



Queen of Peace Catholic School

*A place where Christ is loved,
excellence is expected, and character counts.*

Parent/Student Handbook 2018-2019

Queen of Peace Catholic School
4508 Vistula Road
Mishawaka, Indiana 46544
(574) 255-0392
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www.queenofpeace.cc/school

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Welcome to Queen of Peace Catholic School, a school with a distinct Catholic identity dedicated to academic excellence. This Parent/Student handbook provides you with information relevant to the day-to-day operation of our school. Please read the handbook carefully and familiarize yourself with its contents. The policies and procedures in this handbook are in no way intended to be all inclusive; not all aspects of the school are covered nor are procedures included to cover all school situations. The handbook is a guide that will answer most of your questions about our school.

The Queen of Peace staff is dedicated to the fulfillment of its mission. The mission is child centered and all efforts are directed toward the child. The school welcomes its partnership with the child's primary educators, the parents. Our mutual efforts will help to assure your child is given the best Catholic education has to offer.

Your participation in your child's school experience is essential in making the overall experience a fruitful one. Your attendance at the school's liturgical and prayer activities emphasizes to your child your commitment to guide him/her in living the Gospel message of Jesus Christ. Your regular involvement through volunteer efforts and school visits (always prearrange classroom visits during the school day with the teacher) will give you a true understanding of your child's school experience. Your regular supervision of homework will give you a first-hand understanding of your child's academic pursuits as well as the areas of strengths and weaknesses.

Please feel free to contact the school office whenever you have a question regarding the school, its policies, and/or its procedures. We welcome your questions and comments.

Thanks and God Bless,

Jill Patrick
Principal

An Indiana Department of Education



FOUR STAR SCHOOL

CONTACTS

Queen of Peace Catholic School

4508 Vistula Road
Mishawaka, Indiana, 46544
(745)-255-0392
FAX (574)255-1029
www.queenofpeace.cc/school

Pastor	Father John Eze
Principal	Jill Patrick
Parish Administrator	Laurie Haverty
Assistant to Principal/Religion	Ann-Marie Kankel
School Administrative Assistant	Nancy Schleer

DAILY SCHEDULE

7:35 am	Doors open
8:00 am	Tardy Bell and Morning Prayer
8:15 am	Mass (Friday and Holy Days)
11:00 am	Morning Preschool Dismissal
11:35 am	Lunch Service begins
12:00 pm	Afternoon Preschool arrival
2:55 pm	Afternoon Prayer
3:00 pm	Afternoon Preschool and K-8 th Dismissal
3:10 pm	Students must leave the building and/ or premises or report to PUMA PALS Program
3:30 pm	School Office Closed

Mission Statement

Queen of Peace Catholic School shares the mission of our Parish to provide students with a Christ-centered education that focuses on spiritual formation, academic excellence, and the fostering of individual gifts to better serve our community.

Vision Statement

Inspired by our Catholic faith, the Queen of Peace family aims to provide all students with the opportunity to reach their full potential in academic achievement, faith development, and community service.

Philosophy

- WE BELIEVE that the purpose of Queen of Peace is to instill in its students a true love of God and a reliance on Him in daily lives.
- WE BELIEVE that the integral formation of children is the duty of the family, the parish community and the school.
- WE BELIEVE that all individuals should be treated with fairness, dignity and respect.
- WE BELIEVE that learning is the fundamental purpose of schooling. Therefore, an atmosphere conducive to learning will be maintained.
- WE BELIEVE that moral decision making is essential to the achievement of high standards in education.
- WE BELIEVE that positive communication and collaboration among parents, staff, parish and community will help provide a variety of learning opportunities for our students.
- WE BELIEVE that a balanced curriculum encompassing the intellectual, physical, spiritual, and artistic domains is necessary for the holistic development of the individual student.
- WE BELIEVE that no greater blessing can come to a family than to know, love, and serve God together as a family.

Organization

Accreditation

Queen of Peace is a fully accredited school through AdvancED. There are many pieces to the school accreditation process including a School Improvement Plan to be developed by the school staff.

School Board

The school board is established by the pastor, in accordance with diocesan policy, to assist him and the principal in the governance of the parish school. Once the board reaches consensus on a matter of policy, the decision is effective and binding when and if it is approved by the pastor. The board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor. Board policy and decisions shall be binding throughout the parish when they are accepted, approved and promulgated by the pastor.

Home and School Association (HASA)

The Home and School Association is the parent/teacher organization that encourages communication, involvement, and financial support by sponsoring programs, activities, and fund raising events during the year. Membership in HASA includes all school parents, guardians and faculty. Dues are \$25.00 a year per family and are a mandatory school fee that is rolled into your school fees. The benefits your child receives from this fee are innumerable: field trips, special projects, and supplemental materials.

