

Dear Mary, Queen of Heaven Parents and Students,

Welcome to the MQH School family! All of us on the staff are glad to be providing a great educational experience for your child. Like all families, the school needs rules and structure for efficient operation. The purpose of our school handbook is to make everyone aware of the policies, procedures and other information about our school.

There is much information contained in these pages. I ask that you make a commitment to sit down and read through this entire handbook so that you will be well informed. Knowledge of school procedures at the onset of the school year will help prevent any potential problem situations for the entire school year.

The staff at MQH School appreciates the close communication which exists between the school and home and dedicates our continued efforts to maintain and increase this communication. It is hoped that careful adherence to the policies outlined in this handbook will provide a means for students, parents and teachers to work together in an atmosphere that is conducive to learning.

After reading and sharing this handbook with your child(ren), confirm your intent to follow policies and procedures explained within these pages by signing and returning the Handbook Agreement Form below with your child during the first week of school.

As principal of our school, I would strongly encourage each and every parent to become active in our school family. I believe that each time a parent becomes involved, our school community gets better and stronger. I invite you to participate in your child(ren)'s education in any capacity that you are able. Please remember that volunteers must be Virtus compliant.

May God bless each of your families as we begin another school year!

Lynn Mowery  
Principal



Our family has read the Mary, Queen of Heaven School Handbook. We are aware of and understand the contents of this Handbook. By signing this sheet we have agreed to accept the policies, rules and regulations of MQH School.

\_\_\_\_\_  
Student Signature and grade

\_\_\_\_\_  
Student Signature and grade

\_\_\_\_\_  
Student Signature and grade

\_\_\_\_\_  
Student Signature and grade

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## MARY, QUEEN OF HEAVEN SCHOOL



**We welcome you to Mary, Queen of Heaven School. The purpose of our handbook is to acquaint you with the procedures and information you will need to know to be a part of our school family. More school information can be found on our school website at [www.mqhschool.com](http://www.mqhschool.com).**

### **MISSION STATEMENT**

Mary, Queen of Heaven School embraces the Gospel message of Jesus Christ and partners with parents to provide a Catholic education in which children achieve academic excellence and live their faith through prayer and service.

### **STATEMENT OF PHILOSOPHY**

We believe the purpose of Mary, Queen of Heaven School is to offer an educational environment in which Catholic ideals and beliefs influence every facet of a child's life. In this environment the uniqueness of each child will be recognized, respected, and promoted.

We believe in a curriculum firmly founded on the basics to help provide for the religious, educational, social, physical, and psychological development of each child. This curriculum will also provide awareness and knowledge of Scripture and Catholic teachings so as to enable each child to function as a Christian in society. We can help motivate the students to pursue a lifetime of learning based on the spirit of the Gospel.

We believe in respect, professionalism, and cooperation among school personnel, parents, and students while providing for the development of the child and the faith community. Relationships in the school are based on the belief that each person is a redeemed child of God. Both adults and children model openness, understanding, acceptance, and sensitivity.

### **OBJECTIVES**

Mary, Queen of Heaven School strives:

1. To promote the growth of Catholic values and moral attitudes.
2. To emphasize the importance of personal and community prayer in the lives of the children.
3. To provide an atmosphere that will encourage and challenge children to experience a sense of achievement in the academic areas.
4. To provide a flexible curriculum that will accommodate individual needs.
5. To provide opportunities that will develop cooperative learning skills.
6. To provide activities which encourage leadership experience and acceptance of responsibility.

The educational program of Mary, Queen of Heaven School meets the standards determined by the Diocese of Covington and the Kentucky Department of Education. All textbooks used by MQH have been approved by the Diocesan Education Department and the Kentucky Department of Education. MQH is fully certified by the Kentucky Department of Education through the recommendation of the Kentucky Non-Public Schools Commission. Our most current renewal certifies the school through June 30, 2016.

## **FACULTY AND STAFF**

MQH is under the leadership of an administrator and staff members who exemplify commitment to Christ in a trusting, sharing and serving spirit. The school is strongly supported by Fr. Kahmann, who is personally committed to Catholic Education and the faith development of the students under his care. The staff/faculty is selected to implement the school's philosophy and objectives. MQH employs qualified teachers dedicated to Christian ideals and academic excellence. The staff/faculty continues to grow in professionalism and commitment to Christian values through on-going education.

## **DIRECTORY OF FACULTY/STAFF**

Lynn Mowery BA Morehead, M.Ed Xavier	Principal	<a href="mailto:l.mowery@mqhschool.com">l.mowery@mqhschool.com</a>
Sandy Dannenfelser	Admin. Assistant	<a href="mailto:s.dannenfelser@mqhschool.com">s.dannenfelser@mqhschool.com</a>
Sue Flach BA NKU, M.Ed NKU	Kindergarten	<a href="mailto:s.flach@mqhschool.com">s.flach@mqhschool.com</a>
Erica Betz BA NKU	Kindergarten	<a href="mailto:e.betz@mqhschool.com">e.betz@mqhschool.com</a>
Cathy Cline BA NKU, M.Ed NKU	First Grade	<a href="mailto:c.cline@mqhschool.com">c.cline@mqhschool.com</a>
Emily Sharp BS U of Louisville, M.Ed XU	First Grade	<a href="mailto:e.sharp@mqhschool.com">e.sharp@mqhschool.com</a>
Jackie Koop BA Thomas More	Second Grade	<a href="mailto:j.koop@mqhschool.com">j.koop@mqhschool.com</a>
Jessica Hoffman BA NKU	Second Grade	<a href="mailto:j.hoffman@mqhschool.com">j.hoffman@mqhschool.com</a>
Kathy Harmeier BA UC	Third Grade	<a href="mailto:k.harmeier@mqhschool.com">k.harmeier@mqhschool.com</a>
Chelsea Williams BA NKU	Third Grade	<a href="mailto:c.williams@mqhschool.com">c.williams@mqhschool.com</a>
Garri Hunt BA UK, M.Ed NKU	Fourth Grade	<a href="mailto:g.hunt@mqhschool.com">g.hunt@mqhschool.com</a>
Pat Wilson BA NKU, M.Ed NKU	Fifth Grade	<a href="mailto:p.wilson@mqhschool.com">p.wilson@mqhschool.com</a>
Michael Patti BA NKU	6,7,8 Religion/Social Studies	<a href="mailto:m.patti@mqhschool.com">m.patti@mqhschool.com</a>
Joan Schiebelhuth BS State Univ. of NY, MS Long Island Univ.	6,7,8 Language Arts	<a href="mailto:j.schiebelhuth@mqhschool.com">j.schiebelhuth@mqhschool.com</a>
Laura Moser BS NKU	4-8 Science, 8 Math	<a href="mailto:l.trauth@mqhschool.com">l.trauth@mqhschool.com</a>
Janet Fay BA UK, M.Ed Xavier	Resource	<a href="mailto:j.fay@mqhschool.com">j.fay@mqhschool.com</a>
Laura Smart BFA College of Mt. St. Joseph, M.Ed UC	Art	<a href="mailto:l.smartl@mqhschool.com">l.smartl@mqhschool.com</a>
Judy Berg BA Boston College	Computer Tech	<a href="mailto:j.berg@mqhschool.com">j.berg@mqhschool.com</a>
Ryan Leopold BA NKU	PE	<a href="mailto:r.leopold@mqhschool.com">r.leopold@mqhschool.com</a>
Gregory Pearcy, Jr. Bachelor of Music NKU	Music	<a href="mailto:g.pearcy@mqhschool.com">g.pearcy@mqhschool.com</a>
Maria Astudillo	Spanish	<a href="mailto:m.astudillo@mqhschool.com">m.astudillo@mqhschool.com</a>
Cheryl Foltz	Library	<a href="mailto:c.foltz@mqhschool.com">c.foltz@mqhschool.com</a>
Arkie McMahon	Cafeteria	<a href="mailto:a.mcmahon@mqhschool.com">a.mcmahon@mqhschool.com</a>
Teri Miller	Aide	<a href="mailto:t.miller@mqhschool.com">t.miller@mqhschool.com</a>
Shelly Hunt	Aide	<a href="mailto:s.hunt@mqhschool.com">s.hunt@mqhschool.com</a>

Teachers should be contacted via email or voice mail.

