

**Student/Parent Handbook**  
Mary Queen of Saints Catholic Academy  
1435 S. 92<sup>nd</sup> Street  
West Allis, Wisconsin 53214  
414-476-0751  
Web Page: [www.MQSCA.org](http://www.MQSCA.org)



**Supported by:**  
Holy Assumption Parish  
Immaculate Heart of Mary Parish  
Mary Queen of Heaven Parish  
St. Aloysius Parish  
St. Augustine Parish  
St. Florian Parish  
St. Rita Parish  
Adopted 2004  
*Revised: 9/2015*

**Mary Queen of Saints Catholic Academy  
Faculty/Staff 2016-2017**

Mrs. Nicole Kuehne	Principal
Mrs. Cheryl Flood	Secretary
Mrs. Marie McCutchin	Secretary
Miss Colleen Schwarz	Grade 3K
Mrs. Samantha Carter	K3 Kindergarten Aide/Camp Director
Mrs. Karen Harris	K3 Kindergarten Aide
Mrs. Ann Preis	Grade 4K
Mrs. Chelley Siegfried	K4 Kindergarten Aide
Mrs. Patty Springer	Grade 5K
Mrs. Natalia Bednarski	K5 Kindergarten Aide
Mrs. Lisa Bell	Grade 1
Mrs. Rachel Jensen	Grade 2
Mrs. Megan Cerbins	Grade 3
Mrs. Carol Zielke	Grade 4
Mrs. Cathy Suvaka	Grade 5
Mrs. Lora Siehr	Grade 6 (Homeroom)
Mrs. Jessica Barrera	Grade 7 (Homeroom)
Ms. Debra Berg	Grade 8 (Homeroom)
Mrs. Lori Pawlak	Music
Ms. Erin O'Connell	Art
Mr. Larry Kartz	Physical Education/Health
Ms. Wendy Frausto	Technology
Mrs. Jennifer Granneman	Resource Teacher
Future Program	Spanish
Mrs. Lisa Dehart	Camp Teacher
Ms. Lisa Iseli	Camp Teacher
Miss Jessica Gordon	Camp Teacher
Mrs. Kathleen Dagenhardt	Business Manager
Mrs. Dawn Kulas	Meal Program Coordinator
Mr. Cesar Esparza	Maintenance

## **Parent Organizations**

### **Advisory Board**

This governing board is made up of the pastors and representatives of all seven (7) collaborating parishes.

Advisory board members for the 2015-2016 school year are:

Fr. Jeff Prasser, Pastor (St. Aloysius and Immaculate Heart of Mary Parishes)

Fr. Lawrence Frankovich, OFM (St. Augustine Parish)

Fr. David Centner, OCD, Pastor (Holy Assumption and St. Florian Parishes)

Fr. Charles Zabler, Pastor (St. Rita Parish)

Fr. Thomas Vathappallil (Mary Queen of Heaven Parishes)

Claire Brefka (Holy Assumption Parish)

Judy Walker Wied (Mary Queen of Heaven Parish)

Open (St. Aloysius Parish)

Jessica Strick (St. Augustine Parish)

Bryan Klister (St. Florian Parish)

TinaLee Maronek (St. Rita Parish)

Dorothee Weihrauch (Immaculate Heart of Mary)

Nicole Kuehne, Principal

### **Home and School Association**

This organization helps promote quality Catholic Education.

Officers for the 2015-2016 school year are:

RaeAnn Petersen (President)

Open (President- Elect)

Jackie Anglin (Secretary)

Maria Russo (Treasurer)

Open (Treasurer-elect)

### **Athletic Association**

This board is made up of interested parishioners and parents to coordinate all the athletic programs of the parish-based program.

Athletic Board Officers for the 2015-2016 school year are:

Luke Lynch (Director)

Open (Assistant Director)

Angie Fredriksen (Secretary)

Jesus Valenzuela (Treasurer)

### **Seton Development Committee**

The goals of the Seton Development Committee of Mary Queen of Saints Catholic Academy are to build awareness of the Academy within all the supporting parishes and the local community, to attract new students to the school, and to raise funds for its advertising endeavors and tuition assistance.

## **MISSION STATEMENT**

We, the Christian Community of Mary Queen of Saints Catholic Academy (MQSCA), in collaboration with the Catholic parishes of West Allis and West Milwaukee, are called to integrate the teachings of Jesus Christ into the spiritual, academic, and social development of each individual.

## **CORE BELIEF STATEMENTS**

We believe that:

- The climate for effective learning in a Catholic community must be one that provides a safe, encouraging, nurturing environment for all children.
- The development of the individual student to his/her fullest potential is the shared responsibility of home, school, and faith community.
- Each individual thrives in an atmosphere of respect and peace. Therefore, we revere God and love each other, ourselves, and our environment.

## **VISION STATEMENTS**

- We will build upon the faith life of the students that the parents/guardians, as primary spiritual educators, have nurtured.
- We will act as role models through a lived appreciation of scripture and tradition.
- We will celebrate our life experiences as a Catholic, Christian community through liturgy and prayer.
- We, the staff, along with the family, will address the uniqueness and diversity of each student while nurturing the intellectual development of each student through the use of standards based curriculum.
- Students, guided and encouraged by the staff, will develop a sense of responsibility to self, family, school, parish, and community, and therefore cultivate a love for learning and grow in self-confidence.

**We support our Mission and Philosophy through the four pillars of the church.**  
**WORSHIP \* COMMUNITY \* MESSAGE \* SERVICE**

### **Worship**

Develop a closer relationship with God through:

- Daily prayer
- Weekly Mass
- Prayer Services
- Daily Religion Classes
- The involvement of the participating parishes provides support to MQSCA through the parish priests
- Sacramental preparation, where parents/guardians, teachers, and the parish collaborate to support students

### **Community**

Reflect the teachings of Jesus Christ by:

- Appreciating the diversity and uniqueness of all within the world community by nurturing the development of responsible, contributing members of family, school, and society.

### **Message**

Revere the unique presence of God in each individual by:

- Striving to exemplify the teachings, attitudes, and behaviors of Jesus Christ by focusing on the dignity and importance of all.
- Valuing the Word of Jesus as found in:
  - Scripture
  - Prayer and Worship
  - Doctrine
  - Tradition
  - Sacraments
  - Lives of the Saints

### **Service**

Develop caring Christian members of family, church, and society by:

- Recognizing the needs of others in:
  - School
  - Parish
  - Community
  - City
  - Country
  - World
- Serving all God's people through:
  - Community service projects
  - Community and school service
  - Parish involvement
- Internalizing the desire to serve as the students become adults.

## ADMISSIONS POLICY

MQSCA admits students of any religion, race, color, national or ethnic origin to all rights, privileges, programs and activities accorded or made available to all students. MQSCA does not discriminate on the basis of race, religion, color, national, or ethnic origin in administration of education policies, admission policies, scholarship or loan programs, and athletic and school-administered programs.

**The intent and motivation of registering must be in accord with the ideals of Catholic Education and our school philosophy.**

Information regarding student registration is published in the school newsletter and parish bulletin. All students who meet the eligibility criteria will be admitted into MQSCA if space is available. Families seeking enrollment will be registered or placed on the appropriate grade waiting list(s) upon completion of all registration materials. Families enrolling through the Milwaukee Parental School Choice Program are registered in accordance with the regulations established by the Department of Public Instruction. Families are encouraged to register during the February Priority Registration Period. A grade level must be stipulated at the time of enrollment to insure grade placement. Tuition paying families should contact their pastor or the school business manager if finances are a concern.

1. MQSCA has three, four, and five year old Kindergarten. **To be eligible for the three-year-old, four-year-old, and five-year-old class, students must be three, four, or five years old on or before September 1<sup>st</sup>.**

Parents are to submit:

- a. Registration Forms/Commitment Form
  - b. Birth Certificate
  - c. Immunization Form
  - d. Registration Fee
2. **To be eligible for the first grade class, students must be six on or before September 1<sup>st</sup>. No exceptions will be made.** For each child entering MQSCA for the first time (grades 1-8), parents are to submit:
    - a. Registration Forms/Commitment Form
    - b. Copy of latest Report Card
    - c. Registration Fee
  3. Each year all students are required to re-register for the new school year.  
Parents/guardians are to submit:
    - a. Registration Forms/Commitment Form
    - b. Registration Fee
  4. The principal will meet with all parents to discuss the needs of the incoming student and the feasibility of MQSCA meeting those needs. **ALL NEW STUDENTS ARE ON PROBATION FOR THEIR FIRST YEAR.** Prior to the conclusion of the first semester of a school year, school personnel will review student academic and behavioral

performance in order to determine if MQSCA has the ability to meet the needs of a student. If a student is unable to adjust to the school by failing to make acceptable progress in terms of his/her ability or by causing serious disruption of school life, the principal, in consultation with the teachers and parents/guardians, may require the student to be withdrawn from the school.

