

# OUR LADY QUEEN OF PEACE SCHOOL

Parent -Student Handbook

2017-2018

*Love in every word ~  
Respect in every  
action ~ Confidence  
in every heart*



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## Opening Letter

At Our Lady Queen of Peace School, our strong sense of community impels our dedicated faculty to work with you to invest in your child's faith development and education. We believe in teaching the whole child and providing an engaging foundation for learning, where morals, character, and values are taught and instilled every day, through modeling and discussion. We are proud to be a high-performing school with a family atmosphere, valuing personal responsibility and service to others. We believe a child's highest potential is reached – spiritually, academically, and developmentally – when school and family work in partnership.

Grounded in our Catholic faith, QP students gain the skills to become innovative problem solvers, socially confident learners, positive leaders in our community, and responsible followers of Christ.

If you have any questions please contact me. I can be reached at (608) 231-4580 or [maryjo.vitale@qopc.org](mailto:maryjo.vitale@qopc.org)

Sincerely,

Mrs. Mary Jo Vitale  
Principal

## Mission Statements

*As part of Our Lady Queen of Peace Parish community, we value each member and our mission to educate our students. Our Lady Queen of Peace Parish mission resonates throughout our school.*

### Parish Mission Statement

Our Lady Queen of Peace Parish is a large, vital community of believers challenged by Christ's call to help build the Kingdom of God. To accomplish this we will:

**Worship** and **Pray** together in the name of our Lord Jesus Christ.

**Learn** and **Understand** our Roman Catholic Faith more fully.

**Live** our **Faith** by sharing and teaching the Word and providing service to each other and people in the broader community.

### School Mission Statement

Our Lady Queen of Peace School fosters a **LOVE** for our Catholic community of lifelong, Christ-like learners. Strengthened by our commitment to community, students, teachers, pastoral staff, and parents encourage a strong relationship with God to grow in knowledge and **RESPECT** for every person's capabilities and differences. We empower students build **CONFIDENCE** as they participate in opportunities for them to achieve their potential in spiritual formation through academic rigor, leadership, and service to God and the community.

To accomplish this we will:

- 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

## School Philosophy

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

- Children are a gift from 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 receive love, acceptance, understanding, support and guidance in order 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 embrace service.

## School Motto

**“LOVE** in every word, **RESPECT** in every action,  
and **CONFIDENCE** in every heart.”

## History of our school

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 70 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 4 year old 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 twenty-first century learning 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.

## Our Lady Queen of Peace Admission Policy

*This institution is an equal opportunity provider and employer. "Our Lady Queen of Peace School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and financial aid programs, and athletic and other school-administered programs."*

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### 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 waiting 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 K4 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 Our Lady Queen of Peace Parish
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 the previous school.

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

### ***Waiting List***

- A Waiting List is maintained for all grade levels as required and will be used for placement of students based on the date student(s) was put on the waiting list.
- Qualified applicants will be placed on a Waiting List after the registration process is complete.
- The Waiting List will be reviewed and regenerated annually, after the registration process is complete based on the validation of criteria from our admissions policy.
- Priority placement on the Waiting List is determined in accordance with the priorities for admission of registered students.
- Applications received after the completion of the registration process will be placed at the end of the Waiting List.
- The school will make contact annually with everyone on our waiting list.
- If a family is offered enrollment, and declines the opportunity, that child will be dropped to the bottom of the Waiting List.



## 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.

### *Tuition for 2017-2018 School Year*

#### Parishioner

Tuition K5-8 <sup>th</sup> grade (includes book fee)	\$3925.00
Tuition K4 – full 5 day program	\$4650.00
Tuition K4- 3 day program	\$3950.00

#### Parish Support

Parish Support is paid to the church through parish envelopes and Parish Soft.

#### Non-Parishioner

Tuition K5 – 8 <sup>th</sup> Grade	\$7500.00
Tuition K4 – full 5 day program	\$4650.00
Tuition K4- 3 day program	\$3950.00

**Please note that a \$500 per child deposit is required at registration in January. This deposit will be taken off of the total tuition bill.**

### TADS - tuition management system

- Online billing and payment process
- Online enrollment and admissions process
- Several Options for paying tuition
- One-time payment – due September 15<sup>th</sup>
- Two times per year - September 15<sup>th</sup> and January 15<sup>th</sup>

- Monthly ACH or Automatic withdrawal - Beginning payment in July – 12 month payment cycle
- Credit card payment – 3% fee assessed
- Personal access 24/7 for account information

## Grant Application Guidelines

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

The grant policy recognizes that economic hardships may cause difficulty in family finances. Families that are current, active parishioners may apply for a grant for a new or continuing student. The school contract specifies the expectations for an active parishioner:

- A registered member of the parish
- Family participation in sacramental programs
- Family participation in paying the minimum monthly church support determined by the Parish Finance Council
- Family participation in volunteering for parish and school
- Attend Our Lady Queen of Peace Church regularly as a family and participate in sacramental programs

All grant applications are guaranteed to be confidential and will have no impact on registration status. If tuition or parish support balance remains from a previous year, a student may not be registered for the following year without determining a plan with the Parish Business Manager to become current in payments.

