

STUDENT HANDBOOK
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THE SCHOOL CREST



Our crest contains four symbols, which are united by the cross of Christ, as Jesus is central to our school, our homes and our lives. The fleur de lis is a special emblem of the Blessed Mother and the three petals of the flower also represent the Holy Trinity. The scroll indicates knowledge, both of academics and of our Catholic Faith. The Holy Spirit, the dove, inspires us to live in love and peace. The Mother and Child is our school's namesake, Mary, Queen of Peace. This image depicts a loving, nurturing mother, the model for our school.

Below the crest is the word "Fiat," or "Let it be done." This is Mary's response to the angel Gabriel when told she would bear God's son: "Behold, I am the handmaid of the Lord. May it be done to me according to your word" (Luke 1:38). Mary said "yes" to God's gift of His Son, just as we aspire to say "yes" to God's gifts to us.

MESSAGE TO PARENTS AND STUDENTS

A Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News, and to translate this proclamation into action. (To Teach As Jesus Did, November, 1972)

The policies and procedures contained in this handbook are the result of a concerted effort to assist you to know the policies of Mary, Queen of Peace Catholic School and to solicit your support and cooperation. Note that these policies and procedures are not all exhaustive and changes may need to be made throughout the school year. Any changes will be communicated promptly to parents.

MISSION STATEMENT

Mary, Queen of Peace Catholic School provides a nurturing environment that encourages the spiritual, academic, physical, and social development of each child through a challenging curriculum with emphasis on service to God and community.

SCHOOL BELIEFS

- Fostering the academic, spiritual, social, and physical development of students is the primary mission of the school.
- Catholicism permeates all subject areas, providing students with many opportunities to be educated about their faith.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Students need to demonstrate their understanding of essential knowledge and skills through problem solving and producing quality work.
- Students learn best when they are actively engaged in the learning process.

PROFILE OF A MARY, QUEEN OF PEACE GRADUATE

Affirming the mission and beliefs of Mary, Queen of Peace Catholic School and serving as a living example of the value of Catholic education, a Mary, Queen of Peace graduate:

- Understands the Catholic faith and strives to live by its ideals daily.
- Exudes a healthy respect for self, others, and God's creation in all of its diversity.
- Projects a self-confidence that inspires acceptance of the challenges of daily life.
- Values the importance of education and is dedicated to the pursuit of truth, knowledge, and higher learning.
- Is well rounded intellectually, physically, and socially.
- Behaves with discipline and dignity.
- Appreciates God-given gifts and recognizes the need to share time, talent, and treasure with those less fortunate.
- Recognizes and lives by the ideals of good citizenship and social responsibility.
- Differentiates between right and wrong and promotes ethical behavior.
- Takes pride in the Mary, Queen of Peace educational experience and is ever grateful for the foundation received.
- Serves as a Christian role model and leads by example.

PROFILE OF A MARY, QUEEN OF PEACE PARENT

Recognizing that parents are the primary educators of their children, we are privileged to share in your child's development- physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of MQPCS involves a commitment and shows a concern for helping your child to know and love Jesus. By supporting one another, we can help your child to become the best person he/she can be.

Affirming your commitment to a Catholic education and a shared relationship in your child's experiences at MQPCS, a MQP parent:

- Is a role model to their children by bringing them to Mass and frequenting the sacraments.
- Sets rules, times and limits so that their child gets to bed early on school nights, arrives to school on time, is dressed according to uniform code, completes all assignments on time, and has money in his/her lunch account or has a bag lunch.
- Actively participates in school activities such as Co-Op, Parent-Teacher Conferences and fund raising.
- Notifies the school with a written note when the student has been absent or tardy.
- Notifies the school office of any changes of contact information such as address, phone numbers, and email addresses.
- Meets all financial obligations to the school.
- Informs the school of a special situation regarding the student's well being, safety, or health.
- Completes and returns to school any requested information promptly.
- Reads school notes, letters, and newsletters to show interest in the student's total education.
- Supports the annual fundraising of the Co-Op, and events such as the Fleur de Fall, and the Golf Tournament.
- Supports the religious and educational goals of the school.
- Supports and cooperates with the discipline policy of the school.
- Shares a mutual respect and courtesy with teachers in discussing student problems.

GENERAL INFORMATION

Mary, Queen of Peace Catholic School is a Catholic elementary school for boys and girls in prekindergarten through seventh grade. Established in 1996, the school is nestled on 15 wooded acres in Mandeville, service the families of West St. Tammany. In this capacity, it has educated many students in the Catholic tradition, giving them the moral and academic foundation to become successful Catholic citizens.

Mary, Queen of Peace Catholic School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities. National and ethnic origins are not a basis in the administration of educational policies, admission policies, athletic, or other school-administered programs.

Before any applicant is accepted, previous school records (academic and behavioral) must be reviewed. A skills test may be administered to students entering grades K-7 to access appropriate placement and assist with transition into the MQPCS curriculum.

All new students are accepted on a probationary basis for the first semester. The academic and disciplinary performance of the student will be evaluated during this time. Students must maintain appropriate grades and conduct for the year.

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw the student and sever the relationship with the school.

Mary, Queen of Peace Catholic School does not provide special education services or facilities. The school, its principal, faculty, and staff are only required to make minor adjustments in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments are within the sole discretion of the principal of Mary, Queen of Peace School. Should the principal determine that the minor adjustments in the education program have not resulted in satisfactory accommodation of the program to the special needs of the student, and that it is in the best interest of both the school and the student that he/she be placed in a more appropriate learning environment, then the principal may ask that the parent withdraw the student from the school and/or the student will be removed from the rolls of Mary, Queen of Peace and not allowed to re-enroll.

Registration does not guarantee admission/placement if the school is not able to serve the needs of the student.

ACADEMICS

All students are required to take all subjects including Religion and Enrichment.

Grading

The grading code for grades 1-7 is as follows:

A = 94-100	O = Outstanding
B = 86-93	S = Satisfactory
C = 78-85	N = Needs improvement
D = 70-77	
F = 69 and below	

The grading code for Pre-Kindergarten 4 and Kindergarten is as follows:

MS (Meeting Curriculum Standards)
AS (Approaching Curriculum Standards)
NS (Needs Support)
N/A (Not Assessed)
S (Satisfactory)
I (Improvement Needed)

The grading code for Pre-Kindergarten 3 is as follows:

- + Most of the time
- ✓ Working on skill
- Needs improvement

Report Cards/Interims

- Interims are posted on Plus Portal mid-quarter.
- Report cards are distributed quarterly (each nine weeks).
- Report cards must be signed and returned within two days.

Honor Roll (Honor Roll begins in the 1st grade)

- **Alpha Honor Roll*:**
 - **For the quarter** - a student must have all A's in academic subjects and conduct and nothing below O in enrichment classes.
 - **For the year** - a student must have all A's for the final academic and conduct averages, nothing below O in enrichment final averages, and nothing below a C- in any subject in any quarter.

- **Beta Honor Roll*:**
 - **For the quarter** - a student must have only A's and B's in academic subjects and conduct and nothing below S in enrichment classes
 - **For the year** - a student must have all A's and B's for the final academic and conduct averages, nothing below S in enrichment, and nothing below C- in any subject in any quarter.

Homework

Homework assignments provide reinforcement to what is learned in class and must be completed as directed. A student absent from class is responsible for obtaining his/her assignments and turning in the work. In case of illness, the student will have at least two school days to make up the assigned work.

Incomplete Grades

The letter "I" will be given if assignments are incomplete due to absences(s) or if a student does not complete a quarter due to parental failure to maintain their financial responsibility to the school. The incomplete grade will remain on the student's record until the work is made up. The teacher and school administration will set a reasonable amount of time to amend the grade. Failure to meet these conditions will result in the letter grade of "F" being given for the incomplete assignment.

Textbooks

Textbooks must be covered at all times. Do not use contact paper on hard back textbooks. Contact paper may be used only on workbooks. Book fines for lost or damaged books will be assessed throughout the year.

