



Queen of Peace Catholic School

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

Parent/Student Handbook

2025-2026

Queen of Peace Catholic School

4508 Vistula Road

Mishawaka, Indiana 46544

(574) 255-0392

FAX: (574) 255-1029

<https://school.queenofpeace.cc>

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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 guiding 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,

Kim Obringer
Principal

CONTACTS

Queen of Peace Catholic School

4508 Vistula Road
Mishawaka, Indiana, 46544
(574) 255-0392
FAX (574) 255-1029
PARISH (574) 255-9674
<https://school.queenofpeace.cc>

Pastor	Father William “Bill” Meininger
Principal	Kim Obringer
Parish Business Manager	Kathy Barouska
School Office Manager	Nancy Schleer

DAILY SCHEDULE

7:35 am	Doors open
7:35-7:50am	Breakfast
8:00 am	Tardy Bell/Community Prayer in the Gym
8:15 am	Mass (Tues and Fri All School)
11:00 am	Morning Preschool Dismissal
11:05 am	Lunch Service begins
2:55 pm	Afternoon Prayer
3:00 pm	Afternoon Preschool and K-8 th Dismissal
3:30 pm	School Office Closed

Mission Statement

What we do

Christ-centered education to grow spiritually, excel academically, and develop unique talents to serve our community.

Vision Statement

What we strive to be

At Queen of Peace, inspired by our Catholic faith, we want to help every student do their best in school, grow in their faith, and make a difference in the community.

We Believe

How we make decisions

- | | |
|------------|--|
| 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. |

Rights

Principal-Teacher Rights

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Queen of Peace Catholic School will respect and follow the guidelines established by administration.

Student Rights

Students will be dealt with fairly, with adequate opportunity to present their version of a situation. Each student has the right:

To an education

To an atmosphere conducive to learning

To fair treatment

To the consideration and concern of teachers and fellow students

Parent as Partners

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

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

- gets to bed early on school nights
- arrives at school on time and is picked up on time at the end of the day
- is dressed according to the school dress code
- completes assignments on time

To actively participate in school activities such as academic nights, HASA events, and Parent Teacher Conferences

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

To notify the school by phone or email when the student has been absent or tardy

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

To meet all financial obligations to the school

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

To compete and return to school any requested information promptly

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

To keep up to date on all online platforms (Powerschool, Google Classroom, ParentSquare)

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school

To treat teachers and administration with respect and courtesy in discussing student problems.

Engagement in online social media such as, but not limited to SnapChat, Instagram, TikTok, Facebook, etc. may result in disciplinary actions if the content of the student's and/or parent's posts includes defamatory comments regarding the school, the faculty, other students, or the parish. Any disrespect of school staff and/or disregard of school policies and procedures may result in a withdrawal of a school family from Queen of Peace Catholic School.

To support the student as they take responsibility for his/her behavior and academic success.

Organization

Accreditation

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

Advisory School Board

The advisory 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 a 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 a parent/teacher organization that encourages communication, involvement, and financial support by sponsoring programs, activities, and fundraising 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 westernmost entrance of the school, as these will be the only doors unlocked for children to enter and proceed to their homeroom classroom. 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. A warning bell will sound at 7:58. All students must be in the building by the 8:00 a.m. bell or they will be considered tardy.

Morning Drop-Off

All vehicles are to use the **Vistula Road entrance and follow the path** through the parking lot, 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. **Students picked up by 3:30 will be assessed \$2.00.**

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 on their address and a perceived direction of travel. 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 at 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 school entrance after the rows have been dismissed.

Preschool Arrival/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 school 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 was to be delayed or closed due to inclement weather or other circumstances, an announcement will be sent via ***ParentSquare System***, as well as broadcast on local radio and TV stations. You can set up your alert preferences through your ***ParentSquare*** 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.

Gender Incongruence: Pastoral Guidelines and policies for parishes and schools

[Letter from the Bishop](#)

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/email will be placed to the parent. 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 in their homeroom 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. **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 acknowledgment 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 that provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
- B. Excused Absences
 - 1. Illness of the student (with a 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 appointments 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 the absence and to determine the 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 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 the school from an appointment must be signed in at the office.

Illness

According to the Indiana Department of Education, a student should be temporarily excluded for:

- A temperature of 100 degrees or higher (a student's temperature should be below 100 degrees without medication for 24 hours before the student returns to school).
- Most inflammatory eye conditions, such as pink-eye.
- Rashes that are known to be contagious or infectious (Hand, Foot, Mouth)
- Head cold of any consequence, especially with a persistent cough or discharge
- Sore or inflamed throat - if strep throat is diagnosed, the student needs to be on medication for 24 hours before returning to school
- Discharge from the ears
- Body lice or head lice - must be free of live lice and must be clean of nits in the hair or scalp
- Vomiting - must not have vomited within the last 24 hours before coming to school

Communication Envelope

This year we will continue sending the newsletter and pertinent information electronically on Fridays via ParentSquare. Bi-monthly envelopes will be sent out on Fridays.