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.

## 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, and 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.

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.

## Procedures and Policies

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.

### *Arrival*

School begins at 8:10 am with the tardy bell at 8:20am. It is necessary for students attend regularly and be punctual because starting the day consistently helps students be successful each day. Supervision is available on the playground beginning at 7:40am. If additional supervision is needed outside of this timeframe, please contact the office for accommodations.

### *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 bell rings at 8:10 a.m. Attendance will be taken shortly thereafter. If students are not in the room when attendance is taken they are considered tardy.

If tardiness becomes consistent, the homeroom teacher will communicate with parents to create a plan for punctuality. If tardiness continues, a notice will be sent home or contact will be made via a phone call, Student Services will get involved and/or a plan will be designed to ensure punctual attendance.

After a student is tardy 10 times in a semester, the homeroom teacher, Student Services and administration may decide to meet with parents to discuss ways to correct for the problem.

### *Dismissal*

The dismissal bell rings at 2:17pm on Mondays and 3:17pm on Tuesday – Friday. Students need to be picked up or accompanied by an adult within 15 minutes of dismissal or they will be asked to wait in the school. The pick-up procedures will be monitored carefully as to ensure safety for our children. There are several options for students to remain at school under supervision such as homework club (grades 4-8), after school care (grades K4 – 5), Math club (grades 4-5), and office supervision when necessary.

THERE IS NO SUPERVISION ON THE PLAYGROUND AFTER SCHOOL.

\* Special hours and accommodations may be arranged within grade levels. Please see the unit handbooks for details.

### *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, the homeroom teacher will follow through with communication to parents regarding the reasons for absences. If our Student Service Department is needed, they will help with any additional support that may be needed.
- After 10 absences in a semester, the homeroom teacher, Student Service Department, administration and parents will have a conference to discuss the well-being of the student and any needed corrective measures.

If a student has an appointment or must leave before the end of the day, parents should send a note or send an email request to the homeroom teacher, who will then send it to the office, 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

For the safety of the child, parents should come into the school office before taking the child out of school.

#### ***Morning Prayer and Announcements***

- morning prayer and announcements are given over the public address system at 8:25 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 3:15p.m. of the previous day.
- middle school students will give the announcements on most Friday mornings as a Podcast. An email of the Podcast will be sent out to families on the day of the production.

## Transportation

### Bus

The Madison Metropolitan School District provides bus service for eligible children in grades K4 through 5th.

Parents and students must acknowledge 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.

## Pick up and Drop Off Procedures

Queen of Peace School values our strong community. As a community, we value the safety of each child. It is important that we adhere to the guidelines. Please watch the signs and follow the procedures carefully.

As a school community, we value the safety of our children. This year we are working on a new pick-up procedure to ensure a safe parking lot, follow-through with placement of children after school, and face-to-face pick-up for our K4 – 4<sup>th</sup> grade students. We will work to continually improve the process throughout the first semester in order to have it best fit the needs of the Queen of Peace community.

### Our Goals:

- To ensure safety in the parking lot as students and parents walk through the lot to and from their vehicles.
- To have a face-to-face pickup procedure for K4 – 4<sup>th</sup> grade students that would ensure that students were attended to right after dismissal.
- To eliminate the unattended students left on the playground or students who are not in the correct place.
- To provide a format that will allow parents and students to build community after school hours.

## Playground Expectations

Help make our playground safe for everyone before, during and after school!

1. All students will show respect at all times toward each other and the adult supervisors and volunteers.
2. Students will cross through the parking lot 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 during recess only with written permission from a teacher shown to an adult supervisor. Injured students will be escorted to the office by an adult supervisor or by a student with permission from 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 are not to throw snow balls or snow at any time.
13. Students should not be on the playground before 7:40 a.m., which is 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. Playground rules are applicable 24 hours a day.**
14. Students are encouraged to take turns on equipment
15. No standing, sitting or climbing on top of the poles
16. No jumping off the top of any piece of equipment



17. Maximum amount of students on the Spider Web at one given time is 10.
18. Maximum amount of students on the Merry-Go-Round is 5 and students should be seated as it spins.
19. Playground 1 is for ages 5-12 (kindergarten-6<sup>th</sup> graders)
20. Playground 2 is for ages 2-5 (K4 and K5 students)
21. Middle School equipment is for 1<sup>st</sup> -8<sup>th</sup> grade students
22. Adults must identify themselves to playground teachers/supervisors before approaching a student.
13. 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.