PROMOTION/RETENTION POLICIES

Promotion

In each subject, a student must receive a total of 4 quality points to pass. Quality points are assigned as A=4, B=3, C=2, D=1, F=0. However, if a student earns an F in the last grading period, regardless of quality points earned, the student fails that subject for the year. Students must also meet the minimum attendance requirements of 160 school days per year.

Retention

- Pre-Kindergarten and Kindergarten students may be retained if consistent readiness has not been shown. Kindergarten students must receive an S (Satisfactory) in areas of religion, math, reading readiness, socialization and work habits to be promoted.
- Students in 1st -7th grade who fail one major subject must successfully complete summer school at a summer school approved by the principal. A student who fails two major subjects must repeat the grade.
- Major subjects in 1st – 5th grade are Religion, Language, Math, and Reading. Major subjects in 6th – 7th grade are Religion, Language, Math, Reading, Science, and Social Studies.

Multiple Failures

Students who fail twice (whether consecutive years or not) may not be allowed to return to MQPCS. Each case will be evaluated individually. The final decision rests with the school administration.

Criteria for 7th Grade Graduation

- Students who are not promoted will not be permitted to repeat the 7th grade at MQP.
- Any student who fails one major subject will be permitted to participate in graduation activities; the diploma will be held until summer school is successfully completed.

Summer School

- Students who have failed one major subject must attend a summer school approved by the principal; the approval must be in writing.
- Failure to achieve a passing grade will result in automatic retention in the current grade.

CHRISTIAN SERVICE PROGRAM

In order to help instill in our students the desire to serve others, Mary, Queen of Peace Parish has instituted a Christian Service Program. All students are encouraged to participate. Students who perform services according to the chart below will be issued a Mary, Queen of Peace Christian Service Award.

The Director of Religious Education or her representative must approve all services. Hours earned through outside organizations such as Boy Scouts and Girl Scouts as part of that organizations requirements for membership or reward cannot be used for the service award. No more than one half of a student's hours may come from any one organization, club or activity.

PreK - Kindergarten	- 5 hours
First and Second Grade	- 10 hours
Third and Fourth Grade	- 15 hours
Fifth and Sixth Grade	- 20 hours
Seventh Grade	- 25 hours

Students will be issued forms to be completed by the person(s) the student helps and returned to the school. It is the responsibility of the student and his/her parent to provide the office with the necessary information. In order to receive the award at the end of the year assembly, forms must be received by the announced due date.

CURRICULUM

- The religious education curriculum is in accord with the Catechism of the Catholic Church, the Curriculum for Religious Education and Catechesis in the Archdiocese of New Orleans, and the ongoing teaching of Pope Francis. The texts and appropriate curriculum materials are determined according to Archdiocesan policy. The curriculum includes classes on Human Sexuality in grades 4-7. Religious education is a critical part of the curriculum and is required for all students. Students of all denominations who attend Mary, Queen of Peace Catholic School, are accountable for all information learned, and will take part in all related religious activities.
- MQPCS fulfills all requirements set by the State of Louisiana in the Louisiana Handbook for School Administrators (Bulletin 741) of the Louisiana State Department of Education for grades Pre-Kindergarten through Seventh Grade.
- Overall curriculum guidelines in all subject areas conform to the Archdiocesan and state guidelines. Parents' cooperation with school curriculum policies is important for the effective teaching / learning environment in the school community.

- The curriculum is continually evaluated during the year to maintain quality of instruction. Textbooks are evaluated and updated in concurrence with the state of LA textbook cycle.
- A standardized test is administered yearly to students. Mary, Queen of Peace students consistently score well above the national and local averages on standardized test because of the true commitment to learning of students, teachers, and parents alike. While these scores already suggest a solid curriculum, we continually use group and individual results to strengthen student skills, adjust our curriculum and promote student progress. Absentees during testing week will not make up missed sections of the tests except and only at the discretion of administration.

USE OF COMPUTERS AND TELECOMMUNICATIONS

Mary, Queen of Peace Catholic School has adopted the Archdiocesan Policy for the Acceptable Use of Computers and Information Resources. This policy can be found at the end of this Handbook. A parental consent form must be completed online by the parent of each student in order for them to have access to the computers and other telecommunication resources. The Archdiocese does not allow individual modifications to the consent. Without the consent of the parent, students are not allowed to use the computers in the computer lab or in the classroom.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege. Below are some additional policies:

- Students may access the Internet or network only with teacher permission. They may not use chat rooms or instant messaging.
- Students are advised that e-mail/Internet correspondence is not privileged or confidential.
- Students are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges. Students will also be required to pay for any damages.
- Students may not erase, modify, rename, or make unusable anyone else's files or programs, including flash drives.
- Students understand that the use of the school network is a privilege and agree to abide by the conditions set forth in the Archdiocesan Policy for the Acceptable Use of Computers and Information Resources and the MQPCS Use of Computers and Telecommunications Policy. Students also understand that any misuse of the network will result in disciplinary action.
- In case a student utilizing a school computer comes across a web page that has questionable material, the student should cover the monitor with a paper or a book or turn off the monitor, inform the teacher, and follow the teacher's instructions.

PARENT-TEACHER COMMUNICATION AND CONFERENCES

Parent - Teacher Communication

- Parents will be kept informed of the student's progress by papers sent home, phone calls, notes, emails, Plus portal and conferences.
- Parents who would like to meet or speak with a teacher should send a note/email to the teacher, or call the office and leave a message for the teacher.
- Parents should not visit a teacher in the classroom without an appointment.
- Teachers should not be called at home.

Procedures for Problem Solving

- First speak to the appropriate teacher about any concern(s).
- If problem is not resolved, phone the office to speak with an administrator.

Parent-Teacher Conferences

- A formal Parent-Teacher conference is scheduled during the school year.
- The teacher and/or parent may request other conferences as needed.

GENERAL PROCEDURES AND POLICIES

- School day begins at 7:30 a.m. Morning supervision begins at 7:10 a.m. Dismissal is 2:40 p.m. Any student in the car line area twenty (20) minutes after dismissal will be entered into After School Care. Students are officially signed in as of 3:00 p.m. Regular attendees must prepay fees monthly. Fees for drop-ins are charged on a daily basis. See After School Care Handbook for more information.
- Parents are not allowed in the classrooms to deliver messages, supplies, or speak to teachers. Emergency messages are handled through the office.
- Rolling backpacks are allowed for grades 2 -7.
- Graded papers and communications from the school (newsletters, calendars, etc.) are sent home/posted on Tuesdays. Interims and Report Card distribution dates are listed on calendar. Communications are sent with the youngest child.
- Students are only allowed to use the office telephone during the school day.
- If your after school arrangements necessitate your child having access to a cell phone, it must be off and not on one's person during the school day. If abused, cell phone will be held in the office to be picked up by a parent. Appropriate consequences will be given.
- Forgotten items such as lunches, sweatshirts, or band instruments may be delivered to the school office. Every effort will be made to get these items to the student.
- The school will not accept balloon bouquets, flowers, etc., for the students at school.
- Party invitations may only be distributed on campus if the entire class or all members of the same gender in the class receive one. All parties/activities held outside of school are non-school sponsored events. When attending these parties/activities, parents hold harmless the Archdiocese of New Orleans and Mary, Queen of Peace Catholic School from any and all claims or losses resulting from these parties/activities.
- Student birthdays can be celebrated with cupcakes, cookies, or cookie cakes only. Please notify the homeroom teacher of your desire to send a treat two (2) days in advance. All treats must be ready to serve (pre-sliced).
- Students may wear his/her spirit shirt with uniform bottoms on their birthday.
- Students are not allowed to keep any medication on their person and/or administer it to themselves (including aspirin, cough drops, Chap Stick, ointments). The school does not keep medication on hand for students. Teachers/school personnel are not allowed to give students any medication unless it has been brought by the parent to the school office with corresponding

paperwork. Prescription drugs will be administered under strict guidelines set down by the Archdiocese. Exceptions are made for students with chronic health situations. Contact the office for guidelines concerning these situations.