Arrival and Dismissal

Arrival

All preschool through 8th grade students must be dropped off at the western most entrance of the school, as these will be the only doors unlocked for children to enter and proceed to the gym. Students should be dropped off between 7:35 – 7:58 a.m. Any student who is dropped off and left unattended prior to 7:35 will be taken to Pumas and the appropriate fees will be assessed. Students will enter the building and go directly to the gym. Teachers will meet their students in the gym at 7:50 to prepare for Morning Prayer.

A warning bell will sound at 7:58. All students must be in the building by 8:00 a.m. bell or they will be considered tardy.

Morning Drop-Off

All vehicles are to use the Vistula Road entrance and proceed to the sidewalk area in front of the West entrance, pulling up to the school entrance with the passenger-side nearest the school. Students will be released from their vehicles, at which time vehicles are to pull forward cautiously. To expedite the process, please have your children prepared to exit the car when you get to the front of the line. Students are to walk on the school side of the white line for their safety.

Dismissal Guidelines

School is regularly dismissed at 3:00 p.m. ALL STUDENTS MUST LEAVE THE BUILDING PROMPTLY AND NO LATER THAN 3:10 p.m. All students attending Puma Pals must report by 3:10 p.m. Queen of Peace will not be responsible for any supervision after this time. This rule applies to all after-school practices and activities as well. **Students are not to be in the building unless under the supervision of a teacher or sponsoring adult.**

Any student who has not been picked up by 3:10 p.m. will go to Puma Pals and be assessed \$1.00 per student for every ten minutes. After thirty minutes, the cost of a regular afternoon session will be assessed.

After-School Pick-Up

Vehicles are to pull into their assigned rows in the school parking lot. Please do not park anywhere else, as it could endanger the children leaving school as well as impede the flow of traffic. Parents will be assigned a row by the school office, based upon their address and a perceived direction of travel. We highly encourage families to carpool in order to reduce the number of cars during dismissal. Teachers, serving as row leaders will bring your child(ren) to your vehicle. Once all students are secure a signal to advance will be given. Rows will be dismissed on a rotating basis. If you arrive to Queen of Peace after students have already started exiting the building, please do not proceed to your assigned row. Please park along the grass of Father's lawn and you will be directed to pick your students up at the church entrance after the rows have been dismissed.

Preschool Dismissal

Each day they will be met by their teacher(s), who then will escort them down to their classroom(s). Students in the morning classes will be released to go home from the church entrance at 11:00 a.m., whereas the afternoon class will follow the same procedure for the kindergarten – 8th grade pickup.

Emergency School Closing/Delays

In the event that Queen of Peace were to be delayed or closed due to inclement weather or other circumstances, an announcement will be sent via *The Alert Solutions System* through Power School, as well as broadcast on local radio and TV stations. You can set up your alert preferences through your PowerSchool login.

General Operations

Religious Issues (Diocesan Policy 4410)

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Attendance Policy

Each student enrolled at Queen of Peace is expected to arrive at school on time and on a regular basis in consideration of the academic pursuits of all students.

For those who wish to report an absence, a phone call to the office is necessary. In the event that a parent forgets to contact the school office, a call will be placed to the home. When a child returns, a written excuse signed by a parent/guardian stating the date and reason for absence is still required. If your child is absent due to a communicable disease, please notify the school immediately. For any absence of 5 or more days a signed doctor's note is required.

Vacation Policy

Pursuant to Diocesan policy 4040 (see below), certain school absences are determined to be unexcused absences. School absences related to family vacations is one of the school absences determined to be an unexcused absence. Queen of Peace School has established the following policy related to the student absence for family vacations: "If a child is to receive make-up work for an absence due to a family vacation, a parent/guardian must notify the school one week in advance of the absence and the request for make-up work. No school work will be provided in advance of the absence. For family vacations of one to two school days, a student will have one school day in which to complete the make-up work; for family vacations extending three to five school days, a student will have three school days to complete the make-up work; for family vacations in excess of five school days, a student will have five school days in which to complete the make-up work. In no case will the number of days to complete make-up work extend beyond five school days."

Tardy Policy

All students must be ready for prayer with their class in the gym when the 8:00 a.m. bell rings, or they will be considered tardy. It is very important for our students to be punctual for school each day. Teachers do not admit tardy students to the classroom until they have reported to the school office. **Students who are consistently tardy (more than 4 times per grading period) are issued a lunch/ recess detention.** They will make up missed work from classes at the detention time. **Parents whose children are tardy 4 times will be required to meet with the principal.** Tardiness for medical appointments scheduled early in the morning will not count toward the accumulated tardy totals as long as a note from the doctor's office is presented. No tardies will be assessed on days that the administration determines to be "bad weather" days.