*Other important things to remember:*

- 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 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 pets are allowed on school grounds without administrative approval, including on the playground at drop-off and pick-up times.
- No balls or other sports equipment are permitted before school or for 20 minutes after school is dismissed in the afternoon.

### **Snow and Cold Weather Guidelines**

1. All students must wear appropriate clothing for cold weather. Please refer to unit handbooks for what is “appropriate” clothing. Snow pants or ski bibs, boots, and mittens or gloves 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.

## Daily Routines

### *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 Catholic Multicultural Center will provide the entrees as well as availability to a salad bar. Parents, grandparents, and siblings of Our Lady Queen of Peace students are welcome for lunch. Adult lunches must be ordered through the school office. Student lunches are \$3.00. An extra entrée or an entree plus salad bar is an additional \$1.50. Adult lunches are \$4.00, please have exact change. Milk is separate and is provided to those who sign up for the milk program.

## 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. Leggings or any tight pants without a shirt that covers the bottom or skirt no higher than the end of the fingertips when the student is standing and the arm is extended naturally along the side.

### *Shorts 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.

## *Shoes*

Footwear must be safe, suitable to weather conditions, and appropriate for school activities. Not allowed: flip flops and all backless shoes, shoes with wheels, pajama slippers.

## **Outerwear**

### *Shorts*

Unless otherwise announced, shorts may not be worn outside between November 1 and March 31. Students may choose to bring a pair of leggings or sweat pants to pull over shorts for recess during this time.

### *Snow gear*

Expectations for students' snow gear will vary depending on the grade level. Please follow the expectations of each grade level when sending snow gear to school. Remember, snow gear doesn't only mean that it is expected when there is snow. Cold weather is another reason for the extra attire.

## **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,

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

## Other details:

- 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.

\* Please refer to unit handbooks for details regarding grade level policy and consequences.

## Dress-code violation

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

As a matter of procedure, 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.

- 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.”

## **After School Programming**

After School Child Care program is available for children in K4 through fifth grade. Mrs. Holli Kirchner is the administrator of this program. An After School Child Care Program Parent Handbook is available for further information. Registration for this program is limited. Hours are from the end of the school day until 5:45 p.m.

### ***School-Based Activities to Promote Student Wellness***

Our Lady Queen of Peace School shall offer enrichment activities throughout the school year. These may include sports teams, clubs, art enrichment, drama and musical performances. These programs are designed to provide a healthy, educational experience, teach fundamental skills and strategies, and instill an appreciation for a well-rounded lifestyle.

Our Lady Queen of Peace School is open to being a site for local or national programs directed at encouraging a healthy lifestyle. However, use of school facilities for physical activity outside of the school day requires proof of insurance and approval from the principal.

### ***After School Activities***

We value enrichment activities for after school time. Some of these activities include community groups such as First Act Drama, Engineering for Kids, and Kicks Unlimited Karate. Some of the internal activities include photography class, forensics, Math Club, and Homework Club. Enrollment for these classes and others will be included in the Wednesday Update Communication tool.

### ***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.

## **Homework Club**

Our Lady Queen of Peace Homework Club open Monday-Thursday for grades 4<sup>th</sup>-8<sup>th</sup>. Homework Club provides parents with a quality study environment to help their children complete homework. We strive to achieve this goal by offering a quiet, supervised environment to promote learning and the development of good study habits. Homework Club is not designed to be a Tutoring Center, but rather a program that encourages children to take ownership and responsibility for completing their homework.

## **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

## **School Closing/Safety Plan**

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

### ***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. If school closes, the principal will notify the television stations and a TeacherEase notification will be sent via email. In addition, we will send out a **Red Alert notification**.

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.

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.

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

### ***Evacuation***

If other emergencies require 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 via Red Alert Notification System. 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.

### ***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.

If the threat is inside the school, students may be evacuated from safest exit and directed to designated evacuation location.



## Health

### *Illness*

If a student is sick in the morning, he/she should remain home for the entire school 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.

### *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.

K4	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR	1 Varicella
K5-5 <sup>th</sup>	4 DTP/DTaP/DT/Td	4 Polio	3 Hep B	2 MMR	2 Varicella

- 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.

