

Mary Queen of the Holy Rosary School Student and Parent Handbook

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INTRODUCTION

Mary Queen of the Holy Rosary School (MQHR) is a parish school, which is part of the system of schools operating under the direction of the Roman Catholic Diocese of Lexington and its Catholic Schools Office. This handbook contains the official policies and procedures of Mary Queen of the Holy Rosary School and incorporates those of the Diocese. It is designed to provide parents, students, and staff with the information they will need to participate fully in the academic and religious programs of this school. A copy of the diocesan policies is available to the school community by requesting this information from the Principal.

MISSION

Mary Queen of the Holy Rosary School is a Catholic community united by a commitment to educate all of our students in religious, academic, artistic, and social areas. In a safe environment, combined with high expectations, Mary Queen School strives to provide all students with the tools necessary to become successful, responsible, contributing, loving members of our church community and society.

PHILOSOPHY

We believe that Mary Queen is a Christian community where parents, teachers, administrators, and students work cooperatively to provide a comprehensive Catholic education for students in grades pre-kindergarten through eight. We believe that in the fulfillment of this plan, God created each individual as a unique member of the human family. We strive to develop the uniqueness of each individual. We collaborate with parents to help form children in the likeness of Christ in such a way that faith becomes a CONSCIOUS, LIVING, and ACTIVE reality in each student's life.

We recognize the dignity of each person and seek to continue to develop the spiritual, moral, intellectual, emotional, physical, and social endowments of all students in accord with their individual abilities.

SPIRITUAL DEVELOPMENT

The most important part of the educational program is the religious and moral education of students. All students will receive daily religious instruction in the Catholic faith. Students in kindergarten through eighth grade will attend weekly Mass. Study of the sacraments is included in the religious training for the appropriate grade levels. Prayer and Christian values are integrated throughout the curriculum and are part of our daily school life.

STATEMENT OF NON-DISCRIMINATION

Mary Queen School admits students of any race color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. Mary Queen School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admission.

ACCREDITATION

Mary Queen of the Holy Rosary School is accredited through the Kentucky Non-Public Schools Commission.

ADMISSION POLICY

No student will be denied admission to the school on the basis of race or nationality.

Mary Queen of the Holy Rosary is a parish school established primarily to serve the people of Mary Queen of the Holy Rosary Parish. As such, preference for admission to the school is given to registered (Mary Queen Parish) Catholic families who give of time, talent and treasure. Families who are committed to the life of the parish, who give of their time, talent and treasure are considered a Stewardship Family and will receive priority.

School Priorities

In general, all students currently enrolled in Mary Queen School (Grades Pre-K through 7) are automatically enrolled for the following year except upon the express recommendation of the principal. Students must be in attendance at MQHR beginning February 1 to be considered as a currently enrolled student. APPLICANTS will only be considered for admission whose educational needs can be met by the programs offered at the school and whose parents or guardians agree to support the administrative and academic policies of the school.

New Students

New students will be accepted using the following priorities:

1. *Mary Queen Parish members with siblings already in school.
2. Children of present faculty members.
3. *Mary Queen Parish members without other children already attending Mary Queen School.
4. Catholic non-parishioners with siblings in Mary Queen School.
5. Catholic non-parishioners without siblings in Mary Queen School.
6. Non-Catholics with siblings in Mary Queen School.

7. Non-Catholics not having siblings in Mary Queen School.
8. Preschool students enrolled for full days will take priority over half day students.

*Parish members for school admission purposes will be defined and prioritized as families registered with Mary Queen parish and active with their gifts of time, talent and treasure.

To determine rankings within a priority, the school will use the date of registration as a member of Mary Queen Parish, with priority going to the earliest registration date. Mary Queen reserves the right to make exceptions to these priorities in individual cases with extraordinary circumstances.

Probationary Status

New and in-coming students will be on probationary status for a six week period from the time of enrollment. The Principal may dismiss probationary students at any time during the probationary period for failure to meet Mary Queen standards related to behavior and academic performance. This will result in the student not being eligible to attend Mary Queen School for the remainder of the school year.

TUITION AND FEES

Issues regarding tuition and fees should be addressed to the school Registrar or Principal.

Tuition and Fees Payment Policy

To ensure proper management of the school, tuition must be paid in a timely manner. Issues regarding tuition and fees should be addressed to the school Registrar or Principal. Parents/guardians are responsible for payment of tuition, fees and any other collections fees incurred should tuition become delinquent.

Purpose: The purpose of this policy is to establish a procedure for collecting tuition and addressing late payment issues.

1. MQHR School tuition payment is due on the first day of each month, beginning in June through May.
2. A late fee of \$20/month will be assessed to all accounts on which payment has not been received by the 10th of each month.
3. An email or letter from the school will be sent after the 10th of each month to notify parents that a late fee has been added to their past due account.
4. A second email or letter will be sent after the 20th of the month informing the parents/guardians that their account is past due and reminding them of their obligation to pay tuition in accordance with the school's tuition policy.
5. Parents with accounts past due for forty (40) days will be contacted for the purpose of scheduling a conference with the School Finance Council to resolve the issue of the late payment.

6. Any account that is past due 60 days must be brought current (zero past due balance which includes late fees) or Mary Queen Business Manager and Principal reserve the right to remove the child/children from the school enrollment. Once a student has been removed from the school's enrollment, a new application must be submitted before the student can be re-admitted and the past due account must be current.
7. If an emergency occurs during the school year which may delay or restrict payment, it is required that you contact the principal to discuss an alternate method of payment.
8. Registration fees are non-refundable. This fee holds a child's placement for the next school year.

Payment Options

1. Annual Payment – Annual Payment made in full made by June 1st will receive a 2% tuition discount. Tuition paid in full must be received on or before June 1 to receive the reduction.
2. Monthly Payment – Monthly payments are based on a 12-month schedule, June through May. You can make your monthly payments on the first of the month through FACTS Tuition Management. With FACTS Tuition Management you can:
 - a. have your payment automatically debited
 - b. use a credit card for payment through FACTS
 - c. Choose the invoice option and mail a check to FACTS

TUITION ASSISTANCE PROGRAM

Mary Queen School has a Tuition Assistance Program (FACTS) to provide assistance to Mary Queen of the Holy Rosary Parish families who need financial help in order to send their children to Mary Queen School. The total amount of assistance available each year is determined in the budget process. Interested families are required to complete a financial aid application online at www.factstuitionaid.com. There is a \$35 (subject to change) processing fee for this service. MQHR uses an independent company to determine need based on the information provided by you. Final decisions on financial assistance will be determined before the first tuition payment is due in June. Interested persons may obtain more information about this program at any time from the Registrar.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school. The school will not forward records for students who withdraw with an outstanding balance. Records of students transferring to another school will only be sent through the US Mail or via Fax to the other school. No records will be given to parents to transport to the new school.

Tuition will be prorated and refunded from the month of withdraw forward for those who made payments in full or if payments are set up through ACH will be terminated after the month of withdraw.

ADULT CHRISTIAN STANDARDS AND ISSUE RESOLUTION PROCEDURE

The choice of the Mary Queen School Program by parents for their children includes a commitment to be governed by the school's policies, procedures, rules and our Catholic values. All parents/ guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

If issues arise between parents/guardians and staff, they are to be addressed in a timely manner using the following procedure established by the Diocese to facilitate reconciliation and to maintain unity within each school and within the Diocese as a whole.