- Students, who are suspected of having a communicable or infectious disease (pink eye, ring worm, fever, etc.) after having arrived at school, will be removed from class. Parents of these students will be contacted in order to take the appropriate action. Please do not send a child to school when your child has or had a fever of 100 degrees or higher within 24 hours; is vomiting or has diarrhea or has had either within 24 hours; has a discolored (yellow to green) nasal discharge; has head lice or nits (must have been treated to return); has pink eye (must have doctor's note to return.)
- All students are covered by an Archdiocesan insurance policy from the time they arrive at school until they leave campus. This policy is a secondary policy. If your child is injured at school, contact the school office immediately so that the forms may be processed.
- Visitors must sign in and obtain a pass at the school office. Students from other schools are not allowed on the grounds during school hours unless they have permission from the principal.
- Parent volunteers should sign in at the office. The Co-Op recruits volunteers at the beginning of the school year. All volunteers and chaperones must attend the Safe Environment Training Program and complete the Austin Computing online background check. Volunteers should dress appropriately.
- CO-OP meetings are scheduled four times a year at 7:00 p.m. in the cafeteria. The CO-OP may hold other informational meetings which will be announced.
- Fire drills are conducted at regular intervals as required by the Department of Safety. Other crisis drills, such as tornado and lock downs, are also conducted periodically.
- MQPCS follows St. Tammany Parish Schools and/or the Archdiocese for emergency closings. The official media announcements are made on radio station WWL-87 AM and local television channels. School Reach messages will be sent. Make sure your contact information is current.
- Mary, Queen of Peace Crisis Response Plan will be instituted when or as necessary.
- Evacuation of campus: In the event the campus must be evacuated, teachers remain with the students until parent pick up. Location will be communicated.
- The school office is open from 7:10 a.m. - 3:00 p.m. on school days.
- Use of Social Media: Members of the Mary, Queen of Peace Community (parents, teachers, students, faculty, etc.) are expected to maintain our Christian values at home as well as at school. Social media usage may have an impact on the mission and goals of Mary, Queen of Peace Catholic School. Comments or groups that negatively reflect upon our school community should not be created. All material posted on social networking and video uploading sites that negatively impact the school or its mission can result in disciplinary action.

ATTENDANCE POLICIES

School hours are 7:30 a.m. - 2:40 p.m. (Students are considered tardy after 7:35 a.m.)

Attendance

- By law, attendance at school for all children between the ages of 7 and 16 is compulsory. Students must be present a minimum of 160 days to be eligible for promotion. A student who is absent more than 20 days may be retained or required to attend summer school.
- To comply with the daily required minutes of instructional time required by the State of LA, in order for students to be marked as present for the day, a student can leave no earlier than 11:30 a.m. or arrive no later than 10:25 a.m.

Absences

- Parents are required to call the office before 9:00 a.m. to report absences and request homework. It is the responsibility of the student to obtain and complete assignments covered during his/her absence.
- A student who is absent one day should be prepared to take missed quizzes, tests, or exams the following day. A student who is absent more than one day should be prepared to make up work within a reasonable amount of time. Teachers will make every effort to make up work within three days. A student who will be absent more than five days should contact the teacher/ assistant principal to make appropriate arrangements.
- A student who is absent five or more days, or a student who had a contagious disease must present a doctor's release to the office/homeroom teacher to be admitted to school.
- An excused absence is a result of sickness, medical appointment, family emergency, etc.
- Any student that knows he/she will be absent due to personal or family matters must advise the teacher/administration of the absence in writing as soon as possible. Arrangements regarding the completion of missed assignments/tests/exams will be at the discretion of teacher/administration.
- Truancy occurs when the student misses one or more classes without the permission of parents or school authorities. Work missed may not be made up; the student will receive an F in any graded work, tests, etc. The student may be liable for additional consequences.
- A student is expected to attend a full day of academic classes on the day of any co-curricular, athletic, or extra-curricular event. Students will not be allowed to participate in the event if he/she is absent for any portion of the day.

Tardiness

- Any student who joins the class after 7:35 a.m. is tardy. Students arriving after the gates are in place must check-in at the office accompanied by an adult.
- If a student has excessive tardiness, parents will be contacted to explore ways to resolve the issue.
- Tardiness affects attendance. Excessive tardiness/absences may affect promotion.

Student Checkout

- Any student leaving campus before dismissal must be signed out in the school office. Parents should not go to the classroom.
- If checkout is anticipated, the parent should write a note to the teacher. Students leaving during lunch should pack his/her books and bring them to the school office.
- The parent/guardian completes emergency contact information at the beginning of the school year. This information is used in case of illness, emergency, etc.; therefore, it is important that the information be kept up to date. The parent must make any additions and/or changes as necessary.
- Students will be released only to those adults listed in the emergency contact information. In case of illness or emergency, the school office starts notification with the first name listed and proceeds down the list. It is the responsibility of the parent/guardian to indicate which parent should be called first if a different order should be followed.
- Students may not be checked out after 2:20 p.m. in the afternoon.

ARRIVAL/DISMISSAL PROCEDURES

Arrival Policies

- Upon arrival (after 7:10 a.m.), all students report directly to the cafeteria.
- Students arriving after the gates are in place must check-in at the office accompanied by an adult.
- Students are not allowed in the classrooms before 7:20 a.m. except by pre-arrangement with a faculty member.
- Students are not permitted to leave the school grounds without permission from the school office once they arrive in the morning.
- Students move from the cafeteria to the classrooms at 7:20 a.m.
- Breakfast is served in the cafeteria from 7:10 a.m. until 7:20 a.m. All students must finish their breakfast by the 7:30 warning bell.

Dismissal Policies

- Dismissal is from 2:40-3:00 p.m. Students not picked up by 3:00 p.m. are automatically directed to after school care.
- Students cannot be checked out after 2:20 p.m. in the afternoon.

Car Line Policies

- Teachers will dismiss students from the designated area.
- For the safety of all students, drivers should refrain from talking on cell phones in the car line.
- If a student is not waiting outside when their car arrives, the driver will be instructed to park until student can be located.
- Any student remaining in the designated areas twenty (20) minutes after dismissal (3:00) will be taken to after school care. Once your child is registered in after school care, a charge of \$10 is assessed regardless of the time the child is in extended care.
- Students must be signed out of after school care by a parent or guardian before being released.

Bicycle Riders and Walkers

- Students who choose to ride a bicycle or walk to school must present the principal with a signed and dated parental note giving permission to ride a bicycle or walk to school.
- Bicycle riders and walkers are to wait in the designated area until released by the teacher.

Bus Riders

- Bus transportation is available in specified areas of Mary Queen of Peace through St. Tammany Parish Transportation Program.
- Parents must register students for the bus in August. The bus schedule will be distributed at that time.
- Bus service follows the St. Tammany Public Schools calendar
- Students who need to ride the bus on occasion (afternoon only) must submit a permission slip, signed by the parent.

- Bus Policies are set by the St. Tammany Parish School Board. Each student will receive a list of rules and regulations from his or her bus driver at the beginning of each year. These rules are listed under the section of Student Rules in this handbook. Questions concerning bus regulations should be directed to the St. Tammany School Board. (898 - 3373) Bus incidents should be reported to the bus driver first. The bus driver has a School Bus Behavior Report that can be filled out and turned in to the school office. Consequences resulting from bus incidents can range from a change of seating assignment to suspension or expulsion from the bus. Consequences can also include loss of conduct points from a student's grade to detentions, suspension, or expulsion from MQPCS.
- Buses unload in front of the Parish Center and load in the front of the school. Each student riding a bus to school must ride the same bus home. If a student needs to ride a different bus, the principal must approve the change. The student must bring a note, written and signed by his/her parent or guardian. This note should be given to the homeroom teacher and sent to the office for approval. The approved note will be returned to the student. The student will give the note to the bus driver.
- School Days Without Bus Service: When there is no bus service, students who are regular bus riders should be dropped off and picked up in the regular carline.