### *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.

### *Administration of Medicine*

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.

### *Record keeping*

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

### *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.

### *Lice Policy*

**The goal of Queen of Peace School is to minimize the spread of head lice. Administration, teachers and the school nurse, as a team, will provide, student/parent education, environmental intervention, and parent communication. The school will inform families when multiple cases occur. We ask parents to help us minimize the spread of lice by informing the school of any active cases. Confidentiality will be maintained.**

The parents of any student who is determined to have nits/lice are required to treat the student before returning to school. Continued monitoring, nit-removal, and environmental cleaning is necessary by parents. We encourage parents to contact their pediatrician for additional treatment options.

### *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.

### ***School Nurse***

The school nurse will provide information for the children's and parents' education on head lice control and communicate with teachers and parents.

Students exhibiting signs of head lice 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 if necessary.
4. Parents will be informed in a timely manner if there are 2 or more active cases in their child's grade.
5. 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 they are discouraged. The school nurse will screen individuals or groups of students as situations require. In certain circumstances, the school principal may have a third party come in to screen students.

### ***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
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. Queen of Peace School does not have a "No nit" policy

### ***Allergy Policy***

Allergic reactions can be life threatening and have far-reaching effects on children and their families. These guidelines are intended to help school staff protect children with food allergies when they are not in the direct care of their parents or family members. In order to do so, a strong partnership must be established between parents, medical providers, and school staff to minimize risk of allergic reactions in the school environment. We strive to create an accepting,

compassionate environment in the classroom, respect of the social and emotional challenges that a child with food allergies can face.

At the start of the school year, parents should work with the school administrators and nurse to create and “Allergy Action Plan” for each child with allergies. This plan is kept on file and updated annually, or as needed.

The plan should include:

- Information about any food or other allergies, known symptoms, any physician’s notes.
- Any necessary medications (properly labeled and up-to-date, as prescribed by the child’s doctor) and administration details.
- A medication administration release of liability form.
- Any necessary classroom protocols.
- Instructions regarding how the parents would like their child’s allergy and the classroom protocols to be communicated to fellow students and their parents.

All known allergy information on each child is kept in the school database.

Every teacher gets a list of all students with food allergies. Substitute teachers also get this list.

At the start of each year, the school nurse meets with all the teachers individually to discuss food allergies and policies in each classroom.

School staff understand and are aware of the symptoms of food allergies (upper or lower respiratory symptoms. Skin reactions, stomach problems, or more serious cardiovascular reactions such as skin turning blue, fainting, or weak pulse), as well as the ways in which children might communicate they are having an allergic reaction.

### *Classroom policies*

The school will send a letter to the parents of students in each classroom of any food allergies in that classroom and any necessary classroom protocols regarding those allergies. This communication should include details about what can and cannot be brought into the classroom as well as ways parents and students can help care for the allergic child’s social and emotional wellbeing.

Communication with other children and parents in that classroom regarding the child with food allergies will follow the instructions outlined in the child’s “Allergy Action Plan.”

The teacher will educate children, in an age appropriate manner, about the seriousness of food allergies and the importance of enforcing the rule never to share or trade snack or party food with a food-allergic classmate. Teasing of any kind is unacceptable.

For classrooms with a food allergy, the school and the child’s parents together will determine appropriate restrictions regarding treats brought in or used as a reward or class party. Examples of restrictions may include (but are not limited to):

- No products listed as “Containing, May Contain, Processed on Machinery with, or Processed in Facility with the listed allergen.
- No store bought bakery goods, unless specifically listed as allergen free.
- No package-less or label-less foods (such as home baked treats), as the ingredients cannot be identified.

Parents of students with food allergies may bring in “safe” snack alternatives for their child.

When classrooms of a food-allergic student are used for meals, there must be a designated allergen-free area. Tables and chairs will be washed with soap and water after each meal/snack period.

In the classroom of a student with a severe food allergy, students must wash their hands with soap and water, or use a suitable hand wipe, before entering the classroom in the morning and after lunch. Hand sanitizer is not sufficient for allergen removal.

Additional restrictions, as necessary, might include (but are not limited to):

- The use of foods and food containers for instructional purposes will be limited, and teachers will notify parents ahead of time if the classroom curriculum involves the use of these products.
- A sign outside the classroom clearly communicating that it is an allergen controlled classroom and stating the protocols to be observed.

### *Field-trip policies*

The teacher is responsible for informing all chaperones on field trips of any allergies and the symptoms and treatment. The student’s medications, emergency contact information, and a copy of their Allergy Action Plan will accompany them on the field trip. The adult carrying this medication and information will have the child placed in their group.