1. Issues are to be discussed directly and privately with the staff/people closest to the issue. The grievance must be made within ten days of the incident. The two should make every effort to come to agreement. If the issue cannot be resolved to the satisfaction of either party, they are to proceed to step two.
2. The person(s) involved in the issue shall request a conference with the Principal. If the issue is not resolved at this level to the satisfaction of either party, they are to proceed to step three.
3. The person(s) involved in the issue are to request a conference with the Pastor. If the issue is not resolved at this level to the satisfaction of either party, they are to proceed to step four.
4. The person(s) involved in the issue shall request a conference with the Superintendent of Schools.

ATTENDANCE

Students attend school for 177 instructional days per year as prescribed by Kentucky State Law. The school day begins at 8:00AM and ends at 2:45PM. The building opens each morning at 7:30AM and students are not to be on school property prior to 7:30 AM, unless attending before school care. Students should try to be in their classroom by 7:45 AM to prepare for the beginning of the day and be present for the Morning Show. Students arriving after 8:00 AM will be considered tardy. Students will be marked absent for the proportion of the day they are not in attendance.

Absences

Attendance at school should be a priority over all other activities as it is vital for the success of the student. If a child is absent from school parents are to notify the school before 8:15 AM. At the time of this notification, the parent may request assignments for the day or days the student is absent. The assignments and needed books may be picked up in the office following dismissal (3:00PM), or sent home with a sibling or neighbor.

It is not recommended that students be absent from school for the purpose of vacationing and/or family trips. If a parent chooses to take their child out of school for this purpose, the Principal and teacher must be notified in writing. Parents are to assume responsibility to assist the child with missed work and assignments.

Parents are to send a signed excuse to their child's homeroom teacher for any day a child is absent. The excuse is to state the reason for the absence as required by Kentucky State Law and is due on the day the child returns to school.

Excessive absences may affect promotion to the next grade level.

Tardies

Students arriving after 8:00 a.m. will be considered tardy. Parents are to send a signed excuse to the receptionist stating the reason for the tardy as required by Kentucky State Law. The student must obtain a Tardy Slip from the receptionist to present to his homeroom teacher any day he arrives at school after 8:00 a.m. Students will be marked absent for the proportion of the day they are not in attendance.

Early Dismissal

If a student needs to leave school before the end of the school day, the parent is to send a signed note to the office prior to the time the student is to leave. The signed note is to state the reason for the absence as required by Kentucky State Law. Parents are to come inside the school to the reception area for the purpose of early pick-up and signing out the student. If someone other than the parent or guardian is to pick up the student, prior permission must be given to the school. Parents are to list other adults approved to pick up their child on the informational form distributed at the beginning of the school year. The parent is to send a note or call the school to give permission for one of the prior listed adults to pick up their child. In the case of an emergency when the adult picking up the student is not listed on the informational form, the parent is to call the school and verify their identity. The parent may then give permission to the school personnel to release the student.

CANCELLATION AND DELAY OF SCHOOL

In the event it is necessary to cancel school due to inclement weather and/or other emergencies including during the school day, parents will be and/or notified via the Remind text system and

local television stations 18, 27, & 36. In the event school is cancelled during the school day, a Remind text will be sent out and television stations will be notified.

STUDENT DROP-OFF AND PICK-UP

Students are to be picked up between 3:00 and 3:15 unless they are attending the After School Day Care Program or an extracurricular activity. Students not picked up on time will be sent to the After School Day Care Program and parents charged a daily drop-in rate for this service.

Parents are to follow the established pick-up and drop-off procedures which are described on the school website. It is imperative that all parents cooperate with the established procedures for the safety of all students.

RECORDS

Student Records

All student records are confidential. A review of records or release of copies will not be permitted without parental consent. All parents and legal guardians have the right to review their child's educational records. Requests for review of records may be addressed to the school Guidance Counselor or Principal.

A release for records is to be signed by the parent or guardian and sent to the Registrar. The Registrar will forward copies of the school records to the receiving school or agency designated within 30 days. Mary Queen School will retain original documents of all records submitted for a student.

Non-custodial parents are permitted to review their child's records and obtain copies, unless a court order prohibiting this is filed with the school Principal.

Health and Medical Records

The state of Kentucky requires all students to have up-to-date Immunization certificates on file in the school. Students not having the proper immunization certificates or expired certificates may not be enrolled in school.

Requirements are as follows:

1. A valid Kentucky Immunization Certificate.
2. A physical examination form must be submitted upon entering Mary Queen and before the start of 6th grade.
3. Initial entry year of school eye examination.

Requirements for Sixth Grade include:

1. A valid Kentucky Immunization Certificate which includes two MMRs after first birthday.
2. Hepatitis B vaccine.
3. A physical examination done within one year prior to entering sixth grade.

Additional detailed information, regarding these requirements is included with application information.

CUSTODY

Parents are required to provide the school with an original copy of court documents outlining custody and arrangements if the child is not living with both biological parents.

Reporting to Divorced Parents

If the rights of any parent are in any way restricted by court order, it is the obligation of the custodial parent/guardian to inform the school and to provide certified copies of all court orders reflecting any and all restrictions. In cases of divorce or legal separation, a certified copy of the custody order as well as any subsequent modification of custody should be on file in the school.

Access to Educational Information

All parents and legal guardians have a right to a child's education information except when denied by a court order. Unless otherwise ordered by a court, all school information (notices of school functions, report cards, parent-teacher conferences, etc.) will be provided to both parents.

Access to the Student

Unless otherwise restricted by court order, either parent may have access to the child during school hours for such things as doctor or dental appointments.

ASSESSMENT

Assessment of Catechesis and Religious Education (ACRE)

The ACRE test is an assessment of religious education, proficiency, and practices given at Mary Queen in grades 5 and 8. Both levels are aligned to the six tasks of catechesis outlined in the General Directory for Catechesis: knowledge of the faith, liturgical life, moral formation, prayer, communal life and missionary spirit.

Measure of Academic Progress (MAP) Assessments

To better understand each student's academic level MAP assessments will be given three times per year in the areas of Reading, Language, Math and Science. The assessments are online, and the results are immediate. MAP results provide educators with the detailed data they need to drive instruction and meet their students' needs.

DIRECTORIES, SCHOOL AND FAMILY

School and/or family directories may not be sold or used for commercial purposes.

HEALTH

It is expected that parents and school personnel will work together for the child's safety and that parents will keep the school informed of new developments in regard to the child's medical condition and medications.

Medication

Most prescription medications can be given before and after school or in the evening. Whenever possible, please arrange your child's dosage times so that the medication does not need to be given during the school day. Medication must be sent to school in their original packaging with a completed Authorization to Dispense Medication Form, available on the school website. All medication must be checked in at the office and dispensed from the office. If a child has to take any medication in the school prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following:

- Child's name
- Name of Doctor
- Frequency
- Dose
- Date

Students may not administer any type of medication nor are they to have medication in their possession while in the school.

Exceptions to this policy are:

- Students may carry and use inhalers and Epipens with the authorization of their physician and parent. Parents must give written authorization to the school personnel indicating their child is approved by physician to administer their inhaler and/or Epipen.
- Students that have their doctor's approval to self-administer insulin may report to the health room for their injection. Parents must give written authorization to the school personnel indicating their child is approved by a physician to administer their insulin.

