office unless two or more faculty or administrators agree that an item of clothing is inappropriate.

Class time missed because of dress code problems will be made up after school or during lunch hours.

Consequences:

- Middle Level: A "Notice of Concern" form is sent home for a parent to sign if a concern has had to be addressed with a student. A note is retained in the student's file.
- Intermediate Level: A note is sent home to the parent, indicating that the child wore inappropriate attire, such as shorts to Mass. The parent is asked to sign the form and

return it the next school day. In the event of persistent noncompliance, the Intermediate Unit requires a reflection paper that provides an opportunity for the student to write about the concern and how he or she could have handled the situation better. The parent is asked to sign this paper and return it the next school day.

- Primary Level: The teacher will send a note home or call if the dress code violation could not be taken care of with a handy item of clothing or a trip to the “emergency box.”

E 800 - Eligibility for Co-curricular Activities

The mission of the interscholastic sports program of Our Lady Queen of Peace School is to provide students an opportunity to develop physically, emotionally, and socially. It is an opportunity to develop a positive self-concept, sportsmanship, and friendships. Extra curricular sports programs complement the school curriculum.

Our Lady Queen of Peace School recommends that parents monitor their child’s participation in all after school activities and set guidelines that balance the needs of academic priorities and recreation. Parents have the right and responsibility to determine whether their child should participate in afterschool activities. This decision will involve many factors, one of which is academic achievement. Information concerning the child’s academic progress will be communicated to parents through report cards, progress reports, and conferences, not only at scheduled times but as requested by teachers/parents.

E 900 - Responsible Use of Technology

Our Lady Queen of Peace uses a digital firewall and filtering software to comply with the "Children's Internet Protection Act." Millions of blacklisted sites are blocked, as well as certain key phrases, and we have the capability to make adjustments as needed. We also use our technological capability to monitor, during class, the usage of each computer and, if necessary, the supervisor will control or deny access. Our computerized, daily usage log is also reviewed, and our policy states that any inappropriate usage results in a cancellation of the student's privileges.

The curriculum for our computer lab classes allows limited time for Internet usage. When 4th through 8th grade students are involved in a research project, they may have an opportunity for guided access to the Internet.

Parents and students must sign a Acceptable Use of Technology Agreement each fall. The agreement acknowledges that it may be impossible to effectively restrict access to all offensive and controversial materials 100% of the time and the student bears the responsibility to abide by the Acceptable Use and Internet Safety Policy. Again, any violations detected by either faculty or our "Netwatch" Program will result in a loss of the student's privileges.

E 905 - Personal Electronic Equipment

Electronic equipment such as cell phones, laser pointers, cameras or toys are not to be used or visible during school hours or on the playground and may be confiscated.

MP3 players, iPods or other listening devices are not allowed in school.

Students may not use personal cell phones during the school day.

Electronic devices are not to be used on school grounds before school, at recess or on school-related activities, such as field trips, unless specifically authorized. Cell phones may not be used on school grounds until after 3:30 p.m., including calls, texts and other smart phone activities. If a parent or guardian needs to contact a student, please call the school office to leave a message for the child.

Cell phones will be confiscated and taken to the office if visible or used during the school day, and a Notice of Concern will also be issued. A parent or guardian will have to retrieve the phone from the school administrator.

E 910 - Acceptable Use Policy

Our Lady Queen of Peace School's computer network provides access to the Internet. To set up an account, the staff member, guest, student, and the student's parent or guardian, must first read and sign the contract titled, Acceptable Use and Internet Safety Policy.

Students, teachers, support staff, parents, and community members with accounts may have access to the following:

- E-mail
- Information and news from a wide variety of sources and research institutions
- Public domain and shareware software of all types
- Discussion groups on a wide variety of topics
- Access to many university libraries, the Library of Congress, and more

Access to computers and people all over the world opens the availability of some material that may not be considered to be of educational value. Schools need to both train students how to

reject these ideas and develop policies on the appropriate use of electronic communication in school. We believe the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the goals of the school.

Student files and computer activities are considered available for teacher evaluation without notice. If students are using the computer for illicit or illegal purposes or for purposes in violation of school policy, they are subject to loss of computer privileges. An adult supervisor will be present at all times during student usage. Our Lady Queen of Peace staff will instruct students in the ethical use of electronic communications, as part of its regular curriculum. All electronic communications to or from Our Lady Queen of Peace School shall reflect the Christian principles upon which the school is founded and support its educational goals.