Severe Weather Dismissal Policy

Severe weather can produce much anxiety and concern among parents, students, and staff. When a threatening weather situation arises during the school day, please listen carefully to the radio and/or television stations for the official announcement from the Office of Catholic Schools.

Please be advised of the following procedures:

- The school buses will attempt to run their regular routes. Bus drivers will make sure that students get into their houses before leaving. If a student cannot get into the house, the student will be returned to school and sent to aftercare.
- Regular car line dismissal procedures will be followed if possible. Any student not picked up will be sent to aftercare.
- Students normally sent to aftercare will be directed to aftercare unless the parent makes other arrangements.
- Any parent/guardian that decides to check out a student before dismissal or official closing needs to follow the regular check-out procedure. The school supports the parents' concerns for student safety and urges all parents to do what they think is best.
- Students will not be left unsupervised at school. However, we ask that any parent not able to pick up his/her child(ren) make alternate arrangements as soon as possible, so that school staff can get home to their families. The aftercare phone number is 674-2466.

Dismissal Procedures for Sports Teams and Cheerleaders

Students being dismissed early to attend an event are to come by the office and sign out noting with whom they are leaving. A parent needs to notify the teacher in writing of any sibling(s) (except PK and K) who will leave early with team members. At that time they will come to the office to sign out. Siblings in PK and K must be signed out in the office by the parent.

CAFETERIA

- Students are provided lunch by Archdiocesan Food Services.
- The lunch menu is published monthly in the CO-OP newsletter and on the school website. Grades 4 – 7 have an option of either hot lunch or sandwich choice.
- Students pay for lunch using their Accu-Scan account. Any overage in the account will be returned at the end of the year to students not returning to MQP.
- All students must eat lunch (a cafeteria or a bag lunch from home).
- The cafeteria/school office cannot loan lunch money. Students without lunch money will call a parent to bring him/her money or lunch.
- White/chocolate milk is served with lunch. Juice or bottled water may be purchased separately. Students allergic to milk may receive juice if they submit a doctor's note to the cafeteria manager.
- Soft drinks and/or fast food are not allowed in accordance with federal regulations.
- Parents are welcome to eat lunch with their child especially on his/her birthday. Parents may purchase a lunch or bring a bag lunch from home. Fast food items are not permitted in accordance with federal regulations. Parent lunch cannot be paid from the student Accu-scan account.

AFTER SCHOOL CARE SERVICES

- After school care is available from dismissal to 6:00 p.m.
- After school care begins the first full day of school.
- Registration for after school care is required prior to using the service.
- Fees for regular attendees of after school care are pre-paid monthly. Fees for occasional attendees are paid on the day of service.
- Any family having an unpaid balance will not be allowed to use after school care services until payment is made in full.
- All school policies, rules and regulations should be followed during after school hours.

STUDENT DRESS

School Time Uniforms is the official uniform provider of Mary, Queen of Peace Catholic School. The official school uniform is as follows:

SCHOOL UNIFORM		
GRADE	GIRLS	BOYS
PK3	Regulation dress MQP white crew socks Solid navy leather tennis with Velcro closing	Hunter green short sleeve knit shirt with school crest Navy blue elastic waist short or pants MQP navy crew socks Solid black low cut leather tennis shoe with Velcro
Pk4-K	Regulation plaid jumper White short sleeve blouse, Peter Pan collar with MQP on collar MQP white crew socks Solid navy leather tennis with Velcro closing	Hunter green short sleeve knit shirt with school crest Navy blue elastic waist short or pants MQP navy crew socks Solid black low cut leather tennis shoe with Velcro
1-2	Regulation plaid jumper White short sleeve blouse, Peter Pan collar with MQP on collar MQP white crew socks Solid navy leather tennis or navy and white oxfords	Hunter green short sleeve knit shirt with school crest Navy blue pleated short or long pant Black buckle leather belt MQP navy crew socks Solid black low cut leather tennis shoe
2-4	Regulation plaid skorts, skirts or shorts (skorts/skirts must be worn on Mass days) White short sleeve knit shirt with MQP crest MQP white crew socks Navy and white saddle oxfords/Keds/JJ School Cheers PE shorts must be worn under skirts	Hunter green short sleeve knit shirt with school crest Navy blue pleated short or long pant Black buckle leather belt MQP navy crew socks Solid black low cut leather tennis shoe
5-7	Regulation plaid skirt White short sleeve knit shirt with MQP crest MQP white crew socks Navy and white saddle oxfords/Keds PE shorts must be worn under skirts	Hunter green short sleeve knit shirt with school crest Navy blue pleated short or long pant Black buckle leather belt MQP navy crew socks Solid black low cut leather tennis shoe
ALL	Girls may wear ribbons/headbands in school colors. Navy crewneck or hooded sweatshirt or sweater with school crest. (purchased in school office through Cougar's Den)	

**NOTE: Navy MQPCS sweatshirt and P.E. shorts may be purchased in the school office.
Please label all wearing apparel.**

MQPCS Uniform

The MQPCS uniform must be worn with respect at all times. Students are to adhere to the following regulations:

- Shirt tails must be tucked in while on campus.
- Skirt lengths must be appropriate and of modest length for a Catholic school. The hem length cannot be more than three (3) inches above the back crease line of the knee.
- Boys pants/shorts must be worn properly.
- T-shirts worn under the uniform shirt/blouse **must** be a solid white short-sleeved T-shirt.
- Uniform crew socks must be worn appropriately.

Winter Uniform

- The navy MQPCS sweatshirt or navy MQPCS sweater is worn first over the uniform shirt or blouse. On colder days, appropriate jackets and coats may be worn over the school sweatshirt/sweater.
- Girls may wear navy or white stockings, leggings, or tights in cold weather with MQP white socks on top. Tights must extend below the socks.

PE Uniform

- Appropriate tennis shoes should be brought to school on P.E. days.
- P. E. shorts (available through school office) and spirit shirt are to be worn during P. E. by students in grades 5 – 7, students in grade 4 begin dressing out in January.

Uniforms for Field Trips

If the regular school uniform is not necessary, MQPCS spirit shirt and long/capri jeans with appropriate tennis shoes may be worn. Students must wear school sweater or sweatshirt with appropriate overcoats only. Specific guidelines for each field trip will be given.

Out of Uniform/Spirit Attire

- Students may dress out of uniform some days to raise funds for certain school clubs/activities or for celebrating certain events. The cost will be announced and will not exceed \$1.00.
- Students who participate may wear jeans/pants, school shoes/tennis shoes with socks, and any Mary, Queen of Peace T-shirt (Fun Run, golf shirt, etc.).
- In warmer weather, the administration will announce when MQPCS P.E. shorts may be substituted for jeans/pants.
- Appropriate attire will be explained prior to each out of uniform/spirit day.

Athletic Uniforms

Students who participate in sports programs may wear their uniforms to school on game days except on Mass days, field trips, or special event days.

Scout Uniforms

Boy Scouts and Girl Scouts may wear their official scout uniform on meeting days. The scout uniform should be in alignment with the school uniform (no leggings or T-shirts).

Hair and Cosmetics

- Hair styles should be neat and clean; no extreme hairstyles for girls or boys.
- Bangs must be above the eyebrow.
- Boys' hair should not extend beyond the top of the collar or top of the ear.
- Coloring hair (highlights, streaks, bleaching, sun-in) is not acceptable.
- Makeup, nail polish, and false fingernails are not allowed.
- Seasonal hair ornaments may be worn two weeks prior to holidays.

Jewelry

- Wristwatches, religious medals on a chain worn under the blouse/shirt, and medical alert bracelets or medallions are permissible.
- Girls may wear earrings (no larger than 5mm, no hoops or dangles, no more than one earring in each lobe, earrings must be identical).
- Jewelry worn not meeting the guidelines will be placed in an envelope, sent to the office and released to the student's parent.
- Seasonal jewelry and hair ornaments may be worn two weeks prior to holidays. They must be simple and not draw unusual attention to the students.