When at all possible, a teacher would administer any medications needed while students are on a trip away from school.

### *Lunchroom policies*

School hot lunches are prepared with nut-free ingredients.

If a child has a severe allergy, the school is prepared to make special accommodations, such as an allergen free table.

The children may have friends sit with him or her at this table, provided they follow the allergy rules to keep their friend safe. At the designated areas students will be directed that there will be no sharing or trading of food, utensils, or containers.

Tables are wiped down with bleach water between lunch sessions.

### ***Medications***

At the start of the school year, the school nurse reviews the location of all the medications (epinephrine pens, etc.) with the teachers.

Staff members will receive annual training in proper use of epinephrine pens, etc. by a trained professional. Universal epinephrine is available for all students in the school office and the lunchroom.

Families who have multiple food-allergic children attending Queen of Peace School should provide the school with a separate, labeled medication for each child. This will ensure that each child has access to the medication whenever or wherever it is necessary.

### ***Incident reporting***

If an incident occurs, an “Incident Report Form” is completed and parent is notified. See attached. If parents of a child with a food allergy have specific concerns outside the areas addressed by this policy, they should communicate with the school at any time.

## **School Lunch Initiatives**

Research shows that kids who have healthy diets and get regular physical activity are more likely to perform better academically. Our Lady Queen of Peace supports learning by promoting healthy habits.

### ***Menu choices will be linked with nutrition education curriculum***

- Offer and promote fresh fruits and vegetables
- Provide vegetarian options
- Limit desserts in accordance with USDA standards
- Provide access to drinking water during meals and school day
- Provide a variety of low fat milk: 1% and skim and 100% juice only
- Vending machines will not be available for student use

### ***School Lunch Environment***

- Provide adequate space to eat in clean, pleasant surroundings
- Provide adequate time to eat, 4K & 5K students will have 30 minutes of eating time and 1<sup>st</sup> through 8<sup>th</sup> grades will have 20 minutes.
- Provide the opportunity for families to apply for reduced lunches at any time and privacy will be maintained.
- Provide accommodations for students with special dietary needs in conjunction with the student’s physician.
- Provide access to fresh local foods and provide information to families about these foods and their sources.

- Work to increase hot lunch participation by trying new entrée options, offering tastings, performing occasional surveys and sharing information about the lunch program.
- Provide nutrition information for school meals (calories, fat, sugar) upon request.

### ***Fundraisers and Other School Events***

- Bake Sales and food-based fundraisers should be limited to two per semester for those that are run during normal school hours.
- Fundraisers that sell candy should refrain from doing so before or during normal school hours.

### ***Standards for Food in Classrooms***

Healthy kids learn better. To provide the best possible learning environment for children, Our Lady Queen of Peace asks that parents help teachers provide consistent messages that support healthy lifestyles and promote lifelong habits. Please keep in mind the following guidelines when choosing a snack for the classroom:

### ***Snacks***

- Snacks are an important part of a child’s daily nutrition, and parents play the primary role in sending quality snacks to school.
- A list of healthy food ideas shall be given at the beginning of the school year and is included in this parent handbook.
- Personal water bottles are encouraged.
- Students are discouraged from sharing their personal foods and beverages during meal or snack time, given concerns with food allergies and other special dietary restrictions.

### ***Classroom Celebrations***

Queen of Peace recognizes that birthdays, holidays, and other celebrations are special events for our students. However, large class sizes and multiple celebrations can contribute to multiple sugary treats and can too often be the focus of the party. Students enjoy celebrating, even when the food choices are healthy or parties involve no food at all. In addition, food allergies are an increasing concern; therefore, fresh foods, and foods with few ingredients are encouraged.

- Parents are encouraged to choose healthy options from the suggested list included in this section or create one with their child. Consider non-food items such as stickers, pens, inexpensive toys; you may donate a book, read to the class or play a game. Your teacher can offer additional ideas that work best for your child’s classroom.
- Please check with your child’s teacher to coordinate food for birthdays and other classroom celebrations to avoid multiple treats in one day.
- Room parents are encouraged to work with teachers and parents to ensure that healthy food choices are available for classroom celebrations and that non-food items are also considered for celebrations.

When food or beverages are brought into the classroom for snacks or to celebrate a child or an event, please keep in mind the following:

- Provide appropriate child-sized servings.
- Make it simple to serve and clean up.
- Avoid high sugar, high fat foods.
- Make sure beverages do not include soda or other sugary drinks. Water or milk are preferred.
- Refer to the recommended snacks listed. Examples include fresh fruit, snack-size banana muffins, and single-serving yogurt or cheese.

