



Dear Mary, Queen of Heaven Parents and Students,

Welcome to the 2019-20 school year. I am very happy to continue to be trusted to lead the Mary, Queen of Heaven family. The staff joins me in providing the best possible educational experience for your children and we look forward to celebrating their spiritual, academic, and social successes this year. The educational process takes effort on the part of the family as well as the school. This handbook has been developed as a framework in which our school can operate in an efficient and effective manner. The Mary, Queen of Heaven Parent/Student Handbook outlines the policies and procedures that make this possible.

It is imperative that you are informed parents so that you and your children will have a better understanding of what is expected during the hours they are under the care of the school. Please read this handbook carefully. No handbook can address every situation or circumstance. Therefore, it is the right of the administration to make some decisions on an individual basis.

Please know that we take the responsibility of educating the students very seriously and will approach this vocation with dedication and constant prayerful reflection. We appreciate that you have entrusted us with your children, and we will work with you to bring about growth and success this school year.

Thanks for joining me to help make Mary, Queen of Heaven the best school in our area!

Mrs. Meg Piatt

Principal

MISSION

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

STATEMENT OF PHILOSOPHY

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

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

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

OBJECTIVES

Mary, Queen of Heaven School strives:

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

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

FACULTY AND STAFF

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

DIRECTORY OF FACULTY/STAFF

- | | | | |
|-----------------|------------|--|---------|
| • Meg Piatt | Principal | m.piatt@mqhschool.com | ext. 11 |
| • Carrie Tucker | Adm. Asst. | c.tucker@mqhschool.com | ext. 10 |

• Sue Flach	Kindergarten	s.flach@mqhschool.com	ext. 33
• Caroline McConkey	First Grade	c.mcconkey@mqhschool.com	ext. 26
• Kiara Jacks	Second Grade	k.jacks@mqhschool.com	ext. 21
• Erica Betz	Third grade	e.betz@mqhschool.com	ext. 24
• Garri Hunt	Fourth Grade	g.hunt@mqhschool.com	ext. 27
• Pat Wilson	Fifth Grade	p.wilson@mqhschool.com	ext. 19
• Laura Nix	Sixth Grade	l.nix@mqhschool.com	ext. 22
• Michael Patti	6-8 Rel./S.S.	m.patti@mqhschool.com	ext. 23
• Geneva Suesz	6-8 Sci./Eng.	g.suesz@mqhschool.com	ext. 13
• Beth Kruer	Resource	b.kruer@mqhschool.com	ext. 29
• Megan Apgar	Tech./Lib.	m.apgar@mqhschool.com	ext. 20
• Anita Redmond	Art	a.redmond@mqhschool.com	ext. 16
• Allison Miller	PE	a.miller@mqhschool.com	
• Timothy Markey	Music	t.markey@mqhschool.com	ext. 31
• Maybeliz Curren	Spanish	m.curren@mqhschool.com	ext.25
• Shelly Hunt Library/	Aide	s.hunt@mqhschool.com	
• Cathy Cline	Aide	c.cline@mqhschool.com	
• Toni Holian	Cafeteria	t.holian@mqhschool.com	ext.18

Teachers may be contacted via email or voice mail.

During school hours voice mail will be activated through the school secretary. After 2:45 you will be able to leave a direct message on the voice mail.

DAILY SCHEDULE

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

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

7:25 Second bell rings. All students arriving during or after bell are considered tardy. A tardy slip is issued and recorded.

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

10:50 Grades 6-8

11:15 Grades 3-5

11:45 Grades K-2

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

1:35 Wednesday Dismissal

ENTRANCE/EXIT PROCEDURES

MORNING DROP-OFF: 7:00 –7:25

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

AFTERNOON PICK-UP AT 2:35:

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

ATTENDANCE

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

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

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

EXCUSED and UNEXCUSED ABSENCES

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

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

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

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

TARDINESS

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

Tardiness is detrimental to the student's educational progress. Please make every effort to get your child here on time. Tardiness is a disruptive situation, even for those who come in just a few minutes late. They miss the morning announcements and teachers have to stop to make adjustments on their attendance list and to repeat directions for latecomers.

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

EARLY DISMISSAL

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

EMERGENCY SCHOOL CLOSING PROCEDURES

You will be contacted by automated phone call regarding school closings through use of School Reach. Do not rely solely on the call, check TV stations, channels 5 and 12.

