

*Queen of Peace  
Catholic Academy*

**PARENT  
HANDBOOK**

***2011-2012***

10900 SW 24<sup>th</sup> Avenue, Gainesville, Florida 32607

Phone: 352-332-8808 FAX: 352-331-7347

<http://www.qopacademy.org>

# *Queen of Peace Catholic Academy*

*Where Faith and Knowledge Unite!*

Dear Parent(s),

Thank you for your interest in Queen of Peace Catholic Academy. Together, with our parents and students, we are committed to providing the students with a Catholic Education that will assist them in reverencing the past, in being challenged by the present and in preparing them for the future.

Our dreams for Queen of Peace Catholic Academy are unending. Utilizing our God-given gifts, it is our hope that we provide our children with an atmosphere where each one can develop a rich personal spirituality. This occurs not just through varied prayer experiences, but also through an environment which treasures the uniqueness of each person. Drawing on the strengths, the talents, the interests, the questions of those entrusted to us, we believe that we can establish a faith-filled, vibrant school community.

We feel that a superior academic program, including languages, the arts, physical education and after school sports and clubs, truly helps our children be the best persons God wants them to be. As strong, faith-filled people, our students can become young adults who are confident in who they are, firm in the teachings of our Catholic Faith, and willing and capable of making a significant difference in our world.

We are happy to share this journey with you. Together we will create. Together we will strengthen and enrich. Together we will truly build the Kingdom of God.

Wishing you God's blessings, I am,

Sincerely,

Sister Nancy Elder, IHM  
Proud Principal of Queen of Peace Catholic Academy

## **Diocesan Schools Mission Statement**

We, the Catholic school community of the Diocese of Saint Augustine, strive to provide a Jesus centered educational environment rooted in Gospel values and in our rich Catholic heritage.

## **Queen of Peace Catholic Community Mission Statement**

As Christians we receive God's gifts gratefully,  
cultivate them responsibly,  
share them lovingly in justice with others,  
and return them with increase to the Lord.

## **Mission Statement of Queen of Peace Catholic Academy**

At Queen of Peace Catholic Academy  
We learn the Gospel message  
Live as disciples of Jesus  
And grow in knowledge as we build the Kingdom of God.

## **Philosophy**

Queen of Peace Catholic Academy is an educational community of Gainesville, Florida in which principal, teachers, staff, families, clergy and parishioners work together to provide students with a spiritual, academic, psychological and social foundation. The academy places focus on teaching and living the Gospel and the traditions of the Catholic Church. Equally, it gives emphasis to personal and communal spirituality, the fostering of strong community and a commitment to those in need.

In a loving and supportive environment, Queen of Peace Catholic Academy strives toward superior academic excellence where the needs of the child are enveloped in developmentally appropriate practices.

We affirm parents as the primary educators of their children. As members of the Catholic Faith Community of Gainesville, we share in that role and offer cooperation and assistance in preparing our students to be the future leaders of the Church and the world.

## **GOALS**

1. Develop a lived faith through experiences in liturgy, sacraments, personal prayer, and service.
2. Provide a foundation for learning the basic skills in a Christ-centered environment.
3. Provide an environment where each student can discover his or her own gifts and abilities and use them for self-growth, as well as to help others.
4. Provide an atmosphere where ideas can be expressed, respected, and challenged appropriately while recognizing the differences in learning styles.
5. Provide opportunities for exploration, discovery, investigation, and learning through age-appropriate activities and materials.
6. Provide enrichment through the study of other languages, and through an appreciation of the fine arts.

## **Absence**

Punctuality and regular attendance are absolute necessities for real progress in school. Excessive absenteeism is a contributing factor to a child's academic difficulties. Only serious illness or family emergency (excused absence) should cause a student to be absent. Parents who choose to take a child out of school for other reasons (unexcused absence) should consider the possible consequences to the child's progress. The final decision, however, is the responsibility of the parent. (*Diocese of St. Augustine, Administrators' Manual 500.13*)

**When a student is absent from school, a parent should call the office by 8:45 AM each day of the absence.** If the office does not receive a call, the parent will be contacted. This is done to ensure the safety of the child.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever should remain home the next day as this would allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should receive missed assignments from Haiku or make arrangements with classmates regarding assignments.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (30) days or the equivalent of 30 days including tardies**, can be cause for a student to be retained in the current grade for another year. Tardies will be dealt with on an individual basis.

### **Absence During the School Day**

A student who leaves school early for a reason other than illness must have a written request from the parent, **and the permission of the**

**principal.** If someone other than a parent is picking up the child, this must also be stated in the request. The person picking up the child should report to the school office. Doctor or dental appointments should be made after school hours if at all possible.

Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

## **Academic Information**

### ***Curriculum***

The curriculum is in compliance with the requirements set by the Office of Educational Services in the Diocese of St. Augustine and the Standards for Accreditation by the Florida Catholic Conference. Support materials, including textbooks, resources and software are reviewed periodically for their effectiveness.

The following subjects are included in the school curriculum:

Faith Formation (All students – Catholic and Non-Catholic – are required to participate fully in class, assignments, prayer and Liturgy), Language Arts (reading, writing, speaking, listening, spelling), Mathematics, Social Studies, Music, Art, Physical Education, Spanish, Chinese, Technology Skills, Information Literacy.

### ***Faith***

The Academy collaborates with parents in the faith formation of the children. Sunday Mass attendance, prayer, attitudes of respect, and proper moral values begin and continue to be nurtured in the home. While at school, students engage in daily prayer and other religious experiences in addition to the formal Faith Formation classes. Students learn about human needs, justice, mercy and peace. They are given opportunities to respond to the needs of others with love and a sense of justice.

Students attend Liturgy on the First Friday of each month. Formal uniforms are required at these Liturgies. Students in Grades 2 – 8 attend

a Wednesday morning Liturgy on a rotating basis. Prayer services are held once a month and once a week during Lent and Advent. All children attend a Blessing ceremony at the end of each school day.