Medication is to be in the original container with a completed Medicine Dispense Form.

Return to School

If your child has been absent from school due to an illness, the student must be free of the symptom for 24 hours before returning to school. This includes a fever of 100 degrees or higher, Vomiting, Diarrhea, Severe Nausea and all Infectious Diseases.

Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days). Rashes or patches of broken, itchy skin must be examined by a doctor before returning to school.

Lice

The school has a “Nit Free Policy.” Head lice are passed from person to person by direct contact or on shared objects, such as hats, combs, towels, barrettes, headphones, etc. Encourage your child to keep these things to oneself. If you find your child has nits or lice, please contact the school office and let us know so other students can be checked. Students are not permitted to return to school until all nits are removed. **If lice is found by the teacher or the parent, a note or email needs to go to the other parents in the classroom so they can take measurable steps.**

BULLYING/HARASSMENT

We are committed to providing a caring, friendly, and safe learning environment at Mary Queen School. Bullying and harassment are behaviors that create a hostile/abusive environment in which a student’s ability to participate in or receive the benefits, services or opportunities of the school’s program is limited or denied. Bullying and harassment of any kind is unacceptable at our school.

Bullying is repetitive, hurtful behavior that involves an abuse of power by one (or more) person over another. Bullying is regular intimidation that undermines the confidence and capability of individuals. It can take the form of verbal, physical, social or psychological behaviors.

Harassment is unwanted conduct affecting your dignity. It may be related to age, sex, disability, religion, nationality or any personal characteristic and may be persistent or an isolated incident.

Anyone (students, parents, etc.) who has knowledge that an incident of bullying or harassment has occurred is to report the incident to a staff member. Reports of bullying and harassment will be taken seriously and the appropriate disciplinary actions will be taken.

A Bullying Prevention program is taught to K-8 students throughout the year by the Guidance Counselor.

DISCIPLINE PROCEDURES & POLICIES

Upon choosing Mary Queen School for their child, parents/guardians agree to be governed by the basic philosophy of the school, its rules and procedures, and Catholic values.

Parents/guardians agree also to work with the school to help their child develop a sense of honor, integrity, and responsibility toward self and others. All students, parents and adults are expected to uphold the Catholic Faith. Effective discipline assists in the development of the child's self-control, character, orderliness, and respect for others.

Every student has a right to learn while attending Mary Queen School. Therefore, each student must comply with the school's procedures and policies. All students are expected to comply with the school rules, policies and procedures during the school day, during all school functions at the school or off campus, including overnight trips, at any time they are on school property, and coming to or from school.

Grades K-5

There are three basic levels of concern and discipline:

Level 1: The student and parent will be notified of the inappropriate behavior with an email sent through RenWeb. The email will explain the inappropriate action and any consequence which may be assigned. Parents are asked to respond to the email with an acknowledgement that they have read the email.

The following are examples of infractions for which students might receive a Behavior Notice through RenWeb:

- Chewing gum; unauthorized eating in class
- Uniform violations
- Hallway misbehavior
- Cafeteria misbehavior
- Minor verbal, nonverbal or written disrespect of students, faculty, or staff
- Tardiness to class
- Disrespectful/inappropriate behavior in Church
- Disruptive behavior in class
- Inappropriate behavior during safety drills
- Not being prepared for class
- Talking during prayers or announcements

Level 2: The student and parent will be notified of the inappropriate behavior and action taken at the school. A parent/teacher conference will be required and may include the student. (The inappropriate behavior requires parental involvement to assist with redirecting the child.)

Level 3: The student and parent will be notified of the inappropriate behavior and must meet with the Principal who will determine what type of action will be taken. (The inappropriate behavior is serious and may require a consequence imposed by the Principal.)

Grades 6-8

Level 1: Behavior Card: Parent will receive electronic notification of a Behavior Card, explaining the inappropriate action, which will give them the opportunity to work with the child to correct any misbehavior. See examples above of infractions for which Behavior Cards might be issued.

Level 2: Parent/teacher conference: if a student continues to exhibit inappropriate behavior following parental notification of problems, a parent/teacher conference will be scheduled for the purpose of developing a Behavior Improvement Plan.

Level 3: Parent/teacher/principal conference: if a student continues to exhibit inappropriate behavior following a parent/teacher conference, a conference will be scheduled with the Principal to determine what action and consequences are needed to help the student improve his/her behavior.

Level 4: Additional parent/teacher/principal conference: additional conferences may be held to review a student's behavior and compliance with developed Behavior Improvement Plan. The Principal will determine required action which may include suspension.

Detention: Repeated offenses or the severity of the inappropriate behavior may warrant detention at any point in the discipline process, at the discretion of the staff person in charge or the Principal.

Detention shall be conducted as follows:

1. Parents or guardians are notified through RenWeb of the discipline and scheduled detention.
2. Students assigned to detention must arrive at school at 7:00 a.m. sharp with a parent or adult.
3. A parent or an adult must sign-in the student for detention in the school lobby.
4. The student will be required to attend detention on the next scheduled date.
5. Failure to report to detention on time for the 2nd detention date will result in suspension for the day.

Students who are suspended are not allowed to attend class or to make up any work they miss during their absence with the exception of tests.

The following are examples of infractions for which students might receive detention or suspension. The Principal reserves the right to determine the seriousness of a student's action.

- Major class disturbances (i.e. excessive talking, throwing things)
- Disrespect of adults or other students

- Obscene language, gestures, notes, etc.
- Physical or verbal harassment of other students
- Cheating
- Destruction/vandalism of property
- Forgery/falsifying of any signature
- Abuse of the acceptable use of technology policies
- Threats, whether serious or in jest
- Cruel or excessive ridicule toward any student
- Disruptive behavior in the cafeteria and kitchen
- Inappropriate behavior in the restrooms
- Repeated acts of misbehavior

K-8 Serious Violations

While every type of inappropriate or illegal behavior cannot be individually listed in this handbook, violations of the following policies will result in severe consequences. The following policies apply to students, staff, and visitors to the Mary Queen School, campus or school events, including overnight trips.

All serious violations are to be reported to the Principal.

In cases of serious violations, the Principal will notify the following:

- law enforcement as required by Diocesan Policies
- proper authorities if a federal or state law is violated
- parents of any student who has committed a serious violation
- parents of any student who was threatened or harmed

The student responsible for the serious violation may be subject to one or more of the following:

- suspension
- expulsion
- a psychological assessment (In certain cases, the school may require a psychological assessment be completed by a professional and the Principal be presented with documentation indicating the child does not present a danger to himself/herself or others at the school.)

Types of Serious Violations include but are not limited to:

- ***Weapons***
 - No weapons are permitted on school property. Carrying, using, or possessing any firearms or other deadly weapons, including knives and lighters or other destructive device, or explosives on school grounds, in any school vehicle or at any school sponsored activity is strictly prohibited.