During school hours voice mail will be activated through the school secretary. After 2:30 you will be able to leave a direct message on the voice mail.

## **DAILY SCHEDULE**

7:00 School doors open. Students go to the cafeteria.

7:10 First bell rings. Students go to their classrooms

7:25 Second bell rings. All students arriving during or after announcements are considered tardy. A tardy slip is required for admission to classroom.

10:50-12:10 Lunch is served in the cafeteria.

10:50 Grades 4-8

11:15 Grades 3-4

11:05 Grades K-1

2:35 Dismissal bell rings. Students are led into the parking lot.

Wednesday Dismissal 1:35.

## **ENTRANCE/EXIT PROCEDURES**

### **MORNING DROP-OFF: 7:00 –7:25**

- Main entrance closed
- From West – Enter off Turfway ONLY
- From East – Shrine Entrance or Turfway
- Proceed past rectory and preschool
- Counterclockwise around the circle
- Drop off at narthex of Church
- Continue past preschool and rectory to exit at Turfway

### **AFTERNOON PICK-UP AT 2:35:**

- Enter ONLY by main entrance
- Turn left and proceed to center section of parking lot
- Cars must line up facing the rectory in lines up to three
- Cars will be released in the order of arrival
- Parents wait at cars or in parking lot
- Students will exit through the narthex doors
- No cars will move until students are in vehicles
- EXIT ONLY BY TURFWAY

## **ATTENDANCE**

State and Diocesan regulations require that a student present a written excuse from a parent/guardian for each absence. These notes will be kept by the teacher.

If a child is absent from class, parents are to notify the office by 9:00A.M. Books and assignments for absent children may be requested at this time and picked up after 2:35 PM.

Doctor and dental appointments should be made after school hours. If appointments are made during school hours, the missed assignments are the responsibility of the student. In case of excessive absences, a doctor's certificate will be required to substantiate the student's illness.

Perfect Attendance certificates are presented to students who have not been absent or tardy throughout the entire school year.

## **EXCUSED and UNEXCUSED ABSENCES**

Excused absences include illness, funerals, and other emergency absences as determined by consultation with the principal. If a student has an excused absence, it is his/her responsibility to make up work missed. The student will be allowed to make up work upon the return to school. One school day for each day absent will be allowed for students to turn in missed work, unless other provisions have been made.

Example: If students have missed two days of school, he/she will have two days from the date of return to turn in missed assignments.

All other absences, including vacations, are considered unexcused. Unexcused absences can be detrimental to a child's educational progress and should be avoided. Since the educational process is much more than homework assignments, it is unrealistic to expect that homework alone can give the child the total educational experience. It is also unrealistic to assume that the child can adequately understand and complete homework assignments without having first received the instructional portion of the lesson. If the parent/student encounters a problem with the assignments, this can be discussed with the teacher upon the student's return.

It is the teacher's discretion whether a student will be able to make up already assigned long-range assignments and tests/quizzes, following an unexcused absence. Upon returning to school, the student will contact the teacher for assignments missed. In an unexcused absence, the responsibility of teaching the lesson becomes that of the parent/guardian. It is at the teacher's discretion to give assignments prior to an excused or an unexcused absence.

## **TARDINESS**

When a student is tardy, he/she must report to the school office to get a slip of admission. No student will be admitted to class without the admission slip. A tardy shall be recorded for a student who is absent up to two hours of the regularly scheduled school day. One-half day attendance shall be recorded for a student who is absent two to four hours of the regularly scheduled school day. A full day absence shall be recorded for a student who is absent four to six hours of the regularly scheduled school day.

Tardiness is detrimental to the student's educational progress. Please make every effort to get your child here on time. Tardiness is a disruptive situation, even for those who come in just a few minutes late. They miss the morning announcements and teachers have to stop to make adjustments on their attendance list and to repeat directions for latecomers. Therefore, each time a student accumulates six tardies he/she will serve a detention to make up for lost time. We hope this will motivate everyone, including parent drivers, to see that all students are here on time for school.

**Kentucky School Law 159.150 states any child who has been absent from school without valid excuse for three or more days, or tardy on three or more days, is a truant. Any child who has been reported truant three or more times is a habitual truant.** There are legal consequences.

## **EARLY DISMISSAL**

Parents requesting early dismissal for their child must send a note stating the reason for the request. The parent/guardian must report to the school office to pick up the child and sign him/her out. The student will be called from his/her room. Parents are not to go to the child's room. If the student returns the same day, the parent/guardian must sign the child back into school.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

You will be contacted by automated phone call regarding school closings through use of the cNotify program.

## **COMMUNICATIONS**

Open lines of communication are an important means of strengthening the bond between home and school. To save paper all communication is electronic. Generally, all written communication is sent home on WEDNESDAY via email, and through the Edline Program.

Teachers are encouraged to keep in contact with parents via Edline, e-mail, phone calls, or written notes. They will return any phone calls or notes at their earliest convenience. Parents, please keep in close contact with your child's teachers. Parent conferences are scheduled after the first trimester. Other conferences may be requested by either parents or teachers. Teachers are available for conferences **at a prearranged time**. Parents are strongly encouraged to schedule conferences with a teacher if they have concerns.

Grade 3 through 8 teachers will use the Edline Program to communicate each student's academic progress throughout each trimester. Parents are urged to check Edline weekly to monitor your child's work. Midterm progress reports will be mailed to parents of students who are in jeopardy of failing a subject for that quarter. Printed report cards will be sent home quarterly.

Direct communication with your child's teacher is important. If you have a question or would like some clarification, please don't hesitate to contact the teacher by email or by leaving a phone message. If a concern arises, first contact the teacher involved to resolve the issue. If this discussion does not satisfactorily provide a solution or a plan for resolving the concern, then the principal should be contacted. If the administrator cannot bring the problem to a successful conclusion, then the issue may be brought to the attention of the pastor.

Faculty members would appreciate your support, especially in the area of discipline. It is a difficult task to maintain a proper learning environment in a classroom full of enthusiastic students. If a conduct referral is given or a disciplinary action is taken, it is done with good reason, with overall benefit of the student in mind. On occasion, the student may disagree about the reason he/she was disciplined. Before making any judgments about the issue, please contact the faculty member to hear his/her version of the incident.

### **VISITS TO THE SCHOOL**

Visitors to the school are always welcome. However, state law requires that all visitors to the school, including parents, must report to the school office and sign in when entering the building. There is a Visitor Sign In sheet in the office, which must be filled in by any visitor who enters any part of the building. Please never go directly to a classroom (before, during, or after school) to drop something off for a child, pick them up for a doctor's appointment, etc. Any child picked up before dismissal time must be signed out by the adult on the Sign Out sheet in the school office.

### **ACADEMICS**

#### **CURRICULUM--OVERVIEW**

Mary, Queen of Heaven School's curriculum is traditional. It follows the legacy of over 50 years of Catholic elementary education in this parish. We stress the basics of religion, language arts, math, science, and social studies. Included in our curriculum are music, art, physical education, Spanish, library, and computer education. MQH utilizes a guidance counselor one day a week. Music lessons are available after school for a fee. All textbooks have been approved by the Education Department of the Diocese of Covington and the State of Kentucky.

We meet diocesan guidelines and State of Kentucky requirements regarding skills and content taught. Furthermore, our curriculum and our instructional methods integrate religious and character training into every subject area.

The art of teaching rests in the delivery of instruction best suited to the teacher's style and the strength and needs of the students. Instruction takes on a variety of forms as teachers customize methods of instruction to meet students' needs.

The resource teacher is available for reinforcement or enrichment. Students are referred to the resource teacher by classroom teachers. Boone County Schools provides the services of a speech therapist.