## **Mathematics**

### **MIDDLE SCHOOL MATH PLACEMENT GUIDELINES**

Gr. 6	Course 1 (Standard Gr. 6 math)	Course 2 (Accelerated Pace Gr. 6 math)	
Gr. 7	Course 3 (Standard 7 <sup>th</sup> )	1-year Pre-Algebra	2-year Pre-Algebra (First half)
Gr. 8	Pre-algebra (First half)	Pre-Algebra (Second half)	Algebra

#### **GR. 6:**

The standard course of study for a sixth grade student is to be placed in Course 1 math.

In order to be placed in Course 2 math, a student should meet the following criteria:

- 80 or above academic average each quarter in fifth grade mathematics
- 80+ national percentile in mathematics composite score (including computation) on grade 4 and grade 5 standardized test (ITBS)
- Student will need to maintain an 80% average each quarter.
- Optional end-of-fifth-grade proficiency test with a score of 80%
- Recommendation of grade 5 mathematics teacher

#### **GR. 7:**

The standard course of study for a seventh grade student is to be placed in Course 3 math.

In order to be placed in either the one or two year pre-algebra class, a student should meet the following criteria:

## **Pre-Algebra:**

### One-year pre-algebra:

- 85 or above academic average each quarter in sixth grade mathematics
- 90+ national percentile in mathematics composite score (including computation) on grade 5 and grade 6 standardized test (ITBS)
- Student will need to maintain an 85% average each quarter.
- Optional end-of-sixth-grade proficiency test or a pre-algebra readiness test with a score of 85%
- Recommendation of grade 6 mathematics teacher

### Two-year pre-algebra course placement criteria:

- 80% or above academic average each quarter in sixth grade mathematics
- 80%+ national percentile in mathematics composite score (including computation on grade 5 & 6 standardized test (ITBS)
- Student will need to maintain an 80% average each quarter
- Optional end-of-sixth-grade proficiency test or pre-algebra readiness test with a score of 80%.
- Recommendation of grade 6 mathematics teacher

## **GR. 8:**

The standard course of study for an eighth grade student is to be placed in either the one year pre-algebra math or complete the second half of the pre-algebra program begun in grade 7. Protocols for each are listed above.

In order to be placed in algebra, a student should meet the following criteria:

- 85 or above academic average each quarter in seventh grade mathematics
- 90+ national percentile in mathematics composite score (including computation) on grade 6 and grade 7 standardized test (ITBS)
- Student will need to maintain an 85% average each quarter.
- Pre-algebra end-of-year test with a score of 85%

- Recommendation of grade 7 mathematics teacher

School administrators have the flexibility to shift students from algebra placement to pre-algebra placement if a student does not maintain recommended quarterly progress.

### **Academic Probation**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students who have a D or lower average in any class (N or lower in Specials) will not be allowed to participate in any sport until the grade has improved to a grade of C (S or higher in Specials).

### **Accreditation**

Queen of Peace Catholic Academy is under the auspices of the Office of Educational Services of the Diocese of St. Augustine and the Florida Catholic Conference. It is a member of the National Catholic Education Association and the Florida Association of Academic Non-Public Schools. In the Fall, 2007, the Academy received its accreditation from the Florida Catholic Conference.

### **Admission Information**

Queen of Peace Catholic Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **Order of Acceptance**

The order of acceptance will be:

1. Children of families of Queen of Peace who are participating in the Stewardship Way of Life of time, talent and tithe.
  - A. Those families with children already attending Queen of Peace Academy.
  - B. Those families registering for the first time.
2. Children of families from other Catholic parishes participating in the Stewardship Way of Life in their respective parishes.
  - A. Those families with children already attending Queen of Peace Academy.
  - B. Those families registering for the first time.
3. Children of families who are members of Queen of Peace but are not participating in the Stewardship Way of Life.
  - A. Those families with children already attending Queen of Peace Academy.
  - B. Those families registering for the first time.
4. Children of families from other Catholic parishes not participating in the Stewardship Way of Life.
  - A. Those families with children already attending Queen of Peace Academy.
  - B. Those families registering for the first time.
5. All others
  - A. Those families with children already attending Queen of Peace Academy.
  - B. Those families registering for the first time.

Approved by QPCA Advisory Board, November 20, 2002; Revised January 8, 2004

## **Admission Requirements**

Children entering Pre-K must be four (4) years of age by September 1<sup>st</sup>. A physical examination is required when a student enters school for the first time. All school age children must be completely toilet trained.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.

Requirements include:

- Faith Form (Verification of active parish affiliation/stewardship + Use of weekly envelopes even if you use Parish Pay)
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards (Grades 1 – 8)
- Standardized Test Results
- Record of IEP (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card, conduct reports, and standardized test results. These will be reviewed to determine whether the program at Queen of Peace Catholic Academy will meet the educational needs of the students. An interview with the parent is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 1-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Queen of Peace Catholic Academy.

## **Financial Obligations**

### **Tuition and Fees - 2011-2012**

Tuition and Fees listed are per child, including Pre-K, and are NON-REFUNDABLE:

- |                                |   |
|--------------------------------|---|
| • Practicing Catholic* Tuition | \$4,400   |
| • All Other Tuition            | \$6,200   |
| • Registration/Re-registration | \$225 (due at the time of registration/re-registration) |
| • Books and Supplies           | \$425 (due June 15 <sup>th</sup> )                      |

\*A practicing Catholic is one who:

- Regularly attends Mass as shown by envelope usage
- Participates in parish ministries and activities
- Financially supports the parish through tithing, using parish envelopes
- Completes a covenant card

Tuition Assistance applications are available on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). For information, please contact the parish administrator at 352-332-6279 x14 or [parishadministrator@queenofpeaceparish.org](mailto:parishadministrator@queenofpeaceparish.org).

Ministry of Catholic Education information may be obtained from Erica Hartge at 352-332-6279 x29 or [ehartge@queenofpeaceparish.org](mailto:ehartge@queenofpeaceparish.org).