E 915 - Privileges

The use of the school network is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The computer coordinator will deem what is inappropriate use and may close an account at any time. The administration or faculty may request that the computer coordinator deny, revoke, or suspend specific user accounts.

E 920 - Equipment

If students use the equipment carefully, it will allow access for many students now and in the future. Students may not use disks that have been used on computers outside the school, unless permission has been received from the teacher. Students may not load programs onto their computer without permission from the teacher.

E 925 - Copyright

All federal Copyright Laws are in effect for the usage of Our Lady Queen of Peace School Computers. Some of the highlights are:

Students may not load onto a computer or run any software for which neither the school, nor the student, has the license.

Students may not copy commercial software to share with a friend.

Students may not copy software off of Our Lady Queen of Peace School computers to “borrow” for use on their home computers.

E 930 - Active Restriction Measures

Our Lady Queen of Peace School, either by itself, or in combination with the Internet Provider, will use filtering software or other technologies to protect users from accessing obscene visual depictions, child pornography, or other materials harmful to minors. We also will filter and monitor the online activities of users through direct observation or technological means to ensure that users are not accessing such depictions or any other material that Our Lady Queen of Peace School deems inappropriate.

E 935 - Network Etiquette

Students are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to:

- Internet users will review or download only information and images that are classroom-related, have educational value, and are consistent with school educational goals. No software or games may be downloaded.
- Be polite. General school rules and policies for behavior and communicating apply, just as they do in the classroom or hallway. Do not send abusive messages to others.

- Do not reveal your personal address or the phone numbers of students or colleagues.
- Note that e-mail is not guaranteed private. People who operate the system do have access to all mail. Messages relating to, or in support of, illegal activities may be reported to authorities.
- Do not use the network in any way that would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do not order any materials, or use credit cards, while using the Internet with a school e-mail address. Transmission of any material in violation of any Federal, State, or school regulation is prohibited. This material includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use of or viewing obscene or illegal material, or indulging in activities in support of such activities, is prohibited. Any use of the network for commercial, or for-profit purposes is prohibited. Use of the network for product advertisement or political lobbying is also prohibited.

E 940 - Observation

The computer coordinator and school staff reserve the right to log Internet use and monitor fileserver space use. They also reserve the right to remove temporarily a user account on the network to prevent further unauthorized activity. Network accounts are to be used only by the authorized owner of the account, for the authorized purpose. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network and may lead to further disciplinary action.

Staff members, guests, students, and parents will be required to sign and return the Acceptable Use and Internet Safety Policy before being issued an individual user account and e-mail address.

E 945 - Rules

Follow rules for using a location, time limits, and printing. Log off the system as soon as you are finished to provide others with the opportunity to access the system.

Students will not:

- Access accounts from home without written permission from the administrator.
- Lend their e-mail address, log-ins, and passwords to anyone else.
- Read or change another student's e-mail or files in any way, without the user's permission.
- Use the school computers for other inappropriate uses.

Violations that may lead to revocation of the account include:

- Downloading excessively large files.
- Sharing a password with anyone.
- Subscribing to inappropriate news groups.
- Revealing anyone's home address or phone number.
- Failure to report known security problems.
- Vandalizing hardware or software.

E 950 - Enforcement

Any violation of this policy is unethical and may constitute a criminal offense. The consequences for violating this policy may range from a conference to detention to suspension or expulsion. The school reserves the right to assess fines to offset any down time or the cost of repairs, depending on the severity of the violation, and/or the chronic nature of any violation.

E 1000 - Consequences

Students, faculty, and parents will be aware of the consequences of non-compliance to the above expectations. In most cases, the process is:

1. The student is given a verbal warning by the teacher or adult supervisor.
2. The student writes a note to parent or guardian, or a Notice of Concern is completed, explaining the non-compliance with the expectation.
3. Further non-compliance will result in parent notification, via a Notice of Concern, to be followed by a 30-minute detention after school, at a designated time, typically one day later. After a student's first Notice of Concern has been issued, the second – and any subsequent – Notices will each result in a detention after school.
4. If the behavior is not improved at this point, a conference with parent, student, teachers involved, school counselor, and principal may occur, at which time a behavioral contract may be made between the student and the school.
5. If the contract is broken, a one-day suspension (at home) will be invoked, which will require notification to pastor and a parent conference before reinstatement.
6. Having exhausted all of the above procedures, the principal will initiate an expulsion procedure with pastor.
7. Consequences allow for administrator and teacher discretion and allow them to skip steps if a situation warrants.
8. If the health and safety of either students or staff is endangered, the initial or intermediate steps of these policies may be superseded by the direct intervention of a school counselor, Assistant Principal or Principal.
9. Questions involving disciplinary actions should be directed first to the teacher or staff involved, then a school counselor, followed by Assistant Principal or Principal.

