



Parent-Student Handbook *2025-2026*

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Toledo, OH 43609
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CCMT419.com

Love God, Love Others... That's It!



This Parent-Student Handbook has been compiled to acquaint you with the mission, philosophy, policies, and procedures of Queen of Apostles Catholic School (QoA).

Home and school must work together to create a happy and productive school year. Please study this handbook in order to be informed about school policies. Save it and consult it frequently. This will help clarify questions and minimize misunderstandings.

Your child's education begins and rests primarily with you, the parents/guardians. The teachers, professionally trained in the psychology of learning, teaching techniques and classroom management, wish to help you in this tremendous responsibility. The school continues the education you began the day your child was born. Therefore, mutual cooperation and communication are important.

Queen of Apostles participates in the educational ministry that Jesus entrusted to His Church. It supports the family in the task of nurturing Christian growth by challenging its children to live the gospel values while providing a quality academic program.

QoA helps students develop their unique personalities in an atmosphere permeated with a Christian presence so they might live out the call of Christ. We provide models as well as opportunities to interact with children of all races, religions, and cultures.

The attitudes we manifest toward one another, the home, the school and individual teachers will be reflected in our children's conduct. Let us agree to work together for the good of our children, our most precious resource on earth.

In Christ and Our Lady,

Mr. John Hargen
QoA Principal

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A. Welcome to Queen of Apostles Catholic School

Central City Ministries of Toledo (CCMT) Statement of Vision and Beliefs

CCMT Catholic School, a Catholic Diocesan School, composed of Queen of Apostles and Rosary Cathedral Campuses, is a central city, K-8 school that provides a strong academic, religious, and accessible education in a safe, nurturing environment to a diverse community of students. The school fosters academic success and personal growth while striving to develop life-long learners.

CCMT Catholic School—Queen of Apostles Catholic School, hereinafter referred to as QoA, endeavors to prepare students to be responsible and productive citizens who are followers of Christ, now and in the future. We believe:

- Each child is a unique and valuable gift from God
- Parents/guardians and teachers are partners in educating students to their maximum potential
- Each child is uniquely capable of learning, and instruction must provide for the learning styles of all students
- Cultural diversity needs to be acknowledged and celebrated
- We are called to be disciples of Jesus Christ and to serve the needs of others
- Students need a safe Christian environment both physically and mentally to promote student learning

Queen of Apostles Catholic School Mission

Queen of Apostles Catholic School is a central city K-8 school committed to educating all students in the Catholic faith and the pursuit of knowledge and service.

- **Faith:** We believe in the faith traditions of the Catholic Church. It is through this faith standard that we provide students with the ability to make strong ethical choices.
- **Morality:** We believe in instilling morality by teaching students the necessary life skills of manners, character, and proper behavior.
- **Personal Responsibility:** We believe in instruction of the whole person and the responsibility we hold for ourselves and all of God's blessed diversity.

Accreditation

Queen of Apostles Catholic School is fully accredited through the Ohio Catholic Schools Accrediting Association. This accreditation is reevaluated, resulting with a new School Improvement Plan, every six years. This process meets the requirements to maintain the school's charter with the State of Ohio.

B. Faith Formation and Worship

QoA exists to carry out and proclaim the Gospel in the tradition of the Catholic Church. As religious educators, we recognize our responsibility and privilege to assist parents in educating their children to grow in understanding, love, and reverence for God, themselves, and others. Therefore, all children, including non-Catholics, are expected to participate in daily prayer, religious instruction, weekly worship, and attend all school functions, including those of religious nature.

We warmly welcome families from all religious traditions who believe our mission and academic programs can benefit their child. We respect and appreciate the enrichment that all faiths bring to QoA, and therefore, will not attempt to draw people away from their own religious traditions.

- **Mass** is celebrated by the entire school community each week. Masses are planned by individual classes and students of that class are invited to participate in various ways.
- **Devotional prayer services** are held on special occasions to instill an appreciation for Scripture and traditional devotions.
- **Prayer** is taught and promoted within each classroom along with daily religion classes. Additionally, each day begins with prayer as part of the school's morning announcements.

Generally, Catholic students receive First Reconciliation and First Communion in the second grade and Confirmation in the eighth grade. Catholic families who wish to have their school-age children baptized may also contact their home parish or their classroom teachers and inform the principal of their intentions.

C. Academics

Curriculum

The curriculum for QoA is based on the Courses of Study developed by the Diocese of Toledo, in alignment with the Common Core State Standards and the State Content Standards. The Courses of Study prescribe the concepts to be taught at each grade level for each subject and provide continuity of education from grade level to grade level. Standards describe what students should know, understand or be able to do at the end of a grade level. The Catholic Identity Standards ensure that Catholic Identity is infused in all Courses of Study and curriculum.

Core subjects taught at QoA are religion, math, reading, English language arts (includes writing, grammar/phonics, handwriting, spelling/vocabulary), science, social studies, and Spanish. Special area subjects for grades K-8 are art, music, physical education and technology.

Student Support Services

Funds from the State of Ohio are used to provide *part-time* services. Depending on these allocations:

- An **Intervention Specialist** may be present to assist students to achieve identified learning goals as outlined in a student's individualized service plan.
- A **Reading/Math Specialist** may be present to assist students.
- A **Remedial Specialist** may be present to assist students.
- A **School Nurse** may be present to care for students and consult with parents. A nurse maintains student health records, immunization records, and serves as a resource for student health issues.
- A **Speech Therapist** may be present to screen and provide speech therapy to students who are referred and identified through the assessment process.
- In addition to State funded services, the services of a **Counselor** may also be available through our partners in Vital Health.

Additional school personnel assist with daily operations and student supervision.

Physical Education Requirements

All students must have tennis shoes and a QoA gym uniform for gym class. The gym instructor cannot supervise both participating and non-participating students. Therefore, at times this will require the student without gym uniform/shoes to do something other than actively participating in the activities. Having the proper uniform/gym shoes is a matter of responsibility; therefore, students will **not** be given permission to use the phone to call home for forgotten uniforms/shoes. If your child is unable to participate in gym class because of a health reason (broken arm, leg, etc.), please send the doctor's notification to the office. Refer to your child's teacher for his/her gym days.

Responsible Use of Materials and Technology

Computers, textbooks and other materials are provided to students for their use during the school year and returned at the end of the year to be used by other students in successive years. Students are responsible for proper care of all books and learning materials. Parents are responsible for the cost of replacing severely damaged or lost textbooks, library books, equipment and other learning materials, due to their child's deliberate destruction and/or neglectful care.