5. **School records must be kept current.** Please notify the school office when there is a change of address, phone number, guardian, place of employment, cell phone or e-mail. **It is extremely important that we have the family record card filled out completely in case of an emergency.** According to state law, all student immunization records are to be completed and on file before admission is fully accepted.
  
6. **TRANSFER OF CREDIT:** The following Transfer of Credit Policy determines that MQSCA will consider accepting school credit from other institutions, to the extent that coursework at the previous institution is documented and in accordance with MQSCA academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school’s principal.
  
7. **APPEALS PROCESS FOR CHOICE APPLICATION REJECTION:** Under MQSCA’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the Advisory Board that the applicant was improperly rejected. The evidence must include income and residency documentation. The principal or Choice Administrator shall respond to the applicant’s appeal within five working days of receipt of the appeal, notifying him or her of the acceptance or rejection of the appeal.

**STUDENT IMMUNIZATION LAW**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor and local health department. **NOTE:** Varicella (chickenpox) vaccine is expected to be required for children entering kindergarten in the 2015-2016 school year unless they have already had the disease.

Age 2 through 4	4 DTP/DTaP/DT - 3 Polio - 1 MMR - 3 Hep B – 1 Var
Grades K – 3	4 DTP/DTaP/DT - 4 Polio – 2 MMR – 3 Hep B, 2 Var
Grades 4 and 5	4 DTP/DTaP/DT - 4 Polio – 2MMR – 3 Hep B – 2 Var
Grades 6 – 8	4DTP/DTaP/DT/Td - 4 Polio – 2 MMR – 3 Hep B – 2 Var –1, Tdap

- DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.)

- DTP/DTaP/DT/Td vaccine for students entering 3K through 8: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
- Tdap means adolescent tetanus, diphtheria, and a cellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant; and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 8: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
- The first dose of MMR vaccine must have been received on or after the first birthday. (Note: A dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
- “Var” stands for Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Any minor student, for whom a waiver form is not filed, fails to comply with the immunization requirements, the school shall, within 10 school days of that failure to comply, notify the school’s district attorney in writing including the student’s name and the name and address of the student’s parent and request the district attorney to seek a court order. The school shall keep the district attorney apprised of the subsequent compliance of any of the students initially reported to the district attorney.

## **TUITION AND OTHER FEES**

### **Non-Choice Families**

Mary Queen of Saints Catholic Academy is established and subsidized by the members of Holy Assumption, Immaculate Heart of Mary, Mary Queen of Heaven, St. Aloysius, St. Augustine, St. Florian, and St. Rita parishes. The parishes’ commitment to subsidize the school demonstrates their dedication to offering children a Catholic education.

Tuition does not include fees for special services, such as school pictures, graduation, field trips, etc.

<b>Program</b>	<b>All-inclusive Tuition Rate</b>
<b>Half -day K3 Option (AM only)</b>	\$2,150
<b>Full-day K3 through 8<sup>th</sup> Grade</b>	
<b>1 child</b>	\$2,670
<b>2 children</b>	\$4,976
<b>3 children</b>	\$7,020

\* The multiple child discount extends to full-day K4-grade 8 students only



## **Registration Fee**

A non-refundable fee is required at the time of registration. This fee is \$50 if paid before May 1, 2016. The fee increases to \$100 after May 1, 2016.

## **Obligation to Parents**

a. On the day your child was baptized, you made a commitment to God, your parish community and your child to raise him/her in the Catholic faith. Keeping this promise means more than enrolling your child in Mary Queen of Saints Catholic Academy where they will receive a quality, faith-based, Catholic education. Keeping this promise means that you live your Catholic faith by regular attendance at the celebration of the Eucharist. It is our expectation that you, as parents of a Mary Queen of Saints Catholic Academy student, and your child regularly attend Mass on weekends at your home parish.

b. You're expected to honor your stewardship commitment of time, talent and financial support with your home parish. Parents/guardians are encouraged to honor their stewardship commitment of time, talent and financial support. Remember, time, talent and support may not be applied to both school and home parish.

c. School parents are expected to make the appropriate tuition payments promptly on the first of every month. Monthly statements will be sent home. Late charges will be applied as of the 15th of every month. Your account must be current as of the 1st day of both the first and the second semesters in order to continue enrollment.

d. Parents/guardians are encouraged to share their time and talent in voluntary service to the school during the school year. A total of fifteen (15) hours of service per family is suggested through various school events (four (4) of those hours are encouraged to be given to home parish). Parents who share their time and talent as parent leaders of the school, (i.e. service to the School Board, Home & School Association, Room Mom/Dad, Athletic Boards, etc.) are vested.

e. All parents/guardians are encouraged to participate in Home and School Association functions and in the fundraising activities sponsored by the Home and School Association. The proceeds from these activities directly benefit the school and promote the continuation of affordable tuition. The suggested profit for each family participating in fundraisers is \$200.00 to maintain our current tuition rate. A buyout option of \$200.00 (1/2 payable by November 1st and 1/2 payable by May 1st) will be accepted in lieu of participation.

f. All parents are expected to be aware of and follow the policies as stated in the Parent/Student Handbook.

If these obligations are not met, parents/guardians with children in Mary Queen of Saints Catholic Academy freely waive the privilege of having their children enrolled at the All-inclusive Tuition Rate. By their actions, they agree to pay the per pupil cost or to withdraw their children from Mary Queen of Saints Catholic Academy.

## **TUITION REPAYMENT POLICY**

The school relies upon tuition and fees as substantial support to the budget in order to operate the education programs at MQSCA. Therefore, when tuition and fees become delinquent, it is a serious matter.

If family financial circumstances change, that needs to be communicated to the school administration. This typically happens when there is a family illness or unemployment. After two consecutive payments have been missed, parents/guardians must contact the school principal and business manager as soon as possible to make alternate arrangements.

No family may return to the school if payments for the previous school year have not been paid in full by August 15th. Past due tuition balances will be pursued through legal action.

This policy is not meant to be punitive, but in fairness, we expect all school families to maintain current tuition accounts. MQSCA has a history of working with families, but families must communicate and work in good faith to fulfill the terms of the commitment letter or approved payment plan.

## **MILWAUKEE PARENTAL CHOICE PROGRAM (MCPC)**

Families who reside in the City of Milwaukee may attend MQSCA at no charge if certain eligibility criteria are met. Eligibility requirements are based on income; and you must reside in the City of Milwaukee. Documentation of finances, the child's dependency, and residential eligibility must be provided when the Choice application is submitted.

School Choice information is available from the school office. Please contact the school office for any questions and/or to enroll.

Our Open Enrollment Periods for the Choice program occur from the 1st-20th of each month.

## **CHECKS AND CASH**

Payments sent through school should be in an envelope, clearly labeled with the student's name and the purpose. Cash payments will be acknowledged with a receipt; receipts are necessary to prove payment.

The school is not responsible for any unreceipted cash payments. Checks are preferable to cash and should be only for one purpose (for example lunch, Camp, tuition, etc.)

## **TUITION ASSISTANCE POLICY**

We are pleased to offer several different tuition assistance grants or programs to families at MQSCA. In addition, many of our parishes have their own tuition assistance/scholarship programs. Please note that you must apply directly to your home parish for any of the parish sponsored tuition assistance/scholarship programs.

To apply for financial assistance through the school, please call the office to get an application. Please read each application carefully, make sure that all required information is completed, and all additional attachments (such as current federal tax return and letter of necessity) are included with your application.

- Incomplete applications will not be processed.
- No full scholarships are rewarded since aid is limited. Aid will be distributed equally amongst all qualified applicants.
- The application and all necessary paperwork must be received on or before the grant/scholarship deadline in order to be considered.

### **Checklist for Tuition Assistance**

- \_\_\_\_\_ Registration paperwork and fee for the upcoming school year is complete and turned in to the school office.
- \_\_\_\_\_ The school tuition assistance application is completed and signed.
- \_\_\_\_\_ A copy of your current federal tax return is included with the application.
- \_\_\_\_\_ A letter explaining your circumstance is included with the application (optional).
- \_\_\_\_\_ All forms and paperwork are turned in to the school office, in a sealed envelope, by designated deadline.

### **MOVING**

A family planning to move should contact the school office as soon as possible. This contact should be made **by the parent/guardian** via telephone or written message.

### **CHANGE OF ADDRESS/PHONE NUMBER/EMAIL**

It is very important, for emergency and administrative reasons, that every student maintains up-to-date address and phone number records at the school office. Parents/guardians must notify the school office immediately if there is a change of address or phone number during the school year. If phone numbers and addresses are not up to date, we cannot guarantee receipt of school announcements and mailings.