Diocesan Policy 4040

Attendance

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of (7) until the date on which the child:

- A. Graduates; or

- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - 1. The student and the student's parent or guardian and the principal agree to the withdrawal;
At the exit interview, the student provides written acknowledgement of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 2. The withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness, or the order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years.
Whichever occurs first.

I. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indiana General Assembly;
 - 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - 3. Court appearances pursuant to a subpoena;
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
 - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/guardian or doctor)
 - 2. Funerals
 - a. For death in the immediate family
 - b. For persons outside of the immediate family with parental permission
 - 3. Out-of-school suspension
 - 4. Medical and legal appointments – Such appointment should be scheduled after school hours when possible.
 - 5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
 - 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.

2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below)
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

II. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures:

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

III. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because of a student's absence is unexcused or the student is truant.

IV. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

V. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk); to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian of the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake of the local Juvenile Probation Department.

VI. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Medical Appointments

No one is permitted to leave the school premises during school hours without written permission from a parent or guardian. If a child needs to leave school during the day for any reason, a note MUST be written by the parent and turned into the office before the student leaves. Those students leaving the building for appointments during the school hours are to be picked up at the main school entrance. If an emergency should arise, permission must be obtained at the office and the student will be summoned. Parents must enter the school and sign the student out. Students returning from or entering school from an appointment must be signed in at the office.

Communication Envelope

Every other Tuesday, an envelope containing the school newsletter, calendar, lunch forms, and other pertinent information will be sent home with the youngest child of the family. Please be sure to read all enclosures as a way to familiarize yourself with school events. On the weeks that the communication envelope is not sent home, all items will be posted on our school website.

Cameras

Cameras or audio recording functions of electronic devices may pose threats to the personal privacy of individuals; therefore, the use of audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

Electronic Devices

Students are not permitted to bring or use any portable music or video game devices to school. Students bringing any of these devices will have them confiscated. The electronic device will only be released to the student's parent or guardian only after the student has complied with the school's consequences. If the curriculum allows and the classroom teachers approves, the student may bring in their tablet or electronic reader (i.e. iPad or Kindle), but the school shall not assume responsibility for the theft, loss, or damage of any personal electronic device.

Field Trip Policy

All school sponsored field trips by Queen of Peace students will facilitate the attainment of specific educational objectives and will be pre-approved by the school administration. The number of field trips will be determined by the school administration.

Insurance

The diocese requires mandatory insurance for students in grades Kindergarten through 8. A portion of each student's book fees is for student/athletic insurance coverage.

Lunch Program

Pupils are to remain at school for lunch. Students may bring a sack lunch, or order a hot lunch in advance made fresh daily at Queen of Peace. Lunch menus will be sent home each month in the communication envelope. Lunches may be ordered online at www.boonli.com. Payment will be billed through the FACTS program. No refunds are to be given for students who are absent.

Due to our State Funding policy fast food will not be allowed in our lunchroom.

Breakfast Program

Breakfast is now offered from 7:35-7:55am daily. This is ordered online at www.boonli.com. The breakfast menu is included with the lunch menu.

Medication Policy

In order to protect the health and welfare of the students and school staff alike, Indiana Law and Diocesan policy requires that parental consent, in writing, is needed to administer any medication. In order for the school staff to administer medication to your student, a "*Written Consent for Administration of Medication*" must be completed and signed by a parent or guardian and be on file in the main office. Prescription or over the counter medications must be kept in their original packaging with the pharmacy or brand label affixed. All medication brought to school must be checked in at the school office and kept in a locked drawer.

Parents/Visitors

School doors will be locked during the hours of 8:00 a.m. and 3:30 p.m. All visitors will be let in through our video/intercom system, and must report to the school office. All volunteers must be cleared through the Diocesan Youth Protection Program, sign in and get an identification sticker before proceeding to their volunteer assignment. Students from other schools may NOT visit without prior approval of the principal.

PUMA Pals - Before and After School Care Programs

Queen of Peace Catholic School offers a Before and After School Care Program located on the school premises. Before School Care program will be offered every-morning at 7:15 a.m., including days the school is to be operating on a two-hour delay. The After-School Care Program will be offered daily from 3:00 p.m. until 6:00 p.m. Children attending Puma Pals will be provided with time for self-directed activities, art and crafts, homework time, and active group participation in games in the gym and on the playground. A daily after-school snack will also be provided.

If your child will be participating in Puma Pals, parents are asked to enroll by submitting a non-refundable registration fee of \$15.00.