QoA provides supervised computer and Internet access for student use. Students are expected to use technology only as directed by their teachers. The Student Technology Acceptable Use Policy is provided to families to read and sign to indicate compliance with the school's technology rules. Furthermore, parents/guardians accept responsibility for supervision if/when the child's use is not in a school setting.

Homework

Homework is assigned to students by teachers, according to grade level expectations to:

- Reinforce learning begun at school
- Prepare for quizzes and tests
- Work on long-term projects
- Practice skills such as reading, memorizing math facts, researching, studying, etc.

Homework allows parents/guardians to be aware of what students are learning and helps students develop independent study habits, responsibility, organization, time management and other skills that are critical to supporting student success. Homework, therefore, is not optional or unimportant "busy work". Since children are unique, some require more time than others to assimilate knowledge and skills. For this reason, homework time will vary according to each child. If you have any questions, please contact the child's teacher.

Parents/guardians play a key role in assisting children to develop positive homework habits by:

- Being in daily communication with your child regarding homework assignments
- Helping your child to establish homework routines, including specific time, a place that is free of distractions, a specific place to put their finished homework, such as in a folder in their backpack
- Notifying a teacher in writing if an emergency made it difficult for a child to complete work
- Regularly checking Dojo to communicate with teachers about any assignments or missing work

Missing Assignments

Teachers establish a homework policy within their own classrooms and communicate expectations to students and parents at the beginning of the school year. The policy includes consequences for students who do not complete/turn in assignments when they are due.

Absence Due to Illness

A student who is absent due to illness is generally responsible for asking for work missed during the absence and responsible for completing missed work in a period of time equal to the number of days

absent. These days include weekends, holidays, snow days, etc. The student may arrange a time with the teacher to make-up tests. If a parent/guardian wishes to pick-up work, the school should be notified early so the teacher can prepare it; it will be available in the school office no earlier than 3:15 p.m.

Planned Absence

If a student has a planned absence, work may be requested ahead of time. **If** the teacher is able to provide work, the work is due the day the student returns. Due to the variability of a typical school day, specific assignments may not be given prior to a planned absence. At their discretion, teachers may give general instructions ahead of time about material which will be covered during the student's absence.

Field Trips and Permission Slips

As part of the educational services of the school, children are sometimes taken on field trips. Students are expected to demonstrate excellent behavior, follow directions and be respectful of others. All field trips are arranged in advance with the principal. Field trip costs are covered by the students themselves or by grants from donors. Field trips are a privilege and students may be denied participation if they fail to meet behavioral requirements. A general field trip permission slip is to be signed by a parent/guardian at the start of the school year to cover all field trips. Teachers will send reminder notices home prior to a scheduled trip.

Volunteer Compliance Requirements

At times, teachers may ask for parent/guardian volunteers for classroom activities, field trips, etc. A parent/guardian wishing to drive, attend a field trip, volunteer in school or the classroom should contact the school secretary well in advance of the activity in order to fulfill specific compliance requirements mandated by the Diocese of Toledo.

Money Sent to School

Any money designated for field trips, book orders, etc., should be in a sealed envelope with the child's name, purpose/amount clearly stated and turned into the child's teacher.

Birthday Treats and Party Invitations

Parents/guardians should check with their child's teacher prior to the child's birthday to arrange providing a *simple* individually wrapped treat for the class (this is especially important because of food allergies). It is preferred that balloons, flowers, etc. not be sent to school for a student's birthday. If such items are sent, they will be kept in the office until the end of the day, since these can be a distraction or cause hard feelings or competition among the students. Similarly, invitations to birthday parties may only be distributed in the classroom if every student in the class receives an invitation.

Recess Policy

Students will go outside for recess when the outside temperature (with wind chill) is above 20 degrees. Students should have the appropriate outdoor attire to keep themselves warm. On occasion, a student may be required to stay in from recess due to behavior or lack of completed work. If a health issue requires that a child stay inside, a note from a parent/guardian and/or doctor stating the reason is required. If rain or extreme temperatures prohibit students from going outside, indoor recess will usually be held in the gym, if available, or a classroom. Students are expected to exhibit appropriate and respectful behavior.

D. Student Progress and Communication

Communication of Student Progress

- **Midterm Progress Reports** are prepared for students in grades K-8 half-way through each quarter. These are a snapshot of the student's academic progress for the first half of each quarter. Midterms are a means of communication to parents and students so that if improvement is needed, students have the opportunity to do so before official quarter grades are finalized.
- **Report Cards** are officially issued quarterly (approximately every nine weeks). The grading scale for core subjects in Grades 1-8 is as follows:

A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	70-76	Below Average
F	69 - below	Failure

Art, technology, music and physical education are assessed based on effort, cooperation and participation in developing skills. Similarly, all students are assessed on their conduct and effort.

Standardized Testing

Queen of Apostles is required to assess students throughout the school year.

- The Northwest Education Association *Measures of Academic Progress* (MAP test) is conducted in the fall, winter and spring. Parents/guardians will receive their child's test results and teachers will be able to utilize test data to better understand and address specific academic areas of students.
- Grades 2-8 take the *Assessment of Religious Knowledge* (ARK test). The assessment measures students' faith knowledge and affective beliefs related to their faith life.

Parent-Teacher Conferences

- Formal parent-teacher conferences are held after the first quarter to provide an opportunity to discuss a student's progress and share observations and information to support student learning. The dates for these formal parent-teacher conferences are listed in the school calendar provided at the beginning of the school year. **Parents/Guardians of all students are required to attend these conferences.** Information is sent home, usually via Dojo, weeks in advance for parents/guardians to schedule a conference time that is most convenient for them within the set dates and times of the conferences.
- Additional conferences may be requested at any time during the school year by parents/guardians, teachers, or administration to discuss student progress.

Office Communication Folders were suspended during the Covid- 19 Pandemic. Website notices, Dojo and phone calls replaced them. If you need a hard copy of any information, please let the office know.

Phone Calls

Teachers will not be called to the phone when they are in class. If you wish to speak with a teacher, please call the school office and leave a message for the teacher to contact you. Students may use the office telephone only (not a cell phone) during the school day for urgent matters. In most cases, students are not permitted to call for forgotten items. When a call is made by a student from the school office telephone, it requires permission from the teacher and/or school office staff.