ADMINISTRATION MAKES FINAL DECISIONS REGARDING APPROPRIATE STUDENT DRESS.

COUGAR PRIDE

1 Peter 4:10-11 Each of you has received a gift to use to serve others. Be good servants of God's various gifts of grace. Jesus asks us to be the best we can be and to recognize the talents and gifts of ourselves and others. To this end, MQPCS has many programs and procedures to recognize positive student choice and accomplishments.

Cougar Paws

Cougar Paws are given to students throughout the year to denote exceptional action performed by the student. Cougar paws are collected each Tuesday for a homeroom drawing. All cougar paws earned are then put into another drawing at the end of year. Incentives vary.

Cougar Prints

Postcards may be sent to students acknowledging them for doing something good.

Peace Pride

The purpose of a discipline policy in a school is to change student behavior in a positive manner. To encourage this, the Peace Points System will be in place to foster Christian values and virtues. Peace Points will be awarded by teachers and administration weekly to students based on their conduct grades. Each week, when the homeroom teacher checks planners, students who have had no infractions for the past week will be awarded a Peace Point. Once a student has three (3) Peace Points, the student will be rewarded on the first Thursday of the month.

Cougar Clips

Each student will receive a book bag clip and a spirit tag to start his/her collection of tags denoting such things as honor roll, sports, clubs, etc. The clip then becomes a keepsake of student accomplishments at MQPCS.

Spirit Rallies

Spirit rallies are held throughout the year to encourage school spirit and recognize student participation in sports, cheer, and dance teams.

Honor Roll

Students on the honor roll will be recognized at the end of each quarter. Students on the yearly honor will be recognized at the Closing School Mass and Awards Ceremony.

Christian Living Awards

Christian Living Award is given to (1) girl and (1) boy in each homeroom who exemplifies moral character, exhibits understanding and acceptance of others, and displays a Christian attitude in all aspects of life.

Principal's Cougar Conduct Award

Students in grades 1-7 who have all A's in conduct on their report card will receive this award.

STUDENT CONDUCT

Student expectations are designed to provide an atmosphere of order, safety and acceptance at school. Expectations show that we Love God, Love One Another, and Love God's World.

Other Expected Behavior at School

- Students, whether accompanied by a parent or not, are not allowed in the classrooms before school, during lunchtime, or after school without teacher supervision.
- Quiet is expected after the bell rings in the morning and after each recess.
- Silence is expected during prayers and announcements.
- Students need teacher permission to be in the restrooms.
- Electronic equipment/devices, personal toys, and games are not to be brought to school.
- Students are not allowed to carry or use cell phones during the school day. Cell phones that go off or are used during school hours will be held in the office to be picked up by a parent.
- Inappropriate language, gestures, or drawings are not to be used at school.
- Destruction of any school property will not be tolerated.
- Students are expected to refrain from any threatening language (verbal and/or written) which implies causing harm (bodily/emotionally) to another person.
- Gum chewing is never allowed.

School Discipline Program

The school's discipline program offers the framework for a safe, Christian environment for all.

Students are expected to treat one another with respect and acceptance. A copy of your child's discipline program will be distributed during classroom orientations at the beginning of the school year. The program for grades 4-7 is printed below and in the student planner that also serves as a communication tool between teacher-parent-student. Parents should check the planner or conduct chart daily.

Discipline Policy grades PK – grade 3

Students in grades PK- 3 will receive behavioral reports (daily or weekly) from their teachers as outlined in their individual grade level policies. If behavioral incidents occur, teachers deduct points from the student's conduct grade in Kindergarten – grade 3. A child who exhibits inappropriate behavior that warrants removal from the classroom may not be able to remain in school.

Discipline Policy grades 4-7

Disciplinary consequences will be determined by the teacher or an administrator. Along with a consequence, points may be deducted from the conduct grade as behavioral and/or responsibility infractions occur. Each student's conduct grade will be managed by the homeroom teacher. The conduct grade will be determined quarterly. Every student will start the quarter with 100 points in conduct. As student behavior or responsibility infractions occur, parents will be notified primarily through use of the planner and/or a phone call during Refocus. The planner is to be signed and returned the following school day. Failure to return the planner signed on the following school day will result in a responsibility infraction. On the second school day, failure to return the planner with the appropriate signature will result in a behavioral infraction (-2 points in conduct) and a Refocus.

Refocus

The Refocus program is designed to provide positive, constructive learning experiences for students who have difficulty maintaining school behavioral standards. The primary purpose of Refocus is to apply immediate consequences for unacceptable behavior while combining a reflective focus that allows a student to take responsibility for his or her actions, and think of solutions to improve behavior. Refocus is not a punitive punishment. It is an opportunity for students to think about how their actions affect themselves, others, and the learning environment.

After lunch, students assigned Refocus will be escorted to the assigned classroom. Students will complete a reflection form, answering the following questions:

1. What were you doing?
2. What were you supposed to be doing?
4. How did your actions/ choices affect other people in the classroom?
5. What are you going to do about it?

Each student will make a phone call to his/her parent, communicating why he/she is attending Refocus and what he/she will do in the future to make better choices. The reflection form will be sent home to be signed by parents and returned to school.

Infractions

Infractions are broadly divided into Responsibility and Behavioral Infractions and will be signed *after* a child has been reminded of proper behavior.

Please note that there are other grounds for disciplinary action that are not listed here. Any listing of prohibited conduct is set forth by way of example only and is not meant to be an all-inclusive or exhaustive listing of improper conduct or disciplinary action to be expected from such conduct.

Responsibility Infractions

To be successful in school and in life students must develop strong, executive functioning or "responsibility" skills. These skills are the mental processes that enable us to plan, focus attention, remember instructions, and juggle multiple tasks successfully. We support our students by providing many opportunities for directing their own actions with decreasing adult supervision. If, after many opportunities to practice responsible behavior, a student continues to struggle, the planner will be documented, giving the student the opportunity to reflect on the areas of responsibility that can be corrected to experience success.

Responsibility infractions include, but are not limited to:

- R1: Lack of class materials (books, notebooks, flash drive, planner, etc.)
- R2: Books not being covered
- R3: Uniform violation
- R4: Not properly returning computer/charger to cart
- R5: Failure to obtain parent signature on documents as requested (i.e. planner, test paper, report card, etc.)
- R6: Other as deemed by faculty/administration

Responsibility infractions will result in the loss of one (1) conduct point for every three (3) responsibility infractions (i.e. on the third, sixth, ninth, etc. responsibility infraction, one (1) conduct point will be deducted).

Behavioral Infractions

Proper and appropriate behavior is expected at all times (in the classroom, cafeteria, field, hallways, Church, etc.) for students at Mary, Queen of Peace in order to ensure a safe, healthy, and conducive learning environment. Students will be made aware of expected behavior in each of the different settings of our school. If, after being reminded of proper behavior, a student continues to make poor choices, disciplinary action may be taken by a teacher and/or administrator.

Behavioral infractions include, but are not limited to:

- B1: Inattentiveness
- B2: Horse-playing
- B3: Disturbing the learning of others (i.e. talking in class without permission, shouting out, lack of cooperation, leaving their seat without permission, etc.)
- B4: Not following directions
- B5: Disrespect to students and/or teachers or any other adult or visitor at any time
- B6: Passing notes
- B7: Entering/leaving building without permission
- B8: Unsigned Planner (on the second day)
- B9: Chewing Gum
- B10: Skipping Refocus
- B11: Other as deemed by faculty/administration

Each behavioral infraction results in the loss of two (2) conduct points. With every behavioral signing, the student will be required to attend Refocus during their recess time. During each Refocus, they will call home to their parents/guardians to alert them of their behavior. Failure to attend Refocus during the assigned recess period will result in another behavior infraction resulting in an additional deduction of two (2) conduct points, as well as an after school detention.