### **VACATIONS**

It is difficult for students to make up class experiences when they are absent for vacations. Class work must be completed after your child returns home. Teachers will grant a reasonable length of time for completion of assignments.

### **COMMUNICATIONS**

A successful school depends upon communication among the parent, school, and student. Written communications to the home are sent through the oldest and/or only child of the family. If a response to any communication is requested, a prompt reply is necessary. At least once a month, parents/guardians can expect a calendar to be sent with the weekly folder from the school. Please contact the principal or teachers if you have a concern or question.

## **BIRTHDAY TREATS and PARTY INVITATIONS**

Teachers will make each child's birthday special during the school day. Students may choose to donate a book or game to the classroom in lieu of a food treat to celebrate their birthdays. The number of allergies within the school population makes this a safer alternative to bringing treats to eat. There will be stickers to indicate who donated the article to the class. Unless the entire class is invited, gifts and invitations to personal parties may not be distributed in school or on school grounds.

## **PERSONAL BELONGINGS**

The school provides desks and coat racks to accommodate students' personal belongings. Parents/guardians are urged to monitor what their children bring to school, since school staff cannot be responsible for items of considerable worth or excessive amounts of money.

### **Students are not to bring:**

**Dangerous items:** Possession of these items will result in immediate confiscation, notification of parent/guardian, and possible suspension and/or expulsion:

- Knives (of any kind)
- Sharp, pointed objects deemed unsuitable for school use
- Lighters/matches
- Firecrackers
- Any type of toy or real gun or weapon

### **Personal/Recreational Use Items:**

- Laser Pointers
- CD Players
- Video Games
- Pagers
- Digital Cameras
- Trading Cards
- Radios, iPods, etc.
- Skateboards and Scooters  
(may bring for transportation only)
- Any current fad items

Cell phone – If a student needs a cell phone, the parents/guardians must write a note giving permission for student to have a cell phone in school. The cell phone will be kept in the office or in the student's backpack. It may not be used during school hours. The school is not responsible for items such as, cell phones, iPods, iPads, etc. that are not brought to the office to be secured.

## **LUNCH POLICY**

The school will provide a meal program. Forms for free and reduced lunches must be completed at the beginning of each school year. Tickets for 10 lunches and/or 20 milks should be purchased through the meal program. Parents/guardians will be notified when students have two lunches remaining. It is imperative that you keep current on lunch and milk tickets.

Soda may not be brought to school in cold lunches. Fast food (McDonald's, Burger King, Subway, etc.) is not allowed in the cafeteria.

### **School Nutrition Guidelines**

Nutrition influences a child's development, health, well-being, and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food:
  - Ensure that all students have access to healthy food choices during school and at school functions.
  - Provide a pleasant eating environment for students and staff.
  - Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
  - Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value:
  - Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
  - Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:
    - Reducing access to non-nutritional foods
    - Educating students about healthy foods

The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

Milwaukee Archdiocesan Policy 5140(c)

## ATTENDANCE AND EXCUSES

### Absence/Tardiness

Attendance is the shared responsibility of the school and the home to assist students in the development of desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the **Law for Compulsory Attendance**.

Regular attendance is essential to a child's progress and success in school. If a child cannot attend school:

- Parents/guardians **must** call the school office **before 8:30 a.m.** to report the child's absence.
- Parents/guardians **must** send a signed note upon the return of child.

Parents are requested to schedule vacations and appointments outside of school hours whenever possible. If it is necessary for the student to be absent for an extended time (more than one day), please request in **writing** that your child's teacher prepare a list of make-up work. The teacher may supply assignments depending on subject matter and age of student. **Students may not participate** in any after school activities if absent due to illness.

When students return to school after an absence, due to illness or injury, they are expected to go out for recess and participate in gym class unless a note states that it is necessary for the student to be excused.

Children too ill to go outside for 15-20 minutes **should not** be in school. Please do not send notes asking for this privilege. Children cannot remain unsupervised in the classrooms.

### Tardiness

Tardiness is disruptive to both the student and the class. Any student who arrives at school after 8:00 a.m. is considered tardy and must report to the school office before going to class. The office clock will serve as the official time of the student's arrival. Continued unexcused tardiness will result in the notification of the truant officer. Any children arriving after 10:00 a.m. will be assessed a half day absence.

### Truancy

Section 118.16(1) (c) of the Wisconsin Statutes states: "Truancy means any absence of one or more days from school during which the principal or teacher has not been notified in **writing** of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15."

In cases of apparent truancy:

1. Parents/guardians will be contacted by phone or mail. Time and school work will be made up after regular school hours.
2. Referrals will be made to the local public school district.

### **Early Dismissal**

Any student requiring an early dismissal **must** have a written note from the parent/guardian. The note will be signed by the homeroom teacher and sent to the office. Parents/guardians will meet their child in the school office. **Parents/guardians must enter the school and sign the logbook in the office.** If the student is to leave school with someone other than the parent/guardian, the parent/guardian is to supply (in writing) the name of the person who will be picking up the child. The person picking up the child **must** come to the office and supply some form of identification before the child is allowed to leave the building. This person must also sign the child out in the logbook. Parents/guardians will be called at home or at work should the need arise.

### **ARRIVAL AND DISMISSAL ON THE PLAYGROUND**

#### **Drop off**

Parents/guardians will drop all students (K-8) off in the school parking lot. Students will line up on the upper playground until the bell rings at 7:50 a.m. Parents/guardians will exit the parking lot on 93<sup>rd</sup> Street after dropping their child(ren) off.

#### **Pick Up**

Parents/guardians will pick up kindergarten students on the upper playground at dismissal. Students in grades 1-8 will be picked up on the lower parking lot. Enter the parking lot on 92<sup>nd</sup> Street. Exit the parking lot on 93<sup>rd</sup> Street. No one may play on the playground equipment during dismissal. Considering safety and allergies, we prefer that no dogs be on the playground during dismissal. If you bring a dog, it must be on a leash at all times and never in the tot lot. Students will be sent to Day Care if they are not picked up by 3:10 p.m.

#### **Buses**

Buses will drop off and pick up students on 93<sup>rd</sup> Street.

### **ACCIDENTS AND ILLNESS PROCEDURES**

Any serious illness or accident is to be brought to the attention of the principal and school secretary as quickly as possible. If the situation warrants it, **911 will be called** and the parent/guardian will be notified. When parents/guardians cannot be reached, the local police department or law enforcement agency is notified. An **emergency pupil information file is required** and available for quick reference. An accident report must be placed on file regarding all accidents occurring to and from school, as well as in school. If a child becomes ill at school, a phone call will be made to the parent/guardian or the emergency person listed on the pupil's family file card. If a parent/guardian is called, the child **MUST** be picked up from school within a reasonable amount of time (usually within half an hour). Parents/guardians (or person designated by parent/guardian) **MUST** come into the school office to pick up their sick child(ren) and **sign them out in the log book** (located in the office). Please do not send your child to school if he/she is sick. **(Children must be fever free for 24 hours before returning to school.)** Children leaving school early for doctor/dentist appointments, etc., **MUST** be signed out in the logbook located in the office. **Children will not be sent out to parents/guardians waiting in their car at the front door.**

## **EMERGENCY SCHOOL CLOSING**

If schools are closed because of heavy snow or ice conditions, Milwaukee County radio and local television stations, (Channels 4, 12 and 58), will broadcast the announcement. **If the West Allis-West Milwaukee schools are closed due to inclement weather, then Mary Queen of Saints Catholic Academy will be closed.**

Announcements on these stations usually begin at 5:30 a.m. or shortly thereafter. No announcement means that schools are open. The same stations will make a school-closing announcement if bad weather develops after school has started for the day. As a general rule we remain in session until 3:00 p.m. Parents/guardians who want to pick their children up before dismissal may do this and sign the child out. No student will be sent home for any reason unless the parents/guardians have been notified.

## **INDOOR RECESS**

The general rule is that the students stay indoors when there is precipitation or when it is below 0° with the wind chill.

## **FIRE & TORDADO DRILLS**

Fire and tornado drills are conducted on a regular basis in accordance with Wisconsin state code. Silence and order are to be maintained throughout the drills. Students found tampering with or pulling a fire alarm in the building will face disciplinary actions which may include expulsion.

## **VISITORS TO BUILDING**

**Enter the school using the 93<sup>rd</sup> Street entrance. For the safety of students, all parents or guardians and visitors are to report to the school office. No one is allowed in the classroom or learning area without checking in at the office.** School time is for learning; and all interruptions to classrooms are held to a minimum and for emergencies only. We request 100 percent cooperation in this. **Please bring all forgotten items to the office, not the classroom.** Student guests from other schools are permitted in classes with prior permission from the teacher and principal. Visitors are to **sign in and out** in the school office.