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 approve, 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. **No Smartwatches or cellphones are permitted.**

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 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 offered from 7:35-7:55 am daily. This is ordered online at www.boonli.com. The Grab and Go breakfast consists of cereal or muffin, fruit, juice, and milk. **PK students receive a free-daily breakfast.**

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 a visitor pass 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., except the 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 5:30 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 and will be charged a non-refundable registration fee of \$15.00 through FACTS.

It is expected that pick-up be no later than 5:30pm. There will be a \$10 late pick up fee assessed after 10 minutes, and an additional \$5.00 will be charged for each 10 minutes thereafter. Three incidents of tardiness will result in a one-week suspension of childcare service.

After 3 incidents there will be a conference with the principal.

During the Puma Pal hours (3:30pm-5:30pm) please call (574)255-0392 EXT 209

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

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 Seasons Counseling Services.

Seclusion and Restraint Policy and Plan

Queen of Peace Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Policy and Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as routine strategy implemented to address instructional problems or inappropriate behavior (e.g. disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Student Telephone Access

Students 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 Smartwatches at school in the classrooms. Students wishing to bring their cell phones to school need to get approval from the principal. They must turn them into the office upon arrival. Students who choose not to turn in their cell phones will have them confiscated until a parent meeting will 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 few years. All parents/guardians will have the opportunity to complete the background check. 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

- Our Service Program will be based on an honor system. Each family should keep a record of their points earned.
- Every K-8 family must earn a total of **20 points** of service through the school year.
- Service points can be served by minors only at the discretion of the principal.
- Points are non-transferable from family to family.

Opportunities List

- Totus Tuus (Summer)
- HASA EVENTS: Mardi GRAS, Daddy Daughter Dance/Mother Son Event (Spring)
- Field trip chaperone (year-round)
- Coaching (year-round)
- Field Day (Spring)
- Book Fair (Fall and Spring)

Please use ParentSquare to log your volunteer hours.

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 buildings, or near entries, 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's 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

There is a NON-Refundable registration fee of \$75.00 per child that will be billed to your FACTS account.

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 prorated 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 or website. 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*.

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/parish administrator to review your payment plan.

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 that promotes the optimum educational and spiritual development of the student, every parent/guardian is expected to act as a cooperative partner with the 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 preschool, kindergarten, and new students 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 – 8th must present an immunization form signed by the doctor, on the entrance day. These forms are available in the office.

STUDENTS

Academic Program

The academic program of Queen of Peace is based on the belief that each child should be encouraged to reach the highest potential he or she can attain in mastering the basic skills of an elementary education. These skills are taught with the understanding that all aspects of life and learning are permeated by the principles of Christianity. Students will follow the Diocesan Curriculum in Religion, Mathematics, Reading, English, Social Studies, and Science. All PK-8 students also participate in Music, Technology, and Physical Education as specialty area classes. In order to be promoted to another grade within or graduate from Queen of Peace, students must have a passing yearly average in all basic and specialty subject areas.

Academic Recognition Programs

The school recognizes academic achievement by individuals. Recognition takes many different forms, depending on the grade level of the student. Included in this program is an awards assembly held at the conclusion of the school year for the various grade levels using cumulative grade point averages. Students achieving honor roll status are to be recognized through the communication envelope each quarter.

Honor Roll

Students in grades 5 – 8 are to be recognized for their demonstration of excellence throughout the school curriculum and school experience. The following restrictions apply and may eliminate a student from the honor roll:

- Failing grades
- A conduct grade of a C or lower
- Suspension (either in school or out of school)

Circle of Excellence (*The above restriction of suspension will apply and may eliminate a student from this honor roll.*)

- | | |
|--|--------------------|
| ● Principal's Honor Roll | 4.0 GPA or higher. |
| ● 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 completed 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 iLearn (Indiana Learning Evaluation Assessment Readiness Network) in grades 3 through 8. The iLearn test will be administered in the spring. Our second and 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 in grades K-2.

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 acknowledgment 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

1. 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.

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.

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.

I. 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.

II. 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.

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.

III. 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 that 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.

IV. 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 a 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 services and obtaining religious and catechetical instruction.

Discipline

PBIS

Positive Behavior Interventions and Supports is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

At its heart, PBIS calls on schools to teach kids about behavior, just as they would teach about any other subject—like reading or math. PBIS recognizes that kids can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what appropriate behavior is. Throughout the school day—in class, at lunch, and on the playground—kids understand what's expected of them.