Communication with Teachers

- **Please keep your child's teacher informed of any major life/family changes that may cause stress for the child.** On any given day, children may feel unexpressed emotion if there has been an argument, a tragedy in the neighborhood, a relative who is sick or having surgery, or if the child has experienced any personal health issues, etc. If a child knows that a teacher is aware of what he/she is experiencing, it often helps a child to feel less anxious and able to focus on learning.
- **Parents/guardians will be notified when a child's work or behavior is below expectations and is impacting the student and learning environment of the class.** Parent/guardian support to address unsatisfactory behavior is usually the greatest motivation for students to improve. Similarly, if parents/guardians do not expect their children to take responsibility for their actions, it has a detrimental effect for the child.
- **At times, misunderstandings and disagreements may arise between teachers, students, and parents/guardians.** To help facilitate profitable communication, it is requested that parents/guardians:
 - **Consult first with the teacher most directly involved with the situation in an attempt to seek clarification and resolve the issue.** If the matter is not resolved to the satisfaction of parent/guardian and teacher, the next step is for parent/guardian and teacher to meet with the principal.
 - **If a situation initially provokes a strong negatively emotional reaction, it is advisable to postpone an immediate discussion or phone call until both parties are able to speak in a civil and mutually respectful tone of voice and listen to each other in order to come to a resolution.**
 - **Kindly request an appointment/phone call with a teacher by contacting the school office or by sending a Dojo message or email to the teacher.** Initiating discussions with teachers when dropping off students (between 7:50–8:15am) will not be permitted as teachers are welcoming children and do not have the time needed to be fully present to listen and respond to your questions or concerns. Likewise, please do not try to speak with a teacher during dismissal or after school unless you have scheduled an appointment. Please be respectful of the teacher's time by calling, sending a Dojo message or emailing to schedule a time to talk first.
 - **Refrain from discussing disagreements or conflicts with a teacher in the presence or within hearing distance of the child or other students.**

Academic Probation

A student can be put on academic probation if he/she fails two or more core subjects in any one quarter. Academic probation gives the student notice that he/she needs to improve academically. While on probation, the student may be excluded from all extra-curricular activities. A student can be taken off probation only at the discretion of the administration.

Promotion Policy

Students who have successfully completed the educational requirements of each particular grade level, based upon the Ohio Minimum Standards and the Toledo Diocese Courses of Study, will be **promoted** (passed) to the next grade level. This generally means having a passing average in each of the core subjects. Parents/guardians of a student not meeting these requirements will be notified by the school in a reasonable time prior to a decision to either place or retain a child. A student placed to the next grade level must meet the educational requirements as stated by the Diocesan Course of Study before promotion will take place. If the student is unable to meet these requirements the teacher and administration will meet with the parents/guardians to discuss alternative measures.

If a student does not complete the work of a particular grade level satisfactorily, the student could be **retained** in that grade level. In some cases, a student may not complete all of the prescribed work for a grade level in a satisfactory manner; but due to extenuating circumstances, it is decided that retention of the student would not be beneficial or in his/her best interest. In this case, the student may be **placed** in the next grade. Such a decision will be determined by the principal, who will receive input from teachers and parents/guardians. The progress of the student is monitored during the first quarter of the new school year, with a follow-up consultation at the time of formal parent-teacher conferences. QoA's philosophy concerning academic achievement is that children have diverse capabilities and individual patterns of growth and learning. An administrator may determine that QoA does not have sufficient resources to address the specific needs of a student so it may be necessary for a student to attend a school where the child has the best potential to thrive.

E. Attendance

Arrival

7:45 a.m.	Students may arrive at school no earlier than 7:45 a.m.
7:50 a.m.	School doors open
7:50-8:10	Breakfast is served in the cafeteria and must be eaten there
8:15 a.m.	School begins - students not in their seats by 8:15 are tardy and must get a tardy slip

Dismissal

3:15 p.m.	Students leave through the main doors only, except for kindergarten (Jervis St. doors)
3:30 p.m.	Students not picked up by 3:30 pm re-enter the building under supervision of an aide
4:00 p.m.	Office closes

End of School Day

- We respectfully request all parents/guardians comply with the dismissal procedure so that safety is not compromised.
- Students dismiss from the normal school day at 3:15 p.m. Parents/guardians must wait outside of the school building for their child(ren) to come out.
- Students should be picked up by 3:30 p.m. Students not picked up by that time will be brought back into the building under supervision of an aide. If an issue arises with a student's pick-up, a parent/guardian should call the office before 2:30 p.m.; in this case students should be picked up no later than 4:00 p.m.
- A student going home other than the usual way must provide a note from the parent/guardian with information about how the child will be leaving school. Please inform drivers about dismissal and pick-up procedures.
- The school does not provide supervision for the safety of students off school premises.
- Parents/guardians are responsible to notify respective childcare providers if their child is not attending school on any given school day.

Transportation Options

If a family lives more than two miles from the school, a parent/guardian may obtain from the QoA office a *Toledo Public Schools Request for Transportation* parental contract that reimburses mileage based on attendance or provides a TARTA Student ID. Requests must be received by TPS Transportation Dept. no later than **September 30** each year.

Appointments/Early Pick-up from School

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a child to be dismissed before the end of the school day, a written excuse indicating the time and the reason for early dismissal is required from the parent/guardian. This note will be sent to the school office for approval. The child will be dismissed from class when an authorized designee comes into the school office. When returning to school after an appointment, the student must report to the school office.

Notify School of Short-Term Care of a Child

If children are being cared for by someone else because a parent/guardian is hospitalized, out of town, on vacation, etc., the parent/guardian is requested to notify the office and teacher in writing of the name of the person who is responsible for the child/children during the parent's/guardian's absence and who should be notified in case of emergency.

Weather-Related Delays/Closings

QoA follows Toledo Public Schools (TPS) for **weather-related** delays/closings. Parents/guardians are contacted by the school via Dojo. Local TV channels and websites will not mention QoA by name; however, if Toledo Catholic Schools and/or Toledo Public Schools (TPS) are delayed/closed, this includes QoA. After school and evening activities, including athletic practices/events, are canceled if school is canceled for the day. **Please refrain from calling the school office.**

Absence

If a student is absent for any reason, a parent/guardian is required to call the **school office (419-241-7829)**. If no one answers, please leave a voice message (you may leave a voice message 24/7), or you can send in a written excuse to the office **before 9:05 AM**. Ohio Senate Bill 82, commonly known as *Alianna's Alert*, protects children by requiring communication between parents/guardians and schools to verify a child's whereabouts. If a parent/guardian does not contact the school office, the school makes every attempt to contact the parent/guardian to speak personally. If there is no personal communication, we will attempt to contact the persons provided as emergency contacts. **A parent/guardian will then be required to call the school attendance voicemail to verify the child's absence.** A written excuse, signed by the parent/guardian and stating the reason for absence, is required upon the child's return to school.