## **STUDENT RECORDS**

Schools have always operated under the general policy of confidentiality and security for pupil records; but in view of the added tension by the emphasis on privacy acts and needs of the community, written guidelines for administration of security seem imperative.

Confidential student records that include progress and behavioral reports are maintained in the school office. Progress reports are those that include the student's grades and attendance.



Behavioral records are those that include ability tests, achievement tests, health records, psychological tests, personality tests, and other records.

1. Schools will designate a professional person to be responsible for the record maintenance and access.
2. Records should be kept under lock and key at all times under the supervision of the professional person.
3. All school personnel having access to records will receive periodic instruction in the privacy rights of students and parents and the policies pertaining to these rights.
4. Provide access to student records to authorized school personnel. Others may have access only if they are under a court subpoena or with written permission of the parents.
5. Provide a professional person, qualified to explain and interpret the records to show all reports, tests and evaluations to those authorized to review them.
6. Upon request, provide a copy of the records to parents/guardians or adult students. However the original record remains the property of the school.
7. There is no distinction in Wisconsin Law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents should have access to the student records of their minor child.
8. Each consolidated system within the Archdiocese shall designate the depository site for the records for its students. Usually this site will be at the building from which the students graduate.

Milwaukee Archdiocesan Policy 5125(b,c)

## **ACCREDITATION**

MQSCA is fully accredited. Accreditation standards and school planning reports are filed annually with the Archdiocesan Office for Schools through School Planning and Accreditation (SPA) and Wisconsin Religious and Independent Schools Accreditation (WRISA).

## **ASBESTOS**

MQSCA has been inspected and management plans have been submitted to the State of Wisconsin. The building has been found in compliance with state mandates.

## **DRESS CODE**

It is the policy of MQSCA to have a dress code that reflects the attitude of respect. The way we dress reflects our respect for ourselves, for our school community, and for the educational goals of our school. Cooperation in wearing a uniform encourages responsibility and self-discipline on the part of the student. It is the parents/guardians' responsibility to ensure the uniform policy is followed, so that class time is not taken for teachers to remind and enforce. All students are expected to be neat, clean, and appropriately dressed for their learning environment.

### **Girls in Grades K4-8**

- Grades K through 3 wear navy blue jumpers or twill or corduroy uniform pants, in either navy blue or black. (No studs are allowed on any uniform pant.)
- Grades 4 through 8 wear pleated or straight uniform skirts (no shorter than 1" above the

- (knee) or twill or corduroy uniform dress pants in either navy blue or black.
- Red, navy blue, or white polo shirts/blouses that have a collar or turtleneck. They may be either short or long sleeve.

### **Boys in Grades K4-8**

- Twill or corduroy uniform dress pants in either navy blue or black
- Red, navy blue, or white polo shirts that have a collar or turtleneck. They may either be short or long sleeve.

### **All Students in Grades K4-8**

- Uniform pants should be cotton twill or corduroy, not denim or knit. (No studs are allowed on any uniform pants.)
- Only sweatshirts with the school phoenix or MQSCA athletic logo (available for purchase through the school) will be acceptable as part of the uniform. A collared shirt must be worn under the sweatshirt.
- Twill uniform dress shorts, capris, or skorts may be worn from May 1<sup>st</sup> through September 30<sup>th</sup>, in either navy blue or black.
- Red, navy blue, or white dress sweaters or sweatshirts may be worn in cold weather.
- Uniform clothing may be purchased anywhere. JCPenney, TARGET Stores, The Uniform Place, Kohl's, Gap, and Lands End online all carry appropriate clothing.

### **Gym Clothes**

- A separate pair of gym shoes must be kept at school at all times.
- All students in grades 3-8 must wear gym uniforms for gym class.
- Students in grades 4-8 must bring non-aerosol deodorant.
- Gym uniform (shirts [\$9] and shorts[\$9]) must be purchased through the school.

### **Outdoor Wear**

- It will be the responsibility of the parents/guardians that their children are dressed appropriately for the weather conditions.
- All students in grades K4-3 must wear boots and bring a pair of shoes to change into when there is snow on the ground.
- Students in grades 4-8 must wear boots or bring a second pair of shoes when there is snow on the ground.

### **Additional Guidelines for Appropriate School Dress – *this also applies to non-uniform days***

- Students must look neat at all times. Long shirts must be tucked in.
- Only plain white T-shirts may be worn under uniform shirts.
- Students must wear solid-colored socks or stockings; no bare feet inside shoes.
- Shoes must have closed toe and closed back.
- Sandals, high heels, clogs, boots and platforms are NOT to be worn.
- All shoes with laces must be tied.
- Scouts may wear Scout uniforms on the day of their meetings.
- Coats and hats may not be worn during class time.

- Hair may not be cut, styled, or dyed in a drastic or faddish way (this is at discretion of school officials).
- Earrings must be stud types ONLY (no hoop or dangling earrings); no other body piercing may be worn.
- No temporary tattoos.
- Only single strand necklaces and bracelets.
- No nail polish or false fingernails.
- No perfume, lipstick, blush, eye shadow, mascara, glitter, or any other make-up, with the exception of flesh colored acne medication or concealer.

### **Non-uniform Days**

- Attire needs to be neat and clean.
- Shorts need to be walking short length (1 inch above the knee).
- Sleeveless tops may not resemble a tank top.
- Skirts and blouses must be long enough to cover skin and underwear, front and back, especially when sitting or bending over.
- Clothing may not have inappropriate pictures or wording.
- Clothing may not be torn or ragged-looking.

Interpretation and implementation of any part of this school uniform/dress code policy are left to the principal in consultation with teachers. Parents/guardians will be notified when their child does not meet the guidelines or is out of uniform. If a student is consistently out of uniform, parents/guardians will be called to bring the clothes so that the student can change. If this is a consistent problem, will there be additional other communications.

## **EDUCATIONAL PROGRAMS**

### **Religious Education**

The curriculum for Religion is based on the Catechism of the Catholic Church. In second grade, the doctrine concerning the sacraments of Eucharist and Reconciliation is covered extensively. Students prepare and participate in weekly Eucharistic celebrations (Mass). The liturgical year is taught and celebrated through prayer services and special ceremonies (May Crowning, Advent Wreath lighting, etc.).

### **Sacramental Preparation**

The parents/guardians, as the primary educators of their children, are involved in the preparation for the sacraments of Reconciliation and First Eucharist. They will receive direction and help from the priests and Director of Religious Education at their parish as well as from the principal and teachers at MQSCA. A series of short meetings will be held on evenings and weekends with the parents/guardians and students to prepare each student to receive First Eucharist and First Reconciliation in their home parish. We ask parents/guardians to be especially zealous in regular attendance at weekend liturgies.

### **Curriculum Areas**

Reading, Language Arts, Social Studies, and Science are taught with the national, state, and Archdiocesan standards as guides for each grade level. Mathematics and Reading/Language Arts curriculum is based on the National Common Core Standards. Teachers use a variety of instructional methods to reach each learner.

### **Special Areas**

Art, Computer, Library, Music, Physical Education, Health and Spanish are also taught based upon standards. Students attend these classes once or twice per week depending on their grade level. Special information about two of these areas follows.

### **LIBRARY POLICY**

Check Out: Each class has an assigned time for library and checking out books each week.

Fines: All fines have been set at 5 cents per day per item. If an item is overdue more than 30 days, it will be considered lost and the parents/guardians will be responsible for full replacement cost. If an item is so damaged that it cannot be circulated, the parents/guardians will be billed full replacement cost.

### **PHYSICAL EDUCATION**

All students in Grades K3-8 are required to participate in Physical Education. All students must have a pair of gym shoes kept at school. If there is a serious reason the children cannot participate in the program, a note must be sent to the school office along with a doctor's exemption form. Students in K3-2 are not required to wear a gym uniform. Students in grades 3-8 must wear Physical Education uniforms (see dress code) to Physical Education classes. Students who do not have their MQSCA gym uniform will not attend gym class that day and will complete a written assignment in the school office.

### **TEXTBOOKS**

Textbooks are the property of MQSCA and are distributed to students for their use during the school year. If students do not return the text in the condition it was received, they will be charged the full cost to replace the book. Additionally, students who transfer out of the school for any reason must return all texts before they are dropped for placement at another school.

### **FIELD TRIPS**

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. The explicit purpose of the trip or activity and its relation to the course of study must be stated. All field trips shall begin and end at school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of pupils to and from school. A permission slip with the date, time, and location for the field trip will be sent home. A signed permission slip by the parent or guardian is

required before a student may participate in the field trip. Chaperones always accompany the students.