#### **FIRST AND SECOND HONORS:**

MQH School recognizes students for their academic achievement through First and Second Honors. The following criteria are used in determining honors:

##### **FIRST HONORS:** Grades 4-8

"A" average with no grade lower than a "C" in graded subjects on report card  
Conduct grade of Satisfactory or better

##### **SECOND HONORS:** Grades 4-8

"B" average with no grade lower than a "C" in all graded subjects  
Conduct grade of Satisfactory or better

All Honor Students are recognized at the Awards Ceremony at the end of the trimester. Their names are published in school communications.

## **HOMWORK**

Parents should expect students to have homework. Its purpose is to teach independent responsibility, to keep parents informed as to the nature of work being done, and to reinforce the lessons of the day. Homework is not necessarily written work; studying and reading also constitute homework. Parents may assist the student by providing a quiet place, a regular study time, and checking if assignments are complete, neat, and accurate. We expect that homework will be the child's work, and that parents will encourage ever growing independence and responsibility in their children's work. Teachers plan homework assignments with the expectation that it will take an average student a specific amount of time.

The amount of homework assigned should reflect what an average child can accomplish in the time indicated below:

Kindergarten	Grades 1 & 2	Grades 3 & 4	Grades 5 & 6	Grades 7 & 8
10-15 minutes	15-30 minutes	30-40 minutes	45-60 minutes	60-90 minutes

However, if your child is consistently taking a great amount of time to complete assignments, please consult the teacher. The teachers may be able to adjust the assignments for that student.

## **STUDY HABITS**

- Students are to maintain a quiet attitude in the classroom, when entering and leaving the school, and in the hallways.
- Assignments must be completed and handed in on time.
- All students (grades 2-8) are given a "Student Assignment Book" which should be used to keep track of all class assignments.
- Teachers in some grade levels require parents to sign their child's assignment book on a regular basis.
- All work must be done neatly. Students may be asked to re-do papers that are not neatly done.
- Desks and cubbies should be neat and organized.
- Notes and messages should be delivered home promptly. It is the student's responsibility to see that parents receive communications sent from school. It is the parents' responsibility to check for the school communications sent by email on Wednesday afternoons. Please check with the Edline Program on a regular basis.

## **PROMOTION**

Students are promoted to the next grade on an annual basis. If a student does not attain satisfactory achievement, the possibility of summer school requirements, retention or non acceptance of enrollment may be considered. Parents are kept informed of the student's progress through Edline, report cards, mid-term reports, parent-teacher conferences, and communications from the teacher. The parents are always consulted about retention, and the best possible decision is made for the good of the student.

## **KNIGHT AWARD PROGRAM**

Students in first through eighth grades participate in this program.

*The Knight Award Program* is instituted to encourage Mary, Queen of Heaven School students:

- to strive for excellence
- to share in the spirit of cooperation with teachers and students
- to live the Law of Love and the Golden Rule
- to be the best Christian person he/she can be
- to give their best effort in their school work and behavior

### **Criteria:**

- The student displays a Christian attitude and exemplary behavior by living the Law of Love and the Golden Rule.
- The student displays positive interactions with other students.
- The student contributes positively in class.
- The student demonstrates academic progress.
- The student's effort is consistent:
  - assignments are on time
  - studies for tests and quizzes
  - follows directions
  - is attentive
  - follows the Discipline Code of MQH (specific requirements set by grade level)

### **Goals:**

The ultimate goal of all students is to receive the Knight Award!

In order to achieve this honor, three steps, which are explained below, have been established. We would like to thank our mascots, the original knights, for providing the foundation upon which our progression of steps to the Knighthood are based.

<b>PAGE</b>	The first time a student receives the award he/she becomes a <b>PAGE</b> . This step may take place in any trimester.
<b>SQUIRE</b>	The second time a student receives the award he/she has achieved step 2 toward knighthood. He/she will be given the title of <b>SQUIRE</b> . This stage may be achieved in the second or third trimester after the student has achieved Page.
<b>KNIGHT</b>	The <b>KNIGHT AWARD</b> is the ultimate award. This means that the student has shown consistent progress in the various criteria for all three trimesters of the school year. This award can only be given in the third trimester.

The staff of Mary Queen of Heaven School will honor all of the students who receive the awards in an Awards Ceremony at the end of each trimester.

## **CODE OF CONDUCT**

Discipline is fundamental to all education. The Discipline Code of Mary, Queen of Heaven School is an organized and systematic program for maintaining an appropriate learning environment. It is based on Christian principles and the idea of mutual respect, and it is designed to help students understand that they are responsible for their actions. The Discipline Code is designed to assist students in attaining self-discipline.

Behavioral expectations are based on the students living the Law of Love (Love the Lord your God with your whole heart, mind and soul and love your neighbor as yourself.) and on the Golden Rule (Do unto others as you would have them do to you.). Students are expected to act in a Christ-like manner at all times.

Sanctions for infractions of the rules and regulations are imposed with dignity, fairness, and consistency. It is assumed that parents also offer their children responsibilities and duties that foster good disciplinary habits. Together, parents and school share the goal of developing in each child a well disciplined character.

### **Responsibility and Behavior Policies Grades K-3**

Each teacher shall establish appropriate grade level responsibility and behavior expectations as well as procedures for his/her class.

### **Responsibility Referrals/Notifications Grades 4-8 (New card issued at each trimester)**

Students will be issued a Responsibility Card to be kept in the student homework notebook at all times. Parents are encouraged to examine the card frequently. Responsibility points are given to students for the following reasons: uniform violation; no homework; incomplete homework; lack of materials for class; or failure to have parent signature. One (1) Responsibility Referral point is given for each failure to comply with the expected behavior.

- If a student reaches 5 points on the card, a warning slip is sent home to be signed by a parent.
- At 10 points a one hour detention must be served.
- At 15 points two one hour detentions must be served on two consecutive weeks.
- At 20 points Saturday school is required. This will take place from 9am until 12pm and includes a \$20.00 fee. Students must report in uniform with all supplies and books. At this point a parent conference is required and a new card is issued. If the student fails to report for Saturday school, the student will not be admitted to class until a parent conference is held with the principal.
- If a student reaches a second 20 points, the discipline committee will make a determination as to the consequences, which may include out of school suspension or possible expulsion.

Detentions will be served on Thursdays from 2:35 until 3:35.

### **Behavioral Referrals/Notifications for Grades 4-8 (New card issued at each trimester)**

Behavioral Referrals will be issued to students in grades 4-8 according to the criteria for behavioral conduct established by the principal, the teachers, and the pastor. Behavioral Referrals are given as a result of inappropriate behavior of a student at Mary, Queen of Heaven School. Students will be issued a Behavioral Card to be kept in the student homework notebook at all times. Behavioral points are given to students for violations as listed on the card. Parents are encouraged to examine the card frequently.

- If a student reaches 5 points on the card, a warning slip is sent home to be signed by a parent.
- At 10 points a one hour detention must be served.
- At 15 points two one hour detentions must be served on two consecutive weeks.
- At 20 points Saturday school is required. This will take place from 9am until 12pm and includes a \$20.00 fee. Students must report in uniform with all supplies and books. At this point a parent conference is required and a new card is issued. If the student fails to report for Saturday school, the student will not be admitted to class until a parent conference is held with the principal.
- If a student reaches a second 20 points, the discipline committee will make a determination as to the consequences, which may include out of school suspension or possible expulsion.

Detentions will be served on Thursdays from 2:35 until 3:35.

Note: In extreme situations, the principal may circumvent all notifications and enforce appropriate consequences.

Note: Loss of privileges could include, but are not limited to:

- loss of lunchtime with friends
- loss of school special activities
- loss of recess
- loss of field trip

## **Procedures for a Parent in Regard to Discipline Concerns**

1. The parent is to contact the teacher or the personnel who was involved first hand.
2. After speaking with the personnel involved, the parent may make an appointment with the principal.
3. If the problem has not been satisfactorily resolved by speaking with the teacher and the principal, then an appointment may be made with the pastor.
4. If none of the above has solved the concern/problem, then a parent may contact the Director of Education for the Covington Diocese.