COMMUNICATIONS

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

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

Grade 3 through 8 teachers will use Sycamore to communicate each student's academic progress throughout each trimester. Parents are urged to check Sycamore weekly to monitor your child's grades.

Direct communication with your child's teacher is important. If you have a question or would like some clarification, please don't hesitate to contact the teacher by email or by leaving a phone message. If a concern arises, first contact the teacher involved to resolve the issue. If this discussion does not satisfactorily provide a solution or a plan for resolving the concern, then the

principal should be contacted. If the administrator cannot bring the problem to a successful conclusion, then the issue may be brought to the attention of the pastor.

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

VISITS TO THE SCHOOL

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

ACADEMICS

CURRICULUM--OVERVIEW

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

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

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

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

FIRST AND SECOND HONORS: Grades 4-8

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

FIRST HONORS:

A grade of "A" in all core subjects.

SECOND HONORS:

All grades of “A”s and “B”s in core subjects.

All Honor Students are recognized at an Awards Ceremony at the end of the trimester.

HOMEWORK

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

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

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

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

STUDY HABITS

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

PROMOTION

Students are promoted to the next grade on an annual basis. If a student does not attain satisfactory achievement, the possibility of summer school requirements, retention or non-

acceptance of enrollment may be considered. Parents are kept informed of the student's progress through Sycamore, report cards, parent-teacher conferences, and communications from the teacher. The parents are always consulted about retention, and the best possible decision is made for the good of the student.

CODE OF CONDUCT

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

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

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

Responsibility and Behavior Policies Grades K-3

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

Responsibility Referrals/Notifications Grades 4-8 (Fresh start at each trimester)

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

- In the First Trimester if a student reaches 5 points on the card, a warning slip is sent home to be signed by a parent. In the Second and Third Trimesters, a detention is assigned at 5 points.
- At 10 points a one hour detention must be served.
- At 15 points two one hour detentions must be served on two consecutive weeks. Parents will be required to attend a conference with the homeroom teacher and principal.
- Detentions will be served on Thursdays from 2:35 until 3:35.
- At 20 points Saturday School is required. This will take place from 7:00am until 10:00am and includes a \$30.00 fee. Students must report in uniform with all supplies and books. At this point a parent conference is required to determine the student's behavior plan and academic probation. If the student fails to report for Saturday school, the student will not be admitted to class until a parent conference is held with the principal.

- If a student reaches a second 20 points, the academic committee will make a determination as to the consequences, which may include out of school suspension or possible expulsion.

Behavioral Referrals/Notifications for Grades 4-8 (Fresh start at each trimester)

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

- At 5 points a one hour detention must be served.
- At 10 points a one hour detention must be served.
- At 15 points two one hour detentions must be served on two consecutive weeks. Parents will be required to attend a conference with the homeroom teacher and principal.
- Detentions will be served on Thursdays from 2:35 until 3:35.
- At 20 points Saturday School is required. This will take place from 7:00am until 10:00am and includes a \$30.00 fee. Students must report in uniform with all supplies and books. At this point a parent conference is required to determine the student's behavior plan and academic probation. If the student fails to report for Saturday school, the student will not be admitted to class until a parent conference is held with the principal.
- If a student reaches a second 20 points, the discipline committee will make a determination as to the consequences, which may include out of school suspension or possible expulsion.

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

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

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

Procedures for a Parent in Regard to Discipline Concerns

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

Unacceptable Conduct

Certain extremely serious offenses warrant an immediate response from MQH school personnel. Students involved in these offenses will be subject to detention, Saturday School, suspension, expulsion or disciplinary actions to be determined by the principal. While a student is suspended, he/she must do all the work given by the teacher as well as all missed assignments.

Students in suspension may not participate in class, school-related activities, extra-curricular activities, or athletic activities. The time of suspension is determined by the principal. Those offenses that constitute criminal acts will be pursued with the appropriate government agency.

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

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

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

Suspension: Only the school principal may suspend a student from school. This action will be reported to the pastor.

Expulsion: Dismissal from Mary, Queen of Heaven School may occur if improvement in student behavior is not sufficient, or if the parents are not supportive of the school's discipline plan. The school may dismiss at any time a student whose behavior is not manageable by the staff and/or the behavior is a serious offense. At the discretion of the principal/pastor, a student may be asked to withdraw from school after a conference is held with parents, principal and possibly the pastor. If a student is expelled, a notice will be sent to the Director of Education of the Diocese of Covington.