Excessive Tardiness and/or Absences

Students are expected to be in their seats and ready for class when the bell rings at 8:15 a.m. Repeated tardiness (five or more times) will result in notification by the principal. If a student is tardy to school ten times in one year, the parent/guardian will be required to meet with the principal in order to determine a plan of action. **Excessive tardiness may result in loss of scholarship and/or other consequences.** Ohio law requires a child to be in attendance for the full time that the school is in session. A student is considered absent a half day if he/she arrives after 10:35 a.m., leaves before 12:05 p.m., or if a student who leaves misses 2 hours of instruction before returning to school. **Absence of fifteen or more school days per year may be cause for loss of scholarships and other disciplinary measures, including notification of authorities.**

F. Behavior Expectations and Consequences

Student Behavior

All who make up the QoA community work together to form a **Christ-centered climate of respect, self-discipline and responsibility** so that students may do their personal best in all areas of learning and life. Classroom and school rules are reviewed with students on a regular basis to remind students and serve as a warning for those who choose to behave in an unfavorable way. Students who disregard the rules will have a consequence for their behavior. The age and maturity of the students, as well as any special circumstances, will be taken into consideration when violations occur. **Regardless, students have a right to learn; teachers have a right to teach; and parents/guardians have the right to expect a safe, respectful environment that is conducive to learning.**

- **Mild to Moderate Misbehavior**

Because we believe that students are still learning and developing, we know that there will be times when some type of correction is needed. **Usually this is carried out by the teacher in an informal way.** If the undesirable behavior continues, the teacher may inform or request the assistance of the administration as well as notify the child's parent/guardian. Consequences may be in the form of a conference, detention or some other course of action. When parents are notified, it is so that they may be aware, support consequences, and address the issue with their child.

- **Severe Misbehavior**

Serious misbehavior, repeated incidences, or an accumulation of violations justify stronger disciplinary action and are generally **referred to the school administration.** The following behaviors or any other behavior deemed harmful by the administration may result in suspension, another form of disciplinary action, withdrawal from school, or expulsion:

- **Disrespect of Authority**

- Inappropriate or unacceptable words, actions, etc. directed toward a teacher/supervisor
- Repeated disruptive behavior interfering with instruction and learning
- Refusal to cooperate or disregarding directives of a teacher/supervisor

- **Harassment or Bullying**

- Name-calling; racial or ethnic slurs; teasing; taunting
- Deliberate ignoring or excluding others
- Hitting, punching, kicking, tripping, pushing, pulling, shoving; inappropriate physical touch
- Physical attack; fighting (regardless of who starts the fight)
- Inciting disrespectful behavior; encouraging others to fight
- Threatening harm to anyone; intimidation
- Using foul language; cussing
- Hostile behavior; retaliation
- Making inappropriate sexual comments or gestures; sexual innuendos
- Spreading cruel, offensive or threatening rumors, notes or electronic communications

- **Cruelty or Dishonesty**

- Making offensive drawings, comments, etc.
- Interfering with personal property; invasion of another's privacy; sabotage
- Destruction of any property; graffiti
- Forging a parent/guardian's signature
- Cheating; copying another student's work; plagiarism; lack of academic integrity
- Stealing
- Lying; withholding the truth from a person in authority

- **Violation of Safety Policies: Weapons, Gang Culture, Alcohol/Drugs/Tobacco, etc.**

Reporting Harassment, Bullying, etc. and Retaliation

Students are encouraged to report incidents of harassment, bullying, and other disrespectful, harmful, dishonest, or illegal behavior promptly to school authority in order for immediate intervention and investigation so that appropriate disciplinary action may be taken. Retaliation of any kind should also be immediately reported so that it may be disciplined. Behavior deemed inappropriate by the administration, whether at school or school-related events, are serious violations and will carry consequences which may include suspension, expulsion or other appropriate actions as determined by the administration.

Suspension

Suspension is a short-term removal from school and/or exclusion from participation in some or all school day activities, and after school activities and athletics because of serious misbehavior. The administration reserves the right to place a student in an alternative school setting for conduct deemed inappropriate and contrary to the expectations of the school. This includes, but is not limited to, physical fighting.

Expulsion

QoA will do all within its power to assure its students the right to just and fair treatment; however, if cooperation is lacking from a student or his/her parent/guardian or if evidence of sufficient and sustained improvement is not demonstrated immediately, the administration may determine that it is not in the best interest of the school or the family to continue enrollment at QOA. Expulsion includes exclusion from all school-related activities and athletics.

Cafeteria Behavior

Breakfast and lunches are provided by a catering service. Menus for each month are posted on Dojo. **Bags of chips, candy, etc. larger than a single serving are not permitted and will be confiscated and taken to the office for pick-up at the end of the day. Hot chips are not permitted at all.** Students are expected to:

- Sit at their designated table, even after finishing the meal, until excused (except for an emergency).
- Talk in an acceptable volume. Loud or rowdy behavior is not permitted.
- Eat their own food, not touch another's food; not trade, sell or purchase food from another student.
- Be responsible for picking up paper and garbage from their table and the floor area before being dismissed.
- Follow directions and respect cafeteria supervisors, and respect self, others, and property
- Eat food only in the cafeteria. Students are not permitted to eat food/candy after being dismissed from the cafeteria without a teacher's permission.

Students who choose to disregard expectations may be moved to a different table or area of the cafeteria, removed from the cafeteria and/or receive other consequences.

Playground Behavior

Students are expected to:

- Follow the directions of the playground supervisors
- Use permitted equipment safely and properly
- Stay in the designated areas
- Speak and act in an appropriate and safe manner that respects self, others and property

Students who choose to disregard expectations may be removed from playground activity and/or receive other consequences.

Cell Phone Policy

As soon as a student arrives at school, he/she is responsible for turning in his/her cell phone in the office; it may be retrieved at dismissal. If a phone is not turned in, it may be taken from a student and sent to the office. It will be released only to a parent/guardian. Student misuse and failure to cooperate with the cell phone policy will result in additional consequences, including not being allowed to bring a phone to school.