## **Unacceptable Conduct**

Certain extremely serious offenses warrant an immediate response from MQH school personnel. Students involved in these offenses will be subject to detention, Saturday School, suspension, expulsion or disciplinary actions to be determined by the principal. While a student is suspended, he/she must do all the work given by the teacher as well as all missed assignments. Students in suspension may not participate in class, school-related activities, extra-curricular activities, or athletic activities. The time of suspension is determined by the principal. Those offenses that constitute criminal acts will be pursued with the appropriate government agency.

Disciplinary actions of suspension and/or expulsion from MQH will be employed for serious causes which include but are not limited to:

- Possession or use of tobacco products, illegal or unauthorized drugs, alcohol, and other associated items (See Substance Abuse Policy.)
- Possession or use of weapons or instruments of harm
- Actions and/or words used to injure or with the intent to injure another person
- Actions and/or words used to threaten or with intent to threaten violence against another person (See Violent and/or Threatening Behavior.)
- Vandalism or stealing of school/parish property.

In all disciplinary situations, judgment will be rendered by the appropriate personnel with final discretionary authority exercised by the principal.

**Suspension:** Only the school principal may suspend a student from school. This action will be reported to the pastor. At the discretion of the principal/pastor, a student may be asked to withdraw from school after a conference is held with parents, principal and possibly the pastor. If a student is expelled, a notice will be sent to the Director of Education of the Diocese of Covington.

**Expulsion:** Dismissal from Mary, Queen of Heaven School may occur if improvement in student behavior is not sufficient, or if the parents are not supportive of the school's discipline plan. The school may dismiss at any time a student whose behavior is not manageable by the staff and/or the behavior is a serious offense.

## **Bullying and Teasing**

Everyone at MQH is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines bullying as follows: bullying is unfair and one-sided. It happens when someone keeps taunting, hurting, frightening, threatening, excluding, or isolating a targeted student.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents concerns about bullying.
- Assign consequences for bullying and/or retaliation based on the school discipline code.

Students at our school will do the following things to prevent bullying and help each other feel safe at school:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try and include everyone in play.
- Report bullying to an adult.

### **Violent and/or Threatening Behavior**

Threats of physical violence or emotional intimidation will not be tolerated at MQH. Students exhibiting any behavior considered threatening, overly intimidating, or violent in nature will be subject to immediate disciplinary action. Disciplinary action is at the discretion of the administrator.

### **Sexual Harassment**

Students who engage in sexual harassment on school premises or off school premises, at a school sponsored activity, will be subject to appropriate discipline. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment. Any student who believes he/she is being sexually harassed needs to report such behavior to a parent, teacher, or principal within a timely manner.

### **Substance Abuse Policy**

Students attending Mary, Queen of Heaven School are not to knowingly possess, use, transmit or be under the influence of an intoxicant of any kind, or of any drugs not prescribed by a physician.

The possession or use of any actual or look-alike drugs, alcohol, tobacco, or dangerous sprays on school property or at any school related event off school property, will be cause for immediate suspension and/or counseling or expulsion. The administration reserves the responsibility of judgment in these matters as to whether the violation warrants the notification of the police, suspension or expulsion.

## **UNIFORM REGULATIONS**

School uniforms are required for all students in kindergarten through the eighth grade. Personal appearance is the responsibility of the student and his/her parents(s). Cleanliness, neatness, modesty, and adherence to the uniform regulations are required.

The principal has sole discretion in making final determinations regarding the interpretation of all uniform regulations. Violations of these regulations will subject the student to disciplinary action. If a dress code violation occurs, parents may be called to bring in whatever item is needed. Students will receive consequences for dress code violations.

Mary, Queen of Heaven has chosen Schoolbelles as the school vendor for uniforms. Uniform items can be ordered via website at [www.schoolbelles.com](http://www.schoolbelles.com), by phone 1-888-637-3037 or purchased at 5046 Old Taylor Mill Road, in the Remke Plaza.

### **BOYS' GUIDELINES Kindergarten through 8<sup>th</sup> grade.**

**Shirt** – Boys must wear oxford cloth shirts, either long or short sleeve on Fridays. The oxford shirts must be solid white with our MQH monogram purchased through Schoolbelles. Monday through Thursday a banded bottom knit shirt may be worn instead of the oxford. This shirt is available only through Schoolbelles and has the school logo on it. T-shirts worn under the shirts must be plain white – without printing. Long sleeved t-shirts cannot be worn under short sleeved shirts.

**Pants/Shorts** – Regulation khaki twill dress pants, pleated or flat front must be purchased through Schoolbelles. Belt loops may not be removed. Belts are required for third through eighth grades. Shorts may be worn from April 1<sup>st</sup> through October 31<sup>st</sup>.

**Shoes** - There are two options for boys. The first option is a black dress shoe that can be purchased from Schoolbelles or other shoe stores. The second option is an all leather white athletic shoe with no contrasting colors. Shoestrings must also be white. For your convenience, Schoolbelles has White Cross shoes. Various brands of an all white leather shoe with no contrasting colors may be purchased at other stores.

**Socks** – All students must wear solid white, athletic crew socks (above the ankle) with no contrasting colors. Socks are available at Schoolbelles or may be purchased at other stores.

**Sweaters** – A v-neck, navy blue vest or pullover with monogram may be worn. Solid navy cardigans with monogram are also permissible. All must be purchased through Schoolbelles. Sweaters are optional, but no jackets or sweatshirts may be worn in class.

**Belt** – A solid color – black, navy, or brown – belt with a simple buckle must be worn in grades three through eight. Belts are available at Schoolbelles or may be purchased at other stores.

**Ties** – Are required for all students and must be purchased at Schoolbelles. Boys may choose four in hand or pre-tied ties.

**Dress Uniform** - The dress uniform must be worn for Friday Mass, field trips, and special occasions. The dress uniform consists of the regular uniform with a neck tie.

### **GIRLS' GUIDELINES Kindergarten through 8<sup>th</sup> grade.**

Girls in kindergarten through fourth grade may wear either a khaki scooter or khaki pants. These must be purchased through Schoolbelles.

Girls in grades fifth through eighth grade may wear either the khaki skirt or khaki pants. These must be purchased through Schoolbelles.

**Scooter** – The scooter is to be clean, pressed, and modest in length at all times; never shorter than three inches above the middle of the back of the knee.

**Pants/Shorts** – Regulation khaki twill dress pants, pleated or flat front must be purchased through Schoolbelles. Belt loops may not be removed. Belts are required for third through eighth grades. Shorts may be worn from April 1<sup>st</sup> through October 31<sup>st</sup>.

**Skirt** – This khaki skirt should always be clean, neat, and modest. The length should never be shorter than three inches above the middle of the back of the knee. Shorts, such as biker, must be worn under the skirt. Shorts worn under the skirt may not be visible.

**Shirt** – Girls must wear oxford cloth shirts, either long or short sleeve on Fridays. The oxford shirts must be solid white with our MQH monogram and must be purchased through Schoolbelles. Monday through Thursday a banded bottom knit shirt may be worn instead of the oxford. This shirt is available only through Schoolbelles and has the school logo on it. Undergarments must be white with no lettering.

**Belts** – A solid color – black, navy, or brown – belt with a simple buckle must be worn in grades three through eight. Belts are available at Schoolbelles or may be purchased at other stores.

**Socks** - Girls must wear solid white, athletic crew socks with no contrasting logos or white or navy blue knee socks with no contrasting colors. Socks must cover the ankle. Socks are available at Schoolbelles or may be purchased at other stores.

**Shoes** - There are two options for girls. The first option is a blue or black dress shoe (Mary Jane style) that can be purchased from Schoolbelles or other shoe stores. The second option is an all leather white athletic shoe with no contrasting colors. Shoestrings must also be white. For your convenience, Schoolbelles has White Cross shoes. Various brands of an all white leather shoe with no contrasting colors may be purchased at other stores.

**Sweater** – A v-neck, navy blue vest or pullover with monogram may be worn. Solid navy cardigans with monogram are also permissible. All must be purchased through Schoolbelles. Sweaters are optional, but no jackets or sweatshirts may be worn in class.