Photos Taken at Queen of Peace School/Social Media

If photos are taken at Queen of Peace School, parents/guardians should take photos of their children only. If other children's images are captured in the photo, posting of that photo is prohibited on any social media or public internet site without the permission of that child's

parent or guardian. Once permission is granted, these photos should only be posted outside of school hours. Unfortunately, people wanting to do harm to our students or school can figure out from posts made during the school day where our students are from social media posts.

Outdoor Recess Policy

Students who go to recess after lunch are often thinking ahead to recess and rush to finish their lunch rather than taking the time to eat a well-balanced meal. When students go to lunch before recess, the National Food Service Management Institute notes, “The lunch [these students] do consume tends to consist of high-protein and high-fat foods, such as the entrée. If students have already participated in recess, they still eat their entrée, but will also eat more foods containing calcium and vitamins, such as milk, vegetables, and fruits” (“Insight,” Spring 2004). Therefore, the students will go to recess prior to eating lunch.

Our school’s outdoor recess policy dictates that **ALL** students will go outside for recess if the temperature is 20 degrees Fahrenheit or above. This temperature takes the wind chill into consideration. Children should be dressed appropriately for outdoor recess. Warm clothes, gloves, hats and boots are suggested during the winter months.

Children well enough to come to school should be well enough to go out for recess. Exceptions for medical reasons should be directed to our school secretary.

Safe School

We are concerned with the safety and well being of our students. Our school and the diocese have prepared a Safe and Secure School Plan, which addresses events that may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown/evacuation drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents, and staff. This includes counseling services provided through school counselors or counselors on the staff at Samaritan Counseling Services.

Student Telephone Access

Student may make emergency telephone calls to parents during the school day, but they must obtain permission from a staff member to use a school telephone. Parent telephone contact with students during the school day is discouraged. The office will deliver emergency messages from parents to students. ***Students are not permitted to have cell phones or pagers at school in the classrooms. Students wishing to bring their cell phones to school may turn them into the office in the morning before going to the gym. Students who choose not to turn in their cell phones will have them confiscated until a parent meeting can be held.***

Volunteer Student Supervision

Adult volunteers who wish to work with children at Queen of Peace Catholic School in both curricular and extracurricular activities are required to complete a diocesan background check every five years. Volunteers are also reminded that they are to provide supervision that promotes school citizenship and is consistent with school behavioral regulations and expectations. Volunteers shall direct students to correct poor behavior or violations of school regulations and expectations. Volunteers shall direct the student to a staff member if disciplinary action is necessary.

Volunteer Opportunities

Parental involvement has been a hallmark of our school and we firmly believe that our school is not complete without this component. Without the dedicated commitment of our families, our tuition would be much higher.

All School Families shall participate in the “*Let Your Light Shine*” Service Program. Parents are expected to abide by the policies of this service program as outlined in the following section:

Let Your Light Shine Policy

- This year our Service Program will be based on an honor system. You will no longer receive statements or an invoice for this program.
- Every K-8 family must earn a total of **20 points** of service through the school year.
- Program period runs from the 1st day of summer break through the 2nd week of May.
- Service points can be served by minors only at the discretion of the principal.
- Points are non-transferable from family to family.
- Each family should keep a record of their points earned on their Communication Envelope.

Opportunities List

- Library help (year-round)
- Ripping out workbook pages (beginning of the year)
- VBS (Summer)
- Peace Fest (Fall)
- Daddy Daughter Dance (Spring)
- Mardi Gras (Spring)
- Lunchroom (year-round)
- Campbell soup labels/box tops (can be done at home)
- Field trip chaperone (year-round)
- Coaching (year-round)
- Buying supplies for school or for events (year-round)
- Field Day (Spring)
- Book Fair (Fall and Spring)
- Middle School BINGO nights (Fall and Spring)
- Notre Dame Apparel Booth (Fall)
- There are many opportunities other than the ones listed. These are just some ideas.

Family Educational Rights and Privacy Act FERPA (P4170)

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

Environmental Tobacco Smoke (P5000 series)

All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these building while such services are being provided to children.

Child Abuse Reporting

It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the Diocese various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons, and other personnel, employee and volunteer, are subject to and obligated by this policy.

Registration, Tuition, and Fees

School Tuition

Information concerning tuition can be received by calling the School Office.

Tuition Payments

Queen of Peace has established a flexible tuition program that allows families three options for payment: payment in full, or the use of the FACTS 2 or 11 month tuition management payment plan.

Tuition Refunds

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have already been allocated for the student's education.