Dress Code

- Parents/guardians are provided with the student dress code (see end of handbook). It is the responsibility of parents/guardians and students to review and abide by the dress code.
- Dress code violations will be sent home; repeated disregard of the dress code will result in additional consequences.
- The Principal retains the right to make a judgment regarding the questionable dress of a student.
- Students may participate in designated non-uniform days or be rewarded with non-uniform passes; as a general rule, non-uniform passes may not be used on a day the student attends Mass.
- Articles of clothing, etc., **especially school uniform sweatshirts, sweaters and jackets, should be marked with the student or family name so that if they are misplaced or forgotten they can be returned as soon as possible.**
- If an article of clothing, outdoor-wear, etc. is found, it will be placed in the designated **lost and found** area. Small items such as jewelry are taken to the school office. Parents/guardians and students are encouraged to check the lost and found periodically. Articles not claimed within a reasonable amount of time will be considered a donation to the school or charity.

Candy, Gum, etc.

Candy or food is permitted for special occasions or as a reward from a teacher but may be eaten only with the teacher's permission in the classroom where it was distributed. Besides a packed lunch or birthday treat distributed to all students in the classroom with the teacher's permission, students may not eat snacks, candy, etc. outside of the cafeteria. **Gum chewing is not permitted in any area of the school.**

Non-School Items (Toys, etc.) Brought to School

Parents/guardians are advised to remind their children that they are not to bring toys and other non-school items to school. Likewise, expensive or cherished jewelry, technological devices, large sums of money, trinkets, etc. should be left at home. QoA will not be responsible for these items being lost, damaged or stolen. Be advised that these may be confiscated and held for a reasonable amount of time for a parent/guardian to claim. Otherwise they will be considered a donation to the school or charity.

Recognition of Positive Behavior

QoA strives to recognize the positive behaviors that the majority of students display. These are expressed frequently by verbal compliments and other forms of recognition to individual students such as the *Golden Hornet* (monthly) and *The Andersons Incentive* (quarterly) awards. Additionally, positive behavior is rewarded within individual classrooms and/or grade clusters regularly throughout the school year.

G. Health Policies

Illness or Injury at School

When a child becomes ill during school, the child is sent to the school office or to the school nurse (if on campus). If it is apparent the child should be picked up from school, the parent/guardian will be contacted.

Students may receive minor injuries that can be handled with ordinary first aid measures. In the case of a minor injury that does not require the child to leave school, the school will document the incident and an incident report will go home and/or a phone call will be made. If an injury prohibits a child from staying at school, the parent/guardian will be contacted to arrange for the child to be picked-up. The school will follow the procedure outlined by parents/guardians on the *Emergency Medical Form*. The school does not call 911 or a doctor unless it is an immediate emergency.

Contagious /Communicable Diseases

If a student has a respiratory infection, severe sore throat, severe cough or any other symptoms of a contagious condition, the student should stay home from school. If a student has a fever or is vomiting, the student should be kept at home. **Giving medication to reduce the fever does not make the child non-contagious; it merely makes the child more comfortable.** A child should be free of fever and/or vomiting for 24 hours before returning to school. If a student is suspected of having a communicable disease, parents/guardians should notify the school immediately. This may include, but is not limited to: COVID-19, pink eye (conjunctivitis); stomach flu (norovirus); influenza; pertussis; scabies; head lice; hand, foot and mouth disease and measles. Please consult with a physician as to when your child may return to school.

Medication

School policy prohibits any student from keeping medication in his/her possession. Therefore, all medication, both over the counter and prescription, must be turned in to the school office by the parent/guardian, along with a signed authorization form, before school personnel can administer medication. Medication should be in the original prescription container and labeled with the student's name, name of medication, dosage, time for administration. A doctor's signature is required on the authorization form in order for a prescription medication to be administered by school personnel.

Pregnancy Policy

The Catholic Church teaches that sex is sacred and according to God's plan, sexual love is reserved for marriage. Therefore, premarital sex is contrary to those teachings. In the event a child is conceived outside the sacrament of marriage, it is the responsibility of the Christian community to offer compassion and support, as well as help to the persons involved. Through this support, the child can be born with as much security and happiness as possible. Human life is sacred. The Roman Catholic Church holds the gift of human life in the highest regard. At the time of pregnancy, the girl needs perhaps more Christian help, acceptance, and counsel than other members of the student body. If the faculty and students display a positive Christian attitude and understanding toward the girl, hopefully, she may not be tempted to seek an abortion as the solution. This should not be misconstrued as approval for her condition, but rather understanding of her situation.

Emergency Medical Forms

Ohio law requires *Emergency Care Authorization Forms* be completed at the beginning of each school year and kept on file for each child. In case of emergency, parents/guardians will be notified immediately. If parents/guardians cannot be reached, the school will follow the directive written by the parent/guardian on the child's *Emergency Medical Form* and act accordingly. Please keep phone numbers up to date.

Health and Immunization Records

A record of student immunization dates are kept on file and must be up to date. In order for a child to be in compliance with state laws, he/she must receive the required immunizations by the fourteenth day of school. Parents/guardians will be notified if updated immunization records have not been received by the first day of school. Physical examination forms must include the day, month, and year of all immunizations and be signed by a physician.

H. School Safety

Safety Drills

Students participate in regularly scheduled emergency safety drills, as required by the State of Ohio, in order to be prepared in the event of a fire, tornado, situations requiring a lockdown, rapid dismissal and/or relocation. Evacuation routes and shelter information are posted in each room near the exit.

Visitors Must Report to Office

QoA's *School Safety Plan* requires **all persons entering the building - including parents/guardians, volunteers and visitors - to first report to the office. This includes before, during and after school, regardless of the purpose.** If a parent/guardian is dropping off an item for a student, he/she is required to take the item to the office rather than the child's classroom. This limits distractions to the students' learning environment and upholds our responsibility of safety and security for all. Visitors or those conducting school-related business are permitted to do so with the express permission from the office and/or the accompaniment of a staff member.

Change of Parent/Guardian and Emergency Contact Information

Please keep the school office advised of any phone, address, and email changes for parents/guardians as well as emergency contacts. This enables us to keep our emergency contacts current. In an emergency, if QoA staff is unable to contact the parent/guardian or emergency contact, depending on the situation, emergency medical personnel or local law enforcement will be called.

Child Abuse/Neglect Regulations

The welfare and safety of children is our priority. By law, teachers and administrators are mandated to report any suspicion of neglect or abuse to *Children's Protective Services*.

Confidences

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities, or as prescribed by law.

Weapons Policy

Students are prohibited from bringing weapons to or having them in school. Any student who carries, possesses, conceals, transfers to another to hold or hide, etc., any weapon on school premises, or possesses a weapon in the vicinity of the school or school-related activity, shall be excluded immediately pending an investigation. Any student suspected of carrying, possessing, concealing, or transferring a weapon on school premises shall be excluded immediately from classes pending investigation.