**Ties** – Are required for all students and must be purchased at Schoolbelles. Girls may choose crisscross, four in hand, or pre-tied ties.

**Dress Uniform** - The dress uniform must be worn for Friday Mass, field trips, and special occasions. The dress uniform consists of the regular uniform with a neck tie.

## **PE UNIFORM REGULATIONS**

T-shirts, shorts, sweatpants & sweatshirts with school logo must be purchased through Schoolbelles.

T-shirts and shorts may be worn April 1<sup>st</sup> through October 31<sup>st</sup>.

Sweatpants and t-shirts, with optional sweatshirts must be worn November 1<sup>st</sup> through March 31<sup>st</sup>. These sweatshirts may only be worn on PE day.

## **MISECELLANEOUS DRESS CODE ITEMS**

1. Jewelry: one pair of earrings, small and inconspicuous, may be worn. No dangling earrings (the bottom of earring must touch or almost touch the earlobe). Boys may not wear earrings. One ring may be worn. One watch may be worn. One religious necklace may be worn. Bracelets may not be worn. Principal and teachers reserve the right to ask that jewelry be removed if deemed distracting or unsafe.
2. Make-up, perfume, and cologne may not be worn during school hours. Clear fingernail polish may be worn.
3. Outerwear: Hats, jackets, and coats may not be worn in class.
4. Dark glasses: may not be worn indoors unless medically prescribed.
5. Hair: must be clean and well groomed. Style must be considered school appropriate. For boys, hair must be above the collar and above the eyebrows. Styles such as, but not limited to, Mohawks, numbers, tails, or beaded are not permitted. Noticeable hair coloring is not permitted. If a hair infraction occurs, a student will have one week to reverse the condition before disciplinary action occurs. Facial hair is not permitted.
6. Compliance: In questionable circumstances, the principal reserves the right to judge compliance. It is best to ask the principal before a doubtful item is worn.

## **DRESS CODE EXCEPTIONS**

1. When school pictures are taken in the fall and in the spring girls' dresses and skirts must be of appropriate length for school. All clothing must be appropriate for school. Spaghetti straps are not to be worn to school. If in doubt ask the principal in advance.
2. Scout meeting days: the official scout uniform may be worn.
3. Out of Uniform Days: Appropriate clothing is required:
  - Clothing must be clean and in good repair.
  - Shirts must not have words, symbols, or pictures that are not keeping with Christian values.
  - Shorts must be the same length as uniform shorts – not less than three inches above the back of the knee.
  - Bicycle shorts, tank tops, or shirts that do not cover the midriff may not be worn.

## **FIELD TRIPS**

Field trips planned by the teachers are an important part of a student's instruction. All students are expected to participate unless there are extenuating circumstances in which case the teacher should be made aware. Field trips are important to the enhancement of the curriculum. Proper conduct is expected on all class activities away from school. Fees and permission slips must be brought to the school in advance. Students who fail to bring in the written permission slip will NOT be allowed to participate in the class field trip. Under certain circumstances a parent may be required to accompany his/her child on the field trip.

## **VOLUNTEERS IN SCHOOL**

Volunteers are a valuable part of our daily program and greatly assist our faculty/staff. MQH welcomes parents and/or grandparents to come and assist teachers in the classroom, library, computer lab, etc. Volunteers may come on a daily, weekly, or monthly basis as their schedule allows and as approved by the principal. Arrangements need to be made prior to the day you are volunteering. Volunteers may work directly with children or help in secretarial work for the teachers (organizing files, etc).

## **DIOCESAN POLICIES AND PROCEDURES FOR VOLUNTEERS**

1. All adult volunteers who have access to students must be familiar with and agree to abide by Policies and Procedures for Addressing Sexual Misconduct. An acceptance form must be on file in the school office.
2. All adult volunteers must participate in The Kentucky State Criminal Background Check. A Background Check form must be completed and returned to the office.
3. All volunteers must participate in the Diocesan Program "Protecting God's Children" (VIRTUS). Workshops are provided by the diocese annually. Contact the Diocesan Office or the Diocesan website [www.covingtondiocese.org](http://www.covingtondiocese.org) for more information.

## **PARENTAL RESPONSIBILITIES**

By enrolling your children in a Catholic school, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your children.
2. to understand and support the religious nature of the school.
3. to read all communications from the school and to request clarification when necessary.
4. to know your child's teachers and to observe parent-teacher conference dates and any special requests for meetings.
5. to discuss concerns and problems with the person most directly involved before contacting the principal or pastor.
6. to be actively involved in the life of your child by volunteering.
7. to promote your school and to speak well of it to others.
8. to meet your financial obligations.

## **PARENT-TEACHER ORGANIZATION**

The purpose of the PTO is to cooperate with, and assist the pastor, the school administration, and faculty in providing a better education for the students attending our school. The objectives and responsibilities of the PTO are:

- to organize and conduct fundraising activities with all proceeds being used to purchase materials and items that would benefit MQH students.
- to provide educational programs for students, parents, and/or teachers.
- to bolster the spirit and morale of the school community.

## **HEALTH RECORDS**

Children's health records are maintained in the school office. Each child must have a current medical record and an emergency card on file. **FAILURE TO HAVE ALL CURRENT MEDICAL RECORDS BY THE END OF THE FIRST MONTH OF SCHOOL MAY RESULT IN SUSPENSION OF THE CHILD UNTIL ALL RECORDS HAVE BEEN OBTAINED.**

For the welfare of the student, any health concern should be reported to the school office and indicated on the Emergency Card. Please notify the teacher if special needs arise.

## **MEDICATIONS**

State and diocesan regulations require that no medications be given to any student unless it is a prescribed medication with a completed authorization form filled out by the physician. Forms are available on the school website or from the school office. Prescribed medication that must be taken during school hours **MUST BE BROUGHT TO THE SCHOOL OFFICE** in the original container. The child must come to the office at the time prescribed. **Medication will not be administered without the completed authorization form from the physician.**

Over the counter medication will only be administered with a completed authorization form from the parent/legal guardian. OTC medication can be given no more than three (3) consecutive days without written permission from a health care provider. Medication must be provided by the parent/legal guardian in the original container, which should include recommended dosage and directions for administration. An OTC medication shall not be administered beyond its expiration date.

## **EPIPEN REQUIREMENTS**

Children requiring epipens must have the following:

- Physician completed Food Allergy Action Plan Form
- Physician completed Permission Form for Prescribed Medication
- Three (3) epipens
- **All the above must be in the school office before the child is permitted to attend class**

## **MEDICAL EXAMINATIONS**

According to Diocesan Policy 5514,

Within a month following admission, the student must have a medical examination on file. A second examination shall be required within one year prior to entry to the sixth grade.

If a student engages in physically strenuous athletic activity, a medical examination at the beginning of each school year, or more often if deemed necessary by the physician, shall be filed in the school's medical file.

## **BOARD OF EDUCATION**

School Board members are appointed by the pastor. The makeup of the board is determined by skill set. There will be parent representation. Board policies which were reviewed and revised January, 2011 are listed below.

### **POLICY 1.0: CHANGE AND DEVELOPMENT**

Recommendations for new policies and policy changes shall be adopted in accordance with the following process:

#### **Step One:**

A recommended policy or policy change is submitted to the School Board and read at a board meeting. A first draft of the policy/change is put in writing after initial board discussion and feedback.

#### **Step Two:**

The policy/change draft is distributed via church bulletin, school bulletin boards or other means deemed appropriate by the board to all affected parish and school members for the purpose of collecting feedback concerning the proposed policy/change. The policy/change information must be available to these members for a minimum of two weeks before being considered again at a board meeting.

#### **Step Three:**

After receiving feedback concerning the policy/change, the board will discuss the proposed policy/change again. The board may then either agree to a final version of the proposed policy/change or, if the feedback received substantially changes the original proposal, redistribute a new draft in accordance with step two before continuing to step four.