### *Ideas for Snacks*

Suggested popular snack choices for your consideration:

Trail mix or "GORP"	Red peppers, carrots, cucumber and other vegetables with dip
Cheese and crackers	Small bagels with cream cheese
Fresh fruit, apple slices, fruit kabobs, or fruit salad	Pretzels
Fruit smoothies	Baked chips
Low fat milk	Pita chips with hummus
Cottage cheese with fruit	Applesauce cups or squeezable
Celery (ants on a log)	Real fruit leathers
Granola or cereal bars	Mini ham or turkey sandwiches
Low sugar dry cereal	Crackers (whole grain, graham, animal)
Popcorn	Jello-O cups
Rice cakes	Non-fat Pudding cup
Snack size banana muffins	Pirate's Booty
String cheese or cheese cubes	Pumpkin or zucchini bread
Yogurt (regular, frozen, "Gogurt", yogurt/fruit combos)	Yogurt parfait
Chex mix	Apple slices with fruit dip

### *Learning Incentives*

Teachers shall try to minimize the use of food as a reward for behavior or academic accomplishment, especially foods that are of little nutritional value.

Parties or celebrations to reward behavior with food (example: pizza party or ice cream party) should emphasize non-food activities and include some healthier food choices for balance.

### *Ideas for non-food incentives in the classroom:*

Stickers	music headphones
teacher's helper	ribbons
free reading time	coupons
Friday free time	post cards



Free Homework or spelling test certificate  
extra computer time

game time  
whisper time

If you have additional ideas for non-food items and healthy snack choices, please feel free to share these with room parents, teachers, and other parents.

### ***Physical Activity***

Our Lady Queen of Peace School's qualified instructors shall offer a sequential Physical Education Curriculum for K4 & K5 students through eighth grade. This curriculum shall focus on improving and developing physical skills that promote a healthy and happy lifestyle. The goal is to offer 30 minutes of physical education per week to our K4 and K5 students, 60 minutes to 1<sup>st</sup> through 4<sup>th</sup> grade students, and 90 minutes to 5<sup>th</sup> through 8<sup>th</sup> grade students.

In addition, all students will be offered at least 100 minutes of recess per week. For 4 year-old kindergarten classes the student to teacher ratio in physical education courses will be 20:2, 5 year-old kindergarten classes will be 18:1, and for 1<sup>st</sup> through 5<sup>th</sup> grades, the student to teacher ratio shall not exceed 27:1.

### **Alcohol and Drug Abuse**

#### ***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

## 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.

## Tobacco Products

The possession or use of tobacco products by 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:*

Student will be suspended for one day and parent will be contacted concerning the incident.

### *Second Offense:*

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

### *Third Offense:*

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

## Dangerous Materials and Weapons

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

## 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.

## Communication

### *Conferences and Consultations*

The first parent-teacher conference is scheduled after the first quarter and is for parents of all students. The second conference is held during the second semester. Teachers of children in primary grades schedule a second conference for all parents. The Intermediate and Middle Level conferences for second semester 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 first name (dot) last name followed by [@qopc.org](mailto:qopc.org), e.g., [maryjo.vitale@qopc.org](mailto:maryjo.vitale@qopc.org).

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.

### Lost and Found

- Lost and found is in the school entrance, blue cabinets.
- items are moved into the main entrance hallway and displayed 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 or after each time they have been on display.

### 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

### Newsletter, E-mail Announcements and Website

- Announcements come to all families via e-mail each week, under the heading "Wednesday Update". Included in this is the monthly calendar and lunch menu.
- the school website, [www.qopc.org](http://www.qopc.org), 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

Please follow us on Facebook for announcements of events and activities.  
<https://www.facebook.com/QPschool/>

## 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. Cost for field trips will be covered by School and Family Funds.

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.
- Mode of transportation.
- Name of the supervisor overseeing the activity.
- Parents' responsibility.
- Cover letter with the educational value of the field trip.

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.

## Student-Focused Policies/Discipline

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.

### **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

In addition.....

- Students are responsible for keeping desks, lockers and cubbies neat.
- 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.

### **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. Acting as a bystander without reporting will be considered participating in the behaviors and may be subject to consequences.

## Cyber-bullying

Cyberbullying is defined as; “when someone repeatedly harasses, mistreats, or makes fun of another person online or while using cell phones or other electronic devices.” 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 and social and emotional relationships.

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, such as; athletics, clubs, or community events. Involvement in a cyberbullying or bullying incident may include suspension, confiscating the devices, or civil action.