### **Registration/Re-registration Fee**

- The \$225 Registration Fee for new students must be submitted at the time of registration.
- Returning students must reserve their spot by paying the Registration Fee by the end of the re-registration period as published each year.
- Registration Fees are NON-REFUNDABLE.

### **Books and Supplies Fee**

- This fee covers registration materials, hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), ITBS testing materials, student insurance, and Science lab fees for consumable materials.
- It does NOT cover field trips, before/after school care, athletic programs (basketball, cross country, soccer, tennis, volleyball, etc.), or other after school activities.
- Book Fees are NON-REFUNDABLE.

### **Graduation Fee**

Graduation fees (class trip, diplomas, retreat, caps and gowns) are determined by the Eighth Grade teacher.

### **Tuition Payment Options**

- Pay in full by June 15th, or
- Enroll in the FACTS® Tuition Management Program (see below).

- Please note that you may pay in full for one child and utilize FACTS® for another.

### **FACTS® Tuition Management Program Information**

- Payments are automatically withdrawn from your bank account.
- Payment choices include one annual payment due August 5th, two semi-annual payments due August 5th and December 5th, or ten monthly payments due August through May on either the 5th or 20th of the month (your choice).
- There is an annual, non-refundable administrative fee for enrollment in FACTS® which varies with the payment schedule you choose - \$10 for one payment, \$15 for two payments and \$38 for monthly payments.
- Enrollment is completed on-line. On the QPCA website, [www.qopacademy.org](http://www.qopacademy.org), click on the “Parents” link in the top menu bar, then click on "FACTS" and follow the on-screen instructions. Once your application has been processed and your account established, you will receive a confirmation letter in the mail with instructions on how to log in to MyFACTS, which gives you access to your account showing upcoming payments, remaining balance and payment history.
- **If you are new to FACTS, enrollment must be completed by June 15th.**
- **If you are currently enrolled in FACTS, you do NOT need to re-enroll**, however if your responsible party or banking info has changed, or you wish to change your payment options, please contact Mari immediately (see contact info below).
- Siblings may be added to current FACTS enrollments (this will be done for you).
- All families not enrolling in FACTS® will be expected to make one direct payment to Queen of Peace Catholic Academy for the entire amount of tuition no later than June 15th. You may drop off your payment to the school office between 7:30 am and 4:00 pm, or to the church office between 8:30 am and 5:30 pm, M-F.

### **Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

PLEASE ADDRESS ANY TUITION AND FEE QUESTIONS TO MARI HAMILTON, FISCAL ADMINISTRATOR, at 352-332-6279 x28 or [MariQOP@cox.net](mailto:MariQOP@cox.net).

### **After School Enrichment**

During the school year, enrichment opportunities will be provided for interested students. A fee may be required. Students may join various clubs. Specific details about these clubs will be made available throughout the year.

### **Awards**

Special recognition is given for students for scholastic achievement and responsible behavior for the following:

**Principal's Award** given for no absences or tardies in a quarter (Grades PreK – 8 are eligible).

**Star Student Award** given to students (Grades Pre-K – 3) for displaying Christian values, achievement or improvement. This award is given weekly.

**Super Saint Award** given for good citizenship to students (Grades 4 – 8). This award is given monthly.

**High Honors** given to students with all A's and O's in classes and in conduct (Grades 4 – 8).

**Honors** given to students with A's, B's, O's, and VG's in classes and in conduct (Grades 4 – 8).

### **Birthday Observances**

A student's birthday may be celebrated with cupcakes or cookies at lunch time. Prior notification to the child's teacher is required. If your child is having a birthday party outside of school, invitations may be sent home at school **ONLY** if the entire class has been invited.

## **Blogs**

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

## **Bullying and Cyberbullying**

Queen of Peace Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest, in person or online**) face detention, suspension, and/or expulsion.

## **Car Line (Drop-off/Pick-up)**

It is highly recommended that parents drop off/pick up their children in the car line. All cars should have the student(s) name clearly displayed in the front windshield on the passenger side of the car.

**Parents are asked to remain in their cars** and to proceed through the regular car line process. These procedures are described at the end of the handbook. A map is also provided.

Parents are asked to pay close attention during the car line process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Homeroom teachers should be advised in writing if a child is to go home with another student or by a different means on a given day.

In the event of severe inclement weather, PK - 5 will dismiss from the drop-off area.

## **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.** (One warning will be given.)

## **Child Abuse Laws**

According to law, Queen of Peace Catholic Academy is required to report any **suspected** case of abuse or neglect to Child Protective Services. (*Diocese of St. Augustine, Administrators Manual 500.10*)

## **Conduct**

The Academy strives to teach and foster self-discipline in a positive environment. Students are affirmed and encouraged with challenging direction. It is expected that they demonstrate increasing maturity as they develop respect for themselves and others.

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and respect for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

In order to achieve this goal, the students, parents, teachers and administration must work together to maintain a positive educational environment in the academic and behavioral areas. All students are expected to understand and comply with basic school rules and regulations. The disciplinary policies of Queen of Peace Catholic Academy are based on principles that recognize the dignity and worth of every student and teacher. The objective of these principles is student growth in abilities, attitudes, and habits.

Discipline at Queen of Peace Catholic Academy will be directed toward developing the traits which are necessary to cope with real life situations; developing good relationships with others; becoming productive individuals; recognizing when personal actions are interfering with the rights of others; recognizing individual rights within the limits of society; and participating fully in the life of a Christian community.

Our school considers a student's registration a contract among parents, students and faculty that the rules of the school will be observed. Attending Queen of Peace Catholic Academy is a privilege, not a right.

## **I. Responsibilities of Members of the School Community**

- A. An environment that permits an orderly and efficient operation of our school must be provided. The responsibility for development and maintenance of this environment falls to the combined effort of students, parents, teachers, staff, and administration.
  