A weapon is any object that can be used to threaten or injure another. It includes but is not limited to: guns, knives, chains, karate sticks, sharpened instruments, ammunition, etc. "School premises" include the school building, gym, parish, playground, and parking lots. Investigation may include an inspection and search of students and their book bags, purses, lunch boxes, desks, etc. Investigation, also, may include questioning by the principal, a teacher, or another person acting in his/her place, and/or the police. Any student found

to be in violation of the above rule or who fails or refuses to cooperate in an investigation shall be excluded from the school pending the conclusion of the investigation.

Gang Culture Involvement

When teachers, staff, or school authorities become aware that any student enrolled at QoA might have gang associations, the student's parents/guardians will be notified. If necessary, Toledo Police Department's *Gang Task Force* will be contacted. A student's gang association is determined in many ways, including, but not limited to, dress and items of clothing, signals, handshakes, language, artwork and other paraphernalia found on one's person, personal items, notebooks, desks, etc. No student is permitted to wear or display at school or school related activities, any clothing, jewelry, insignia, hand signals, or other items which identifies a student with the gang culture.

Gang related items will be taken away from students and returned only to the parent or guardian. If a student needs a change of clothes because an insignia is on a shirt or pants and cannot be confiscated, the student will be instructed by his/her teacher to call home to get a change of clothes. Any gang related criminal activity will result in an immediate disciplinary conference. Suspension or expulsion of the student could result depending on the circumstances of the situation.

Alcohol/Drug/Tobacco Policy

Students who are suspected of possessing or using alcohol, tobacco, illegal drugs or drug paraphernalia will be subject to an investigation which may include the involvement of law enforcement, as deemed necessary by the administration. Consequences may include suspension, expulsion, or another course of action determined by the administration and/or law enforcement.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person, or is in possession of, or brings onto school property, any article or substance that may endanger him/herself or any other person, will be suspended immediately and may be subject to expulsion.

Conduct Detrimental to the School's Reputation

At QoA, and all Catholic Diocesan Schools, conduct of students, parents/guardians, and faculty/staff inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be addressed/disciplined according to the school's disciplinary code.

Search

In the interest of assisting students to be responsible, organized, etc., a staff member may search a student's desk, backpacks, etc. For the safety and protection of all students in our care, staff members have the authority to conduct a search if reasonable grounds exist for suspecting that a search will turn up evidence that a student has committed or is committing a violation of school rules and/or safety policies. **Anything** brought onto the school premises by a student is subject to search and/or seizure.

I. After School Activities/CYO Athletics

Extra-curricular Clubs and Activities

Dojo posts inform parents/guardians of opportunities available for students. Information may also be sent home with students. Supervisors have the authority to expect full cooperation of students and parents/guardians. If a student is absent during the school day for illness, he/she may not participate in after school activities/athletic practices, etc. Cooperation with rules and behavior expectations will determine whether a student may continue to participate in the activity. Parents/Guardians are asked to

remind children about transportation arrangements before arriving at school. **Students are required to be picked-up promptly at the end of an after school activity.** Student phone calls are reserved for emergencies only.

CYO (Catholic Youth Organization) Athletics

- Before a player is eligible to begin each sport practice he/she must submit required paperwork and fees, including a current physical, by the designated deadline.
- **Participation is contingent on acceptable academic performance and behavior.**
- Parents/guardians/siblings, etc. are not permitted to attend athletic practices.
- Supervision of students at after school activities is the responsibility of coaches and leaders.
- If an issue or conflict related to athletics arises, the lines of communication are with the coach. If the issue is not resolved satisfactorily, the next level of communication is with the athletic director.
- **CYO Athletic Policies and Procedures** (see www.toledodiocese.org/CYO) **govern QoA's athletics. They include conduct expectations and disciplinary actions for coaches, students, parents/guardians and spectators who violate the following rules:**

"All involved in a CYO program/event are expected to conduct themselves in a Christian manner, teaching and guiding the youth with a sense of fair play, sportsmanship, and acceptance of winning and losing in accordance with Christian ideals and the objectives of the CYO program..."

- o Good sportsmanship and proper conduct are integral parts of the CYO program. Any type of cheering, yelling or other similar actions which are done in a manner to disconcert or to be derogatory toward the opposing team or a specific opponent is considered inappropriate...*
- o Cheers and encouragement should always be directed toward your team and players to do well and NOT toward an opponent to fail.*
- o The head coach has the obligation to correct any assistant coaches, team members, parents/guardians, and/or spectators associated with his/her team for misconduct, foul language, etc.*

A coach, player, parent or spectator guilty of any flagrant or unsportsmanlike behavior will be penalized under the direction of the Director and/or Assistant Director of CYO Athletics, CYO Staff member(s), CYO Advisory Committee or the site supervisor... The coach, player, parent, spectator or team may be suspended from one game to the remainder of the season, or permanently if the offense warrants..."

J. Admissions and Registration Information

Application for Enrollment and Registration Process

- Parents/guardians of students whether Catholic or non-Catholic, wishing to inquire about QoA are encouraged to visit our website and/or contact the school office for more information, and to leave contact information so that follow-up information for *kindergarten screening* (in the spring) or other enrollment application information may be forwarded.
- Students applying for enrollment in kindergarten must be five years-old by September 30 and successfully meet *kindergarten screening* requirements.
- After reviewing the application for enrollment and the student's most recent report card and any other pertinent documents, an informal parent/guardian and student interview will be arranged with the principal prior to acceptance for registration. At this time parents/guardians must produce any IEP's or other educational plans that were in place at the previous school.
- All new students are admitted under a 60-day probationary period. Academic progress, adherence to QoA policies, and the student's behavior/disciplinary record will be reviewed after the

probationary period to determine if enrollment at QoA may be continued or if the probation period will be extended. QoA has the right to decline admission based on inability to accommodate the needs of a child.

- CCMT does not accept 8th grade transfers except in rare circumstances.
- No student, whether new or returning, is allowed to begin at QoA without being fully registered.

Financial Policies

- **A non-refundable registration fee is due at the time of registration.**
- The school tuition equals the cost to educate each student. Rates are reviewed annually by the CCMT Board. Parents/Guardians set up a *cost of education payment plan*. Failure to meet planned payments on time could result in a student's exclusion from school until payments are made.
- Outstanding bills (tuition, fees or fines) will result in withholding of report cards and transfer of records to a new school.
- **Student scholarships are available for those who qualify.** Please inquire with the *school business manager* about scholarship information and due dates.