E 1010 - Expulsion (Diocesan Policy DB 5120)

Actions by students or parents for which expulsion may be imposed include, but are not limited to:

1. Striking or insulting any school employee.
2. Any action that seriously disrupts or undermines the school or its personnel.
3. Unprovoked battery or attack resulting in injury to any other person.
4. Exhibiting or using any dangerous weapon on or near school premises.
5. Use or possession of any controlled substance.
6. Making of a bomb threat or setting off an explosive device.

F - Parent-focused policies

F 100 - Commitment to Church and School

Parents are an essential component of our church and school community. Without collaboration between parish, school, students and parents, we cannot achieve our mission of finding “love in every word, respect in every action, confidence in every heart.” We rely on parents for feedback, ideas, volunteerism, and support of our goals and policies. Parents should feel connected to the activities of the school and empowered to help make this community a success.

F 200 - Conferences and Consultations

The first parent-teacher conference is scheduled after the first quarter. The second conference is held during the second semester. Teachers of children in primary grades schedule all parents. The Intermediate and Middle Level conferences are by request of the teacher or parents.

Teachers and staff members are available for conferences throughout the school year. Please make an appointment with teachers when you wish to discuss special questions you may have. Please remember that teachers’ first obligation is to the students during the school day. Because of that obligation, teachers should not be called out of class.

The start of the school day is an especially busy time for teachers, so students and parents are asked not to come into the building before the first bell. Parents should arrange a suitable time, in advance, to consult with faculty.

For the safety of our children, all parents and other guests are required to sign in at the school office and get a badge if they are visiting anywhere in the building other than the office.

Teachers may be contacted via email by using their last name followed by @qops.k12.wi.us, e.g., abshire@qops.k12.wi.us

The professional staff at Our Lady Queen of Peace School strives daily to consider each child’s needs at all times. Input from parents throughout the year regarding your child’s specific social, intellectual, and behavioral needs is always welcomed and helpful to our staff.

This type of input can guide your children’s current teachers when creating class lists for the upcoming year. The school cannot honor requests for a specific teacher. A great deal of time and consideration are given to multiple factors, including the goal of achieving a balance between boys and girls, recognizing the gifts of each student, and providing students an opportunity to get to know others currently not in their homeroom, among other factors.

F 300 - Parent Groups

Parents contribute to the school in many ways, often organized by Our Lady Queen of Peace School’s four parent organizations: Education Commission (our “school board”), School & Family Association (our “PTA”), Athletic Association, and Alumni Organization. Contact information for all the boards and members is available on the school’s website. We strongly encourage parents to get to know these groups and participate in their activities. They’re an outstanding vehicle for staying connected with the school.

F 310 - Education Commission

The Education Commission advises the administration and parish on policy and assists in the planning and oversight of the school budget. The Commission consists of 12 parents elected for staggered 3-year terms.

The Principal and Education Commission work closely in formulating policy. Recommendations on policy matters are then sent to the Pastoral Council, the Parish Finance Council, and the pastor for approval.

The commission's bylaws and all policies are posted to the school website. Any parent, teacher, student, principal or parishioner can ask that an issue be studied for possible policy development. Once an issue is brought to the Education Commission, it is assigned to a committee for study. A research phase draws input from parents, faculty, staff, studies, experts, and other area schools.

Once the committee has completed its study, it drafts a policy for the full commission to consider. The commission operates by consensus, seeking to achieve the best outcomes for all parties.

Education Commission meetings are open to parents and parishioners. Notification of times may be obtained from the newsletter, bulletin, committee members, and Education Commission members. The school office is the clearinghouse for all school-related meetings and would have the most up-to-date information about any meetings.

F 320 - School & Family Association

All parents are members of the School & Family Association. This organization, responsible to the Education Commission, aids the school through volunteer work, fundraising, and parental support.

F 330 - Athletic Association

The Athletic Association, which is also responsible directly to the Education Commission, aids the school by organizing and providing supervision and financing of the interscholastic sports program for boys and girls in fifth through eighth grades.