- **Violent Behavior**
 - No violent behavior is permitted on school property or at school events.
- **Threats of Violence**
 - No threats of violence to school employees are permitted. This includes mail, telephone, or electronic threats. No threats of violence to students are permitted. This includes mail, telephone, or electronic threats.
- **Drugs/Smoking**
 - No illegal drugs or non-prescribed drugs are permitted on school property or at school sponsored events. No one who is under the influence of illegal or non-prescribed drugs, or who reasonably appears to be under the influence of drugs, shall be permitted on school property or at school events, including overnight trips. Smoking is not permitted on school property or at school sponsored events.
- **Alcohol**
 - No consumption or possession of alcohol is permitted on school property or at school sponsored events. (Adult sponsored events that have obtained approval to serve alcohol are exempt.) No students who are under the influence of alcohol are permitted on school property or at school sponsored events.
- **Sexual Harassment**
 - Physical or verbal harassment of other students, including harassment perpetrated with mobile or Internet technology, is strictly prohibited.
- **Stealing**
 - Stealing is the act of taking property of others without permission or to appropriate ideas, credit, words, etc. without the right of acknowledgment. Stealing is prohibited.

NOTICE

The school Administration has the right to amend rules and/or waive rules and procedures in cases which warrant such action.

Suspension

Diocesan policy stipulates: “Only the principal, or acting principal, may suspend a student from school” A suspended student is to complete all regular assignments given during the suspension period. Completed assignments are to be submitted to the teacher(s) for review to ensure the student understands the concepts. However, no grades will be given for these assignments. Long term assignments and projects are exempted from this stipulation. Suspension from school includes all in school and extracurricular activities that occur during the suspension period.

STUDENTS RESPONSIBLE FOR CONCEPTION OF NEW LIFE

Students responsible for the conception of new life will not be required to forfeit enrollment in Mary Queen of the Holy Rosary School based upon that fact alone.

UNIFORM POLICY GENERAL

All students in grades K-8th are required to follow the uniform policy.

Uniform Policy for Mary Queen of the Holy Rosary School

Mary Queen School has a required uniform that all students in grades K-8th must wear while on school property and during the school day unless the Principal has declared an exception for a particular day or event. In an effort to ensure all students are in the correct uniform, the policy requires that all uniform items be purchased from our approved vendor list which is available on our school website. We realize purchasing from one vendor may be an inconvenience, however, it is impossible to enforce a uniform policy while multiple students are wearing items that differ in cut, style, length, color, etc. Therefore, we appreciate your support and cooperation in implementing this policy.

The policy was developed to be easy for parents and staff to interpret and monitor. Simply, the policy attempts to indicate what the student is permitted to wear. If the policy does not indicate something is permitted, assume it is not. Only wear the items listed which are purchased from the vendors listed. One area that was more difficult for the uniform committee to address is hair styles. Two key words used for this area are natural and conservative. We advise parents to check with the Principal prior to selecting a style or procedure if the parent is in doubt. The committee is aware that boys are wearing earrings and girls are wearing multiple earrings. However, it was the consensus of the committee of parents and staff that we would lean on the conservative side regarding this issue. Monitoring the student for compliance of the policy was a major concern for staff. If students only wear what is listed, there will not be a need for a teacher to "interpret or determine" if an item complies with the policy. Another concern the committee addressed, was to make the policy simple for parents to interpret. If a child says "Everyone at school wears those..." it will be easy for the parent to check the policy for that item. **If it isn't listed, it isn't permitted.**

UNIFORM POLICY – ELEMENTARY GRADES K-5th

The principal will make the final determination regarding compliance with the policy.

Label all items with the student’s first and last name.

Item	Girls	Boys
Shirt	White (polo long or short sleeve). Must be tucked in with belt visible. White banded bottom shirt with MQHR embroidered on it does not have to be tucked in.	Same
Pants	Navy school uniform pant (traditional cut long pant)	Same
Shorts	Navy school uniform pant (traditional cut shorts)	Same
Skort	School plaid skort, at the knee	None
Jumper	School plaid jumper, at the knee with white Peter Pan collar blouse or white polo shirt	None
Sweatshirt	Hunter green MQHR sweatshirt or navy or gray MQHR fleece ¼” zip	Same
Belt	A plain, brown, black or blue belt must be worn with pants and shorts	Same
Socks	Solid white or black crew or higher socks or solid white or black dress socks or MQHR spirit wear socks	Same
Tights	White, navy or black tights	None
Shoes	Closed toe and heels. Athletic shoes recommended. No raised heel.	Same
Jewelry	Items permitted: 1 watch, 1 necklace with religious item (medal, cross, etc.) 1 earring per ear not to extend below the earlobe, 1 ring per hand.	Items permitted: 1 watch, 1 necklace with religious item (cross, medal, etc.) 1 ring per hand
Make-up	None	None
Hair	Clean, neat and conservative styles cut above the eyebrows or pulled back away from the face, natural colored hair.	Clean, neat and conservative style cut above the eyebrows, ears and the collar line, natural colored hair.
Nail Polish	Clear polish only	Not allowed

Gym Uniform Short	Navy double mini mesh with MQHR monogram	Same
Gym Sweatpants	Navy or gray sweatpant, elastic waist with MQHR monogram	Same
Gym T-shirt	T-shirt with two color print MQHR. Any pre-printed MQHR short or long sleeved t-shirt may be worn as a gym shirt	Same
Gym Shoes	Athletic shoes must be worn for gym	Same
Gym Socks	White crew sock, or white MQHR spirit wear sock. Over the ankle.	Same

Enforcement Procedures

Students who are not in uniform will contact their parents to bring the correct clothes to school.

The Principal may determine additional consequences in cases of repeated or serious infractions.

UNIFORM POLICY – MIDDLE SCHOOL GRADES 6-8

The principal will make the final determination regarding compliance with the policy.

Label all items with the student’s first and last name.

Item	Girls	Boys
Shirt	Evergreen (polo long or short sleeve). Must be tucked in with belt visible. Evergreen banded bottom shirts with MQHR embroidered on it does not have to be tucked in.	Same
Pants	Khaki school uniform pants (plain front and pleated chinos), pants must be loose fit	Same
Shorts	Khaki school uniform short (plain front and pleated chinos)	Same
Skort	School khaki skort, (at the knee chino skort)	None
Sweatshirt	Hunter green MQHR sweatshirt or navy or gray MQHR fleece ¼” zip	Same
Belt	A plain, brown, black or blue belt must be worn with pants and shorts	Same
Socks	Solid white or black crew or higher socks or solid white or black dress socks or MQHR spirit wear socks	Same
Tights	White, navy or black tights	None
Shoes	Closed toe and heels. Athletic shoes recommended. No raised heel.	Same
Jewelry	Items permitted: 1 watch, 1 necklace with religious item (medal, cross, etc.) 1 earring per ear not to extend below the earlobe, 1 ring per hand.	Items permitted: 1 watch, 1 necklace with religious item (cross, medal, etc.) 1 ring per hand
Make-up	Non-obvious or non-noticeable make-up	None
Hair	Clean, neat and conservative styles cut above the eyebrows or pulled back away from the face, natural colored hair.	Clean, neat and conservative style cut above the eyebrows, ears and the collar line, natural colored hair.
Nail Polish	Clear polish only	Not allowed
Gym Uniform Short	Navy double mini mesh with MQHR monogram	Same
Gym Sweatpants	Navy or gray sweatpant, elastic waist with MQHR monogram	Same

Gym T-shirt	T-shirt with two color print MQHR. Any pre-printed MQHR shirt or long sleeved t-shirt may be worn as a gym shirt.	Same
Gym Shoes	Athletic shoes must be worn for gym	Same
Gym Socks	White crew sock, or white MQHR spirit wear sock. Over the ankle.	Same

Enforcement Procedures

Students who are not in uniform will contact their parent to bring the correct clothes to school.