Concurrent with the 4th Behavioral signing, an after school detention will be issued in lieu of a Refocus.

Automatic Detentions

Some behaviors warrant an automatic detention. Examples of such behaviors include, but are not limited to:

- Fighting/Pushing
- Dishonesty
- Stealing
- Vandalism/Destruction of property
- Improper test taking procedures
- Forgery
- Plagiarism
- Cursing/Improper language/slang and/or gestures (spoken, written, drawn, mouthed, etc.)
- Leaving campus without permission
- Using a Cell Phone
- Misconduct at Mass
- Improper use of a computer
- Repeated or more serious violations of any behavioral infractions

Each automatic detention will result in the loss of five (5) conduct points. A parent/guardian will be notified by a detention notice, which will need to be signed by a parent/guardian within two days or another detention will be issued. Any teachers and aftercare workers have the authority to issue detentions to students in any grade level.

Suspension, Probation, and Expulsion

In lieu of the third detention, under ordinary circumstances, a suspension will be served the following school day. Suspension may be served at home or at school, as decided by the principal or assistant principal. The administration will decide the time duration of the suspension. A student must complete all class work and tests missed during the suspension. A student will be placed on disciplinary probation as a result of a suspension. While on probation, the student's behavior and progress will be monitored closely by their teachers and administration and terms of probation may be set. Any further misconduct or violation of the terms of probation may result in dismissal from school.

Automatic Suspension

Some behaviors warrant an automatic suspension. Examples of such behaviors include, but are not limited to:

- Leaving campus without permission (during school or before/after school activities)
- Disrespect to teacher or staff member
- Skipping detention
- Three detentions
- Forging notes or signatures of parents or teachers
- Cheating and/or violation of test-taking procedures
- Plagiarism
- Stealing

- Smoking and/or possessing tobacco products on campus or at school sponsored functions
- Intentionally pulling fire alarm or falsely reporting a bomb threat
- Vandalism
- Threatening or causing bodily harm to a student or school employee
- Possession of any item being deemed as a weapon
- Other actions as determined by the administration

Expulsion is an extreme measure which is taken for actions that are flagrantly opposed to Christian values and behavior expected of Mary, Queen of Peace students. Mary, Queen of Peace reserves the right to expel any student whose actions in the prudential judgment of the principal, seriously impacts safety and the learning environment of the school in a negative manner.

Automatic Expulsion

Some behaviors warrant an automatic expulsion. Examples of such behaviors include, but are not limited to:

- Use or possession of alcoholic beverages, either on campus or at any school- sponsored function
- Possession, distribution, and/or use of illegal substances
- Possession, distribution, and /or use of any firearm, weapon, or explosives
- Conduct in violation of the teachings of the Roman Catholic Church
- Vandalism
- Excessive (3 or more) suspensions
- Violation of probation (continued misconduct while on probation)
- Other actions as determined by the administration

A Discipline Committee comprised of teachers and administrators will decide the disciplinary action/consequences in extremely serious matters.

ENRICHMENT PROGRAMS

Field Trips

- Field trips are part of the learning process, but participation may be denied to a student if he/she fails to meet behavioral requirements.
- Catholic Mutual Insurance permission form stating the specifics of the outing must be completed and returned with payment no later than the day specified on the permission form. Hand written notes giving permission will not be accepted. Each student must have his/her own permission form and separate check for payment.
- Chaperones are selected and contacted by the teacher. Each chaperone must sign and return an adult liability waiver for each trip.
- Only adult chaperones can attend field trips. Other children/siblings are not allowed on field trips.
- Unless otherwise noted, students may not bring money on a field trip. Students may not enter gift shops or snack areas while on a field trip. Parent chaperones may not bring students into gift shops or snack areas and may not purchase items for students.
- No student has permission to leave a field trip with any individual. All students must return to school for dismissal. In the rare circumstance an exception is warranted, permission must be granted from the administration.
- A student who elects not to attend or is withheld from a field trip on a school day may be required to attend school or may be required to stay home and complete teacher made assignments. The student will be counted as an unexcused absence for that day.
- Refunds for field trips cannot be given even if the field trip is cancelled
- Appropriate attire is required for field trips.

Parent Volunteers for Field Trips and Special Events

- In accordance with the Archdiocese of New Orleans, each year all volunteers and chaperones must complete and keep current an online acknowledgement that you have read the statement for the Policy for the Abuse and Neglect of Minors, criminal background check and Code of Ethics in order to attend field trips and/or any school activity. Additionally, all volunteers and chaperones must attend the Safe Environment Training Program every three years.
- Parents who are designated as the emergency driver must fill out a Catholic Mutual Driver's form for proof of adequate insurance (\$300,000.00 / \$100,000.00). A copy of the parent's driver's license, insurance card and the completed Driver's form are needed before the field trip.
- Every effort is made to provide opportunities for parents to participate in class and school activities. The trip facility, teacher, and administration determine the number of volunteers for school and class activities as well as the number of chaperones for field trips.
- Chaperones may not bring siblings to school or on field trips or special events and may not ride on school buses provided for the field trip.
- Chaperones are responsible for the safety of our school children and are required to follow the directives of the teacher, the school, and the trip facility.

Young Siblings at School

Siblings brought to school by parents are considered the responsibility of the parent and must be under the parent's direct physical control at all times. The parent may not act in a chaperone capacity with younger siblings present.

Band Program

- The band program is sponsored by the Archdiocese.
- Band is available to students in grades 3 - 7.
- Band meets weekly. Students are responsible to make up worked missed while attending band.

Guidance Program

- The school counselor is available to students, parents, and teachers.
- The counselor meets with new students during their first few weeks of school.
- The counselor coordinates referrals for special needs.

Library

- All students are permitted to use the library. Students in K – 7th grades may check out books.
- Overdue notices are sent home as necessary.
- Books that are lost or damaged beyond repair must be paid for at the current library bound book price. If a book has been damaged, but is repairable, the student will be charged a fine comparable to 20% of the cost of the book.

Guidelines for Extra-Curricular Activities:

- A student must maintain a C average, with nothing below a D, in all academic subjects in order to participate in extra-curricular activities.
- A student not meeting the academic requirement will be placed on active probation and must demonstrate improvement on a weekly basis in order to continue to participate.
- Any student participating in an extra-curricular activity is required to have their parent sign the Extra-Curricular Activity Guideline Agreement.
- A student is expected to attend a full day of academic classes on the day of any co-curricular, athletic, or extra-curricular event. Students will not be allowed to participate in the event if he/she is absent for any portion of the day.

Extra-curricular Activities (The following activities are offered based on student interest):

CLUB	2nd	3rd	4th	5th	6th	7th
Altar Servers				*	*	*
American Girl Reading Club	*	*	*			
Athletics (football, volleyball, basketball, indoorball, soccer, tennis)				*	*	*
Band		*	*	*	*	*
Cheerleaders				*	*	*
Beta (by invitation only based on academic achievement)					*	*
Choir		*	*	*	*	*
Cross Country Club				*	*	*
Drama Club				*	*	*
Mission Club			*	*	*	*
Yearbook				*	*	*
Student Council					*	*

PUBLICITY

Our students prove to be the greatest ambassadors for the kind of quality education that Mary, Queen of Peace has to offer. As a result, the school often publishes examples of student work, photographs of individual students, or photographs of student groups. Student photos and/or work may also be used on educational displays, promotional materials, videos, slideshows, and on the school's web site.

If you do not wish to have your child or any of his/her accomplishments featured in press releases, photographs, promotional materials, videos, slide show presentations, etc. generated by Mary, Queen of Peace Catholic School, you are asked to immediately notify the school administration in writing of your request.

FINANCIAL OBLIGATIONS

Tuition and Fees

- Tuition and fees must be pre-paid. Full tuition must be paid to the school by check by May 2nd to avoid a \$100 late fee. Resource Bank tuition loans must be secured by May 15th.
- Families who have not paid by May 15th may be dropped from the rolls.
- A \$25 fee per student will be assessed for late re-enrollment.