F 340 - Alumni Organization

The school's newest parent group is the QP Alumni Organization. Its mission is to foster relationships with school alumni to keep them committed and involved.

F 400 - Photos and Marketing

Pictures of students are periodically taken for the newsletter, yearbook, newspaper, local news media, or other documents and programs related directly to the school. The school will allow any and all pictures for the promotion of our school or programs to be used unless otherwise directed in writing by a parent or guardian at the beginning of each school year.

F 500 - Volunteerism

Parents are the primary educators of the children here at Our Lady Queen of Peace School. We look at the collaborative nature of our community and reach out to our parents for so much more than just financial resources. It is important for our students to see their parents in our building working with both students and teachers. Your involvement and presence reinforce how important education is to our students, teachers, and parish community.

It is also a major part of our mission and philosophy to incorporate service to our church, our school, and our community into our curriculum. Parents can model this part of our mission by volunteering time and effort to the classrooms, the playground, the lunchroom, or in many more of our activities. We deeply appreciate all that you do to give to our children and to our school. The true success story of Catholic education, and in particular the program here at Our Lady Queen of Peace, is the involvement of our parents and the expectations they help us set and reach.

F 505 - Volunteer Application

Parents and others volunteer at the time of Fall Registration or during the Parish Time and Talent Survey at the beginning of each school term. Parents may also be called upon during the year as projects come up.

All volunteers who are in positions of direct contact with our students, and who are not being immediately supervised by a member of our staff, must be at least 18 years of age and are subject to background checks per Diocesan policy. (DBA 4112) References and criminal background check will be requested by the school for all volunteers who do not currently have children in the school.

We ask that volunteers fill out an application indicating the following:

- Applicant's name, date of birth, phone number(s), and social security number.
- List of tasks or volunteer activities of interest. Coaches must be approved by Athletic Association and Principal.
- All volunteers must attend a Virtus Training Session before working with our students.

F 510 - Opportunities

Parents have dozens of opportunities to offer their time and talent to the school. As a start:

- Supervise the lunchroom or playground
- Coach a sports team
- Help in a classroom or serve as room parent
- Chaperone a field trip
- Assist with classroom materials in the resource room
- Serve as a member of Education Commission, School & Family, Athletic Association or Alumni Organization
- Organize a fundraiser, such as the Book Fair
- Volunteer for an event, such as Pancake Breakfast

F 515 - Lunchroom Volunteers

Volunteers generally take tickets or work the a la carte line. They help with supervision, including student cleanup and report to lunchroom supervisor.

Hours:

| | |
|-----------------|-----------------------|
| Monday: | 10:45 a.m.-11:50 a.m. |
| Tuesday-Friday: | 11:10 a.m.-12:30 p.m. |

Please note: If you are assigned to help with “Kindergarten Lunch Duty,” the schedule for your duty in the lunchroom will be:

| | |
|-----------------|-----------------------|
| Monday: | 10:35 a.m.-11:40 p.m. |
| Tuesday-Friday: | 11:00 a.m.-12:20 p.m. |

F 520 - Playground Volunteers

Volunteers supervise children at play. They stop inappropriate behavior and language and report problems to the playground supervisor or administrator.

| | |
|-----------------|-----------------------|
| Monday: | 11:05 a.m.-12:10 p.m. |
| Tuesday-Friday: | 11:30 a.m.-12:50 p.m. |

Playground and lunchroom volunteers sign up during registration week. In the event you are not able to fulfill your assignment, it is your responsibility to find a substitute. We realize how circumstances can change, and we truly appreciate your assistance in obtaining your own substitute. Please inform the school office of the arrangements you have made for a substitute.

Parents must work two weeks of playground or lunch duty each year. If your family schedule cannot accommodate this service, you may pay a fee at registration to opt out of these hours.

F 525 - Classroom Volunteers

Volunteers in our classrooms help with various clerical and general supervisory needs. Classroom teachers set up schedules for volunteers individually. Sometimes these are regularly scheduled or they may be for a specific project or field trip need. Volunteers are arranged at the teacher’s discretion, depending on the needs of the class.

F 530 - Coaches

Our school relies on many of our parents to coach our children in volleyball, basketball, touch football, and softball. Coaches volunteer and are selected by the Athletic Board.