The Principal may determine additional consequences in cases of repeated or serious infractions.

OUT OF UNIFORM POLICY

Items not listed are not permitted.

The principal will make the final determination regarding compliance with the policy.

The principal may make adjustments to the policy for special occasions.

Item	Girls	Boys
Shirt	Covering midriff, shoulders and torso (no tank tops, tube type tops or sheer tops); tops must be devoid of inappropriate phrases and/or illustrations, and shows no cleavage or undergarment straps.	Same
Pants	Loose fitting (no leggings worn as pants); the waist must be covered or top tucked in when arms are raised; if skinny jeans or yoga pants are worn the top must cover the behind when bending down to get into a locker. Pants must be without holes and clean.	Same
Shorts	Loose fitting, the waist must be covered or top tucked in when arms are raised; without holes and clean; length must be below finger tips when arms are at side	Same
Skort/Skirt	Loose fitting; the waist must be covered or top tucked in when arms are raised; without holes and clean; length must be below finger tips when arms are at side	None
Dresses	Covering shoulders, back and torso (no tank/strapless or thin strap types); without holes and clean; length must be below finger tips when arms are at side; shows no cleavage or undergarment straps.	None
Sweatshirt	Covering midriff and torso, devoid of inappropriate phrases and/or illustrations. Must be clean and without holes	Same
Belt	Optional	Same
Socks	Socks must be worn with shoes	Same
Shoes	Covered toes and heels (low). Clogs and shoes such as loafers or lace up shoes are allowed. Slippers, slipper-type shoes, moccasins, house shoes, crocs or flip flops not permitted.	Same
Jewelry	Items permitted: 1 watch, fitness watches are permitted, 1 necklace with religious item (medal, cross, etc.) 1 earring per ear not to extend below the earlobe, 1 ring per hand.	Items permitted: 1 watch, 1 necklace with religious item (cross, medal, etc.) 1 ring per hand, 1 fitness watch

Make-up	Non-obvious or non-noticeable make-up	None
Hair	Clean, neat and conservative styles cut above the eyebrows or pulled back away from the face, natural colored hair.	Clean, neat and conservative style cut above the eyebrows, ears and the collar line, natural colored hair
Nail Polish	Clear Nail Polish only	Not allowed
Gym Uniform Short	Loose fitting, 5 inch or longer inseam, worn at the waist. Must be clean and without holes.	Same
Gym Sweatpants	Loose fitting, worn at the waist. Must be clean and without holes	Same
Gym T-shirt	Covering midriff, shoulders and torso (no tank tops, tube type tops or sheer tops); tops must be devoid of inappropriate phrases and/or illustrations, and shows no cleavage or undergarment straps.	Same
Gym Shoes	Tennis shoes must be worn for gym	Same
Gym Socks	Must be worn with tennis shoes for gym	Same

PROMOTION

At the end of each school year, students are promoted to the next grade level based on their mastery of the academic skills for the present grade level and the readiness for more difficult academic material and their social and emotional readiness to assume the responsibilities that are required to learn the material. If a student has not made satisfactory progress throughout the year, the student may not be ready for promotion to the next grade level.

Satisfactory progress is determined by reviewing the student's grades, assessments of material taught, and the students' ability to retain and comprehend the material taught. In addition, the social and emotional maturity of the child is an important factor to consider. In some cases, it is in the best interest of the students to allow them more time to learn the material and assume the responsibilities needed for learning and practicing skills. Consultation must occur with the parent/guardian and teachers prior to the principal making the final decision to not promote a child.

Students who have failed one or more subjects are subject to not being promoted. Any student that has failed more than one academic subject must be considered for retention.

Students, who are not promoted, may want to consider summer school or tutoring and may be reassessed in August to determine if they have mastered the material for their present grade level.

GRADUATION

Eighth grade students who have successfully completed the required coursework for middle school and are recommended for promotion will graduate at the end of the school year.

Requirements for participation in the Graduation Ceremonies include:

- Successful completion of required course work.
- Demonstration throughout the school year of appropriate behavior and adherence to school rules and policies
- Regular attendance and participation in classes (excused absences are acceptable)

HOMEWORK

Homework is a very important part of learning. Teachers can teach the students important concepts and skills during the school day. However, students need time to practice these concepts and skills. Homework provides the students with appropriate practice. Parents are expected to assist their children with organizing their daily schedules so there is sufficient time for studying and homework. Parents, when needed, should check to be sure all homework is completed prior to the day it is due. All students are expected to complete homework assignments and submit the completed work on the due date. If your child is spending an excessive amount of time on homework in the evening, please set up a conference with your child's teacher to discuss the issue.

REPORT CARDS AND AWARDS

Report cards will be available to be viewed online every twelve weeks (trimester). Mid-term reports will be available on RenWeb between each grading period for students in grades 3 - 8th.

An on-line grade reporting program, RenWeb, is used at Mary Queen of the Holy Rosary. The program will allow parents to access their children's grades via RenWeb ParentsWeb Login at ww.renweb.com, using District Code MQ-KY.

Honors and Highest Honors awarded to students in 3rd – 8th grades each grading period based on the following criteria:

- Honors - Students must receive a "B" in all academic subjects and special area subjects for the trimester
- Highest Honors (Principal's List) - Students must receive an "A" in all academic subjects and an "A" in the special area classes for the trimester.

- Panther Pride is given to one student per homeroom who exemplifies great effort and citizenship each trimester.
- Marian Award is presented to one student per homeroom, at the third trimester, who exemplify those qualities Mary exhibited: patience, kindness, and outward love of Jesus.

Special Academic Awards are given to 8th grade students at Graduation.

SPECIAL AREA PROGRAMS

Mary Queen School students are offered a wide range of programs available throughout the school day.

- Aces
- Art
- Band
- Choir
- English Language Development
- Library
- Math, Title I Assistance
- Physical Education
- Reading Specialist
- Spanish
- Technology/Computer
- Vocal Music

ACCEPTABLE USE PROCEDURES

All students, staff, and parents using the school computers, their own devices, e-mail system, and internet are required to adhere to the MQHR Acceptable Use Policy.

School computers are the property of the school and the administration reserves the right to review any information contained on the computers, networks, servers, Internet connections, email etc.

EXTRACURRICULAR ACTIVITIES

Extra-curricular activities are for the enrichment of our students' educational program. These activities require a time commitment from both the student and parent. Students are expected to fulfill requirements of the extracurricular activity if they are to benefit from the activity. It is also important for the student to understand they are making a commitment to the team and/or group which requires each member to do their part for the success of the group. Parental help is needed

for all extra-curricular activities. Parents should check with the sponsor of the group to determine how they can assist.

Eligibility for Extracurricular Activities

- The student must maintain a “C” average in their graded subjects and have no failing grades.
- The student must comply with procedures and policies pertaining to appropriate school behavior.
- Students who have received behavior cards for levels two or three will be reviewed for eligibility. The teacher(s), parent, and principal may participate in the review of eligibility and the principal will make the final decision.
- Eligibility to participate may be re-evaluated on a weekly basis.
- If a student is absent from school on a particular day, they cannot participate in any extra-curricular activities on that same day. The Principal may allow an exception for unusual situations such as attending a funeral, etc.
- A student is ineligible to participate while suspended for any reason (academic or behavior). It is the parents’ or legal guardian’s responsibility to notify the coach or other adult leading the extra-curricular activity that their son/daughter cannot participate.
- Coaches and other supervising adults shall maintain the confidentiality of the reason for the student’s ineligibility from participation. Failure of the parent or legal guardian to notify the adult leading the extra-curricular activity of the ineligibility could result in further disciplinary action which may include suspension of the extra-curricular activity or other action at the discretion of the principal.
- Ineligibility to participate becomes effective immediately upon notification to the child.