- B. The **students** have a responsibility to:
  - 1. attend school regularly and arrive on time;
  - 2. conduct themselves properly at school, or at any school function on or off school premises;
  - 3. be prepared with completed homework and any other necessary materials when they attend classes;
  - 4. consistently put forth their best effort in all homework and study assignments;
  - 5. show respect toward all those in authority;
  - 6. respect the rights and property of fellow students;
  - 7. exercise proper care when using school property;
  - 8. follow all classroom rules set forth by the teacher;
  - 9. come to school appropriately dressed according to the Uniform Code;
  - 10. abide by the school policies governing use of computers and the Internet.
  
- C. The **parents** have a responsibility to:
  - 1. set the example of Christian faith, especially by seeing that the child attends Mass or church services weekly;
  - 2. oversee their child's responsibility to study and complete homework assignments;

3. follow up on the student's disciplinary action;
4. care for the student's health and personal cleanliness;
5. make sure their child observes the school uniform code;
6. send their child to school when school is in session and to see that he/she arrives on time;
7. keep at home students who are ill and arrange to have all class work completed;
8. cooperate with school personnel in solving student-related problems;
9. provide a home atmosphere conducive to learning and the development of good study habits;
10. meet the financial obligations they have accepted by sending their child to Queen of Peace Catholic Academy.

D. The **administration, teachers, and staff** have a responsibility to:

1. strive to help each child reach his/her academic, spiritual, and behavioral potential;
2. provide a healthy atmosphere for learning and teaching;
3. encourage the development of self-discipline in each child;
4. consistently enforce the disciplinary code which has been adopted by the school;
5. seek conferences with parents to resolve behavioral problems before they become a serious matter;
6. encourage students to participate in classroom and extracurricular activities;
7. participate in formulation of rules and procedures in the school;
8. identify and affirm each person's God-given gifts.

## II. General Expectations

A. **Students** will:

1. cooperate with school authorities by honoring all regulations and recommendations established for the effectiveness of the school;
2. be honest, courteous and exhibit good moral conduct;
3. use correct grammar and appropriate language at all times;
4. behave in an appropriate manner at all times (walking in the halls, quiet voices);
5. keep the grounds and building free of paper and other debris;
6. not push, trip, fight or wrestle at school;
7. be responsible for damages or destruction of school or personal

property;

8. exercise care on the playground and play in a responsible way;
9. obtain permission from the administration before leaving school;
10. not bring radios, tape recorders, tapes, compact discs and players, Gameboys, computer game discs, pagers and cellular phones\*, other electronic equipment, toys, or live animals to school without specific permission from the administration. (These items are a distraction in the classroom and at After Care. Additionally, Queen of Peace Catholic Academy does not accept financial responsibility for these items.).

*\*If cellular phones need to be brought to school, they must remain turned off and in the front office.*

- B. **Teachers, staff, and parents** must insure that students understand completely all school regulations.
- C. At minimum, conduct grades will be affected as a result of not complying with school and classroom regulations.

### **PreK – Third Grade**

Students in Prekindergarten – Grade 3 will be consistently encouraged to follow the rules of the Academy through the use of the “RESPECT” method. Those who fail to respond will be issued demerits which will affect their conduct grade.

Students may be given a demerit at the teacher’s discretion for consistent inappropriate conduct, disrespect, poor work or not following the rules of the school. Demerits are to be signed by a parent.

### ***Privileges***

Students whose conduct, work, and respect is consistent with school rules may attend all school-sponsored events. In addition, other privileges may be given, i.e. no homework, spirit day participation, etc.

### ***Consequences of Demerits***

1 <sup>st</sup> demerit	Student receives demerit slip identifying rule violation.
2 <sup>nd</sup> demerit	Same as above
3 <sup>rd</sup> demerit	Student will have lunch detention
4 <sup>th</sup> demerit	After-school “work” detention issued to student
5 <sup>th</sup> demerit	Student meets with Assistant Principal (Student is ineligible for any award)
6 <sup>th</sup> demerit	1 day in-school suspension
7 <sup>th</sup> demerit	Conference will take place between the Assistant Principal, Teacher, Student and Parents

Consequences will be imposed based on the number of Demerits issued to a student during a marking period.

### **Serious offenses may accrue multiple demerits. They include the following:**

Bullying (verbally or physically), fighting, lying, verbal harassment, cheating, vandalism, defiant actions or speech, littering school property, disrupting class, using profane or inappropriate language or gestures

**In more serious cases where weapons or illegal substances are involved, police will be notified immediately and the student will be subject to suspension or possible expulsion by the principal.**

### **Fourth - Eighth Grades**

Each week, every child in grades four to eight begins the week with an “A” in conduct. It is the choices that the child makes which determine the grade that is received and sent home to the parent(s) on Friday. Conduct grade cuts are issued for infractions that disregard the rules of conduct for all students. Conduct reports for students in Grades 6, 7, 8 are put on Haiku and should be reviewed by parents each week. Conduct reports for students in Grades 4-5 are sent home each Friday. They are to be signed

by a parent/guardian and returned to school with the child on Monday. It is an important responsibility of every student to return the signed form on Monday.

## **I. Offenses Warranting Disciplinary Action**

A. The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

1. When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms (handguns or weapons), or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church-sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion.

In cases involving drugs or alcohol, the student must be assessed by an approved institution for substance testing and to determine the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to school. The results of the assessment must be provided to the school.

The Discipline Board (as defined in Section III) and the administration will review the results and communicate with the parent/guardian(s) of the student and student for the purpose of determining continued enrollment.

Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the Discipline Board and the administration.

Because of the seriousness of the problem related to illegal possession/use of drugs, alcohol, tobacco, and firearms (handguns and weapons), or misrepresentation of any substance as an illegal drug, and the fact that students at Queen of Peace Catholic Academy represent the school at all times, the application of this policy may not be limited to the normal school day or extracurricular activities of the school, but may be extended to include the enrollment period of the student regardless of the geographical location, circumstance, or time of illegal use/possession.

2. damage or destruction of school or church property;

3. leaving the school grounds without permission from the administration;

4. bringing to school any implement that could cause danger to the student or other students;
5. fighting;
6. stealing;
7. any other incident deemed to be serious in nature by the administration.