Social Media Sites

Homeroom social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by Mary, Queen of Heaven Catholic School. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

Bullying and Teasing

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

Our school defines teasing as follows: teasing generally involves a sense of play, but when it is not mutual between both parties it can escalate to bullying. If one party is being teased and they don't like it, then the motivation of the teaser is irrelevant and has become bullying.

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

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

- Closely supervise students in all areas of the school and playground.

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

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

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

Violent and/or Threatening Behavior

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

Sexual Harassment

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

Substance Abuse Policy

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

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

UNIFORM REGULATIONS

School uniforms are required for all students in kindergarten through the eighth grade. Personal appearance is the responsibility of the student and his/her parent(s). Cleanliness, neatness, modesty, and adherence to the uniform regulations are required. Uniform items must be purchased through Land's End. The dress code will be enforced. Noncompliance will result in a communication to parents to correct the infraction.

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

Mary, Queen of Heaven has chosen Land's End as the school vendor for uniforms. Uniform items can be ordered via website at www.landsend.com

BOYS' GUIDELINES Kindergarten through 8th grade.

All clothing must be clean, neat, and in good repair.

Shirt – Boys must wear oxford cloth shirts, either long or short sleeve on Fridays. The oxford shirts must be solid white, but do not have to have the monogrammed logo. Monday through Thursday a knit shirt of white or navy may be worn instead of the oxford. This shirt is available only through Land's End and has the school logo on it. T-shirts worn under the shirts must be plain white – without printing. Long sleeved t-shirts cannot be worn under short sleeved shirts.

Pants/Shorts – Regulation khaki twill dress pants, must be purchased through Land's End and Belt loops may not be removed. Belts are required for fourth through eighth grades. Shorts may be worn from April 1st through October 31st.

Shoes - Gym shoes or solid black or brown dress shoes are to be worn to school. Traditional below the ankle or high-top gym shoes may be worn. Shoes must be a reasonable color. Color rim accents are permissible. No lighted shoes or shoes with wheels may be worn. The administration will determine if a shoe is inappropriate, unreasonable, or unsafe for school wear.

Socks – All students must wear solid white, grey, black, or navy athletic socks visible above the shoe with small logos allowed.

Sweatshirts— A navy crew neck pull over sweatshirt with the school logo may be worn in class. Must be purchased through Land's End.

Fleece - A pull over fleece jacket with the school logo may be worn in class. Must be purchased through Land's End

Belts – Grades 4-8 A solid color – black, navy, or brown – belt with a simple buckle must be worn.

Ties – Are required for all students and must be purchased through Land's End or at the school office. Boys may choose four in hand or bow tie.

Dress Uniform - The dress uniform must be worn for Friday Mass, certain field trips, and special occasions. The dress uniform consists of the school uniform bottom, the button down oxford cloth shirt and a neck tie.

GIRLS' GUIDELINES Kindergarten through 8th grade.

All clothing must be clean, neat, and in good repair.

Girls in kindergarten through fifth grade must wear a khaki jumper with the MQH logo on it OR pants/shorts may be worn. These must be purchased through Land's End.

Girls in grades sixth through eighth grade may wear the top of the knee, tab front khaki skirt or pants/shorts. These must be purchased through Land's End.

Pants/Shorts – Khaki plain front blend chino pants/shorts, must be purchased through Land's End. Belt loops may not be removed. Belts are required for grades four through eight. Shorts may be worn from April 1st through October 31st.

Skirt – For grades 6,7,8 only. The length should never be shorter than one inch above the middle of the crease in the back of the knee. Shorts, such as biker, must be worn under the skirt. Shorts worn under the skirt may not be visible. Skirts may not be rolled.

Shirt – Girls in grades K-5 must wear the white button down Peter Pan Collar shirt each day. This may be long or short sleeve and **does not have the school logo.** Girls in grades 6,7,8 must wear solid white oxford cloth shirt, either long or short sleeve on Fridays. This shirt does not have the school logo. Monday through Thursday a white or navy knit polo shirt may be worn instead of the oxford. This shirt is available only through Land’s End and has the school logo on it. Undergarments must be white with no lettering.