We try to offer all our students a recreational league team opportunity in the above sports. All students who play on any team are to participate in every game, with a primary emphasis on learning techniques and good sportsmanship. It’s also so very important that our students are just having fun. The athletic teams are an extension of our school and its philosophy, goals, and curriculum.

F 535 - Room Parents

Each classroom typically has two room parents who help coordinate volunteers and help with special events and parties. Assignments are coordinated by School & Family each fall.

F 540 - Field Trip Chaperones

Field trips are unique experiences the school offers to enhance our curriculum. We could not offer this valuable supplement without many parents acting as chaperones. It is important to have extra parents on hand to help break down the class sizes into more manageable groups. We generally maintain a ratio of one parent for every 8 to 10 Primary students, and one parent for every 10 to 15 4th-8th grade students. Buses are chartered in most cases, and students ride the bus, rather than go with a parent.

Important notes:

- All school rules are in force, unless the Principal has explicitly stated otherwise.
- Chaperones are asked to stay with their assigned group.
- Supervision is both mental and physical, keeping attention always on the students.
- Children of chaperones must not be treated differently than any other child.
- We hope that you, as a volunteer and parent, enjoy the outing, but we are grateful for your remembering that your first responsibility is the safety of the students.
- No younger children may attend field trips, as they will tend to take the volunteer's attention or focus away from the class.
- If the need arises for parents to drive, the students whom they take are to return with them, and the volunteer must have full automotive insurance on all passengers.

F 545 - Volunteer Rights

Your time is precious to both you and to our school, so it is important to be aware of your special place here.

- You are a valued member of our school community.
- You have the right to be treated with respect due any adult staff member, whether paid or not.
- You have the right to worship or pray with us as a staff or community.
- You have a right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions.

F 550 - Volunteer Duties

As volunteers to our school, you should be aware that we expect volunteers will:

- arrive on time, sign in at the school office, and perform the assigned tasks.
- respect and enforce school rules and philosophy.
- remember that the school exists for our students and that we try to treat all the way Jesus would treat them if He were a volunteer.
- ask for instructions and assistance, when needed.
- observe complete confidentiality in all matters related to students and the school.

F 555 - Discipline Code and Volunteers

Please refer to this handbook to be familiar with all policies regarding student behavior. All school rules are to be enforced by faculty, staff, and volunteers. In addition, volunteers and staff will fully support the authority of teachers and administration while here at school.

Volunteers are to expect all students to behave in an appropriate manner toward all adults who are employed or volunteer. Infractions of rules or policies may be directed to staff, teachers or the administration for disciplinary action.

Volunteers are not to physically discipline students in any way.

F 560 - Health and Safety issues with volunteers

The health and safety of all students are the primary responsibilities of the faculty and staff. Volunteers should be aware of school policies regarding contacting the school nurse and the use of medicines by students.

Medications are to be administered in the office during a regular school day. (If on a field trip, the supervising teacher will have the approved medications for students.) With the exception of inhalers, students are not to have, or share any medications.

Students who complain of illness must be directed to the teacher before going to office, and a call must be made to a parent before any student is allowed to leave for home.

In the event of injury or sickness involving bodily fluids, such as vomit or blood, procedures for dealing with blood borne pathogens must be followed:

- Teachers will be informed to deal with the problem directly.
- Maintenance staff will be contacted to clean up.
- Rubber gloves in classroom emergency kits will be used.
- School nurse or administrator will be contacted.

F 565 - Volunteer Emergency Procedures

Evacuation drill procedures are posted in every classroom. Please be aware of the directions for evacuation for any area in which you are volunteering.

If a fire alarm or tornado alarm is announced, everyone must follow the drill procedures.

If an evacuation is announced, all volunteers will attend to helping the individual classroom teachers direct students to evacuation points announced by administration.

F 570 - Child-Abuse Laws and volunteerism

All teachers, staff and volunteers are mandated by law to report any suspected child abuse or neglect to the supervising teacher or administrator.

F 575 - Supervision of volunteers

The Principal is responsible for the total school operation, so he or she supervises all who serve in any capacity in the school.

Volunteers, if in need of assistance, should direct all questions to the supervising teacher, staff member, or administration.