## Consequences

All forms of bullying are unacceptable and, to the extent that such actions are disruptive to 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 (which includes all parties involved and parents) can be made regarding the issue, and the student’s ability to meet the requirements of this school and community can be assessed. Appropriate consequences will be addressed in a case by case manner and will be determined by administration’s discretion.

## 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. Any access is monitored by teachers and our iPad Management System.

Parents and students must sign an 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 and/or devices.

### **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.

### **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.

### **Acceptable Use Technology Handbook**

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. Detailed information can be found in our Acceptable Use Technology Handbook



## Curriculum

### Overview

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.

### Unit Structure

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

The Units are comprised of: Kindergarten Unit includes K4/K5, Primary Unit includes grades 1, 2, 3, Intermediate Unit includes grade 4 and 5 and Middle School Unit includes grades 6, 7, 8. Children have homeroom teachers to help with spiritual, social, and emotional growth, as well as manage the details.

The crucial early school years, represented by the kindergarten/primary grade groupings, provide teachers an opportunity to observe student growth and development and to teach to individual strengths. During the kindergarten and primary years, students learn useful skills for classroom success. For example, 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 Kindergarten and 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.

## Grouping in Primary and Intermediate

Children's needs will be met through whole group, differentiation of instruction, cooperative groups and one-on-one instruction in all subject areas. The children are not grouped according to ability. Building a strong foundation academically and socially will provide students with the tools for later advancement.

## 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.

## Health Education

Our Lady Queen of Peace is committed to providing school settings that promote children's health, well-being and ability to learn by supporting healthy eating and physical activity. The school recognizes that good health, proper nutrition and physical activity create a solid foundation for students' learning and are important components of daily life.

The primary goal of nutrition education is to develop lifelong behaviors leading to good health and well-being by influencing students' knowledge, attitudes and eating habits.

### *Instructional Program Design*

The nutrition education program shall focus on health, wellness, nutrition and exercise, while building on strategies for these healthy behaviors into students' lives. Nutrition education shall be

integrated into relevant curriculum taught in K4-8th grades. It shall continually be revised to comply with state standards to ensure curriculum and instruction is up to date and reflects best practices.

#### ***K4-5th Grade***

Special emphasis shall be placed on nutrition education in these grades because healthy eating habits are established at a young age. To maximize their learning experience and to achieve positive changes in students' lifestyles, nutrition education shall be incorporated into other school subjects such as math, science, language arts, physical education, health and social studies.

#### ***Middle School***

The health curriculum for sixth, seventh, and eighth grades includes performance standards for nutrition and fitness. Students in each grade are required to take a health class once a week for a semester.

### **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
Mathematics	2007-2008	2014-2015
"Specials"	2008-2009	2015-2016
Reading/Language Arts	2009-2010	2017-2018
Religion	2011-2012	2018-2019
Science	2012-2013	2019-2020
Social Studies	2013-2014	2020-2021

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

### **Core Subjects Philosophy and Standards**

#### **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.

## 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.

## Mathematics

Mathematics is a thinking process that involves every aspect of life. The mission of Our Lady Queen of Peace School's Math Program is to prepare students with a strong mathematical foundation to foster application to real problems and experience success in the study of math. Through a rigorous program, including fundamentals, problem solving, computation, and application, the students will scaffold knowledge to build a strong foundation in mathematics. Our program is designed to meet the needs of the students as they sequentially learn the concepts. Students will learn and view mathematics as a way of thinking about and interpreting the wonders of God's Creation. Our Program:

- **Academic Rigor** through a balance of content, thinking skills, and drill and practice. Our curriculum standards build a foundation for mastering knowledge and skills and developing mathematical literacy necessary for future success and life beyond the classroom. Students will explore mathematical processes, number operations and relationships, geometry, measurement, statistics and probability and algebraic relationships. Academic rigor also includes setting high expectations for students by facilitating strategies for success for ALL students.
- **Active Learning** in each classroom. Through the implementation of various teaching approaches, the students will learn the benefit of being actively engaged in each lesson and motivated with positive attitudes toward math. Differentiation through manipulatives, technology, varied teaching strategies, and activities, the students will gain knowledge needed to be successful in Math.
- **Problem Solving** by allowing students to engage in problem solving through mathematical principles. Teaching methods support the learning experience through interdisciplinary and authentic opportunities to connect their learning to real life.
- **Technology Integration** through the use of interactive whiteboards, IPADS, and Apple TV's to practice skills, cooperative problem solving, and use the devices as a mathematical tool for success. In the middle school, the 1:1 technology access will foster the technological changes by addressing that today's learners are digital learners and that we need to teach with technology to better engage and motivate students in math.
- **Assessment** will determine how each child will meet their academic potential in mathematics. Through ongoing summative and formative assessment, the teachers will be able to provide challenge, practice and remediation when needed. In middle school, the students will enter another level of rigor; as all students have the opportunity to work toward high school Algebra, Algebra 1A, and Geometry upon graduation.