Belts – Grades 4-8 to be worn with shorts or pants; solid color – black, navy, or brown – belt with a simple buckle must be worn.

Socks - Girls must wear solid white, grey, black, or navy athletic socks – small logos allowed, or white, black, or navy knee socks. Socks must visible above the shoe. Tights or leggings of white, black, or navy may be worn under the jumper or skirt.

Shoes - Gym shoes or solid black or brown dress shoes are to be worn to school. Traditional below the ankle or high-top gym shoes may be worn. Shoes must be a reasonable color. Color rim accents are permissible. No lighted shoes or shoes with wheels may be worn. The administration will determine if a shoe is inappropriate, unreasonable, or unsafe for school wear.

Sweatshirts— A navy crew neck pull over sweatshirt with the school logo may be worn in class. This sweatshirt will be the PE sweatshirt as well. Must be purchased through Land’s End.

Fleece - A pull over fleece quarter zip jacket with the school logo may be worn in class. Must be purchased through Land’s End.

Ties – Are required for all students and must be purchased at Land’s End. Girls may choose striped crisscross, striped To Be Tied Tie or striped bow tie.

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

PE UNIFORM REGULATIONS

Students may wear any MQH spirit wear t-shirt on PE days. Shorts, sweatpants and sweatshirts with school logo must be purchased through Land’s End.

T-shirts and shorts may be worn April 1st through October 31st.

Sweatpants and t-shirts, with optional sweatshirts **must** be worn November 1st through March 31st. Girls are **not** permitted to wear leggings under the shorts during the winter months.

MISECLLANEOUS DRESS CODE ITEMS

- Jewelry: one pair of earrings, small and inconspicuous, may be worn. No dangling earrings (the bottom of earring must touch or almost touch the earlobe). Boys may not wear earrings. One ring may be worn. One watch may be worn. One religious necklace may be worn. Bracelets may not be worn. One Fitbit type device is permitted. Principal

and teachers reserve the right to ask that jewelry be removed if deemed distracting or unsafe.

- Make-up, perfume, and cologne may **not** be worn on any school days including picture days and out of uniform days. Clear fingernail polish may be worn.
- Outerwear: Hats, jackets, and coats may not be worn in class.
- Dark glasses: may not be worn unless medically prescribed.
- Hair: must be clean and well groomed. Both boys' and girls' hair should be out of the eyes and no longer than the eyebrow. Boys hair should be off the collar in the back and approximately mid-ear on the sides. Style must be considered school appropriate. Extreme styles are not permitted. Definition of extreme style is up to the discretion of the principal. Noticeable hair coloring is not permitted. If a hair infraction occurs, a student will have one week to reverse the condition before disciplinary action occurs. Facial hair is not permitted.
- Scout meeting days: the official scout uniform may be worn.
- Skirt and short length is important. If repeated violations, the student may be required to wear long pants.

OUT OF UNIFORM DAYS

- Clothes must be appropriate for school—clean with no inappropriate sayings or pictures.
- Jewelry, hair, make-up, nail polish, etc. from above apply to out of uniform days.
- Inappropriate dress, including shorts that are too short or tight fitting, will result in students either calling home for other clothes or wearing used uniform items available in the office. Spaghetti straps are not permitted.
- Compliance: In questionable circumstances, the principal reserves the right to judge compliance. It is best to ask the principal before a doubtful item is worn.

FIELD TRIPS

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

VOLUNTEERS IN SCHOOL

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

DIOCESAN POLICIES AND PROCEDURES FOR VOLUNTEERS

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

PARENTAL RESPONSIBILITIES

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

These include:

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

PARENT-TEACHER ORGANIZATION

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

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

2019-2020 PTO Board Members:

Jojo Santos	President	jojasantos1974@gmail.com
Marcie Dressman	Treasurer	mdressman789@gmail.com
Andrea Spaulding	Secretary	aespaulding@gmail.com

HEALTH RECORDS

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

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

MEDICATIONS

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

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

EPIPEN REQUIREMENTS

Children requiring epipens must have the following:

- Physician completed Food Allergy Action Plan Form
- Physician completed Permission Form for Prescribed Medication
- Two (2) epipens
- **All the above must be in the school office before the child is permitted to attend class**

MEDICAL EXAMINATIONS

According to Diocesan Policy 5514,

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

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

BOARD OF EDUCATION

School Board members are appointed by the pastor. The makeup of the board is determined by skill set. Board policies which were reviewed and revised February, 2015 are listed below.