F 580 - Volunteerism and Fundraising

School & Family is the primary vehicle for raising additional funds to provide enrichment opportunities in the classroom and beyond. All parents must volunteer their time to at least two fundraising efforts each year. Opportunities are listed in the fall registration packet, along with a signup sheet, but parents can offer their time at any point in the year by contacting an event coordinator listed on the school website. Opportunities include the fall dinner auction, pancake breakfast, book fair, wrapping paper sale, magazine sale and other efforts. Parent volunteerism is an important part of raising revenue but also an excellent way to meet other families and grow more involved with the school.

F 585 - Student Fundraising

According to Wisconsin Statute 103.21 through 103.28, street trade permits and identification cards are not required when students are engaged in fundraising for a school. The law does require written permission from a parent or guardian for all minors under 12, and children under 9 years of age must be accompanied by a person over 16 years of age. These guidelines are observed by all entities doing fundraising associated with Our Lady Queen of Peace. We encourage caution in all efforts, as our primary goal is the safety and security of our children.

F 590 - Serving as Representatives

Volunteers do not just give time. They represent the church and school both to students and to the larger community. When you volunteer at our school, you are a representative of the church and school. You should support the directions given by the staff and administration. If you disagree with a school policy or guideline, the principal will be happy to hear your concerns and discuss them with you. Since you are serving in a Catholic school, you are expected to support the teachings of the Catholic Church and to behave in ways consistent with those teachings. Personal feelings or philosophies inconsistent with church teachings are not to be discussed with our students.

F 595 - Confidentiality

Volunteers serve quasi-professional functions in our school. In the course of your volunteer work at our school, you may learn confidential information about students, their parents, or teachers. You are expected to keep this information confidential in any setting inside or outside of school, just as you would wish your own privacy rights to be respected.

While helping in the classroom, or in general with students or the other adults who work or volunteer their time here, information must remain here. Grades, scores, how students are performing, or their behavior must not be discussed.

You should also be aware that as situations come up regarding students or families, information may not be given to the community as a whole often because of confidentiality policies.

However, any information that would save someone from harm should be shared with administration or other authority.

F 600 - Parent Agreement

A parent's failure to cooperate with the school, its employees, or the Pastor in their efforts to educate or discipline a student may be seriously disruptive of the school generally and frustrate the philosophy and obligation to educate all other students. Accordingly, parents agree to be subject to and abide by all policies, rules, and regulations of the school or Office of Catholic Schools now in force and hereinafter enacted at any time. Parents further agree to be respectful of the school, its employees, and the Pastor in all contacts with the school regarding a student. Failure of a parent or guardian to abide by these acknowledgements and agreements may result in the suspension or expulsion of a student from the school. (Diocesan Policy DBS 5120)

G - Conclusion

G 100 - Letter from the Principal



Dear Parents,

Thank you for entrusting the Queen of Peace Community of families, teachers and staff with the awesome responsibility of assisting and collaborating in the spiritual, intellectual and emotional formation of your children. Together we strive to develop the whole child.

The policies and guidelines that help us navigate this journey together have been developed over many years. We have learned from experiences and are guided through prayer and our common vision to make sure Christ's message is what takes priority at this school.

This handbook is to be a living document. Changes occur yearly and we are constantly evaluation and assessing ways to enhance our school.

Thank you for your commitment and support of Queen of Peace. Together we make a difference in the lives of our children.

May God bless us all as we embark on this new school year.

Mark Quinn
Principal

G 200 - Right to Amend

Our Lady Queen of Peace School reserves the right to amend this handbook as needed and will notify parents as soon as practicable.

H - Useful Forms

H 100 - Field Trip Permission Slip

OUR LADY QUEEN OF PEACE SCHOOL
418 Holly Avenue
Madison, WI 53711

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your child is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school grounds. This activity will take place under the guidance and supervision of employees from Queen of Peace School. A brief description follows:

Name of event:

Destination:

Educational Purpose:

Designated Supervisor of Activity:

Date and Anticipated Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

Please complete, sign and return this form by _____

I, _____, the parent or legal guardian of _____ (name of child) hereby request and consent that my child or ward be allowed to participate in the above-named activity. I understand that this event will take place away from school grounds and that my child or ward will be supervised by the above-named school employee(s) on the above stated date. I consent to the conditions stated above on participation in this event, including the method of transportation. I understand that I am fully responsible and legally liable for any actions taken by my child or ward during the above-described activity. I also understand and agree that the school and its employees are not liable for any injuries suffered by my child or ward, which are not directly attributable to the negligence of the school or its employees.

Date signed

Signature of Parent/Legal Guardian

Field Trip

Homeroom