Financial Assistance

Families in need of financial assistance should request a Financial Assistance application from the office. This is generally done at the time of student registration. Financial assistance will be decided by the Pastor, Principal, and a parish review committee in May. Parents will be notified and tuition balances adjusted accordingly. We realize that financial difficulties occur, and will work with families who have such problems *if we are kept informed*.

Scrip Program

Parents of students may also earn tuition credit through the purchase of SCRIP. A brochure describing this program is available in the office. Families earn 50% of the profit earned on the SCRIP they purchase. A tuition credit voucher will be issued every 6 months for the amount of SCRIP credit earned. The voucher can be used towards any tuition payment within

two years of being issued. We ask that all families participate in this program, as the success of this program is critical to the continued growth of the school.

Outstanding Tuition or Other Fees

It is the policy of the school to take all reasonable and necessary steps to collect outstanding tuition and other school fees. Failure to respond to delinquency notices can result in the withholding of report cards, transcripts, participation in extracurricular activities, and possible suspension until payment is made. End of the year report cards will be withheld for outstanding fees, which may include: tuition, book/tech fees, library books, damage/lost textbooks, HASA dues, Puma Pal charges, and other financial obligations.

If you are having difficulty in meeting your tuition obligation, or extenuating circumstances have arisen, such as unemployment, then you are to contact the pastor to review your payment plan.

School Fees

All kindergarten – 8th grade families are required to pay school fees as means to help supplement the cost of books and other curricular expenses. The fees for the 2018-19 academic year are as follows:

\$50.00	Registration Fee (per child)
\$175.00	Book Fee (per child)
\$150.00	Technology Fee (per child)
\$25.00	HASA Membership Fee (per family)
\$30.00	Material Supply Fee (per family)
\$100.00	Student Services Fee

The \$530.00 school fees are due prior to the start of the school year.

Registration

The following policy has been established for enrolling students at Queen of Peace.

- **Currently Enrolled** - Preference will be given to families presently enrolled at Queen of Peace, regardless of religion.
- **Register as a Parishioner** – To register as a Queen of Peace parishioner the following procedure applies:

Registration – as a parish member

Regularity – of Church giving

Recognition – as determined by the pastor

Being an active member of the parish means:

- Participate at Saturday evening or Sunday morning liturgies on a regular basis.
- Involved in sharing some of their time and talent in the service of the parish and school on a volunteer basis.

- Demonstrate a regular pattern of financial support of the parish through the use of their church envelopes.
- Current in their payment of tuition and/or fees.
- Registered as a member of the Queen of Peace Parish.

Transfer Students

Any student seeking admittance as a transfer student will participate in an interview with the principal before registration is accepted. All students entering as a transfer student will do so on a probationary period. A student's full and complete admittance will be contingent upon an evaluation of their conduct and academic standing.

The Parent and School Partnership

Enrollment in Queen of Peace Catholic School is subject to the approval of the Diocese and the Queen of Peace Catholic School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian is expected to act as a cooperative partner with Diocese and School, and comply with all policies and rules that have been established by the Diocese and School. The School also retains the right to rescind approval for the enrollment of any student if it is determined that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the school, and other students attending the School, or the fulfillment of the School's mission.

Registration Packets

Registration packets for the following year will be given to Queen of Peace parents prior to the close of the school year. Packets will provide information about the registration procedures, tuition costs, payment options, assistance forms, late fees and policies regarding payment.

Physical Exam Forms

Students entering kindergarten must present a physical exam form signed by the doctor. Students entering from other schools are required to present such a form unless it is included in their forms from the previous school.

Immunization Records

Upon enrolling in the school, pupils in preschool – 8 must present an immunization form signed by the doctor, on the entrance day. These forms are available in the office.

Choice Scholarship Lottery Process

The State of Indiana requires that every Choice School have a lottery process on hand. Although a lottery may rarely be used, officials are expected to have a policy in place.

If Queen of Peace were to receive more Choice Scholarship applicants than they can successfully accommodate, then Queen of Peace would conduct a random lottery drawing of eligible Choice Scholarship at a public meeting.

- Circle of Excellence – High Honor Roll 3.5 – 3.99 GPA
- Circle of Excellence – Honor Roll 3.0 – 3.49 GPA

Grading Scale

Fort Wayne/South Bend - Primary Grade Scale Grade 1-2

O	95 - 100
S	87 - 94
+	
S	80 - 86
S-	70 - 79
N	60 - 69
U	59 - below

Fort Wayne/South Bend - Elementary Grade Scale Grade 3 - 8

A+	97 - 100
A	93 - 96
A -	90 - 92
B +	87 - 89
B	83 - 86
B -	80 - 82
C	77 - 79
C	73 - 76
C	70 - 72
D	67 - 69
D	63 - 66
D	60 - 62
F	59 - below

Homework

Homework should be seen as an extension of the classroom, and therefore home study should become an integral part of each pupil's educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Make-Up Work

When a student misses school for an **excused** absence(s), assigned school work, tests and quizzes may be completed with no loss of credit. (It is important that students and parents understand that the classroom instruction that occurred during the absence cannot be

replicated for the absent student upon his/her return to school.) It is the student's responsibility to check with his or her teacher to ensure that all missing work is made-up, and that it is done so in a timely fashion.