Student Records and Non-Custodial Parent Access

Parents/guardians have a right to request information regarding their child's education including report cards, school newsletters (Dojo), communication with teachers, and access to information in a student's cumulative file, health file and permanent record file maintained by the school even after a student transfers to another school. **Therefore, it is the responsibility of the custodial parent to present the school with court-ordered documentation if the non-custodial parent is denied access to such information and/or access to the student.**

Authorization for Media (Photo) Release and Publicity Policy

At times during the school year, news media, community organizations, school-related organizations, or school personnel may ask to interview, photograph and/or videotape our students. Parent/guardian consent is required for Queen of Apostles Catholic School/CCMT and the Diocese of Toledo, and partnering organizations to use any work, image, likeness, name and/or voice in any of our publicity publication(s), which may then be distributed without limitation, and by any means.

Parents understand that there is no compensation for inclusion in any publication. Publications include (but are not limited to) the yearbook, newspaper, sports publications, school web, social media, alumni magazine, television-radio segments, press releases, and any school-approved republication thereof. Queen of Apostles Catholic School/CCMT and the Toledo Diocese, its employees, agents, and assigns are released from all liability for any claims or any third party in connection with the use in the publication. Parents also agree that all materials furnished, either personal or otherwise, are authorized for such use without obligation. This includes the use of name, portrait/picture, voice, and biographical material for educational, project publicity, and organization promotional purposes.

Parents/guardians authorize consent annually. This authorization will remain in effect indefinitely unless otherwise revoked by the signer, who has the right to revoke authorization at any time by submitting a written request to the school principal. This revocation will be effective, except to those actions already taken in reliance on authorization.

Non-Discrimination Policy

Catholic schools of the Diocese of Toledo admit students of any race, sex, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, sex, color, national and ethnic origin in

administration of educational policies, admission policies, scholarship and loan programs, athletic or other school administered programs, and in the hiring of school personnel.

Policy Statement on Gender-Related Matters (Diocese of Toledo, June 3, 2019)

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see *Catechesis Regarding Human Dignity* and *Gender-Related Matters* following.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

K. Student Withdrawal Procedures

NOTE: ONLY A LEGAL PARENT/GUARDIAN CAN WITHDRAW A STUDENT

You will need to provide the following information:

1. Date you will be withdrawing your student (last day of attendance).
2. Reason for the withdrawal
3. Name and address of the school where you plan to enroll your student

We must verify that all textbooks, library books, and loaned/borrowed school materials have been returned, and any past due tuition, fees/fines have been paid.

Student records are only submitted to the new school upon receipt of a Request for Records from that school. Parents/Guardians are not permitted to remove/transport records from Queen of Apostles Catholic School.

These procedures are put in place to facilitate the withdrawal of your student.

1. Student Name _____ Grade _____

2. Parent/Guardian Name _____

3. Last day of attendance: _____

4. Reason for withdrawal: _____

5. Name and address of new school: _____

Parent/Guardian Signature _____ Date: _____

Please complete the form and return to the office.

L. Principal's Discretion

Principal's Discretion

The QoA *Parent-Student Handbook* states the general academic and behavior expectations of students and school policies and procedures. Parents/guardians are responsible to review and abide by its contents and ensure that their children understand and abide by its contents. **Each family signs and returns the *Parent-Student Handbook Authorization Signature Form* each year for their child to attend QoA.**

Because not every situation, behavior or protocol can be listed, and circumstances may justify an alternate course of action than what is listed, the principal has the full and final decision-making authority in all matters pertaining to the school. The principal likewise retains the right to amend the handbook, for just cause, and parents/guardians will be given prompt notification typically through the school newsletter (Dojo), if any changes are made.

*Love God
Love Others...
That's It!*

- CCMT Catholic Schools' Motto

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

Diocese of Toledo June 3, 2019

Student Technology Acceptable Use Policy

PURPOSE:

The purpose of technology at Queen of Apostles CCMT Catholic School is perceived as a tool for lifelong learning and to facilitate communications in support of research and education.

The use of these tools is a privilege, not a right, for the students.

THE INTERNET:

The students and faculty/staff of Queen of Apostles CCMT Catholic School are offered access to the Internet as a means for gathering informational sources from distant computers. Queen of Apostles CCMT Catholic School believes this technology only begins to open the door to many advanced educational tools and will help propel our school through the communication age.

INTERNET SAFETY:

All students' Internet access is filtered as in accordance with the *Children's Internet Protection Act*. The faculty/staff will also monitor the students' use of the Internet in school to prevent access to inappropriate material.

ELECTRONIC MAIL (EMAIL):

When electronic mail accounts are provided to students, they are solely for exchanging information consistent with the educational mission of Queen of Apostles CCMT Catholic School. The email administrator will assign usernames and passwords. The email administrator will monitor all messages.

DISTANCE LEARNING:

Distance Learning is a way of acquiring information from professionals and other students from areas all across the United States. This way of learning serves as a significant source of communication with persons of various backgrounds and cultures.

SOCIAL LEARNING NETWORK:

GAFE (Google Apps for Education) will be used as a safe and easy way for students to connect and collaborate, share content, access homework and receive school notices. Students will be required to "share" all GAFE files with a teacher. GAFE accounts will be monitored by the Google Administrator.

MOBILE DEVICES:

Mobile devices are considered to be small handheld or wearable devices and include cell phones, iPods, iPads/tablets, Kindles, Nooks, Smart Watches, pagers, cameras, handheld gaming devices and media players. Personal mobile devices must be turned off and turned into the school office before the school day begins. Personal mobile devices will be returned to students at the end of the day. Personal mobile device use is not permitted during school. No personal mobile devices are allowed to access the school's network.

EDUCATIONAL OBJECTIVES:

Electronic information research skills are now fundamental in education and future employment opportunities. Access to the Internet and *distance learning* enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Queen of Apostles CCMT Catholic School expects the faculty to blend thoughtful use of the Internet and *distance learning* throughout the curriculum and will provide guidance and instruction to students in its use.

PRIVACY IS NOT GUARANTEED:

Queen of Apostles CCMT Catholic School may, at any time, monitor, inspect, copy, and review all student and faculty/staff computer activity to ensure that users are acting responsibly. All such information files shall be, and remain, the property of Queen of Apostles CCMT Catholic School. Privacy is not guaranteed.

ACCEPTABLE/UNACCEPTABLE USE:

The educational value of student technology use is the joint responsibility of the students, parents and faculty/staff of Queen of Apostles CCMT Catholic School. The following are terms, conditions, and rules for use of technology at Queen of Apostles CCMT Catholic School.