Academics

- Math Counts - Math Counts is an organization that promotes math achievement in Middle School students. Meetings consist of working unusual, creative math problems, and discussing strategies for solving the problems.
- Battle of the Books - Interested students read 15 books on the battle of the books list. A test is given to determine a team of four members. Competition is held at the end of the year between Mary Queen and other private schools. The time commitment for the students is the time it takes to read 15 books. Meetings are held monthly.

Arts, Culture and Government

KUNA - This name stands for Kentucky United Nations Assembly. KUNA is where middle school students throughout Kentucky debate and represent countries and their global issues. In preparation for this conference the students study selected countries that Mary Queen will represent at the conference. We write a proposal that pertains to that country. We also represent the country’s native dress attire and set up a display.

Art Club - The club displays a particular process or discipline of art. Students may also undertake larger art projects such as book making, basket weaving and more in depth study of

ceramics, drawing, etc.,. This is a great opportunity for the student that needs more visual and creative expression.

Athletics

Mary Queen Athletic Committee offers and supports the following activities for school students:

Football - Flag Football offered to 1st through 4th grade children. Eight-Man Tackle is offered to 5th and 6th grade students. 7th and 8th grade Middle School football is offered through Lexington Catholic. Season runs August through November. A fee is required for this activity.

Basketball - Offered to K through 8th grade boys and girls through the area Parochial League. Season runs October through March with typically one practice a week and games played on the weekends. A fee is required for this activity.

Cheerleading - Offered to students in grades 2nd through 8th. Season runs October through March with typically one practice a week and cheering at games played on the weekends. A fee is required for this activity.

Track/Cross Country - Offered to boys and girls. Season runs September through October and March through May. A fee is required for this activity.

Volleyball - Offered to girls. Season runs September through October with practices and games played during the week. A fee is required for this activity.

Service

Jr. BETA Club - The Beta Club is an organization that involves Middle School students in school and community service work while teaching them basic leadership skills. We also have various school service opportunities during the year.

Other Groups and Clubs

Boy Scouts and Girl Scouts - Students interested in scouts may join through the Mary Queen Church.

Special interest clubs may be found on the school website.

COMMUNICATION WITH STAFF

Parents and school staff have various forms of communication.

Conferences

All conferences need to be scheduled with the staff member. Parents may schedule a conference with a staff member by leaving a phone message, e-mail, or note. Teachers are available during

their planning times, before and after school. We encourage parents to schedule a conference any time throughout the 12 weeks as opposed to only on the conference day.

Email

This is the fastest and easiest form of communication. Every employee has an e-mail address. Use the first letter of the employee's first name, their last name, and then add: @mq.cdlex.org Example: Ms. Brown's email is bbrown@mq.cdlex.org. A complete email list is available on our school website.

Telephone

All staff members have a voice mailbox. Callers may leave a message for teachers/staff to return their call during planning or at the end of the day.

Written Correspondence

Parents may send correspondence through the US mail, their child, or sent through the school office.

LOST & FOUND

Many items are "lost" each week that cannot be returned to the students because they are not labeled with the students' names. Please be sure that every item of clothing, including jackets, sweaters, scarves and gloves, lunch boxes, glasses, backpacks, etc all have the child's first and last name marked on the item. Use permanent marker. If an item is found with a child's name in it, it will be returned to the student. If there is no name, the item will be placed in the Lost and Found box for a period of time. If it is not claimed, it will be donated.

AFTER SCHOOL CARE

After school care is available for Mary Queen students from the hours of 3:00pm to 6:00pm. Parents may request information about the program including costs, procedures, and regulations through the office or by contacting the After School Care Director. (277-3030 Extension: 217)

RELIGIOUS EDUCATION FORMATION

Sacraments of Reconciliation, First Communion and Confirmation

Invitation into the sacramental life of the church is a very important moment for each of us as we move along our faith journey. It is the tradition of Mary Queen of the Holy Rosary Parish, in the Diocese of Lexington, to prepare students who are entering second grade for the Sacrament of

Reconciliation and First Communion. First Reconciliation is normally celebrated in late winter/early spring and First Communion in May

Prior to instructing the students, the parents are required to attend meetings in which the theology and the development of the sacrament and the parish celebration will be discussed along with 4 Sacramental Prep Family Days. While formal instruction for these sacraments is given in the classroom, it is expected that parents will share in the preparation both by instructions and example. Priests, teachers, and parents must work together in a cooperative effort to prepare the children for these important steps in their faith development. Reconciliation services and a variety of prayer services are incorporated into the school year's religious education program for all grade levels.

Sacrament of First Reconciliation

It is the tradition of Mary Queen of the Holy Rosary Parish, in the Diocese of Lexington, to prepare children who are entering the 2nd grade for the Sacrament of Reconciliation. The purpose of this policy is to ensure the highest quality of catechesis and faith formation. To this extent, a solid foundation of religious formation must have taken place prior to the final preparation of the Sacrament of Confirmation. A certain level of maturity must have been reached to ensure proper disposition and thus a thorough understanding of the Sacrament. This includes the understanding that Confirmation is not "graduation" from religious formation, but in fact a "beginning" of adult formation with the gifts that the Holy Spirit imparts. It will also allow for sufficient support to those who are beginning their high school career in a new school, with new peers and new teachers. The presence of the parish and parish life is most important during transitions such as these. "Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and a more lively familiarity with the Holy Spirit...his actions, his gifts, and his biddings...in order to be more capable of assuming the apostolic responsibilities of Christian life." (CCC 1317)

Sacrament of First Communion

It is the policy of Mary Queen of the Holy Rosary Parish, in the Diocese of Lexington, to prepare children who are entering the 2nd grade for the Sacrament of Reconciliation. The purpose of this policy is to ensure the highest quality of catechesis and faith formation. To this extent, a solid foundation of religious formation must have taken place prior to the final preparation of the Sacrament of Confirmation. A certain level of maturity must have been reached to ensure proper disposition and thus a thorough understanding of the Sacrament. This includes the understanding that Confirmation is not "graduation" from religious formation, but in fact a "beginning" of adult formation with the gifts that the Holy Spirit imparts. It will also allow for sufficient support to those who are beginning their high school career in a new school, with new peers and new teachers. The presence of the parish and parish life is most important during transitions such as these. "Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and a more lively familiarity with the Holy Spirit...his actions, his gifts, and his biddings...in order to be more capable of assuming the apostolic responsibilities of Christian life." (CCC 1317)

Sacrament of Confirmation

It is the policy of Mary Queen of the Holy Rosary Parish, in the Diocese of Lexington, to prepare children who are entering the eighth grade for the Sacrament of Confirmation. The purpose of this policy is to ensure the highest quality of catechesis and faith formation. To this extent, a solid foundation of religious formation must have taken place prior to the final preparation of the Sacrament of Confirmation. A certain level of maturity must have been reached to ensure proper disposition and thus a thorough understanding of the Sacrament. This includes the understanding that Confirmation is not "graduation" from religious formation, but in fact a "beginning" of adult formation with the gifts that the Holy Spirit imparts. The presence of the parish and parish life is most important during transitions such as these. "Preparation for Confirmation should aim at leading the Christian toward a more intimate union with Christ and a more lively familiarity with the Holy Spirit...his actions, his gifts, and his biddings...in order to be more capable of assuming the apostolic responsibilities of Christian life."(CCC 1317)

PARENT/TEACHER GROUPS

Parents Active With School (PAWS)

PAWS- (Parents Active With School) is Mary Queen's new parent organization. **One of the core objectives is to bring parents together to get to know each other through social events.** Parents are active in PAWS for this very reason - to get to know other MQ families.