Milwaukee Archdiocesan Policy 6153

## **SAFEGUARDING ALL GOD’S FAMILY**

All adults who works with children through a parish or school sponsored activity in any capacity, paid or volunteer, **MUST** participate in the “Safeguarding All God’s Family” Program of the Archdiocese of Milwaukee, have a background check, and sign off on the Code of Ethical Standards.

The goal of this program is to protect our children and all in the church family from sexual abuse and related dangers. Many of the components of “Safeguarding All God’s Family” employ the VIRTUS Program, developed by the National Catholic Risk Retention Group, Inc.

For additional information, please see the Archdiocese of Milwaukee website at [www.archmil.org/offices/safeguarding.htm](http://www.archmil.org/offices/safeguarding.htm).

## **EXTRA-CURRICULAR PROGRAMS**

### **Athletics**

Athletic programs will be available for all students and will be governed by Archdiocesan Policy (Rule 6145.2). The Athletic Code of Conduct is included in this handbook and must be signed by all participants and parents.

### **Band**

Band is offered to students in grades 4-8.

### **Forensics**

Forensics is offered to students in grades 6-8.

### **Scouting**

MQSCA supports and encourages participation in scouting programs of the respective parishes. For more information about scouting programs, watch the school newsletter or call the school or parish office.

### **Art Club**

Art Club is offered to students in grades 2-8.

### **STEM- Let’s Build It Program**

This after school engineering program is a hands-on, project-based course designed to emphasize problem-solving, teamwork, and the basic principles of physics. This course is taught once per week and is open to students in grades 2-8.

### **Chess Scholars**

This after school chess program is offered to students in grades K5-8.

## **GRADING**

In keeping with its philosophy, MQSCA is concerned with maintaining high standards in the education of its students. However, the goals of our students do not center on our marking system, but on the quality education that is provided in the classroom. In evaluating students' progress, many aspects within the learning environment are considered.

Teachers in grades 4K-8 use the Power School computerized grading tool. Parents/guardians of students in grades 4K-8 receive a password to access the grades.

## **ASSESSMENT**

In addition to regular subject area tests, the following testing is done:

1. State mandated tests and MAP testing will be administered to students.
2. Special testing for students experiencing learning problems will be administered by a teacher who has been specially trained.
3. Specialized assessment utilizing the WA/WM Public School personnel will be administered to determine if special placement is needed for students or what program adjustments can be made to better meet the needs of the student.
4. New students may be tested to determine program needs and placement levels.

## **REPORT CARDS/PROGRESS REPORTS**

Mid-quarter Progress Reports are issued four times a year to all students in grades 1-8. Parents are to sign the progress reports and send them back to school. Archdiocesan report cards are issued after the end of each quarter. Parents are to sign the report card envelope and return it to school. Parents are to keep the report card.

The marking standards used in grades 3K-3:

- O Outstanding
- S Secure
- P Progressing
- N Needs Improvement

The marking standards used in grades 4-8 are:

- A Excellent/Exceptional/Advanced Quality
- B Very Good/Proficient and meets quality expectations
- C Satisfactory and meets basic expectations
- D Needs to improve/inconsistent/minimal performance
- U Unsatisfactory/Failing Grade

## **STUDENT RECOGNITIONS**

MQSCA urges each student to develop his/her own potential to the best of their ability. The goal of each student is to develop God's gifts for the good of the community. Though our students

have varying degrees of ability, we strive to recognize their efforts in several ways: the academic honor roll, public recognition, and awards for outstanding effort and school spirit, plus praise and encouragement for our students as they learn day-to-day.

The academic honor roll in grades 5-8 includes all subjects of the curriculum. While a student might not excel in all subjects, hopefully the curriculum will help him/her develop into a well-rounded Christian person. In calculating eligibility for the academic honor roll, all subjects are given value in accordance with the amount of class time. Art, Music, and Physical Education are based in the skill area, but our teachers stress the importance of knowledge gained and willingness to improve as well.

### **Grade 5-8 Honor Roll:**

- Honor Roll is awarded to those with a Grade Point Average (GPA) of 3.5- 4.0.
- GPA is calculated by the homeroom teacher at the end of each quarter and given to the principal.
- All classes including Art, Physical Education, Computers, Spanish, Health, and Music are calculated into the GPA.
- The list of students on the Honor Roll will be posted on both the first and second floor and published in the school newsletter.

## **CONFERENCES AND PROGRESS REPORTS**

A conference with parents/guardians of each student is to be held at least once a year. A second conference is recommended. Teachers in grades 1-8 also send home mid-quarter progress reports. It briefly describes how the student is doing, so parents/guardians are better informed and can encourage student achievement.

## **HOMEWORK**

Homework is developmental in nature and increases in scope with the maturity and capabilities of the student.

Homework, properly planned and purposeful in nature should:

1. Deepen students understanding and skills relative to content that has been initially presented to them.
2. Prepare students for new content or have them elaborate on content that has been introduced.
3. Help students develop good study habits and organizational skills.
4. Foster positive attitudes toward school.
5. Communicate to students that learning takes work at home as well as at school.
6. Communicate to parents/guardians what is being emphasized in class, what is expected of students, and how students' work will be evaluated.

The following should guide teachers in the use of homework:

1. The amount of homework assigned to students should be different from elementary to middle school to high school.

<u>Level</u>	<u>Time</u>
Pre-K-K	0-15 minutes
Primary (1-3)	15-30 minutes
Upper Elementary (4-6)	30-60 minutes
Middle School (7-8)	60-90 minutes

2. Parent/guardian involvement in homework should be kept at a minimum.
3. The purpose of homework should be identified and articulated.
4. When homework is assigned, approaches to providing feedback should vary.

## **LEARNING SUPPORT TEAM**

The function of the Learning Support Team is to: a) strengthen Catholic identity, b) provide support for learners at the classroom level, and c) strengthen MQSCA's mission. It is headed by the principal. The Learning Support Team (LST) identifies appropriate classroom interventions based primarily on student performance data. The LST is composed of the principal, resource teacher, and several classroom teachers. The LST participates in the LST activities hosted by the Archdiocese of Milwaukee.

Learning Support Team members meet monthly to review student progress. They collaborate with all stakeholders, including Title I teachers and interventionists. If a student's needs are thought to qualify for special education services based on the criteria detailed in faculty bulletin, she/he may be referred for a special education evaluation.

Each student at MQSCA has the right to attain his/her maximum academic potential through daily learning activities. Students may require intervention strategies and/or diagnostic evaluation for extra challenge or help with grade-level class work. Assistance for the classroom teacher will be secured through the following procedures:

- A request is made by the principal, classroom teacher, or parent/guardian for a child's academic/behavioral activities to be reviewed.
- The LST collects information regarding the child's academic accomplishments, study habits, and social patterns from the appropriate parties: parents/guardians, classroom teacher(s), principal.
- Recommendations for specific intervention methods or diagnostic screening will be made by the LST after reviewing student information and consulting with the classroom teacher(s).

Parents/guardians are advised of the following recommendations:

- Student is eligible to participate in special programming through the Archdiocese.
- Diagnostic screening tests are administered in the school by the teachers who are trained. Evaluations are shared with school staff members and the child's parents/guardians.
- Any further testing would be referred to the public school district. Results are reviewed and intervention strategies are developed and implemented by the Psychologist, LST, and classroom teacher(s). Parents/guardians are advised of these recommendations and have an opportunity to contribute feedback regarding these programs. Activities to be



completed at home are stipulated as is deemed appropriate.

- Intervention strategies developed for an individual student are closely monitored by the classroom teacher(s) and LST. Adjustments are made as required. Parent/guardian communication regarding the status of these intervention strategies is given a high priority.

The program goal is the development and implementation of intervention strategies which will allow each student at MQSCA to reach his/her potential in a positive educational environment. Specific attention must be directed to meeting the needs of the “whole child.” The principal will be informed of the process and all decisions that are made.

## **POLICY AND PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

In accordance with our school philosophy, Mary Queen of Saints Catholic Academy’s staff is dedicated to helping students reach their potential. Therefore, in striving to meet the various needs of the students, especially those having difficulty in school, the staff proceeds in the following manner:

1. Teachers observe the student on a daily basis, noting areas in which the child is having difficulty. Methods are adapted to help the student improve. Often annotations are kept for future reference.
2. Various types of conferences are held to gain a better insight into the students and to find ways to benefit them. Some of these conferences are:
  - Teacher/Student Conference
  - Teacher/Teacher Conference
  - Teacher/Principal Conference
  - Teacher/Parent/Guardian and/or Student Conference
  - Teacher/Parent/Guardian/Principal/Student Conference

Check points are set up with parents/guardians to follow up on areas that need improvement.