POLICY 1.0: CHANGE AND DEVELOPMENT

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

Step One:

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

Step Two:

The policy/change draft is distributed via Wednesday school email by the board to all affected parish and school members for the purpose of collecting feedback concerning the proposed

policy/change. The policy/change information must be available to these members for a minimum of two weeks before being considered again at a board meeting.

Step Three:

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

Step Four:

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

POLICY 2.0: SCHOOL WAITING LIST PRIORITIES:

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

1. Students currently attending MQH (Grades K-8). Priority registration ends April 1st.
2. Registered parishioners with siblings already attending MQH.
3. Registered parishioners without siblings already attending MQH.
4. Non-parishioners with siblings already attending MQH.
5. All others in order of registration and fees paid.

POLICY 3.0: MAXIMUM ENROLLMENT:

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

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

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

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

POLICY 4.0: AFTER SCHOOL SUPERVISION:

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

POLICY 5.0: ABSENTEEISM-UNEXCUSED ABSENCES:

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

1. It is the responsibility of the parent to contact the principal and teacher(s) in the case of an unexcused absence a minimum of five days prior to the absence.
2. The child will be required to make up all missed work upon return to school. Teachers are not required to give assignments or provide course work in advance.
3. Since the educational process is much more than homework assignments, it is unrealistic to expect that homework assignments alone can give the child the total educational experience. It is also unrealistic to assume that the child can adequately understand and complete homework

assignments without first having received the instructional portion of the lesson. In an unexcused absence situation the responsibility of teaching the lessons becomes that of the parent.

POLICY 6.0: TRANSFER STUDENT:

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

1. A conference is held with the principal, parent, student, and possibly teacher present.
2. Report card, test scores, and other pertinent information are available for conference.
3. The principal determines that MQH can adequately meet the student's spiritual, academic, social, psychological, and physical needs.
4. If coming from another Diocesan Catholic School, all financial obligations are met.
5. If a student is accepted, he/she may be placed on probation. Probation means that if the student does not progress or his/her behavior is not appropriate, he/she may be asked to withdraw. Transfer students may be asked to withdraw also, if his/her guardians have not met their financial responsibility.

POLICY 7.0: INTERNET AND TECHNOLOGY ACCEPTABLE USE:

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

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

POLICY 8.0: STUDENT PREGNANCY POLICY:

1. Mary, Queen of Heaven School continually stresses the reverence for life in all its stages. It emphasizes the importance of chastity as the moral choice for an unmarried person. A student who is pregnant or has fathered a child will be required to seek approved professional counseling. As soon as possible, a meeting will be held with the school administration, the student(s) involved and the parent/guardian to determine how the student(s) may continue their education during the time of pregnancy and thereafter.

2. Consistent with its pro-active position on the sacredness of all life, MQH abhors the choice of abortion and will continue in word and deed to work against it in our society. At the same time, we hope to model our standards and behavior on Jesus Christ who loves and welcomes "the person" while condemning "the action". If a student's choice of an abortion becomes known to the administration, the student and her parent/guardian(s) will meet with school officials to discuss the possibility of her continued attendance at MQH.

3. The large number of potential circumstances surrounding such an occasion as student pregnancy at the elementary level will likely require ongoing intervention

and/or monitoring for the duration of that student's tenure at MQH. When it is determined that the best interests of the school and the student(s) involved can no longer be simultaneously achieved, the administration will assist the student(s) in achieving their educational goals in an alternative environment.

POLICY 9.0: PARISH FACILITY USE

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

Priority One

Rectory (pastor)

School (principal)

CCD (DRE/CCD coordinator)

Athletic department (athletic director)

Priority Two

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

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

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

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

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

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

POLICY 10.0: ELECTRONIC POLICY

Pagers, laser pointers, cell phones or other electronic devices not part of the instructional program are not allowed in classrooms during the regular school day. Students are allowed to keep these devices in their lockers/designated area and must have them turned off. Special

permission to carry the devices to and from class may be granted by the principal on a case-by-case basis.

POLICY 11.0: SCHOOL WELLNESS POLICY

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

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

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

I. Nutrition Education, Physical Activity and School Based Activities

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

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

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

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

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

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

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

D) School based activities should not be centered around food and beverages. If food and beverages are involved, they should meet acceptable nutrition guidelines.