School Rules:

Be Respectful, Be Responsible, Be Safe

In the event of a disciplinary incident, the student will be sent to the office with a Conduct Referral Form. This form is filled out by the teacher and/or administrator and taken to the office with the student. The form is then sent home and is to be signed by a parent and returned to the office.

Certain rules and regulations have been made with the hope of leading everyone toward developing a greater sense of self-discipline and toward maintaining an atmosphere in which it is possible for all students to learn. The teacher is the first recourse in all disciplinary situations. Administration may be involved as needed and may waive any disciplinary rule for just cause at his/her discretion.

1. A teacher or staff member has the right and the responsibility to correct any child.
2. Courtesy and respect shall be shown for all adults and children.
3. Children will respect all property - that of school and that of individuals in it.
4. Students may not bring dangerous items such as guns, knives, matches, lighters, vape items, or smoking devices on the school premises.
5. Students may not leave the premises from the time of their arrival until the time of dismissal without parent consent.
6. Students will not use technology inappropriately (for example, inappropriate social media sites and websites with inappropriate content).

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, 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).
- AI - ChatGPT and any other generative artificial intelligence (AI) tools at all stages of the work process, including preliminary ones is strictly forbidden. Violations of this policy will be considered academic misconduct.

Cafeteria Rules

1. Good manners are expected
2. Loud talking and shouting are not allowed
3. Running at any time is not permitted
4. Each student is responsible for cleaning his/her area of the table and floor of trash before leaving. No food is to be thrown.
5. Each class will have assigned tables
6. Lunch teachers have the right to assign seats in the lunch room.
7. Due to allergy concerns, students are not to share food with other students.
8. Students are to follow PBIS expectations posted in the lunchroom.

Playground Rules

PK - 8th grade students have recess. Students are expected to follow the universal playground rules. Playground expectations are not limited to this list, and the administration retains the right to amend and add to the playground rules. If changes are made, parents will be notified as soon as possible via ParentSquare. All students MUST be appropriately dressed for all weather conditions (hats, gloves, boots, coats, snowpants etc). The playground rules are for each student's safety.

1. No climbing on top of the equipment
2. Students must slide down the slide and climb up the stairs. No blocking slide at the bottom. Students may only go down the slide in the sitting position.
3. Students may not go beyond the designated areas. If a ball goes out of the designated area, students are to inform an adult on recess duty.
4. Students must ask permission to use the restroom.
5. We encourage play at recess; however, excessive roughness will not be tolerated.
6. Playground equipment must be used appropriately (no flipping or hanging upside down)
7. All students are to stop, look, and listen when they hear a whistle blow
8. When a whistle blows, students are to line up immediately.
9. Students are to follow any rules posted about the playground.

Accidents

Accidents of any nature which may require completion of insurance forms must be reported to the office as soon as possible. Otherwise, the school will have difficulty verifying the claim. All students have diocesan insurance, while at school, which is paid through their school fees. It should be noted that according to the policy of the diocese, the parents' insurance is the primary pay in case of an accident at school. The student's school insurance is secondary.

If a child receives more than a minor injury at school, parents will be notified by phone or email as soon as possible.

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 parents/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. To report an incident through Speak Up, please call or text 574-999-3064.

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 an educational function.
- J. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carry 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 an 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 an 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 firearms, destructive devices, or deadly weapons en route to or from school or school activities, 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 determines 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.

Electronic Communication Policy

The Diocese of FWSB has an Electronic Communication and Technology Policy. “The policy protects both the diocese and its members by defining use that is safe, responsible, civil, and, most importantly, reflects our discipleship of Jesus Christ. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church.”

To read the entire policy, see:

- <http://www.diocesefwsb.org/Data/Accounts/Files/1/ElectronicCommunicationandTechnologyPolicy-FI-NAL.pdf>

Some important matters to note:

1. One-on-one electronic communication between an adult and a minor student is prohibited. Parents should remind their students to copy them on all electronic messages that their students send to a teacher, coach, or another adult. If parents are aware that a school employee or volunteer is not following this policy, see contact with the principal.
2. Do not post harmful comments or complaints about the school or personnel on any social media site. It hurts everyone in the school. From the policy.... “Any communication that includes defamatory or harmful comments regarding the diocese, its personnel, parishes, schools, institutions or those it serves may result in disciplinary action up to and including termination. All church personnel and students of the diocese are required to adhere to the information provided in this policy when using electronic communication.” If you have important feedback to offer, please see the appropriate staff member or principal.
3. Do not use the name of the school (parish) or any title that identifies the school on any social media site unless you have the written permission of the principal.

Extra Curricular Policy

The academic and athletic programs at Queen of Peace Catholic School work together in a 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 acknowledgment 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 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 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 any time without advance notice. Parents will be given prompt notice of amendments.