B. The following offenses are considered to be immoral and are subject to appropriate disciplinary action which could lead to suspension and/or expulsion:

1. harassing others. All reported complaints of harassment will be investigated.
2. being disrespectful by word or action to teachers, students, or anyone associated with Queen of Peace Catholic Academy in church, at school, or at anytime or event;
3. profanity or verbal abuse;
4. cheating, lying, or dishonesty;
5. injuring another person or behaving in such a manner that might cause injury to another person.

C. The following offenses are considered to be inappropriate to the learning environment and still deemed to be subject to appropriate disciplinary action which could lead to suspension and/or expulsion because they demonstrate disregard for classroom and school rules:

1. failure to return required forms with parent/guardian signature on time;
2. repeated failure to complete homework assignments on time;
3. not following the school dress code;
4. gum chewing in school, on school grounds, or church;
5. misbehaving and/or talking during fire or tornado drills;
6. writing an/or passing notes.

D. Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be resolved in the same manner as above.

## **II. Consequences of Inappropriate Behavior**

A. Minor violations of the Code of Conduct will be resolved by an adult in charge and may include a detention. Disciplinary action will coincide with the discipline plan in effect in each individual classroom, which will include lowering the weekly conduct grade.

B. When a student's behavior violates the Code of Conduct as outlined in Section III, the student may be assigned a detention, an in-school suspension, an out-of-school suspension, and/or appear before the Discipline Board.

C. Students serving a suspension must complete all class work; no credit will be given to those students serving an out-of-school suspension.

D. Any student receiving a "D" or "F" on his/her weekly conduct record two or more times or serving three detentions in a quarter must appear before the Discipline Board.

E. Any student serving a detention, suspension, or appearing before the Discipline Board may not participate in any Queen of Peace Catholic Academy after-school, extra-curricular activities (including, but not limited to sports practices or games and socials) on the day(s) the detention or suspension is being served, or appearance before the Discipline Board.

## **III. Discipline Board**

A. The Board will be composed of three teachers approved by the administration.

B. The following procedure will be observed:

1. Board members will investigate the misconduct.
2. The Board will meet to determine appropriate action
3. If deemed necessary by the board and administration, the student will appear before the board.
4. The student will explain his/her actions.
5. Board members will deliberate and reach a consensus.
6. The student and parents will be notified in writing of the Discipline Board's action.

**NOTE: All actions taken are subject to approval by the Principal. The Principal is the final authority in all matters of discipline.**

C. The following action may be taken:

1. First Appearance: Discipline Board will assign a consequence for the first offense that could include school restitution, suspension, or expulsion.
2. Second Appearance: Two day in-school suspension; student must complete all class work, but will receive no credit.
3. Third Appearance: Three day out-of-school suspension; no credit will be given for class work missed as a result of the suspension. A discipline contract will be written for each individual. Student may also face expulsion.
4. Fourth Appearance: Expulsion is the final exclusion of a student from Queen of Peace Catholic Academy depending on the gravity of the circumstances, or for cumulative or habitual acts, which are contrary to the school's Code of Conduct. Should the attitude of the student deteriorate to the point where other students' opportunities are jeopardized, that student may be denied the privilege of continuing at Queen of Peace Catholic Academy. The Discipline Board and administration will determine the student's possible re-enrollment.
5. In some cases of serious misconduct, certain recommendations may be made before a student re-enters Queen of Peace Catholic Academy. (These stipulations might include professional counseling or private tutoring and must be met before a student is granted re-admission.)
6. A student may serve only two in-school suspensions in a school year. A third offense may result in expulsion.
7. A full report of all cases referred to the Discipline Board will be retained in the principal's office.
8. While on suspension, the student will not be allowed to participate in any school or parish extra-curricular activities, excluding service commitments.

9. If a student, along with the parents//guardians, wishes to appeal the decision of the Discipline Board, the appeal process will automatically be referred to the principal for review.

***The Student Conduct Code provides a guide for this developing maturity on all levels and the consequences for non-compliance. It is important that parents, students and faculty work together for the good of the child. The final authority in the interpretation of facts of any given school behavior situation is the principal.***

### **Crisis Plan**

Queen of Peace Catholic Academy has implemented a “crisis plan” in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

### **Emergency Information**

At the beginning of each school year, an information sheet and School Emergency Medical Form will be sent home. Parents are to complete and sign the forms and return them promptly. It is extremely important that the school is made aware of a student’s health problems, particularly allergies (bees, ants, certain foods, etc.). Updating the office with change of address and telephone number is very important for your child’s safety. It is necessary that the school office know where to reach the parent, at all times, whether at work or at home.

In the event that a child becomes ill at school, parents will be contacted. In case of an accident or emergency, the school will proceed according to the parent instructions on the School Emergency Medical Form.

### **Field Trips**

Throughout the school year, students are offered the privilege of an educational experience away from the school. These field trips are arranged at the discretion of the teacher(s). Parents are required to sign a permission slip in order for a student to participate. Parents who accompany students on field trips must have been fingerprinted and taken

the course, "Protecting God's Children". The school reserves the right to exclude from these events a student whose conduct does not reflect acceptable school behavior.

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 25 years of age or older.

### **Grading Scale**

**A = 90 – 100**

**B = 80 – 89**

**C = 70 – 79**

**D = 60 – 69**

**F = 59 or below**

### **Health Regulations**

The state of Florida requires that a current record of immunization be on file in the school office. Children are to be immunized against diphtheria, tetanus, polio, measles, rubella and other communicable diseases as determined by the Health Department. Immunizations are to be documented on FORM 680, the Florida Certification of Immunization (blue form). A health exam within one year prior to admission by a physician is also required (yellow form DH 3040 – complete and sign both sides). (*Diocese of St. Augustine, Administrators Manual #500.8*)

Whenever a child has a communicable disease, the school office should be notified so that health records may be updated. With certain illnesses, a definite period of absence from school is required. Since cases vary, the family doctor should be consulted to determine if the child is ready to return to school.