## 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.

## 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.

## Specials

### 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 K4 & K5 through eighth grades. All children participate in music as part of religious liturgical experiences at school.

### 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.

### 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 design, problem-solving, and programs specifically selected to correlate with the subject and grade-level curricula.

1:1 Technology Our Lady Queen of Peace School has implemented a 1:1 initiative to transform teaching and learning within the 21<sup>st</sup> Century in our middle school. The initiative gives students the tools to have instant access, through the use of technology, to the world of information and also to become producers rather than consumers of information. By



providing each Our Lady Queen of Peace Middle School student with 24/7 access to technology through the initiative, Our Lady Queen of Peace will be able to enrich the learning that takes place in and out of classrooms.

## Foreign Language

Spanish is taught at Our Lady Queen of Peace School to all students in grades K4-8. 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.

## 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.

## 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.

## 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 each trimester at the end of the assessment cycles for fourth through eighth grade students. Conferences with all parents are scheduled during the first trimester. 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 semester.

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.

## 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 introduces more tools for students to develop these important life skills. Graduates of

### *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 lowered 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.

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.

## Special Learning Needs

Our Lady Queen of Peace School has systems for supporting students with special learning styles.

Teachers/counselors/administrators identify a problem and make adjustments in teaching techniques in the normal classroom situation. A Student Success Plan is written and accepted by teachers, parents and students. These adjustments may be in the form of simple accommodations or more extensive modifications to the curriculum. Our aides and resource teachers will help classroom teachers with additional support. If additional support is needed to provide students with grade level success, the teachers and/or counselors may recommend such things as:

- Parental assistance in studying
- Tutoring
- Summer school
- Homework Club

If the above strategies do not provide the adequate success, 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.

## Student Services Department

The Student Service Department is made up of a full time school nurse, paid aides, Reading Specialists, Sensory Integration/reading interventionist, two school guidance/student service supports, and administration. The goal of the Student Service Departments is to facilitate the best possible academic program to meet the needs of each learner. 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.

## **Mental Illness**

### *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.

### *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 center 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.

## **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.

## 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.

### *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.

We ask that volunteers fill out forms 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.

### ***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, Wellness or Alumni Organization
- Organize a fundraiser, such as the Book Fair
- Volunteer for an event, such as Pancake Breakfast

### ***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.

### ***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.



## **Parent Groups**

Parents contribute to the school in many ways, often organized by Our Lady Queen of Peace School's parent organizations: Education Commission (our "school board"), School & Family Association (our "PTA"), Athletic Association, The Wellness Committee 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.

### ***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, 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.

### ***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. Leading the School & Family Association is a board comprised of 4 members; president, vice-president, treasurer, and secretary.

### ***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.

### ***Wellness Committee***

The Wellness Committee includes parents, teachers, students, school food services, Education Commission members and school administrators oversee development, implementation and evaluation of the wellness policy. The wellness team shall evaluate the policy, report their findings to the administration and the Education Commission and recommend a plan of action for improvement, as needed. The Wellness Committee shall report annually on the progress of the policy and recommend to the administration and the Education Commission any revisions to the policy it deems necessary.

### ***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.

### ***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.

### ***Lunchroom Supervisors***

Supervisors generally monitor line flow and milk distribution. They help with direction, including student cleanup and report to lunchroom supervisor.

Hours: Monday-Friday:Shift 1 - 10:50 a.m.-11:45 a.m.

Shift 2 - 11:35 a.m.-12:30 p.m.

Parents must work one week (6 days) of lunchroom duty each year. If your family schedule cannot accommodate this service, you may pay a fee at registration to opt out of these hours. If you do not show up and do not call before 10:00am the day of your shift, you will be charged \$30.00.

### ***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.

### ***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.

### ***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.

### ***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.

### ***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.

### ***Confidentiality***

Volunteers serve quasi-professional functions in our school. In the course of your volunteer work at our school, volunteers may learn confidential information about students, their parents, or teachers. Parents are expected to keep this information confidential in any setting inside or outside of school, just as each of us would wish our 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.

Volunteers 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.

### ***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.

### ***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.

### ***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.

### ***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.

### ***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, FUN RUN, 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.

### ***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.

### ***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.

## 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)