Fall Festival

The Fall Festival comes once a year and is typically the first weekend of October. It is staffed by parent and teacher volunteers and is very successful every year. This is our primary fundraiser and we expect each parent to work a two hour shift per child, contribute \$5.00 to the country store and donate \$5 to the Panther Pride Raffle. If you will not be able to attend, there are plenty of hours to be worked leading up to and after the festival. Remember, this is only successful with parental participation.

Night of Angels

The Night of Angels is an annual school fundraiser normally held in the Spring. Parent volunteers are needed to help with the organization of the silent and live auction, ticket sales, food and environment. All monies raised at this fundraiser support school operational costs.

School Council

The Mary Queen of the Holy Rosary School Council (the "Council") is consultative in nature and formulate and recommends policies for the educational programs of the school. The Council also assists in ensuring that all local policies are in accordance with the intent and spirit of the

policies established for the school system by the Lexington Diocesan Board of Education. The Council acts as a liaison between the school, parents and the school administration and facilitates communication between school related groups (i.e. Athletics Board, the Marketing Committee, Fall Festival Committee, and the Welcoming Committee, etc.) The Council consists of nine members which include: three members who are parents of MQHR students and are elected by school families; three members elected by the Parish; and three member appointed by the Pastor (i.e. a Financial Advisor, a Public Relations Advisor and a Legal Advisor). Each elected member holds office for three years. The Pastor and the Principal/School Administrator are ex-officio members of the Council. A faculty representative, the Chair of the Athletics Board and the PAWS President also attend Council meetings. The Council holds regular monthly meetings during the school year. The minutes of these meetings are published and distributed to MQHR parents via the school website. Parents are encouraged to contact Board members with questions, comments, etc. related to school programs and activities. School Council By-Laws are located on the Mary Queen website.

VOLUNTEERS

Volunteers are a vital part of the Mary Queen School Program. Many services are provided by volunteers that enrich the educational program for children. Every family is asked to donate time and/or talent to assist the school in some way throughout the school year. This assistance can be helping in the cafeteria, office, library, health room, etc, serving on a committee, driving on a field trip, sponsoring a club, providing computer/ technology assistance, etc. The Volunteer Program is coordinated through the Parent-Teacher Organization (PAWS). Parents may sign up at the beginning of the year or contact the Volunteer Coordinator to see where their services are needed.

All volunteers that work directly with children must be in compliance with Safe Environment Policy:

All parents, guardians and volunteers must complete the Safe Haven curriculum and have a successful background check to volunteer at school and any school associated activities.

1. Register for a CMG account. CMG is a we-based platform that will assist us to ensure that all volunteers are trained to recognize behavior patterns and provide pro-active measures for preventing abuse.
2. Complete the “Safe Haven-It’s Up To You” curriculum. This is a three part video which provides vignettes of real-life situations, each video is immediately followed by a brief questionnaire.
3. Complete an online background check

Volunteer Hours

All families with students in grades PK-3 through 8th grade are required to contribute at a

minimum 15 hours of volunteer service hours per family to the school during each year (June 1st to May 31st).

Each year, a School Volunteer sign-up form will be provided for every family. Completing and returning the form will provide families with the opportunity to express their interest in particular volunteer opportunities. A Volunteer Coordinator or Committee Chair will then contact parents based on responses from the forms and on particular needs in the school. Volunteers will be responsible for documenting their hours and submitting the required documentation to a Volunteer Coordinator in order to receive credit.

All volunteers are required to comply with all policies and procedures outlined in the Diocese of Lexington Code of Conduct.

ELECTRONIC DEVICES/CELL PHONE

The purpose of this policy is to establish a standard for the use of electronic devices/cell phones by students during the school day, and to ensure the instructional day for students is not interrupted.

Cell Phone Policy Statement

Students are not permitted to use or carry cell phones during the school day (7:30 am - 3:30 pm). This policy will be effective during all school-day functions, both on-campus and off-campus (ex: field trips, Afterschool Care, etc.). The school will not be responsible for any cell phones that are lost or stolen from any student while at school. These devices are to be turned off and stored in the student's backpack during the school day and left in their locker/cubbie.

Personal Technology Policy Statement

Students shall be permitted to bring personal technology to school for use on teacher directed assignments and activities. For the purpose of this policy, personal technology refers to any technology that has approval of school administration and is deemed appropriate to teaching and learning.

Students electing to use personally owned technology in school agree to the following:

- Parents/Guardians approve of the use of the technology and all content contained on the device and have given consent to student to bring it to school.
- While using personally-owned technology in the school, the students are still bound by the Acceptable Use Policy (AUP) that applies to the school-owned technology that is used in school.
- Electronic devices must connect through the school's wireless network.
- Students may not activate their own "hot spots" on school property.
- Any device that receives emails or has cellular data access must be placed into airplane mode while not being used in class.

- Mary Queen of the Holy Rosary School and Parish are not responsible for loss, theft or damage to the personal technology.
- Personal technology devices will only be used under the direction and guidance of a staff member.
- Internet connection is limited to school wifi connectivity.
- Mary Queen personnel are not responsible for troubleshooting difficulties with use of personally owned technology.

Students will not allow others to use their personal technology, nor will they share passwords and/or user names that would grant others to access their technology. However, school administration or technology personnel will be granted access to the technology. Misuse of personal technology will result in devices confiscated and sent to the principal's office. Parents or guardians will have to pick the items up from the Principal.

Consequences

Misuse of personal technology will result in the devices being confiscated and sent to the principal's office. Parents or guardians will have to pick up the items from the Principal.

CLASS SIZE

Date Adopted 12-8-2008

The maximum number of students in any individual class will be 25 students. Except as noted in the Policy Exception, the 26th student for any individual class in any grade level will be placed on a waiting list.

Policy Exception: Students who are currently enrolled at Mary Queen (by October 1st) and who are current on tuition payments (at the time of current student registration for the next school year) may re-enroll for the next school year. These re-enrolling students will be granted admission for the school year as long as tuition payments remain current throughout the school year. Under these circumstances, the enrollment in an individual class may exceed the 25 student maximum per class, but will not exceed 26 students per class. If a class exceeds 25 students per class because of this policy exception, no new students will be added to that class until and unless the enrollment for that class falls below the 25 student maximum.

KINDERGARTEN CLASS SIZE

Date Adopted 12-8-2008

The maximum number of students in any individual Kindergarten class will be 24 students. The 25th student for any individual class in any grade level will be placed on a waiting list. All Kindergarten classes shall have a full-time instructional assistant.