If a child is on medication, it is requested that the parent administer the medicine before and after school hours. Medication may, if necessary, be administered at school. In addition to a completed authorization form from the parent, the following is required:

1. Written orders from a physician or dentist must accompany all medication to be administered, including “over the counter” drugs.
2. The physician permission form is dated and medication is identified, along with dosage, time of day to be given, anticipated duration of treatment and side effects.
3. The original prescription container must accompany all medication. The container, one for home and one for school, should be requested from the pharmacist.
4. All medicine will be kept in a locked cabinet in the school office.
5. A record of all medications dispensed in the school will be kept in the health file.
6. Parent consent forms are available on our website.

Severe Allergy & Asthma Info: If your child has a Severe Allergy or Asthma there are specific forms that must be completed and returned with the Rescue Medications. These forms are available on our website and portions of the forms must be completed by an MD. It is preferable to have a set of rescue medications for the medical clinic, the classroom and in after care (if utilized). Please plan to meet with the school nurse to discuss your child’s specific needs.

### **Home-School Communication**

Queen of Peace Catholic Academy utilizes email and Haiku to communicate with parents. Maintaining an accurate email address with the school office is essential.

A weekly update is e-mailed to the parents each Friday. It is also posted on the Academy website ([www.qopacademy.org](http://www.qopacademy.org)) and on Haiku. For those who do not have this capability a copy is sent home. Parents are requested to read the material and respond accordingly.

### **Homework**

Homework is an integral part of the learning experience. Its purpose is to reinforce material taught in school, deepen knowledge of a subject and develop initiative, independent thinking, and personal responsibility. Parents are encouraged to provide the teacher with their email address so that communication can flow as frequently as possible. It is recommended

that parents are involved in the school life of their child and encourage a positive attitude toward school work and homework.

Beginning in Grade One, students will be assigned homework each school night at the teacher's discretion. This may be a written assignment or reading and/or study.

At the Prekindergarten and Kindergarten levels, it is recommended that children be "read to" every night.

Homework which is requested due to absences will be available within a twenty-four hour period. Since the Academy discourages unexcused absences, teachers will not be responsible for make-up work. Work missed for an excused absence must be turned in within a two day period of arrival back to school.

### **Internet – Acceptable Use**

All internet usage will be through teacher directed lessons. At the beginning of the school year, the policy for use will be signed by parent and child. Neglect to sign the policy will result in non-use. (*Diocese of St. Augustine, Curriculum Policy Manual*) Users may not post on personal Internet (ex. Myspace.com) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities. Disciplinary measures will be at the discretion of the principal.

### **Lost and Found**

Any items found in the school building or on the school grounds will be placed in the Lost and Found in the gym. Please check this area for any misplaced items.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lunch**

Students should bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

## **Off-Campus Conduct**

The administration of Queen of Peace Catholic Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

## **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## **Parent – Child – School Safety**

All diocesan employees and volunteers who work with children will be fingerprinted. (*Diocese of St. Augustine, Administrators' Manual 300.34*). In addition, all volunteers are required to attend the Protecting God's Children class. Both the fingerprinting and the class need to occur before participation in any volunteer activity or accompanying students on a field trip.

## **Parent/Teacher Conferences**

Mandatory Conferences are scheduled after the second marking period; time is allotted after the third marking period for parents who express the need. At other times during the school year, conferences may be

requested by either the parents or the teacher. These conferences will generally be held outside of school hours. ***Be aware that a conference can not be held during the morning drop off or afternoon pick-up times.***

A parent wishing to observe a class may request to do so through the school office. Parents are asked not to go to the classroom without office approval.

### **Parent Meetings**

Parent Meetings are held several times during the school year.

Back to School Night is held within the first month of the school year to acquaint the parents with the plans and procedures for the upcoming year. **This is a mandatory meeting.**

Other parent information opportunities are offered throughout the year. The purpose of these gatherings is for enrichment in areas which would have impact on the child. At least one parent is expected to attend each meeting.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in Queen of Peace Catholic Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. Repetition of a grade, tutoring, or summer school classes may be recommended as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

## **Report Cards/Progress Reports**

In assessing students' daily performance, various data is collected, which will include portfolios with writing samples (*Diocese of St. Augustine, Administrators' Manual 400.2*), teacher observation and participation.

Report Cards are issued three times a year for Kindergarten and four times a year for Grades One – Eight. The children in Prekindergarten receive a Developmental Checklist in January and at the end of the school year.

Parents for Grades 4 – 8 are expected to review student grades on Haiku.

Parents and students will be denied access to Haiku or a current Report Card if tuition or Extended Day Care Program fees are in arrears.

## **School Hours**

### **Arrival and Dismissal**

#### **Prekindergarten – Grade 5**

Morning Drop-off	7:45 AM–8:00 AM
Classes Begin	8:00 AM
Regular School Day	8:00 AM–2:48 PM
Early Dismissal Day	8:00 AM–11:30 AM

#### **Grades 6 – 8**

Morning Drop-off	7:45 AM–8:00 AM
Classes Begin	8:00 AM
Regular School Day	8:00 AM–3:00 PM
Early Dismissal Day	8:00 AM–11:45 AM

Morning supervision of students, PreK – Grade 8, is provided beginning at 7:45 AM. Students may not be dropped off before that time unless they are in Morning Care. In order that classes begin on time and that a quiet atmosphere is generated, doors will be closed at 8:00AM.

Extended Day is available in the morning from 7:00 AM – 7:45 AM and after school until 6:00 PM for students enrolled in Queen of Peace Catholic Academy. Information and policies regarding this program are available through the school office and on our website.

## **School Office Hours**

The school office is open on all school days from **7:30 AM – 4:00 PM**.

## **Stewardship**

As individual members, we embrace God's plan for us as stewards of all God has entrusted to our care: the poor, the lonely, the children, the elderly, the lost faithful, and the physical world around us. Hence, Stewardship is our personal response to God through the offering of our time, talent, and our treasure for the gifts with which we are blessed. We dedicate ourselves to sharing the *Good News* to all we meet and to proclaiming Jesus Christ as our loving Redeemer.