#### **Step Four:**

The proposed policy/change is submitted for approval to the Pastor. With the Pastor's approval the proposed policy/change will be incorporated as a new policy. Policies will be reviewed and renewed every three years at a minimum. The Board may choose however, to review, revise, or revoke any policy at any time.

**POLICY 2.0: SCHOOL WAITING LIST PRIORITIES:**

This policy applies only to those who have completed registration forms and have paid appropriate fees during the registration period. This requirement having been met, after a class has been filled, others desiring admission will be added to a waiting list and be offered admission according to the following priority considerations.

1. Students currently attending MQH (Grades K-8).
2. Registered parishioners with siblings already attending MQH.
3. Registered parishioners without siblings already attending MQH.
4. Non-parishioners with siblings already attending MQH.
5. Non-parishioners without siblings already attending MQH, but who have attended pre-school and/or kindergarten at MQH.
6. All others in order of registration and fees paid.

**POLICY 3.0: MAXIMUM ENROLLMENT:**

The optimum maximum enrollment for Kindergarten shall be 25 students per session with a full-time aide.

The optimum maximum enrollment for grades 1 through 5 shall be 25 students.

The optimum maximum enrollment for grades 6 through 8 shall be 28 students.

Exceptions to this policy may be made at the discretion of the principal with the pastor’s approval.

**POLICY 4.0: AFTER SCHOOL SUPERVISION:**

Adequate supervision will be provided by Mary, Queen of Heaven for all students until they have been transferred to the care of their after school transportation provider.

**POLICY 5.0: ABSENTEEISM-UNEXCUSED ABSENCES:**

Unexcused absences include those due to vacation, attendance at social events, etc.

1. It is the responsibility of the parent to contact the principal and teacher(s) in the case of an unexcused absence a minimum of five days prior to the absence.
2. The child will be required to make up all missed work upon return to school. Teachers are not required to give assignments or provide course work in advance.
3. Since the educational process is much more than homework assignments, it is unrealistic to expect that homework assignments alone can give the child the total educational experience. It is also unrealistic to assume that the child can adequately understand and complete homework assignments without first having received the instructional portion of the lesson. In an unexcused absence situation the responsibility of teaching the lessons becomes that of the parent.

**POLICY 6.0: TRANSFER STUDENT:**

Mary, Queen of Heaven may accept transfer students from public or private schools in the area if:

1. A conference is possibly with the principal, student, teacher, and parent present.
2. Report card, test scores, and other pertinent information are available for conference.
3. The principal determines that MQH can adequately meet the student’s spiritual, academic, social, and psychological, physical needs.
4. If coming from another Diocesan Catholic School, all financial obligations are met.

If a student is accepted, he/she may be placed on probation. Probation means that if the student does not progress or his/her behavior is not appropriate, he/she may be asked to withdraw at the end of the first trimester.

Transfer students may be asked to withdraw also, if his/her guardians have not met their financial responsibility.

**POLICY 7.0: INTERNET AND TECHNOLOGY ACCEPTABLE USE:**

The school shall maintain an Acceptable Use Policy (AUP) for both technology and internet resource usage. The development and maintenance of this policy shall be the joint responsibility of the technology staff, the technology committee and the administration. The policy shall be administered and enforced by the principal, teaching staff and volunteers who have responsibilities for technology and internet resources.

The AUP shall include but is not limited to responsibilities, liabilities and guidance as to acceptable use for all users of internet and technology resources of the school. The AUP will be published in the school handbook. This policy must also include a requirement that every user subject to this policy read and acknowledge by signature their understanding of this policy. Parents of student users must also give permission by signature for their children to have access to internet use at school. Permission and agreement to the terms of the AUP will be kept on file in the school office.

## **POLICY 8.0: STUDENT PREGNANCY POLICY:**

1. Mary, Queen of Heaven School continually stresses the reverence for life in all its stages. It emphasizes the importance of chastity as the moral choice for an unmarried person. A student who is pregnant or has fathered a child will be required to seek approved professional counseling. As soon as possible, a meeting will be held with the school administration, the student(s) involved and the parent/guardian to determine how the student(s) may continue their education during the time of pregnancy and thereafter.
2. Consistent with its pro-active position on the sacredness of all life, MQH abhors the choice of abortion and will continue in word and deed to work against it in our society. At the same time, we hope to model our standards and behavior on Jesus Christ who loves and welcomes “the person” while condemning “the action”. If a student’s choice of an abortion becomes known to the administration, the student and her parent/guardian(s) will meet with school officials to discuss the possibility of her continued attendance at MQH.
3. The large number of potential circumstances surrounding such an occasion as student pregnancy at the elementary level will likely require ongoing intervention and/or monitoring for the duration of that student’s tenure at MQH. When it is determined that the best interests of the school and the student(s) involved can no longer be simultaneously achieved, the administration will assist the student(s) in achieving their educational goals in an alternative environment.

## **POLICY 9.0: PARISH FACILITY USE**

Mary, Queen of Heaven facilities will be available for use by listed groups in the following priority order:

### **Priority One**

- Rectory (pastor)
- School (principal)
- CCD (DRE/CCD coordinator)
- Athletic department (athletic director)

### **Priority Two**

- Parish activities, ministries, and groups as listed in the bulletin

Facility users in priority categories 1 and 2 above may schedule facilities as much as a year in advance. Events and activities which occur annually or are known well in advance should be put on the parish calendar and facilities scheduled as early as possible. These organizations should schedule facilities for all known annual activities for the coming year no later than June 30<sup>th</sup> of each year. They should then review their facility needs in December of each year and update the parish calendar no later than December 31<sup>st</sup>.

Once a facility has been reserved, higher priority users may not unseat lower priority users without specific approval of the pastor. The pastor will make the final decision on which organizations and/or individuals will be permitted use of Mary, Queen of Heaven parish facilities. Facilities must be reserved by calling Mary, Queen of Heaven parish office at 859-525-6909 or via email at [jkunst@mqhparish.com](mailto:jkunst@mqhparish.com).

An individual, who is at least twenty-one years of age, must accept responsibility on behalf of the using group for the facility used. This person must adhere to the Mary, Queen of Heaven Facilities Use Policy and ensure that his/her group abides by its conditions. Any group using the facilities for programs involving children or vulnerable adults must have a Virtus-compliant adult in charge of the group.

Parish facilities may not be scheduled or used for personal business, fundraising or partisan political activity without the pastor’s specific written consent. All users are responsible for setup, cleanup, and facility security (i.e. open, close, and lock up) at their events unless other arrangements are made at the time of scheduling. All arrangements to pick up and drop off keys must be made in advance and should be scheduled during normal business hours.

Mary, Queen of Heaven Parish and the Diocese of Covington are not responsible for any personal injury or loss arising out of any event at a Mary, Queen of Heaven facility or on the grounds.

## **POLICY 10.0: ELECTRONIC POLICY**

Pagers, laser pointers, cell phones or other electronic devices not part of the instructional program are not allowed in classrooms during the regular school day. Students are allowed to keep these devices in their lockers/designated area and must have them turned off. Special permission to carry the devices to and from class may be granted by the principal on a case-by-case basis.

## **POLICY 11.0: SCHOOL WELLNESS POLICY**

Mary, Queen of Heaven is committed to providing an encompassing wellness policy and education in our school. We are committed to providing nutritious meals in our school. Healthy, well nourished students learn better, are more attentive and cause fewer discipline problems. We realize that we cannot shoulder all the burden of reversing the trend in childhood obesity, but we are committed to doing our part. This policy is designed to support healthier choices for both students and staff. Students spend a substantial part of their day at school and school staff can model healthier lifestyle choices to the students.

Children need access to healthy food and opportunities to be physically active in order to grow, thrive and learn. Mary, Queen of Heaven School is committed to providing an environment that promotes and protects children's health, well-being and ability to learn by encouraging healthy eating and physical activity.