Students Withdrawn From School

- Tuition is for 10 months of each school year from August 1 through May 31.
- A student withdrawn from the rolls between June 15th and August 31st will be charged one month's tuition (one-tenth of the annual tuition). An exception will be made in the case of job relocation outside of the St. Tammany Parish area.
- Beginning on September 1st of the school year, students withdrawn between the 1st and 15th of the month will receive a refund of ½ a month's tuition plus the balance of the tuition for the remaining months of the school year. Students withdrawn after the 15th of the month will receive a refund of the tuition for the remaining months of the school year but will receive no refund for the month of withdrawal.
- Registration and non parish fees are non-refundable.
- Contact the school office at least one week in advance for student withdrawals – all books must be turned in and all financial obligations satisfied before final records can be released. Allow two weeks for a tuition refund (if applicable).

Defaulted Bank Loans

- When a tuition loan goes into default, payments must be made directly to Mary, Queen of Peace Catholic School.
- The school assesses a late fee plus interest.
- Students may not receive report cards and/or remain in school if tuition payments are not current.

Delinquent Accounts

- Students with outstanding account balances (including, but not limited to tuition payments, child care fees, lunch money accounts, library/textbook fines) may not be allowed to take exams, and/or receive report cards.
- Students with outstanding account balances may not be allowed to take part in graduation activities.
- Students with delinquent accounts may not be allowed to register for the following school year.
- An appointment must be made with the principal to make payment arrangements.
- Payments made on delinquent accounts after May 1st must be made by cashier check only.

NSF Checks

- A \$30 fee will be assessed for each NSF check returned to the school. This fee, in addition to the check amount, must be paid with a cashier's check to the school.
- If a family has more than two (2) NSF checks returned to the school, the family may be asked to make future payments with a cashier's check.

Church Support

- To meet the guidelines for financial support and to be considered RAS (registered, active and supporting), you must be a registered parishioner, actively involved in the parish, and contribute to the weekly support. Contributions must be no less than \$450.00 per family prior to December 31st of the year before the actual school year.
- This amount is for Church Support only and you must use church envelopes for the amount to be recorded. This does not include Special Fund Appeal (building fund) or Special Collections.
- The Archdiocese of New Orleans Annual Parental Testimonial of Parish Support and Activity form must be completed each year.
- Families who do not satisfy this obligation will pay out of parish fees the following school year.

MARY, QUEEN OF PEACE CATHOLIC SCHOOL ANTI-BULLYING POLICY

“Let the little children come to me and do not hinder them.
It is to just such as these that the Kingdom of God belongs.”
Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Archdiocese of New Orleans and Mary, Queen of Peace Catholic School establishes an Anti-Bullying Policy that is rooted in the social teaching of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

We are committed to exposing all students to the teaching of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

To this end, Mary, Queen of Peace Catholic School incorporates educational programs to teach and encourage positive peer relations at all grade levels such as Second Steps, Steps to Respect, and Life Skills.

- **Definition of Bullying:** Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.
 - Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication to coerce, torment, intimidate, harass, embarrass or cause emotional distress to a person.
 - Anyone perpetrating bullying by spreading hurtful material, even if another person created the material, shall be in violation of this policy (e.g., forwarding emails, text messages). Furthermore, behaviors of retaliation for asserting or alleging an act of bullying shall not be tolerated.
- **Bullying Behaviors:** Bullying behaviors are physically hurting or threatening to hurt someone, social exclusion, insults, name-calling or mean gossip and rumors.
- **Reporting Bullying:** Students learn that it is okay to report bullying to an adult anytime. They also learn to report bullying to an adult immediately if:
 - They or someone else are in danger
 - Someone is touching or showing private body parts
 - Refusing doesn't work
- **Tattling vs. Reporting:** *Tattling* is when a student tries to get someone into trouble. *Reporting* is when a student tries to keep someone safe.

ARCHDIOCESAN/LOUISIANA MANDATES

Student Records Authorization and Release

I/We, hereby authorize any school previously attended by my/our child, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records of my/our child, to Mary, Queen of Peace Catholic School. The foregoing authorization also applies in the event that Mary, Queen of Peace Catholic School, which is the school authorized to receive the foregoing records, received an inquiry in the future from any other Catholic School as described above for records and/or information and, in that event, Mary, Queen of Peace Catholic School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

Search and Seizure

The school reserves the right to search students' belongings periodically for neatness and/or maintaining discipline and order. School officials are also empowered to conduct reasonable searches of a particular student, student's belongings and school property when there is a reasonable belief that the student may be in possession of materials (contraband, illegal objects or substances, stolen property) in violation of school rules or state law.

Community Awareness

Upon receipt of any notification that a sex offender lives within one mile of a school, in accord with Louisiana law, a principal must post the defendant's name, address, and the crime for which he was convicted in conspicuous areas of the school. Additionally, to the extent that the school is informed through the receipt of a picture from the offender what he or she looks like, it would be prudent to inform staff, teachers and administrators of the likeness of this individual in an attempt to protect the students and avoid any harm to them. Upon receipt of such information, the principal will post it on the bulletin board in the teacher's work area across from the school office. Parents are welcome to check the board periodically for such information.

Firearms-Act

Amendment of R.S. 14:95.2 (Pertains to firearms)

R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or non-student, is subject to a maximum penalty to imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement official or employee acting during the normal course of employment or a student acting under the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course or similar course of activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly

report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than \$500 or sentenced to not more than 40 hours of community service or both.

Possession of Firearms

Act 197 and Act 833 of the regular session of the Louisiana Legislature created the crime of carrying a firearm by a student or non-student on a school campus during regular school hours or on a school bus. Whoever is convicted of the crime of carrying a firearm by a student or non-student on school property is subject to maximum penalty of imprisonment at hard labor for not more than five (5) years. The law exempts from its provisions a federal, state, or local law enforcement officer or a school official or employee acting during the normal course of employment, or a student acting under the direction of such a school official or employee. The law requires that the principal notify the parents of any student who is arrested for carrying a concealed weapon on campus. Possession or use of any object injurious to the student or his/her environment will generally mean a demand of his/her withdrawal from school. (Archdiocesan Handbook of Policy)

AHERA (Asbestos Hazardous Emergency Response Act)

Mary, Queen of Peace Catholic School buildings were constructed after 1990. There are no known asbestos building materials within the construction of campus buildings. In accordance with AHERA, Asbestos Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$1.00 (which covers the cost of reproduction).

Public Information / Communication Release

The name, voice, and or likeness of our students may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of the Mary, Queen of Peace Catholic School Community or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans System. These information items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or electronic transmissions related to school activities. No compensation or reimbursement of any kind related to use of this material will be made.

Children of Two Households

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Mary, Queen of Peace Catholic School, will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parents who are experiencing special problems of custody or other matters should notify the office at the beginning of each school year. If a non-custodial parent is not allowed to check out a child, or speak to a child, we must be informed. This type of information is best delivered in person to the principal who will in turn inform the staff and teachers. If there is a court order specifying that the non-custodial parent be denied access to the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Substance Abuse

Mary, Queen of Peace Catholic School makes every effort to prevent the problems of alcohol and drug (substance) abuse. (A.H.B. #4630) The school participates in many drug abuse awareness programs offered and offers opportunities to develop conflict resolution skills. Students who are found using, passing, or purchasing any drugs, alcohol, or tobacco during school or while in their school uniform outside of regular school hours are subject to severe disciplinary action including expulsion.

Archdiocese of New Orleans
Policy on Responsible Use of Archdiocesan Information Resources

General Statement

As a part of their mission, archdiocesan offices, agencies, parishes and schools acquire, develop, and maintain computers, computer systems, voice mail systems and networks. These information resources are intended for archdiocesan-related purposes, including direct and indirect support of the archdiocese's ministries and administrative functions and of the free exchange of ideas among members of the archdiocesan offices, agencies, parishes and schools and between the archdiocesan offices, agencies, parishes and schools and the wider local, national, and world communities. The archdiocesan offices, agencies, parishes and schools, thus, are encouraged to make innovative and creative use of information technologies in support of service and administration, but the information system is not to be used for the expression of personal opinion other than in regard to archdiocesan business. Further, all of the information resources are and remain at all times the property of the Archdiocese of New Orleans.