As a ministry of the Church, Queen of Peace Catholic Academy embraces this message and encourages its students and families to understand that *Stewardship is not giving to a need, but giving out of our need to give.* Stewardship is the heart of true discipleship because it leads us to give in the measure that God has entrusted to us as is Jesus' teaching in the parable of talents (Matt. 25:29). This overall vision of Stewardship permeates throughout the school in its academics, religious education classes, and programs which encourage good citizenship and social outreach to the community at large. Children are encouraged to use their stewardship envelopes at church in order to detail their sharing of the time (what they did to grow in their spiritual journey), their talent (areas of service for that week) and treasure (such as giving 10% of their allowance or birthday money).

## **Student Directory**

At the beginning of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses will be posted on Haiku.

## **Student Records**

Queen of Peace Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## **Student Services**

*Resource Program* – The Academy attempts to help all children reach their full potential. The services of the STAR (Student-Teacher Additional Resource) Program and the Child Study Team are utilized to assist the faculty in making simple accommodations for students with disabilities who are able to manage in a mainstream setting. (*Diocese of St. Augustine, Administrators Manual 700.7*)

All new students are screened prior to the beginning of the school year to determine needs. A signed permission slip is required for a student to receive additional assistance from the Resource teacher.

### **Guidance Program**

The mission statement for the Guidance Program is: *The developmental guidance program at Queen of Peace Catholic Academy encourages the learning of all students by supporting each individual's academic, social, spiritual and emotional growth in partnership with parents, teachers and school staff.*

The guidance program at Queen of Peace Catholic Academy is guided by the mission statement (above) and is organized through individual, small group and large group (classroom) activities. The school counselor is assisted by a small advisory group comprised of parents, teachers and school staff to make decisions about the direction of the program, priorities and future needs. The Guidance Counselor is the coordinator for the Peer Mediation, Mentoring, and the Student Ambassador programs.

Students and/or parents may request a consultation or meeting with the school counselor at any time through email, via telephone, or in person. The school counselor is someone specially trained to help students at school and with their personal life. Some examples of topics for counseling are: friendship issues, decision making, anger control, family issues, grief and loss, academics, and stress.

## **Uniform Code**

### **Pre-K**

*Everyday and Formal Uniform:* navy gym shorts, khaki T- shirts,  
navy sweatsuit  
white socks and sneakers

### **Kindergarten, Grades One and Two**

*Girls Formal Wear:* plaid jumper, white blouse, white socks/tights

*Girls Everyday Wear:* khaki shorts/pants, red polo shirt, white or red  
socks/tights/knee socks

*Boys Formal Wear:* long khaki pants, white shirt, white socks

*Boys Everyday Wear:* khaki shorts, red polo shirt, white or red socks

*PE Wear:* None

*Red Sweater*

### **3rd, 4th and 5th Grade**

*Girls Formal Wear:* plaid jumper, white blouse, white socks, white or  
navy blue knee socks/tights

*Girls Everyday Wear:* light blue polo shirt, khaki shorts, white socks, white  
or navy blue knee socks/tights

*Girls in 5th Grade have the option of wearing a khaki skort.*

*(shorts/skort must be 3 inches above the knee or **longer**)*

*Boys Formal Wear:* long khaki pants, white shirt, white socks

*Boys Everyday Wear:* khaki shorts, light blue polo, white socks

*Navy Sweater*

### **6th, 7th, and 8th Grade**

*Girls Formal Wear:* white shirt, plaid skirt, white socks, white or navy  
blue knee socks/tights

*Girls Everyday Wear:* navy polo, khaki skorts or pants, white socks, white  
or navy blue knee socks/tights

*Boys Formal Wear:* white shirt, khaki pants, white socks, brown or khaki  
belt

*Boys Everyday Wear:* navy polo, khaki shorts or khaki pants, white socks,  
brown or khaki belt

*Navy Sweater*

### **P.E. Uniforms: 5th—8th**

*Bring to school on assigned gym day*

**Shorts:** School Approved shorts

**Shirt:** School approved T-shirt or Catholic Schools Week T-shirt  
**Sneakers**

**P.E. Uniforms are not required for grades Pre-K –4th**

**K-2nd:** may wear sneakers to school on assigned gym days

**3-4th:** bring sneakers to school on assigned gym day

**Uniform Shoe Grades K-8th: (All Weather Mocs)**

Can be purchased at Land's End, L.L.Bean, Merrell's, or anywhere else that sells this style of shoe.

**Any shade of tan or brown is acceptable.**

**(If you have a doctor's note for wearing a sport shoe, the shoe should be similar in color to the school shoe.)**

**Cold Day Outerwear: QPCA All-weather jacket (can be worn in class)**

\*\*\*\*Please note, winter attire is acceptable, but must be removed in the classroom.

**Girls**

**Jewelry:** Earrings—studs only (one stud per ear)  
Necklaces—cross or religious medal only  
Bracelets—none  
Rings—none

**Make-up:** chap stick only

**Hair Accessories:** head bands & scrunchies— school plaid, navy, yellow, red, white, light blue, black, brown

**Ribbons and hair bows:** solid color only (same as above)

**Barrettes:** Metal and plastic, solid QPA colors only (same as above)

**Hair:** out of eyes

**Boys**

**Hair:** Front hair line is to be cut above the eyebrows, side hairline is to be cut above the top of the ears, back hairline is to be cut above the top of your collar.