Report Cards

Report cards are issued at the conclusion of each quarter. Each quarter is approximately 9 weeks in length and contains approximately 45 instructional days. Parent/Teacher conferences will be conducted following the first quarter.

Standardized Testing

Students at Queen of Peace participate in ISTEP (Indiana Statewide Testing for Educational Progress) in grades 3, 4,5,6,7 and 8. The ISTEP test will be administered in the spring. Our third graders also participate in the I-READ 3 standardized test that is administered in the spring. NWEA MAP will be administered throughout the year for both reading and math.

Promotion and Retention of Students

Students are promoted to the next grade at the end of the year. Retention may occur if a teacher feels it is in the best interest of the child. Parents can expect frequent communication with the teacher if retention is a possibility. Notification of retention will be made by April 18th. If a parent opposes retention, over the advice of the professional staff, the parents will be required to sign an acknowledgement statement.

Sacramental Programs

The children receive the Sacraments of Reconciliation and Holy Communion for the first time in the second grade. Parents are actively involved with their children in preparing for these sacraments. Students in the 8th grade begin preparations for the Sacrament of Confirmation. Parents are actively involved in the preparation for this sacrament.

Diocesan Policy 4010

Enrollment

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open Enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate students with disabilities in its educational programs.

A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

- III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the school's ability to meet the needs of the students tested.

- IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (see P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required.

- V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering kindergarten must be five years old prior to August 1, or date set by the State. A school should administer a developmental assessment for determining proper placement in kindergarten.

- VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school, or poses a threat of harm to the student, other students, or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment to the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will

conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Discipline

In guiding a child's growth in the proper formation of Christian values and attitudes, a positive approach will be emphasized. Self-discipline, the key to effective overall discipline, is accomplished through firmness, consistency, and a positive outlook. Order and self-discipline are the outgrowth of good teaching and parenting. This principle of self-discipline must start at home and be maintained in the learning atmosphere. In the final analysis, the combined efforts of teacher and parent are the key to achieving an atmosphere of responsible behavior and Christian attitudes. The student must understand that choosing one form of behavior over another brings with it certain consequences. Thoughtless or deliberate disregard of regulations on the part of the students will be addressed with corrective measures fitting the inappropriate behavior. Parents will be informed at the beginning of each year of the specific regulations for each department regarding everyday behavioral expectations. As stated in the school philosophy, all discipline at Queen of Peace will be directed by the School Administration and Faculty members with a constant attitude of true concern for the student and the students in the school.

Queen of Peace Catholic School will continue its use of Discipline with Purpose (DWP) as a formal approach to developing consistency among the grade levels and classrooms. It is, though, the individual teacher's responsibility to develop standards of conduct that create an atmosphere conducive to learning. These standards should be in line with those set forth through the school's philosophy, DWP, and staff determined expectations. Further, each classroom should develop a climate which fosters 1.) the integrations of religion with all learning experiences, 2.) the formation of a faith community among all members of the Queen of Peace school family, and 3.)

the preparation of students for effective service to the Christian community. We have three guiding rules at Queen of Peace Catholic School. They are as follows:

1. Respect God, Yourself, Others and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

Discipline with Purpose

Discipline with Purpose is the disciplinary program used in all classrooms and areas at Queen of Peace. The program emphasizes positive behaviors in a Christian setting. The program utilizes a card system that includes appropriate warnings for misbehaviors. Frequent communication with parents when repeated misbehaviors occur is accomplished through the “purple card.” The “purple card” identifies the inappropriate behavior, offers the students’ a response to modify the inappropriate response, and requires a parent acknowledgement signature.

DWP Card System

A card system is the basis for the DWP progressive discipline used at Queen of Peace. The card system evolved from a 4 card to a 2 card system. The first card that a child receives will never be seen by the parent. It is a “warning” card. It is placed on the child’s desk as a reminder to “*Stop. Think. Plan.*” If the child continues with the behavior, a second card will be issued. It is filled out with the student and sent home to be signed.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat will face a failing grade, detention, suspension, and/or expulsion. First time offenses in Middle School will include a failing grade, a lunch or after-school detention, and a letter placed in the student’s file of the offense. Multiple offenses will conclude in suspension and/or expulsion. Cheating includes but is not limited to:

- Collaboration - Working with another student or a group of students to complete assigned work, unless permitted by the teacher (such as group work).
- Homework - Copying work from another student or giving one’s work to be copied.
- Quizzes & Test - Students may not use cheat sheets, open textbook, verbal or nonverbal cues, or copy off of another student’s test.
- Plagiarism - An act or instance of using or closely imitating the language and thoughts of another author without authorization and presentation of that author's work as one's own, as by not crediting the original author (through citation and quotation).