3. If the student is still having difficulty and a more serious problem is suspected, the school staff will continue to proceed in assisting the student, considering the following options:
  - a. The school’s supportive consultant will administer academic and/or mental ability tests as needed for more information about the child.
  - b. Resource persons at the Archdiocesan Office and/or from local public schools can be contacted for consultation.
  - c. Parents/guardians can be referred to a local children’s agency for psychological counseling for the child if this seems necessary.
  - d. A referral for an Initial Evaluation can be requested from the local public school system. The school will cooperate with the local public school system and parents/guardians in striving to help the student progress.

4. A record of the school staff's efforts in helping children with serious problems will be kept in the student's files. This will include notes from parent/guardian conferences and the type of referrals recommended (*actions taken by teachers*).

## **PROMOTION/RETENTION**

Students who have difficulty with class work even after instruction and assessment have been modified may be considered for retention. The following steps will be taken prior to retention:

1. Parents/guardians will be contacted several times during the year.
2. A sampling of student work will be shared with parents/guardians demonstrating the child's progress.
3. Recommendations will be made for home help and reinforcement for concepts presented in school.
4. No child will be retained more than once during his/her school career.

The final decision on retention will rest with MQSCA authorities who will ascertain whether retention will help or hinder the learning deficit.

Milwaukee Archdiocesan Policy 5123(a)

## **PLAGIARISM**

Plagiarism is using the words of someone else without proper use of quotation marks. An assignment that has been determined plagiarized will not be accepted. The student will be asked to redo the assignment and receive half-credit for it.

## **CONDUCT**

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of their development, young persons need to experience freedom and control. In keeping with the philosophy of our school, we attempt to help the students develop the kind of self-discipline that will help them grow in freedom and responsibility.

The school agrees to furnish the expertise and environment for learning, and the student agrees to do his/her part to ensure that these are maintained. The following rights and responsibilities dictate behavior expectations at MQSCA:

- The right to be respected as a person and the responsibility to give respect to others.
- The right to a fair share of the teacher's time and the responsibility to allow other students their share.
- The right to personal safety in the classroom, lunchroom, halls, washroom, playground, and other school areas and the responsibility to follow rules made to ensure the safety of all.
- The right to use educational materials and the responsibility to give them proper care.

- The right of a student to have his/her viewpoint heard and the responsibility to also listen to another's viewpoint.

The following Code of Conduct will be displayed in each classroom and included in the morning prayer and announcements:

As a student of Mary Queen of Saints Catholic Academy, I promise to act as Jesus did:

1. I will treat everyone with respect and kindness.
2. I will take responsibility for my actions.
3. I will include everyone.
4. I will keep my hands and feet to myself.
5. I will use self-control at all times.
6. I will use appropriate language.
7. I will tell the truth.
8. I will follow the golden rule and treat others as I want to be treated.

School rules flow from this basic code:

- |                                           |                               |
|-------------------------------------------|-------------------------------|
| Be on time.                               | Complete assignments on time. |
| Take one's turn to speak.                 | Bring home weekly folders.    |
| Walk in hallway.                          | Handle objects carefully.     |
| Do one's own work.                        | Follow the school dress code. |
| Obey directions given by those in charge. | Refrain from chewing gum.     |

Failure to comply with these rules will result in the following sequence of action:

1. Minor classroom infractions shall be handled by the classroom teacher and/or staff on an individual basis.
2. Repeated offenses of a more serious nature shall be referred to the principal, accompanied by communication of the offense to the parent/guardian.
3. Various breaches of conduct, depending upon seriousness, can be placed under the following categories: detention, probation, suspension, and expulsion as indicated by Archdiocesan policy.

We ask that students attending MQSCA choose to respond in a Christ-like manner by showing:

- Obedience
- Honesty (cheating and forgery are forms of dishonesty)
- Courtesy
- Cooperation
- Respect

Disciplinary rules are established to:

- Comply with legal guidelines
- Foster self-discipline
- Cultivate Christian values

- Provide a safe, learning climate for those concerned

The MQSCA administration develops disciplinary policies that are reviewed and updated yearly. Copies of these are sent home during the first week of school for both parents/guardians and student signatures. These signatures indicate that the student and parents/guardians, as well as the teacher, are aware of the policy and will see to its successful enforcement.

Archdiocesan policy provides formal procedures for more serious violation of the local school rules. If this need arises, parents will be contacted immediately. These procedures are **probation, in-school suspension, expulsion** and are outlined on pages 31-32 of this Handbook.

Parent/guardian cooperation is very important in the matter of child behavior. We need parent/guardian support in order to maintain a positive learning environment.

## **BULLYING/HARASSMENT**

MQSCA strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, in school buses, at school-sponsored activities, and in any transportation to and from school activities. Bullying/harassment has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. MQSCA consistently and vigorously addresses bullying and harassment, so that there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

**Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

**Harassment** is a single incident or a pattern of behavior designed to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior.

The following types of bullying/harassing behavior are prohibited:

1. Physical assaults, hitting or punching, kicking, theft, threatening behavior.
2. Verbal threats or intimidating language, teasing or name-calling, racist remarks.
3. Indirect threats, spreading cruel rumors, intimidation through gestures, social exclusion.
4. Cyber bullying or sending of insulting messages or pictures by mobile phone or by internet.

All school staff members and school officials who observe or become aware of acts of bullying or harassment are required to report these acts to the school administration. Any other person, including a student who is either a victim or is aware of an incident, or any other concerned individual is encouraged to report the conduct to school administration. Blank incident report forms are available in classrooms, the office, and other locations in the school.

Reports of incidents may be made verbally or in writing and may be anonymous. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the incident, including all pertinent details, will be made by the recipient of the report.

There will be no retaliation against individuals making such reports. An individual engaging in retaliatory behavior will be subject to disciplinary action.

The school administration will conduct an investigation of the report, including interviewing the person(s) who are the victim(s) of the incident and collecting whatever other information is necessary to determine the facts and the seriousness of the report. Parents/guardians of each pupil involved in the incident will be notified prior to the conclusion of the investigation.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

### **Verbal Harassment (Bullying)**

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of verbal or non-verbal behavior.

Verbal harassment includes but is not limited to the following behavior:

- All bullying / “Queen Bee” attitude
- Racial insults
- “Put Down” language
- Consistent teasing
- Deliberate name-calling
- Ethnic slurs

### **Sexual Harassment (Bullying)**

Respect and honor for the dignity of each individual is essential. Therefore, it is imperative that we maintain a learning environment that is free from any form of sexual/verbal harassment or intimidation.

Sexual harassment means unwelcome sexual advances, unwelcome physical conduct of a sexual

nature or unwelcome verbal or physical conduct of a sexual nature.

Sexual harassment includes but is not limited to the following behaviors:

- Verbal conduct such as derogatory jokes or comments, slurs, or unwanted sexual advances, imitations, or comments. This means words that hurt people such as calling people names will not be tolerated.
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, studies, or plays because of sex.
- Threats and demands to submit to sexual requests.
- Physical or mental abuse.
- Retaliation for having reported or threatened to report sexual harassment.

Milwaukee Archdiocesan Policy 5144 (b)

## **VANDALISM**

Parents/guardians of a student are responsible for vandalism his/her child may cause. Vandalism comprises those acts, which result in damage to school or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Milwaukee Archdiocesan Policy 5144 (a)

## **DRUG, ALCOHOL, TOBACCO POSSESSION**

The possessing, distributing, using, or being under the influence of alcohol or controlled substances, or possessing of drug-related paraphernalia is prohibited at anytime. Local enforcement officials will be contacted for any of the below violations:

- The possession, use or sale of any illegal drug, alcohol, or tobacco by any student is not permitted in school or on the school premises at any time
- All controlled substances prohibited by law
- All alcoholic beverages
- All tobacco products including snuff and/or chewing tobacco
- Any prescription or patent drug except those for which permission to use in school has been granted pursuant to school policy
- Any student selling or intending to distribute illegal drugs, alcohol, or tobacco shall be

brought before school and community authorities and will be immediately suspended. Upon review, expulsion may result.

- Any student on a first offense possessing or using any illegal drug, alcohol, or tobacco shall be immediately suspended pending a parent/guardian-school conference. The suspension is not to exceed three school days. Parents/guardians may be asked to make arrangements for professional treatment before the student returns to school. Further verification of attendance in a program may be requested by the school. (See Handbook on Suspension/Expulsion.)

## **SEARCH OF STUDENT BELONGINGS**

MQSCA must maintain a safe and orderly environment for all our students and staff. In order to do so, the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and include student backpacks, person, pockets, lockers, etc.