- 1) Fundraising activities should promote physical activity. Our Fall Walkathon will be our major fundraiser.
- 2) Rewards for good behavior or academic performance should not ordinarily center on food. Other options include: pencils, extra time outside, coupons for something special (i.e., wear hats).

3) Celebrations that involve food during the school day should be limited to no more than one per month.

- Put the emphasis on fun rather than food.
- Snacks and treats should include nutritious, healthy choices.
- Candy should not be used as a reward or given out during the school day.
- When celebrating holidays, the amount of food served should be reasonable and include nutritious foods.
- According to the Diocesan guidelines the following drinks are included:
- **Allowed – water (without caloric sweeteners), fruit and vegetable juices and fruit-based drinks that contain at least 50% real fruit juice and that do not contain additional caloric sweeteners and unflavored low-fat or fat-free fluid milk. **Not Allowed – soft drinks containing caloric sweeteners, sports drinks, iced teas, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners, beverages that contain caffeine (excluding low-fat or fat-free chocolate milk which contains trivial amounts of caffeine).

Nutrition Guidelines

NO fast food or soft drinks can be included in lunches sent from home.

- A) Meal planning in the Mary, Queen of Heaven Cafeteria is in accordance with the National School Lunch.
- B) Students are encouraged to start each day with a healthy breakfast.
- C) Students who bring lunch from home are encouraged to follow the same guidelines.

Some suggested items to pack in a lunch include:

- Fresh fruits and veggies
- Low fat yogurt
- Low fat cheeses
- Granola bars
- Low fat cheese/meat sandwiches made on whole wheat bread, pita pockets or wraps.
- Fruit juice items (at least 50% fruit juice)

Measuring Implementation of the Wellness Policy

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

Designation of Food Service Director to Ensure Implementation

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

CAFETERIA

Hot lunch is available every day for \$2.90. Adult lunches may be purchased for \$3.50. K12PaymentCenter.com is an online account system for lunch payments. All families will need to setup an account. Students may bring cash or checks to school for deposit monthly, weekly, or daily. Your child's account may be checked anytime at no cost to you by using the

K12PaymentCenter.com. Please understand that the lunch account is a debit, not a credit system. K12PaymentCenter.com will allow parents to make credit card deposits for a fee of \$1.95/deposit transaction. If you have more than one child, you are able to make a single deposit into one child's account and transfer funds to the other sibling's accounts for no additional fee for the transfer. It is the parent's responsibility to check accounts and maintain balances in lunch accounts.

We participate in the Free and Reduce Lunch Program provided by the government. Each family is encouraged to fill out the on-line form at lunchapplication.com. It benefits both the family and the cafeteria to participate in this program. Remember that free and reduced lunch applications are always available and can be completed at any time during the school year.

Extra entree may be purchased for \$1.25. The entree is the protein only. Extra fruit, vegetable, milk or juice can be purchased for \$0.50. No a la carte items can be charged based upon the Diocese's "Charging policy of School Meals and/or Milk." Funds must be in the account for a la carte purchases.

An ala carte ice cream novelty is available for purchase and all of the items are approved by the Federal Government as a "smart snack" option. The ice cream may be paid on account, but not charged to an account; meaning money must be in the account for a purchase. If the student's account has a negative balance, no extra ala carte items may be purchased including ice cream. The ice cream items will be priced at \$.50 and \$1.00. They will be offered daily for grades 3-8 and they will be offered on Friday only for K-2.

If an account is past due based upon the Diocese's policy, the family will be notified that the student will only be given a minimal lunch. Please refer to the Diocese's Charging Policy of School Meals and/or Milk. Any questions about the cafeteria should be directed to the Cafeteria Manager at 859-371-8100, ext. 18.

FEDERAL REQUIRED ASBESTOS NOTICE:

We know that parents and staff are concerned about asbestos safety. There is a minimal amount



DIOCESE OF COVINGTON
Department of Catholic Schools

Charging Policy of School Meals and/or Milk

The purpose of this policy is to insure compliance with federal reporting requirements for the Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

Federal reporting requirements do not allow the Child Nutrition Program to charge lunches. Only meals that are paid for can be reported to the Federal government for reimbursement. Students may pay for meals in advance, at the time of purchase or make electronic payments. Our charging policy at the Diocese of Covington School's is a five meal maximum, not to exceed \$15.00. Students will be served and charged for an alternate meal when they accrue an unpaid balance in excess of the dollar limit established by the Diocese. The Cafeteria Manager shall provide parents written notice when their child owes money to the school for meals.