ACCEPTABLE USE: Users shall

1. Show respect when using the provided equipment
2. Use the Internet for educational purposes only
3. Have email access only through the supervision of a teacher and only for classroom purposes
4. Use proper network etiquette or “netiquette”
 - a. Be polite
 - b. Be safe
 - c. Practice appropriate copyright procedures
5. Report Internet activity that is found offensive or uncomfortable, in any way, to a Queen of Apostles CCMT Catholic School faculty/staff member

UNACCEPTABLE USE: Users shall not

1. Access, erase, rename, or make unusable anyone else’s personal computer files
2. Use the Internet without a supervising teacher being in the room
3. Visit Internet sites that contain obscene, hateful, or other inappropriate materials
4. Attempt to by-pass installed filter settings
5. Give any personal information over the Internet, such as name, phone number, and address of yourself or others
6. Download any software or large files
7. Log-in to personal accounts
8. Use the computer to annoy or harass others
9. Tamper with preferences, control panels, or the hard drive as set by the administrator
10. Intentionally damage the systems
11. Install programs or files brought in from outside the school
12. Print without faculty/staff approval

DISCIPLINARY ACTION: Any inappropriate use of technology at Queen of Apostles CCMT Catholic School may result in the revocation of privileges and potential disciplinary action of students and or faculty/staff. The use of a personal mobile device during school hours will result in the confiscation of the device and it will be turned in to the school office. Parents/Guardians may pick up the device at their convenience during school hours.

PARENT RESPONSIBILITY

Although a filtering service is in place, I understand that it is impossible for Queen of Apostles CCMT Catholic School to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child/children’s use is not in a school setting.

Queen of Apostles' Appropriate School Uniform:

Uniform tops

- o Tops must be either polo, button down, or turtleneck.
- o All tops must have a collar if it is not a turtleneck.
- o Acceptable tops colors are solid dark purple (not light purple) or white.
- o Tops may not be form-fitting
- o T-shirts worn under uniform shirts must be solid white.
- o Non-hooded sweaters or fleece may be worn over collared shirts but must be solid dark purple (not light purple) or white.
- o Authorized school logo sweatshirts may also be worn over collared shirts.

Uniform bottoms

- o Uniform bottoms (pants, shorts, skirts/dresses) may only be solid khaki.
- o Uniform shorts can only be worn the 1st and 4th quarters of the year.
- o Bottoms must be appropriate length: pants cannot drag on the floor; shorts and skirts/dresses must be to the knee.
- o Pants and shorts must fit securely at the waist and a brown belt must be worn.
- o There can be no extra pockets, slits, ties or zippers on the sides of bottoms.
- o Girls who choose to wear leggings may only wear solid dark purple (not light purple) or white leggings (no patterns or words allowed).
- o Leggings may only be worn under a skirt/dress.
- o Jeggings, leggings, and knit pants that are form fitting are not considered uniform pants at Queen of Apostles, no matter the color. Uniform pants are to be loose fitting in the legs.

Footwear

- o **Only brown, loafer style shoes may be worn.**
- o Only solid white crew (for pants) or ankle length (for shorts) socks may be worn.

Gym uniform

- o Only solid white or black tennis shoes with white socks (see above) may be worn.
- o For all grades, there is a gym uniform that must be purchased through the school. It consists of a purple uniform T-shirt with a school logo, and black shorts with a school logo. School logo or solid black **sweatpants** may also be worn during the colder months. Previously purchased gym uniforms are still accepted for this school year (2025-2026).

What is **not** permitted

- o Jewelry is discouraged due to safety reasons. Dangling/hoop earrings, nose or face piercings, plug piercings, and any excessive or distracting jewelry of any kind are not allowed. School faculty and staff will determine if jewelry is distracting or excessive.
- o No headbands with ears of any kind (cat, Minnie, unicorn, or other ornamental things) because they are distracting to the wearer and other students as well.
- o No visible or washable tattoos are permitted.
- o Makeup may not be worn.
- o No excessive hairspray, gel or mousse is permitted.

- o Long or embellished fingernails (real or artificial) are not allowed. This is an educational and safety issue.
- o Hairstyles: Hairstyles must be neat and out of students' faces. No unnatural colors, tinting/coloring of any kind, glitter, extreme or ornamental haircuts or styles are allowed. Boys' hair must be cut or tied neatly above the collar.
- o No Pajama pants, or form fitting leggings or jeggings may be worn.
- o No bandanas of any color are allowed.
- o No hoodies or jackets may be worn in the building. These are for outdoor wear only.
- o Hats may not be worn in the building.
- o White tank tops can only be worn if under another approved shirt.
- o Boots may not be worn to school.

Non dress code attire

- o On non-dress code days students may wear non form-fitting solid jeans or pants without holes, solid shorts/skirts of the appropriate length, or solid capris for girls.
- o Shirts must be school appropriate with no inappropriate print on them.
- o Non-dress code permits/awards **may not** be used on mass days.
- o Crew style sweatshirts without pockets may be worn inside the school on non-dress code days but not hoodies or jackets.

The Principal retains the right to make judgment regarding any questionable dress of a student. These policies will be strictly enforced. If an emergency arises and a student is unable to comply with the dress code regulations on a certain day, the student must bring a note of explanation signed by a parent/guardian to the office or the parent/guardian must call. In these cases, a dress code permit will be issued for one day only. **Students not following the dress code and who do not have an appropriate excuse or a non-dress code permit will serve an after-school detention after 3 unexcused violations.** The dress code policy will be reviewed annually by the principal, with input from stakeholders, in order to stay current with taste and fashion.



**Kindly sign and return this page by the first day of school.
The Parent-Student Handbook is available on the CCMT website:
ccmt419.com
*Students will not be allowed in school until this is done.**

2025-2026 Parent-Student Handbook Authorization Signature Form

Queen of Apostles Catholic School Parent-Student Handbook

I acknowledge that I have read and reviewed the Queen of Apostles Catholic School Parent-Student Handbook with my student(s), and I agree to adhere to these policies and regulations. I further understand that Queen of Apostles Catholic School has the right to change, modify, and/or revise any of the policies set forth in this Handbook at any time.

(Print) Name(s) and Grade of Student(s): _____ Gr. _____

_____ Gr. _____ _____ Gr. _____

_____ Gr. _____ _____ Gr. _____

(Print) Parent/Guardian Full Legal Name _____

Parent/Guardian Signature _____ Date _____