Social Media/Internet Use Outside of School

Per Diocesan policy 4630 the school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name,

offensive or immoral communications and safety threats. The school does not however, actively monitor student use of technology (internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parent/guardians are primarily responsible for the appropriate and ethical use of technology especially in the home.

Bullying and Cyberbullying

Queen of Peace Catholic School attempts to provide a safe environment for all individuals. Verbal, written, or electronic threats made against the physical or emotional well-being of any individual are taken very seriously and will not be tolerated. Students making such threats face detention, suspension, and/or expulsion.

Consequences for the student(s) involved will be determined at the discretion of the counselor and administration. Possible consequences may include:

- Teacher/student conference
- Letter of Apology
- Contact with parent (email/phone)
- Meeting(s) with counselor
- Loss of Privilege(s)
- Lunch/Recess detention
- After-School detention
- Teacher/Parent/Student conference
- Removal from classroom setting
- Meeting with administration
- In-School suspension
- Suspension (1-5 days)
- Expulsion

If a student has bullied someone, it is generally expected that at least one consequence will be imposed. Consequences may adhere to the order shown, or they may be determined by the severity and/or repetitiveness of the act(s) involved. The administration has the right to administer any of these consequences without respect to the order in which they are listed. Also, the administration has the right to utilize additional consequences as deemed necessary

Interpersonal Student Relationships

Queen of Peace Catholic School requires that students refrain from any public display of affection (PDA) during school hours and any school-sponsored events. A public display of affection is defined as any action that implies an exclusive or romantic relationship between two individuals. While we recognize that special relationships may exist, we also believe that these special friendships deepen the need for restraint and discipline.

If teachers or administrators observe students engaging in PDA, the students will initially receive a warning and counseling regarding the concerns. Persistent warnings or continued acts of PDA will result in disciplinary action and a conference with the administration and parents.

Diocesan Policies 4520 and 4530

Grounds for Suspension or Expulsion of Students

- I. The grounds for suspension or expulsion below apply to student conduct which occurs
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees, or property, or the reputation of the School or Diocese.

- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
Causing or attempting to cause damage to property belonging to any other person, student, school employee, or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - C. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - D. Threatening or intimidating any individual for whatever purpose.
 - E. Violation of the Diocese Gun-Free School Policy.
 - F. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
 - G. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
 - H. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - I. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
 - J. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.

- K. Using on school grounds during school hours an electronic paging device, MP3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- L. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

Diocesan Policy 4530

Disciplinary Review for Students (Suspension or Expulsion)

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Parent/Staff Grievance Procedure

According to Diocesan guidelines, there is a Grievance Procedure to follow when parents have concerns about their students:

1. Talk with the student's teacher
2. Talk with the principal
3. Talk with the Pastor

The parents should treat the faculty and staff with the same respect with which the faculty and staff treat the students. The school is in a partnership with the administrators, faculty, staff, and parents, all of whom are working together to make the Catholic learning experience for the students the best it can be.

Diocesan Policy 2310

Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only)
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Failure or Refusal of Parent/Guardians/Custodians to Participate in Disciplinary Proceeding (P4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services.

Student Accused of a Non-School Related Criminal Act (P4550)

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

Gun-free Schools (P4560)

Students are prohibited from bringing a "firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing firearm, destructive device, or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school." This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Substance Abuse (P4570)

The school shall assist students experiencing substance abuse problems in accordance with diocesan policy.

Harassment Prohibition (P4580)

The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determine are reasonable and appropriate.

Student Locker and Vehicle Inspection (P4590)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy.

Acceptable Use Policy (Internet) (P4620)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours.

Extra Curricular Policy

The academic and athletic programs at Queen of Peace Catholic School work together in complementary fashion so that each enhances the other. Students must maintain a determined academic standard for participation in athletics and extracurricular activities.

Eligibility

A student wishing to participate in athletics and extracurricular activities through Queen of Peace must maintain an academic average of a “C” (2.00) in all subject areas including specialty classes.

An “F” in any subject, regardless of academic average, renders a student ineligible for participation in athletics and extracurricular activities.

Participation in athletics will also be contingent upon parental and student acknowledgement and agreement to, the Athletic Association's code of conduct and other bylaws as outlined in the Athletic Handbook.