The use of the aforementioned information resources, like the use of any other archdiocesan-provided resource and like any other archdiocesan-related activity, is subject to the normal requirements of legal and ethical behavior within the archdiocesan offices, agencies, parishes and schools. Based on the teachings and moral principles of the Roman Catholic Church, it is the policy of the Archdiocese of New Orleans to provide members of the archdiocesan offices, agencies, parishes and schools with an environment free from conduct deemed inappropriate by the Roman Catholic Church. Should any member of the archdiocesan offices, agencies, parishes and schools, including employees, students and volunteers, engage in any conduct violative of Roman Catholic Church teachings or principles in the use of a computer, e-mail, voice mail or the internet, the Archdiocese of New Orleans reserves the right to take whatever disciplinary action it deems appropriate as to any user, notwithstanding whether such action violates any other laws, regulations or policies. Thus, legitimate use of a computer, computer system, voice-mail system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

With access to computers and people from around the world also comes the availability of material that may be offensive and contrary to the mission of the archdiocese. The archdiocese does maintain a firewall/filter to protect individuals against the existence or receipt of material that may be offensive to them. However, with the global nature of computer networks it is impossible to control all materials and an industrious user may discover controversial materials, either accidentally or deliberately. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use e-mail or make information about themselves available on the Internet should be forewarned that the archdiocese cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Should any user of archdiocesan information resources become aware of unauthorized access to improper sites or material or inappropriate use of e-mail, the user should report this matter to the appropriate supervisor.

Only computer software approved by the appropriate supervisor should be installed on to individuals' computers and the Archdiocese reserves the right to delete any unauthorized programs from any archdiocesan computer, even though the deletion may cause damage to any files belonging to the owner/user.

Applicability

This policy applies to all users of archdiocesan information resources and to all users of those resources, whether on archdiocesan property or from remote locations. Additional policies may apply to specific computers, computer systems, voice-mail systems or networks provided or operated by specific units of the archdiocese. Consult the operators or managers of the specific computer, computer system, voice-mail system or network in which you are interested for further information.

Policy

All users of archdiocesan information resources must:

Comply with all federal, Louisiana and other applicable law; all archdiocesan rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the archdiocese's sexual harassment policy; the archdiocese's policy regarding the use and neglect of minors and all applicable software licenses. Individuals involved in "hacking" and/or "cracking" break into someone else's computer system and/or bypass passwords or licenses in computer programs. Users who engage in electronic communications with persons in other states or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

Use only those information resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access information resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. E-mail and related archdiocesan accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the archdiocese.

Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. Under no circumstances should a user of archdiocesan information resources use another user's account and/or hide their identity in the forwarding of e-mail messages and/or during the use of the internet or voice-mail system. Violation of the privacy issues discussed herein will subject the user to discipline, up to and including termination.

Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. Although there is no set bandwidth, disk space, CPU time, or other limit applicable to all uses of archdiocesan information resources, the archdiocese may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.

Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Such use is prohibited. Personal use of archdiocesan information resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other archdiocesan responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

Refrain from stating or implying that they speak on behalf of the archdiocese and from using archdiocesan symbols and logos without authorization to do so. Affiliation with the archdiocese does not, by itself, imply authorization to speak on behalf of the archdiocese. Authorization to speak on the behalf of the archdiocese may be granted by the Office of the Archbishop.

Authorization to use archdiocesan symbols and logos on archdiocesan information resources may be granted only by the Office of the Archbishop. The use of a disclaimer on all communications is recommended, such as; the contents of this communication are the sole responsibility of (name of user) and do not necessarily represent the opinions or policies of the Archdiocese of New Orleans. Additionally, any communication should not be considered confidential. Any comments should be sent to (user's e-mail address).

Enforcement

Users who violate this policy may be denied access to archdiocesan information resources and may be subject to other penalties and disciplinary action, both within and outside of the archdiocese. Violations will be handled through the archdiocese's disciplinary procedures applicable to the relevant user. However, the archdiocese may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity or security of archdiocese or other information resources or to protect the archdiocese from liability. The archdiocese may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Security and Privacy

The archdiocese employs various measures to protect the security of its information resources and of their users' accounts. Users should be aware, however, that the archdiocese cannot guarantee such security. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

Users should also be aware that their uses of the archdiocese's information resources, including voice-mail resources, are not completely private. Data saved on the archdiocese's computers and/or servers, including e-mail equipment and e-mail and voice-mail messages are the property of the Archdiocese of New Orleans. Messages that are created, sent or received using the archdiocese's e-mail or voice-mail system are the property of the archdiocese. The archdiocese reserves the right to access and monitor the activity and accounts of individual users of archdiocesan information resources, including but not limited to the contents of individual e-mail accounts, voice-mail accounts, login sessions and communications. Further, users should be aware that their computer information, voice-mail information and e-mail information - whether deleted or not - may be reviewed by the Archdiocese of New Orleans and that the users have no expectation of privacy in such information.

Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

Teacher shall review safety rules as grade level appropriate with students within the first two weeks of school.

Overview

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

General Rules

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

Clothing

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

Accidents and Injuries

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

Handling Chemicals

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

Handling Glassware and Equipment

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

Heating Substances

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.

FACULTY AND STAFF

Pastor	Reverend John-Nhan Tran
Parochial Vicar	Reverend Ian Bozant
Principal	Sybil Skansi
Assistant Principal	Amy Spain
Director of Religious Education (Sacraments)	Jewell Bayhi
Coordinator of Religious Education	Nancy Waguespack
Early Childhood Director	Beth Baran
Technology Director	Keese Quist
Athletic Director	Shane Douglas
Aftercare Director	Jill Krumm
Administrative Assistant	Lisa Lanoix
Office Assistant	Laura Roycroft
Office Staff	Patsy Hefler
Pre-K Three Teacher	Nicolle Weisdorffer
Pre-K Three Teacher	Leanne Robichaux
Pre-K Four Teacher	Beth Hunter
Pre-K Four Teacher	Michelle Monaghan
Pre-K Four Teacher	Erin Foster
Kindergarten Teacher	Leah Andries
Kindergarten Teacher	Mari Jo Rapp
Kindergarten Teacher	Betsy Glass
First Grade Teacher	Nicole Wetwiski
First Grade Teacher	Mary Beth Mulholland
Second Grade Teacher	Dana Stiller
Second Grade Teacher	Kristin Macke
Third Grade Teacher	K.K. Gordon
Third Grade Teacher	Darlene Rhodes
Fourth Grade Teacher	Caroline Breeden
Fourth Grade Teacher	Kayla Wilkinson
Fifth Grade Homeroom Teacher	Janice LaRocca
Fifth Grade Homeroom Teacher	Jamie Springmann
Sixth Grade Homeroom Teacher	Kelly Hightower
Sixth Grade Homeroom Teacher	Amy Baiamonte
Seventh Grade Homeroom Teacher	Greta Honsberger
Seventh Grade Homeroom Teacher	Nancy Roussel
Teaching Assistant	Anne Garraway
Teaching Assistant	Judy Boraks
Teaching Assistant	Kim Bourgeois
Teaching Assistant	Jill Krumm
Teaching Assistant	Michelle Leggio
Teaching Assistant	Mary Lukas
Teaching Assistant	Gretchen Graziano
Teaching Assistant	Erin Worrel
Teaching Assistant	Lynne Young
Counselor	Stephanie Strohmeier
Academic Enrichment	Kelly Hightower
Librarian	Maria Dum
Art	Bridget Labonte /Megan Quist
P.E.	Shane Douglas
Computer	Michael Messenger
Music	Joy Harvey
Spanish	Claudia Amaya
Spanish	Gabriela Suarez de Zamudio/Melissa Gostisha