SEAT HOLDING IN PRESCHOOL

Date Adopted March 2019

Mary Queen School will hold a spot in their preschool for families for 30 days if the following conditions are met.

1. A completed registration form and registration fee is on file.
2. An older sibling is currently enrolled in any grades K-8.

After 30 days or if your child does not have a sibling in an older grade, your child will be placed on a waiting list and when your child is ready for enrollment, contact the Preschool Director and if a space is available, your child will be enrolled.

ACADEMIC INTEGRITY

Academic integrity is an essential component of a student's education and character development. Mary Queen staff expects that students will not commit or be involved in academic dishonesty.

Academic dishonesty includes plagiarism and cheating.

Plagiarism – the act of appropriating the ideas (original thought, opinion or commentary), language, or work of another and claiming them as one's own product. Teachers will conduct lessons to explain to students what constitutes plagiarism, provide them with examples, and instruct them on appropriate ways to paraphrase others ideas and work. Types of plagiarism include:

- To submit the ideas or words of another as one's own
- Using information from books, periodicals, newspaper, or the Internet without appropriate documentation
- Downloading an essay, or part of an essay, from an Internet source and submitting it as one's own

Cheating – when a student obtains or assists others in obtaining credit for work that is not his/her own. Examples include but are not limited to:

- Copying from another student's test/quiz or helping another student during a test by providing or accepting test content
- Copying another student's homework, take-home test, or written assignments

- Taking an AR test for another student
- Allowing another student to copy homework, take-home test, or written assignments
- Using programmable calculators or any other electronic device in a way not specified by the teacher
- Using any electronic device to communicate answers to tests and assignments (student would also be in violation of the Acceptable Use Policy)
- Using any electronic device to gain assistance from the internet without teacher permission (student would also be in violation of the Acceptable Use Policy)

Consequences of Acts of Academic Dishonesty

First Offense:

- A student caught cheating or plagiarizing will receive a zero on the assignment (classwork, homework, project or test) in question. Any other student(s) involved in the incident will also receive a zero.
- The student is still responsible for submitting the completed assignment and the assignment must meet acceptable academic standards.
- Parents of all students involved will be notified. A conference may also be required.

Second Offense:

- All students involved will receive a zero for the work involved in the offense.
- The student is still responsible for submitting the completed assignment and the assignment must meet acceptable academic standards.
- Parents of all students involved will be notified and a detention will be required.
- A parent and student conference with teacher and administration will be required within three days of the incident.

Third Offense:

- All students involved will receive a zero for the work involved in the offense.
- The student is still responsible for submitting the completed assignment and the assignment must meet acceptable academic standards.
- Parents of all students involved will be notified with three detentions assigned.
- The administration will contact parent(s) immediately and a conference will be scheduled.

WELLNESS

Date Adopted June 2004

Mary Queen School shall prepare, adopt, and implement a comprehensive wellness policy to encourage healthy eating, nutrition education, and physical activity that promotes the well-being

of students. This policy will combine education with practice to create a healthy school environment and encourage healthy behavior.

Rationale: Good nutrition and adequate physical activity help children grow, develop, and do well in school. Thus, Mary Queen School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the WELLNESS POLICY of Mary Queen School that:

- Will engage students, parents, teachers, and food service professionals in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- All students in grades PreK-8th will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the US Dietary Guidelines for Americans.
- Food service staff will provide students with access to affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Our school will participate in the available federal National School Lunch Program.

To achieve these policy goals:

- Offer time within the school day for all teachers and students to be physically active
- Encourage our faculty to get involved with positive use of physical activity in the classroom
- Offer physical activity opportunities after school
- Water will be accessible to students throughout the school day.
- Faculty and staff will not use physical activity (running laps, pushups) or withhold opportunities for physical activity as punishment (recess, physical education)
- School meals, while meeting all guidelines of state, federal and Diocese recommendations, will be appealing and attractive to children and served in a clean environment
- Provide students with knowledge and skills necessary to promote and protect their health; not only part of health education classes, but also classroom instructions in subjects such as math, science, language arts, and social sciences.
- Limit celebrations that involve food during the school year. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually
- Will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior
- Serve only skim and 1% white and chocolate milk.
- Prevent the identification of students who are eligible for free and reduced price school meals.

- Promote weight and size acceptance and respect for oneself and others, acceptance of diversity and a refusal to tolerate teasing or harassing of students or adults for any reason, but especially height, weight, shape or size
- Set goals for health, not weight because expecting children to be a certain weight/number on the scale may be unrealistic and focusing on one number can lead to problems
- Limit portion sizes of foods and beverages sold individually.
- Limit school fundraising activities that involve selling food or beverage.
- Support parents' efforts to provide a healthy diet and daily physical activity for their children, we encourage parents to pack healthy lunches and snacks.
- will provide parents a list of foods that meet the snack standards and ideas for healthy celebrations/parties
- The Food Service Director will report to the principal quarterly on progress of the program and inform them the areas where improvement is needed.

What parents can do?

- Be role models for physical activity
- Find activities and recreational pastimes the whole family can enjoy
- Limit television, and video/computer games time
- Take time every day to engage in physical activity
- Walk to destinations when possible
- Implement your own nutritional goals for home meals and snacks

Schools by themselves cannot, and should not be expected to, address the nation's most serious health and social problems. Families, health care workers, the media, religious organizations, community organizations that serve youth, and young people themselves also must be systematically involved. However, Mary Queen will provide and enforce the guidelines listed in the above Wellness Program in hopes of maintaining the health and well-being of our young people.

Nutrition & Physical Activity Websites

- www.actionforhealthykids.org
- www.schoolnutrition.org
- www.nutritionexplorations.org
- www.dole5aday.com
- www.fiveadaychallenge.com

GIFTS

Students should not exchange gifts with individuals at school. This gesture may create hurt feelings. Invitations for parties will not be distributed at school unless an invitation is given to every student in the class.

STUDENT PHOTOGRAPHS

Mary Queen School assumes permission to use any student's photograph or video in marketing purposes for the school (i.e. the school website, Facebook, print materials, etc.) All families must complete a Right to be Photographed Form.

CHILD ABUSE LAWS

Mary Queen School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

DESKS AND LOCKERS

Desks and lockers are the property of the school. The school reserves the right to inspect the desks and lockers at any time without giving advance notice to students.

BOOKS

Students rent textbooks from the school and are responsible for maintain them in the condition they are received. Books are labeled and numbered by the teachers who keep an accurate record of which books are given to which child. Fines will be imposed for damaged or lost books. Report cards may be withheld pending return of textbooks at the end of the year.

OFFICE RECORDS

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers, addresses, business telephone numbers and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date. Parents may also update records by logging in to RenWeb.

CAFETERIA

Mary Queen School encourages students to eat nutritious lunches. Students may either purchase their lunch from the school cafeteria or bring your lunch from home.

Student's lunches are to be prepaid by check payable to Mary Queen and dropped in the black lock box in the school office or prepay by credit card by using My SchoolBucks, a link is provided on the school website.

Free and reduced price meals are available to students who qualify. Contact the school principal for the necessary forms.

FAST FOOD

Mary Queen School does not permit any fast food to be brought into the building for snack or lunch.

PEANUTS

Mary Queen School does not permit peanut and tree nut products to be served to students in the building. Snacks brought into the building must be peanut free.

RIGHT TO AMEND

Mary Queen School reserves the right to amend this Handbook.