Procedure for Identifying Ineligible Students

The following procedure will be used when students receive failing grades or when the academic average falls below a “C” (2.00).

1. If a student receives an “F” or an academic average lower than a “C” (2.00) in their core subjects on a report card or progress report, the student will be placed on probation. Probation is a one, two (2) week period during which a student-athlete works to improve his/her grades and/or conduct. During this two week period, a student is still considered a full participating member of the athletic team or club, but time should be spent wisely improving one’s grades.
2. Parents will be notified with a letter from the principal. A list of ineligible students will be provided to all coaches.
3. At the conclusion of the two-week probationary period, a student remains a full, participating member so long as their academic GPA is above a 2.0 with no failing grade(s). Should a student not be able to meet these expectations, he/she will no longer be eligible to participate in interscholastic athletics or extracurricular clubs for the remainder of the season. This will result in the removal of the student from the team’s roster and the forfeiting of any awards or certificates.

All students are allowed one (1) probationary period per school year. Should a student fail to meet the academic and behavioral standards outlined above more than once during a school year, she/he will be considered ineligible and will no longer be permitted to participate in interscholastic sports or extracurricular activities at Queen of Peace for the remainder of the school year.

Right to Amend

The principal and/or pastor reserve the right to amend this handbook at anytime without advance notice. Parents will be given prompt notice of amendments.

QUEEN OF PEACE CATHOLIC SCHOOL

UNIFORM DRESS CODE CHART

		COLOR	DESCRIPTION
SHIRTS	Girls Boys All	Light blue	Peter pan blouse, oxford or pique polo. Long or short sleeved oxford or pique polo. Shirts must be long enough to be tucked in so that waist band or belt is visible.
PANTS	All	Navy or khaki	Dress pants, NO CARGO PANTS. All pants must fit and be worn at the natural waist with waistband resting above the hip.
SKIRTS/ SKORTS/ JUMPERS	Girls	Navy, khaki, or plaid	Bottom of garment must be no more than three (3) inches above the knee.
SHORTS	All	Navy or khaki	NO CARGO SHORTS. Bottom of shorts must be no more than three (3) inches above the knee. Shorts may be worn from the 1 st day of school until Oct. 31 and from the 1 st Monday after Spring Break to the end of the academic year.
SWEATERS/ SWEATSHIRT	All	Navy or white	Cardigan, sweater vest, or a pre approved sweatshirt may be worn. Must be worn with shirt listed above.
BELT	K-5 th 6 th -8 th	Navy, black or brown	Optional. Unadorned buckle with no color detail or trim. Mandatory. Unadorned buckle with no color detail or trim.
SOCKS/TIGHTS/ KNEE HIGHS	Girls	Navy, black, brown, tan or white	No color trim or detail.
SOCKS	Boys	Navy, black, brown, tan or white	Required
SHOES	All	Black or brown	Dress shoes. Athletic shoes may be worn with shorts. They must be tied, buckled, or fastened for safety. Heels must be less than two (2) inches. Shoe jewelry, shoes with wheels or lights are not permitted.
TIES	All	Navy	Pre-approved tie to be worn on Mass days
HAIR	All Girls Boys		Hair should be well groomed. Fads, extreme styles, radical colors, or designs shaved into the hair will not be permitted . Small barrettes, bows, headbands and scrunchies of navy, black, white, or tan are allowed. Bangs must be cut above the eyebrow or pulled back so that they do not cover any part of the eyes. Hair should be styled with sides no longer than the top of the ear, the back cut in a manner that no hair falls onto the collar and the bangs must be cut above the eye. Boys must also be clean shaven.
JEWELRY	All		A watch, and a cross or medal on a metal chain are acceptable. Bracelets may be worn, but it is limited to ONE

	Girls		religious bracelet and should be no more than ½ inch in width Girls may wear a simple stud earring in each ear.
MAKE-UP	All		Make-up is not permitted, including finger nail polish.
UNDERSHIRTS	All	Solid white	May be worn under shirts but may not show anywhere except at the neckline.
GYM WEAR			Students are to come to school properly dressed for gym to save valuable instruction time, ensure safety, and allow for full range of motion during physical activities
SHIRTS		Grey	Gym T-Shirt with school logo.*
SHORTS		Grey	Gym Shorts with school logo* or plain Grey Shorts (Worn Aug/Sept/Oct/Apr/May /June}
SWEATSHIRTS		Grey	With school logo* or Spirit Wear*
SWEATPANTS		Grey	With school logo* or plain grey sweatpants
GYM SHOES			Athletic shoes
			ALL clothes must be loose fitting and appropriate for school.