Our school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record is available to parents at ***K12PAYMENTCENTER.COM***. Each school shall inform parents that meals can be paid for in advance and that balances may be maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the manager and/or Food Service Director will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encourage the parent to apply for free or reduced price meals.

This policy's provisions pertain to regular school lunch/breakfast meals only, ***no a la carte items can be charged***. Federal policy prohibits the withholding of meals from a child as a form of discipline.

Legal Reference: 7 CFR 210

JULY 2015

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

PERMISSION RELEASE

INTERNET USAGE:

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

PHOTO, VIDEO, WEBSITE:

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

POLICIES AND PROCEDURES OF MARY, QUEEN OF HEAVEN SCHOOL

ADMISSION POLICIES

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

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

PARENTAL FINANCIAL RESPONSIBILITY

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

The parent/guardian who registers the student is solely responsible for all tuition payments. The school's registration fee is \$125.00 per student. This fee is due at the time of registration and is non-refundable. The Book, Maintenance and Technology Fees for grades K-8 are included in the tuition.

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

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

The Parish Community demands quality in all aspects of parish life. To meet the demands of the quality expected of our school, parish leaders must use collection techniques which they have available while keeping in mind at all times a sense of Christian Justice and Charity. It is, therefore, with careful thought and consideration that the following procedures are presented.

MQH SCHOOL 2019-2020 TUITION:

The Board of Education, with the assistance of the Finance Council, and the approval of the Parish Council has issued the following Tuition Rates for the 2015-2016 school year.

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

ACTIVE PARISHIONERS:

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

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

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

Taken as a whole, these four criteria shall determine whether or not a parishioner is officially classified as “Active” in the Parish Data System. In this way, the Parish can be assured that any “Active Parishioner” advantages accrue to those they were intended to benefit. The responsibility for determining the status of a parishioner ultimately rests with the pastor of the parish. Any exceptions to this policy shall be made by him.

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

ACTIVE PARISHIONERS:

One Child grades K-8	\$4,685
Two Children grades K-8	\$6,735
Three Children grades K-8	\$8,185
Four Children grades K-8	\$8,485

OTHER FAMILIES:

One Child grades K-8	\$6,290
Two Children grades K-8	\$8,410
Three Children grades K-8	\$10,935
Four Children grades K-8	\$11,260

SCHOOL FEES:

Non-Refundable Registration Fee (Per Child)	\$125
Book, Technology, Maintenance Fee (Per Child)	\$435 (included in the tuition)

TUITION PAYMENT PLAN:

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

If your family has one child attending MQH school, the total tuition of \$4,685 divided by 10 months = 10 payments of \$468.50 per month.

If your family has three children attending MQH school, the total tuition of \$8185 divided by 10 months = 10 payments of \$818.50 per month.

METHOD OF PAYMENT:

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

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

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

DELINQUENT PAYMENTS:

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

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

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

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

CONSEQUENCES OF DELINQUENCY

Those families that are experiencing financial hardship and are having problems in meeting their financial obligations should contact the school to discuss their situation. The following steps will be followed for those families that have failed to make arrangements to meet their financial obligations and are not making payments based on a payment plan:

- The school will attempt to make contact with the family in order to establish a viable payment plan.
- If no payments are made by the time allotted by the school, then that family’s student(s) will not be able to partake in any extracurricular school activities including but not limited to sports which are participated in or sponsored by Mary, Queen of Heaven until such time as the payment plan has been settled upon and adhered to.

- Once monies are paid and as long as regular payments are continuing to be made by the delinquent family, then that family's student(s) will be permitted to participate in any school extracurricular activities. Failure to make regular payments and adhere to the agreed upon plan will once again cause that family's student(s) to be suspended from extracurricular activities.
- Failure to meet any of the above criteria will cause any monies sent to the school for extracurricular activities to be applied to the delinquent school accounts until such time as all school monies are paid in full or until other arrangements are made with the school.

REFUND OF PREPAID TUITION:

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

FINANCIAL AID

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

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

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

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