In support of this commitment, Mary, Queen of Heaven has developed the following policy designed with input from the cafeteria staff, the faculty and staff of the school, the administration, school parents and with the assistance of the Diocesan Food Service Director:

### **I. Nutrition Education, Physical Activity and School Based Activities**

#### **A) Nutrition education will be included in science, health, physical education classes and in cross curriculum opportunities.**

- 1) Class curriculum
- 2) "5 A Day Challenge" in March as part of National Nutrition Month
- 3) President's Fitness Program in P. E. class

#### **B) Students are discouraged from sharing their food/beverages with other students during snack and meal times because of allergies and restrictions on some children's diets.**

#### **C) Physical Activity needs to occur on a regular basis.**

- 1) A certified instructor will teach all PE classes, utilizing a K – 8 curriculum.
- 2) Recess: A daily 20 minute recess period will be scheduled for all students.
- 3) Only as a last resort will recess time be sacrificed in order for students to finish class work or as a disciplinary measure.

#### **E) Students are encouraged to lead a healthy lifestyle outside of school.**

- 1) Students should limit time spent on sedentary activities such as watching television, video games and computer.
- 2) Free play time and participation in sports are encouraged.

#### **D) School based activities should not be centered around food and beverages**

##### **If food and beverages are involved, they should meet acceptable nutrition guidelines.**

- 1) Fundraising activities should promote physical activity. Our Fall Walkathon will be our major fundraiser.
- 2) Rewards for good behavior or academic performance should not ordinarily center around food. Other options include: pencils, extra time outside, coupons for something special (i.e., wear hats).
- 3) Celebrations that involve food during the school day should be limited to no more than one per month.
  - o Put the emphasis on fun rather than food.
  - o Snacks and treats should include nutritious, healthy choices.
  - o Candy should not be used as a reward or given out during the school day.
  - o When celebrating holidays, the amount of food served should be reasonable and include nutritious foods.
  - o According to the Diocesan guidelines the following drinks are included:
    - \*\*Allowed – water (without caloric sweeteners), fruit and vegetable juices and fruit-based drinks that contain at least 50% real fruit juice and that do not contain additional caloric sweeteners and unflavored low-fat or fat-free fluid milk.
    - \*\*Not Allowed – soft drinks containing caloric sweeteners, sports drinks, iced teas, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners, beverages that contain caffeine (excluding low-fat or fat-free chocolate milk which contains trivial amounts of caffeine).
  - o A list of suggested snacks follows the end of the policy.
  - o While we ordinarily focus on all healthy foods, we periodically can celebrate life with birthdays, Halloween, Christmas, and Valentine's Day. During these celebrations, we need to include healthy choices.

### **I. Nutrition Guidelines**

#### **A) Meal planning in the Mary, Queen of Heaven Cafeteria needs to be in accordance with the National School Lunch.**

- 1) Meal planning, over the course of a week, needs to meet the nutrition standards recommended in the Dietary Guidelines for Americans (the new Food Guide Pyramid). The cafeteria staff will utilize a nutritional analysis program to measure and manage the meals that are served. The analysis will be available on the school website.

- 2) Fresh fruits and wheat products will be offered on a regular basis.
- B) Students will be encouraged to start each day with a healthy breakfast.**
- C) Any a la carte items that are offered will meet the new nutritional guidelines.**
- D) Students who bring lunch from home are encouraged to follow the same guidelines.**  
 Some suggested items to pack in a lunch include:
- 1) Fresh fruits and veggies
  - 2) Low fat yogurt
  - 3) Low fat cheeses
  - 4) Granola bars
  - 5) Low fat cheese/meat sandwiches made on whole wheat bread, pita pockets or wraps.
  - 6) Fruit juice items (at least 50% fruit juice)
  - 7) **NO fast food, soft drinks or candy** can be included in lunches sent from home.

**II. Measuring Implementation of the Wellness Policy**

The Food Service Director for the Diocese of Covington will conduct a review of Mary, Queen of Heaven’s Wellness Policy on an annual basis.

**III. Designation of Food Service Director to Ensure Implementation**

The Diocesan Food Service Director has been appointed by the Diocesan Superintendent of Schools to ensure that the Wellness Policy goals are being implemented.

**IV. Involvement in Development of Wellness Policy**

- A) The involvement of parents, students and the community is already a valuable part of the National School Lunch Program.
- B) School administrators, staff and parents should work with the food service staff to implement the wellness policy.
- C) The policy shall be included in the student handbook as well as on the school website.

**Suggested Snacks of Nutritional Value**

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| <ul style="list-style-type: none"> <li>• Mini bagels</li> <li>• Dry Cereal</li> <li>• Low fat cheese</li> <li>• Frozen Juice bars</li> <li>• Fruit kabobs</li> <li>• Baked Doritos (3/4 oz pkg.)</li> <li>• Quaker Chewy Granola Bars</li> <li>• 50% fruit juice</li> <li>• Small muffins</li> <li>• Rice cakes</li> <li>• Fig Newton cookies</li> <li>• Baby Carrots and dip</li> </ul> | <ul style="list-style-type: none"> <li>• Light or air popcorn</li> <li>• Cereal or granola bars</li> <li>• Fruit (bananas, apples, grapes, cantaloupe)</li> <li>• Sunflower seeds</li> <li>• Zoo animal crackers</li> <li>• Gold Fish Pretzels</li> <li>• Keebler Journey Bar (1.3 pkg)</li> <li>• Whole grain breads or crackers</li> <li>• Baked tortilla chips and salsa</li> <li>• Cereal mix or trail mix</li> <li>• Pretzels</li> </ul> |
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**Suggestions for Parties**

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| <ul style="list-style-type: none"> <li>• Bagels</li> <li>• Veggie Pizza</li> <li>• Mini Sandwiches</li> <li>• Oatmeal Raisin Cookies</li> <li>• Dried Fruit Mix</li> <li>• Popcorn</li> <li>• Baked Chips</li> </ul> | <ul style="list-style-type: none"> <li>• Fresh fruit cut up</li> <li>• Veggies and low fat dip</li> <li>• Breakfast Bars</li> <li>• Granola Bars</li> <li>• Chex Mix</li> <li>• Pretzels</li> <li>• Cheese Cubes and crackers</li> </ul> |
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## **FEDERAL REQUIRED ASBESTOS NOTICE:**

We know that parents and staff are concerned about asbestos safety. There is a minimal amount of asbestos in the building. We are currently maintaining this area in a safe condition by our ongoing surveillance, re-inspection, and operation and maintenance program. Our asbestos management plan is available in the office and at the Department of Catholic Education at the Catholic Center. You are welcome to inspect and copy these plans during regular business hours. If you have any questions about our asbestos program, please call the Asbestos Designated Person.

## **CAFETERIA**

The Family Fee for the 2011-2012 school year is \$85.00. An account system will be set up for each family. We participate in the Free and Reduce Lunch Program provided by the government. Each family is encouraged to fill out the form that is sent home each year. It benefits both the family and the cafeteria to participate in this program. Any questions about the cafeteria should be directed to the Cafeteria Manager at 859-371-8100, ext. 18.

All school lunches cost \$2.00. Ice cream is available for purchase on Fridays only. Ice cream may be paid on account, but not **charged** to an account; meaning money must be in the account for an ice cream purchase. Cash may be paid for ice cream.

## **PERMISSION RELEASE**

### **INTERNET USAGE:**

Students and parents are required to sign an Internet Usage policy. This form will be sent home the first week of school for new students and kept on file for current students for their duration of attendance. Without this form on record, your child will not be allowed to use the Internet.

### **PHOTO, VIDEO, WEBSITE:**

A parent or guardian will need to give permission to use their children's names, photograph, student's work and/or videotaped image in publications, video productions, and/or school Internet website. This form will be sent home the first week of school for new students and kept on file for current students for their duration of attendance. Without this permission, your child will not be included in the above named programs.

## **POLICIES AND PROCEDURES OF MARY, QUEEN OF HEAVEN SCHOOL**

### **ADMISSION POLICIES**

Mary, Queen of Heaven School is a parish school open to all students regardless of race, color, and national or ethnic origin. Admission to the school is based on the availability of classroom space and the following criteria:

Active parishioners may send their children to MQH for the tuition approved by the Parish Council. All other families may send their children to MQH provided there is room in the desired grade/grades. In addition, all admissions are subject to BOTCE policies relating to waiting list priorities, maximum enrollment and transfer students as found in this handbook.