## **DISCIPLINE**

Whenever a student's conduct is such that it exhibits bullying behavior, endangers the property, health, or safety of others, or disrupts the learning environment; action may be taken to restrict his/her privileges and rights of school attendance. Students, both individually and in groups, shall comply with school regulations and shall recognize the authority of the teachers and other school personnel. Disobedience or open defiance of authority shall constitute sufficient cause for disciplinary action. When an individual or group challenges authority through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal.

1. **PROBATION**: A conditional enrollment during a trial period. A student may be placed on probation for a trial period by the school principal. After conferences are held with student's parents/guardians and relevant school personnel, the principal sets conditions for release from the probation.
2. **SUSPENSION**: A temporary termination of enrollment until stipulated conditions are met. Suspension is justified only in unusual circumstances and is normally an in-school suspension. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
  - a. **In-school suspension** can be directed for varying lengths of time, but shall not exceed five days per infraction. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
  - b. **Out-of-school suspension** is the responsibility of the parent/guardian. State law directs that a maximum of three days can be imposed, unless a written notice of

expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension.

3. **EXPULSION**: A termination of enrollment permanently or for an extended period. Expulsion is desirable only as a very last measure. Expulsion can result from repeated bullying behavior, refusal to obey school rules, or conduct which endangers property, health, or safety of others.

#### Expulsion Procedures:

- The actions and procedures for probation, suspension, or expulsion shall be published in the school handbook.
- Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by documentation.
- Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place.
- The student may be represented at the hearing by counsel.
- If the decision to expel the student is made, the parents/guardians are notified in writing of the action. The right to appeal is made known to the parents.
- The student or parent/guardian may within five school days following the commencement of the expulsion have a conference with the Superintendent of Schools/Designee in the final level of appeal and will assure that due process was provided as defined by policy.

Milwaukee Archdiocesan Policy 5144 (c-t)

## ADMINISTRATION OF MEDICATION TO STUDENTS

In an effort to ensure the health and safety of each child, the Archdiocese has established a policy governing the administration of medication to students. Please read each of the following steps carefully. Note: All medications of any type (example: Tylenol, Midol, cough syrup), must be kept in the school office and not be carried by any student. Please label over-the counter medications with the student's name and specific use instructions. The school does not provide over-the-counter medications. Each child must provide his/her own medication.

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered without the following forms:
  - a. Medication Consent Form filled out by the parent/guardian and filed in the school office.
  - b. Physician's Order for Medication Form filled out by the prescribing physician.
  - c. The secretary or principal shall maintain an accurate medication file, which includes all of these necessary forms on each student receiving medication.



2. Prescription medication must be sent to school in the pharmacy-labeled container with the following information printed on the container:
  - a. Child's full name
  - b. Physician's name
  - c. Name of the medication
  - d. Dosage
  - e. Effective date
  - f. Directions for administration
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian.
4. Medication will be taken by the child at the designated time, administered by the school secretary, principal, or a person who has been identified to do so. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/guardian, principal, and home room teacher (refer to form 5140.2(b)). The form states that the student has been instructed and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding medications carried by the student, such as an inhaler, EpiPen, etc. The parent/guardian must provide to the school a copy of a health care plan (refer to form 5140.2(c)) for a student who requires an emergency prescription medication.
5. Only limited quantities of any medication are to be kept at school.
6. All medication administered at school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - a. It is advisable to have, either in the principal's or school nurse's office, a list of pupils needing medication during school hours, including the type of

medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.

- b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
- c. School personnel are asked to report any unusual behavior of pupils on medication.

9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

Milwaukee Archdiocesan Policy 5140.2 (a,b)

## **CHILD ABUSE AND NEGLECT**

According to Wisconsin Statute 48.981, teachers and school administrators who have reasonable cause to conclude the abuse or neglect will occur or has occurred are obligated to report the case **immediately** by telephone or personal visit to the local County Child Welfare agency, the office of the County Sheriff, or the City Police Department.

### **Abuse includes:**

- Intentional Physical injury
- Sexual intercourse or sexual contact
- Sexual exploitation
- Emotional damage defined as harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, or a combination of those behaviors. Emotional damage may be demonstrated by a substantial and observable change in behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development.

### **Neglect includes:**

Failure, refusal or inability on the part of the parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

Any person or institution participating in good faith in the making of the report, conducting an investigation, ordering or taking photographs, or ordering or performing medical examinations of a child under this section shall have immunity from any liability civil or criminal that results by reason of the action. Whoever willfully violates this section, by failure to report as required, may be fined not more than \$1,000 or imprisoned not more than six months or both.

Milwaukee Archdiocesan Policy 5140.1

## **CHILD CUSTODY**

The school staff communicates with the parents of a child in divorce actions according to the directives of the court.

- When school authorities learn that a student is the subject of a court decree, a request shall be given to the parent who maintains physical placement of the child to submit a copy of the court decree about the student. Milwaukee Archdiocesan Form 5124.2 is to be used to record this confidential family/student information.
- If a court has issued an order affecting the physical placement of a child pursuant to all information regarding the student shall be available to both parents in conformity unless one parent has been denied periods of physical placement with the child by the court in which case no student information will be provided to the parent who has been denied periods of physical placement.

Milwaukee Archdiocesan Policy 5124.2

## **GRIEVANCE PROCEDURES**

### **Complaints Concerning School/Religious Students: Grievance Procedure for Parents/Guardians**

In the Archdiocese of Milwaukee, a parent/guardian grievance occurs when there is a disagreement between the parent/guardian of a student enrolled in our school or parish religious education programs and an employee (e.g., principal, teacher, DRE, youth minister, catechist) of the parish. Before any formal grievance can be initiated, the parent/guardians must meet the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informational grievance not raised in a timely manner (generally not to exceed 10 days) shall be considered to be waived.

#### **Step 1**

If there is no resolution, the parents/guardians can initiate the formal grievance process by providing a letter to the employee's supervisor no later than 10 working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exist
- Factual information and background regarding the disagreement
- Any specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee five working days to respond and schedule a meeting of all parties within 10 working days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involved secondary schools, please go to Step 3. If resolution does not occur and the potential concern involved elementary schools or parish programs, proceed to Step 2.

#### **Step 2**

If resolution does not occur in the informal meeting or Step 1 and the concern involves elementary schools or parish programs, the parents/guardians will provide the pastor designate with a copy of the letter noted in Step 1 within five working days of the completion of Step 1.

The pastor designate will immediately call on the employee concerning his/her response and attempt to resolve the situation in one of the following manners:

- The pastor designate will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here.)
- The pastor may contact the Archdiocesan Office for Schools, Child and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
- The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

### **Step 3**

If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than 30 days after the parents/guardians forward a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor designate (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, a final Step 4 may be initiated.

### **Step 4**

Should resolution not occur through Steps 1, 2 and 3, the parents/guardians can submit within 10 working days, a written appeal to the Archdiocesan Due Process Office through the Director/Superintendent, which serves as the appropriate appeal body on the issue. Should an appeal not occur within the time period, the issue is considered closed. Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved. The findings of the grievance committee will be communicated to all parties involved. Upon such communication, the work of the grievance committee will be closed. The Judicial Vicar shall decide whether the issue contested warrants accepting the case. After investigation and decision by the Due Process Office, the Judicial Vicar may, at the request of one of the parties, refer the case to the Administrative Tribunal. (Norms and Procedures of the Due Process Office and Administrative Tribunal are available upon request.)

## **Mary Queen of Saints Catholic Academy Student Acceptable Use Policy**

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
  
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
  
3. The following are not permitted:
  - a. Sending or displaying offensive messages or pictures.
  - b. Using obscene language
  - c. Harassing, insulting, or attacking others
  - d. Tampering with or damaging computers, computer systems, or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work, or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval.
  
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.



For example: A student-athlete on a parish-based basketball team who attends a public school may not play on the parish basketball team and the public school basketball team concurrently. For another example: A student-athlete may not play on an school/parish volleyball team and another volleyball team such as a select, all-star, club, tournament, AAU, or recreation league team at the same time during the season. Participation in sports not governed by the Archdiocese, such as swimming, gymnastics, hockey, etc., is not subject to this regulation.

Only teams comprised of players from a single school/parish or an authorized combined school/parish and in existence during the entire sport season are eligible to participate in school or parish sponsored tournaments. Written authorization from each pastor/principal of the respective parishes/schools, which are in reasonably close geographical proximity to one another, in need to field a combined team. League officials may or may not approve the merged team to compete in their respective league.