**Jewelry:** Necklaces-cross or religious medal only  
Earrings—none  
Bracelet—none  
Rings—none

**Make-up:** chap stick only

**No facial hair**

**Everyone:**

- No nail polish
- No tattoos (real or temporary)
- No colored hair
- No body piercing
- Appropriate watches (teacher's discretion)
- Brown or khaki belt (optional for K—Grade 5)

***All students must have shirts tucked in and clean uniforms.***

***\*\*\*Formal Uniforms required for First Friday Mass***

***Uniforms MUST be purchased at:***

Scrubs by Design, Clothes Closet, French Toast  
There will be specific dates scheduled for fittings/orders.  
(TBA in Sr. Nancy's Update)

**Scrubs by Design:** 352-331-3555

6771 West Newberry Road

[Girls' Price Sheet](#)    [Boys' Price Sheet](#)    [Order Form](#)

**Clothes Closet:** Angie Martin @ 224-5191

Linda Bauer @ 271-0754

**French Toast:** Flare Cut Wrap Skort

Item #1071G or #1071N

1 800 373-6248 or frenchtoast.com

**Lands End:** Shoes (All Weather Mocs)

1-800-469-2222 or [www.landsend.com/school](http://www.landsend.com/school)

*\*When ordering shoes, please give them The Academy preferred school  
#9001-2210-2*

Demerits or reduced privileges will be given  
for uniform infractions.

**Visitors**

School visitors (volunteers, parents, etc.) must come to the main school office. For safety and security reasons, each person is required to sign in

at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be found and completed in the office.

### **Volunteers**

All volunteers must be fingerprinted and take Protecting God's Children.

### **Weather Emergencies**

The Academy follows Alachua County Public School directives for school closings due to weather conditions or unusual circumstances. There may be exceptions, however, where the pastor and principal will have to make a decision regardless of the County. (*Diocese of St. Augustine, Administrators' Manual 900.2*)

### **\*\*Right to Amend**

Queen of Peace Catholic Academy reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail.

**STUDENT AND PARENT/GUARDIAN AGREEMENT  
INTERNET ACCEPTABLE USE POLICY  
QUEEN OF PEACE CATHOLIC ACADEMY**

**DIRECTIONS:** In order for a student to use the school's Internet connection, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

**Internet Terms and Conditions of Student Internet Use:**

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

## ***Parent Signature Page***

I have read the 2011/2012 Parent Handbook and agree to follow the school policies and procedures as stated.

**Student(s) Name(s)** \_\_\_\_\_

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE BY AUGUST 19, 2011.**

# Traffic Patterns

## Morning Drop-Off

### PreK – 5<sup>th</sup> Grade:

Enter at location A for vehicular drop off. No parent parking is allowed anywhere in this driveway during drop off times. Parents with multiple children, drop off at the grade of your youngest child.

### 6<sup>th</sup> – 8<sup>th</sup> Grade:

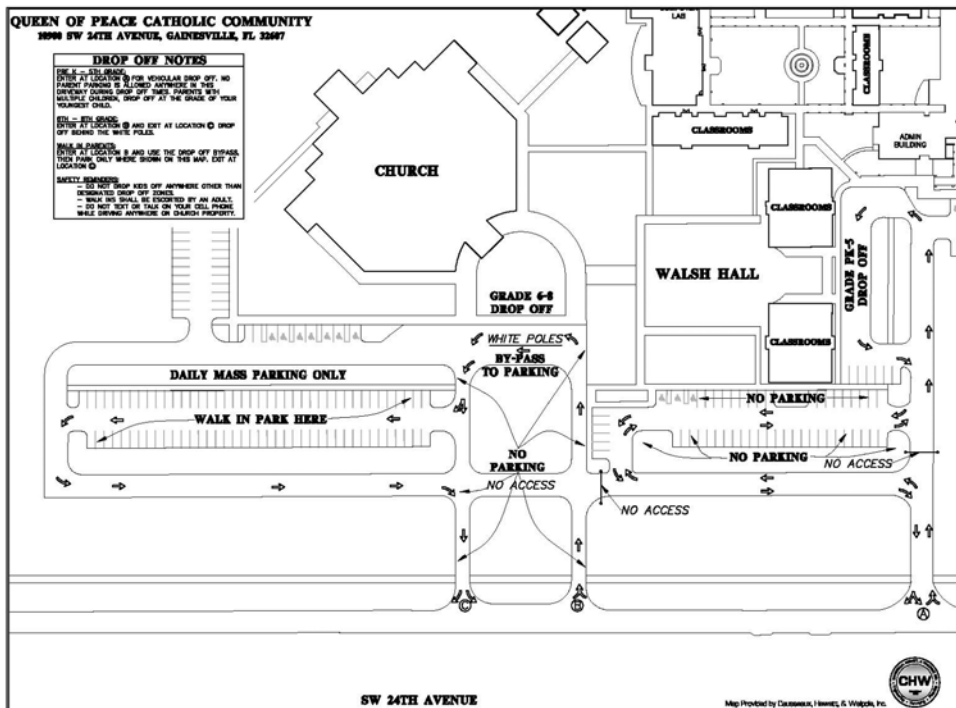
Enter at location B and exit at location C. Drop off behind the white poles.

### Walk in parents:

Enter at location B and use the drop off bypass, then park only where shown on the map below. Exit at location C.

### Safety Reminders:

- Do not drop students off anywhere other than designated drop off zones.
- Walk ins shall be escorted by an adult.
- Do not text or talk on your cell phone while driving anywhere on church property.



## Afternoon Pick-Up

### K – Grade 5

Dismissal is at 2:48 PM from the Church. Enter from 24<sup>th</sup> Avenue **at the Academy entrance**. Turn at the first left and follow the signs. Form a *single* line at the sidewalk. When you are in the line, please **STAY IN YOUR CAR**. Move **all the way down**. The teacher or safety patrol will bring the children to the appropriate cars. Once the car is loaded and it is safe to pull out, circle the parking area and return to 24<sup>th</sup> Avenue.

Anyone wishing to park is to do so in the lot west of the church or south of the school and walk on the sidewalk. **Do NOT park in the regular church parking lot.** Students are **NOT** to cross in front of traffic. Parents are to wait at the designated trees. The safety patrol will bring your children to you. In order for teachers to supervise the afternoon dismissal, **teachers are not available for conferencing at this time.**

### Pre-K pick-up

You may park in the lot west of the church or after following the car line, pull up in front of the PreK drop-off area.

### Middle School

Dismissal is at 3:00 PM in the drop-off/pick-up circle.