### **PARENTAL FINANCIAL RESPONSIBILITY**

The school is financed from parish revenues and relies on many sources to continue operations including tuition, weekly collections, gifts and grants from the diocese. The Finance Council and the Board of the Total Catholic Education recommend and the Parish Council approve the tuition amount needed from each family. The tuition will be reviewed annually. Each family pays a registration fee per child, and this fee is also reviewed annually.

The school's registration fee is \$125.00 per student. This fee is due at the time of registration and is non-refundable. The Cafeteria Fee of \$85 per family is due by the first day of school. The Book Fee and the Technology Fee of \$275 per child for grades K-8 are included in the tuition.

### **COLLECTION AND MAINTENANCE PROCEDURES FOR TUITION AND SCHOOL FEES AT MARY, QUEEN OF HEAVEN SCHOOL**

It has been recognized by the Parish Council, the Parish Finance Council, and the Board of Total Catholic Education of MQH, that families of children attending MQH have an obligation to pay tuition and general book fees.

The Parish Community demands quality in all aspects of parish life. To meet the demands of the quality expected of our school, parish leaders must use collection techniques which they have available while keeping in mind at all times a sense of Christian Justice and Charity.

It is, therefore, with careful thought and consideration that the following procedures are presented.

**MQH SCHOOL 2011-2012 TUITION:**

The Board of Total Catholic Education, with the assistance of the Finance Council, and the approval of the Parish Council has issued the following Tuition Rates for the 2010-2011 school year.

*Newly accepted and approved Parish Council Policy (September, 2002)*

**ACTIVE PARISHIONERS:**

Mary, Queen of Heaven Parish shall maintain an accurate and comprehensive list of its parishioners for the purpose of parish and diocesan information. Additionally, the Parish shall formally identify and designate “Active” status for parishioners for the purpose of those parish services and ministries for which such a distinction is important and necessary.

A parishioner classified in an “Active” status is one who:

1. is formally registered in the Parish completing all necessary documentation, (as opposed to simply residing in the geographical boundaries);
2. participates in the Sunday Eucharist\*;
3. regularly deposits his/her assigned envelope;
4. makes a commitment of stewardship to the Parish (i.e. a commitment of time, talent, and treasure).

Taken as a whole, these four criteria shall determine whether or not a parishioner is officially classified as “Active” in the Parish Data System. In this way, the Parish can be assured that any “Active Parishioner” advantages accrue to those they were intended to benefit.

The responsibility for determining the status of a parishioner ultimately rests with the pastor of the parish. Any exceptions to this policy shall be made by him.

\* The only tangible evidence of a parishioner’s participation in the Sunday Eucharist is through regular use of assigned collection envelopes.

**ACTIVE PARISHIONERS:**

One Child in grades K-8	\$3,793
Two Children in grades K-8	\$5,385
Three Children in grades K-8	\$6,538
Four Children in grades K-8	\$6,813

**OTHER FAMILIES:**

One Child in grades K-8	\$5,132
Two Children in grades K-8	\$6,739
Three Children in grades K-8	\$8,833
Four Children in grades K-8	\$8,108

**SCHOOL FEES:**

Non Refundable Registration Fee (Per Child)	\$125
Cafeteria/Food Services (Per Family)	\$85
The Book Fee and Technology Fee (Per Child)	\$275 (included in the tuition)

**TUITION PAYMENT PLAN:**

The Tuition Payment Plan requires families to make 10 monthly payments beginning in August, with the final payment in May. Your family’s monthly tuition obligation is calculated by dividing the total annual tuition by ten (10) months. For example:

- If your family has one child attending MQH school, the total tuition of \$3,793.00 divided by 10 months = 10 payments of \$379.30 per month.
- If your family has three children attending MQH school, the total tuition of \$6,538 divided by 10 months = 10 payments of \$653.80 per month.

**METHOD OF PAYMENT:**

MQH School currently practices “BEST Partnership” with First Security Bank, who handles the Electronic Fund Transfer system. This system streamlines and simplifies the tuition collection process. Families may select the date of the 5<sup>th</sup>, 15<sup>th</sup>, or 25<sup>th</sup> as the date of the withdrawal. Once you have selected a date, it will remain in effect for the 10-month collection period beginning in August and ending in May. A voided check is necessary as well as filling in the information on the Tuition Payment Authorization Information Form.

First Security Trust Bank provides this service free of charge to Mary, Queen of Heaven. For this reason, we work with them to keep the processing costs to a minimum. Payment of your tuition is a real financial responsibility, and you should plan for these monthly transfers. Stopping and restarting your payments during the year is a costly expense for the bank and the Parish, so please ensure your account has adequate funds each and every month.

If you prefer not to use the EFT method, tuition may be paid in full to Mary, Queen of Heaven before July 1<sup>st</sup>.

#### **DELINQUENT PAYMENTS:**

At the end of each month, a “Delinquent” letter will be mailed to parents who are behind in their tuition payments. At that time, families will be given the opportunity to pay the delinquent balance in full, or the opportunity to contact the rectory to discuss the reasons for this delinquent balance. If a delinquent balance has not been rectified within ten (10) days, either bringing the balance to ZERO or making alternate arrangements with the rectory, the responsible parent will be contacted.

Families who are not current on tuition payments at report card time, will not receive their child and/or children’s reports. Reports and/or transfer papers will be held until payment has occurred. Access to Edline will also be restricted on all delinquent accounts.

Further, if no payment has been received for three consecutive months, and no other arrangements have been made to make payment, the child and/or children of families with delinquent balances will NOT be permitted to continue attending Mary, Queen of Heaven School until the balance is paid in full.

Active parishioners ONLY that incur a significant change in financial status, due to unexpected loss of income or unforeseen medical or financial responsibilities, may apply for a reduced tuition rate. Please contact the Parish office. (A limited amount of dollars has been set aside for this purpose.)

#### **REFUND OF PREPAID TUITION:**

Families withdrawing their children from Mary, Queen of Heaven School during the course of the school year must pay, in full, tuition through the end of the month of withdrawal. Any prepaid tuition will be refunded as of the first of the next month based on a ten (10) month year, with the first month being August. (Example: A family withdraws on January 14 – if the total annual tuition has been paid in advance, the family would receive 4/10 of the total as a refund.)

#### **FINANCIAL AID**

We have contracted with Private School Aid Service (PSAS) for the processing of our financial aid forms. Many schools in the Diocese of Covington are using the services of this company with tremendous success. PSAS leads the industry in financial need analysis services by providing the most accurate and just assessment of student need, without losing focus on each family’s unique financial situation. The result is a partnership between MQH Parish and our parish families that makes sense for everyone.

#### **Children of active parishioners of Mary, Queen of Heaven Parish will not be denied a Catholic education at Mary, Queen of Heaven School due to a lack of financial resources.**

- All delinquent tuition must be paid in full before an application for financial aid will be considered.
- Generally, a one-year waiting period is required for new parishioners, which allows time to establish active parishioner status.
- Financial Aid Forms may be picked up in the parish office or completed online at [www.psas.org](http://www.psas.org). Our school login code is 2045. **IMPORTANT – When applying online, you must mail a copy of supporting documentation which includes a complete tax return.**
- There is a fee payable to PSAS for each family applying for financial aid.
- The **due date** for filing the financial aid form is **April 15th**.
- If you are applying for financial aid at Mary, Queen of Heaven School and at St. Henry District High School, you need only file one form and pay the fee once. In Section E of the form, be sure to check the boxes that you are applying for aid to both schools. PSAS will process one form for both schools. Please be aware that the due date at MQH is April 15th. This may not be the same due date as SHDHS.
- Financial Aid is distributed on a first come–first serve basis, so please file before the due date and provide any missing documentation on a timely basis.
- The Pastor, with consultation if necessary, will review the reports provided by PSAS and will make the final determination concerning financial aid awards.

If you have any questions about the financial aid process, please contact Lori Spencer at 525-6909.