1. A parish-based team is a team composed of children enrolled in the Catholic school and the religious education program. Participation on a parish-based team requires:
  - The parents/guardians to be registered members of the parish/school;
  - The student to attend the parish school or the parish religious education classes regularly.
2. A school-based team is a team composed of only students attending a Catholic school. Participation on a school-based team requires:
  - The parents/guardians to be registered members of the parish/school
  - The student to attend the parish school.
3. Requirements for participation apply equally to students in the parish school and in the religious education program. Eligibility to compete will be determined by the students' academic record, effort, attendance, and conduct in school (whether Catholic or public) and in religious education classes. Determination of such eligibility criteria will be made by parish and school administration after consultation with staff appropriate committees. Written criteria and process shall be published in the parent/student handbook and other forms of communication.
4. Local administrators and athletic association should create policies that provide for participation by all team members in each game.
5. A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as games or matches.

**EXAMPLE:** A player participating with the soccer team must complete the entire season before participating in any practices, games, matches, scrimmages, etc., for another sport such as basketball or volleyball.

6. Competitive athletic programs are to be limited to grades 5, 6, 7 and 8. A student is eligible to compete for four years, one year at each grade level. Students must play at their own grade level, unless classes are combined to form one team.
7. There is to be no practice or competition without competent adult supervision. An adult is a person who is 21 years of age or older.
8. There is to be no practice or competition during the hours school is in session.
9. Travel to games must be kept to a reasonable distance, especially on days preceding a school day. Therefore, games scheduled at later evening hours are discouraged on days preceding school days. The school must safeguard each player's health and education.
10. No student may participate in any phase of a school/parish sponsored athletic program without a physical examination by a licensed physician every two years.
11. Players must be insured for both travel and participation. If not, schools could be liable for injuries.
12. Title IX of Civil Rights Act requires that equal opportunity be provided to both sexes to participate in athletics. It requires that all physical education classes be coeducational, however, it allows separation during the participation in contact sports and explicitly permits grouping of students by ability.
13. Leagues or conferences provide a structure that helps to make athletic programs more effective. It is recommended that all teams belong to a league or conference. If possible, the league or conference should be organized on an area-wide or geographical basis.
14. Each league or conference shall have a Board of Control to establish game rules, procedures, and discipline within the league or conference, which are in compliance with Archdiocesan policy and regulations:
  - Board Membership can and should consist of an equal number of principals, athletic directors, coaches, and/or other qualified person.
  - The Board of Control shall establish specific regulations for each sport in conformity with the policies and regulations of the Archdiocese. It is strongly recommended that each league develop, with its members, a code of conduct for players, coaches, and fans.
  - The chairperson of the Board of Control shall act as the executive officer of the league or conference.
  - The Board of Control shall establish schedules for each sport at the beginning of the sport season. Such schedules shall include the time of the events.



- The chairperson of each league's Board of Control shall communicate all schedules, rules, changes, etc., to the appropriate parish and/or school administrators and to the Directory of Elementary Schools.
  - League members are entitled to one vote per school/parish.
15. Coaches provide a very worthy service to a school. They must remember that they can play an important part in the development of student/athletes under their charge. Coaches must conduct themselves as Christians at all times. They must not interfere with or impede, and must cooperate with the school's educational program. Imprudent actions on the part of the coaches are subject to disciplinary action by the principal/pastor and the league Board of Control.
16. All coaches shall be certified.
- The training programs for certification shall include:
    - A basic or core preparation in the Catholic Christian philosophy of coaching, risk management, and the prevention and treatment of injuries. Two clock hours (minimum).
    - Training in the specific sport to include rules, practice organization, skill development and coaching behavior. Three clock hours (minimum).
  - The basic or core preparation is required prior to assuming coaching duties. Completion of remaining requirements shall be accomplished with two years of the inception of coaching duties.
  - Certification extends for five years upon completion of the five hours minimum requirement. Renewal of certification is dependent upon completion of a minimum training of three clock hours.
  - The local pastor/principal shall be accountable for monitoring coaches and maintaining certification records. The record keeping may be delegated by the pastor/principal.
  - Annually, all employees and volunteers shall receive training in the treatment of Bloodborne Pathogens.
  - Archdiocesan policies related to criminal background checks are the responsibility of the pastor/principal.
17. The official playing rules used for each sport shall be those published by the National Federation of State High School Associations. Adaptation and/or exceptions to these rules may be granted, upon request of a league or conference, by the Archdiocesan School Office.

18. Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with Archdiocesan policies and regulations relating to athletics. Sanctions to be considered include, but are not limited to:
- Non-participation in leagues
  - Forfeiture of games
  - Removal of parish/school endorsement, use of parish/school name, logo insignia, team name or use of physical facilities and equipment
  - Loss of liability coverage under the Archdiocesan insurance
  - Removal from positions of responsibility within the parish/school athletic structure
  - Declaration of player ineligibility in league games and parish, school or diocesan wide tournaments
19. In keeping with the Archdiocesan Code of Conduct for priests, deacons, and lay ministers, the presence and/or consumption of alcoholic beverages is forbidden at any athletic event where children or youth are present.
20. A student who participates in a parish/school interscholastic athletic program is ineligible to participate in the interscholastic athletic program of another parish/school for one (1) calendar year from the date of registration with the new parish unless there is a change in the primary place of residence of that student's parent(s)/guardian(s). A student participates in an interscholastic athletic program when he or she plays, practices, tries out, or submits written permission to compete.
21. No sanctioned or organized athletic activities, including league or tournament games, practice, tryouts, and scrimmages, involving elementary school and parish teams may take place on Sundays before 12:00 p.m.

Milwaukee Archdiocesan Policy 6145.2 (b-f)

## Mary Queen of Saints Catholic Academy Athletic Code of Conduct

Eligibility to compete will be determined by the player's effort and conduct in school.

All students participating on any extracurricular athletic team from MQSCA will be expected to abide by the following rules:

1. A student athlete may compete concurrently in only one sport, on only one team in the same sport, and in only one league during the sport season.
2. Student athletes must demonstrate respect for school property, for coaches and officials, and for other students at all times. Good sportsmanship, proper language and behavior must be displayed at all times by students.

Behavior consequences (applicable to student athletes, parents/guardians, and coaches):

- 1<sup>st</sup> Violation: Suspension of participant in the next meet, match, or game.
  - 2<sup>nd</sup> Violation: Suspension of participant in the next three meets, matches, or games.
  - 3<sup>rd</sup> Violation: Suspension of participant in the current school year regarding all athletics.
  - 4<sup>th</sup> Violation: Suspension permanently.
3. Attendance:
    - A student may not participate in any after school activities on a day when he/she has been absent a full day due to illness or suspension.
    - Religious education students must attend regularly scheduled classes
  4. Academic Eligibility:
    - Any student who is receiving a failing grade in any subject on a mid-term progress report will be placed on a two-week warning period. That student will have two weeks to bring his/her grade up to passing or s/he will not be allowed to practice or attend games in uniform.
    - Any student who receives a failing grade in any subject on a report card will be immediately placed on a two week probation period. During this period, the student will not be able to participate in any games or practices or attend any games in uniform. If the student brings his/her grade up to a passing grade within the two week period, s/he will be fully reinstated to the team. If the student fails to bring his/her grade up to a passing grade, probation will continue for another two week period.
    - Religious education students will be required to show progress reports and report cards to the coach.
    - Principals will work with the Athletic Director and coaches to evaluate and enforce eligibility as it pertains to individual students.
  5. The use or possession of alcohol, drugs, or tobacco is strictly forbidden by all athletes. Violation of this rule will result serious consequences. Consequences of the violation of this rule will be decided upon after consultation with principal and athletic director.
  6. Student athletes who continuously violate the school's behavior policy will be suspended from practice and play for one week.

Coaches, athletes, parents, fans, and spectators are **all** expected to display good sportsmanship at all athletic games and functions. Any remarks or actions which are considered racial, discriminating, or demeaning may result in removal from the game or activity site.

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**Students' Handbook ( 5101a)**

The student handbook has the force of a printed contract between the parents of minor students and the school or between the adult students and the school. It is in effect for a one year period or until reprinted.

Substantive student or parent rights cannot be amended or deleted during the term of the "contract" period.

A copy of the handbook should be in the possession of each family. The handbook should be reviewed and distributed annually with the newly printed school year appearing on each copy. Distributed at parent conferences, mailing and direct distribution to students are acceptable methods. The school should require a signed form to be kept on file indicating the receipt of the handbook.

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**Parent Handbook Receipt**

I have reviewed the online copy of the **Mary Queen of Saints Catholic Academy Student/Parent Handbook for 2016-2017.**

I have read it, and discussed pertinent rules, regulations, and policies with my child(ren).

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to your child's homeroom teacher within **one week** of reviewing the handbook.