

INTRODUCTION

A message to parents . . .

“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 booklet are the result of a concerted effort on the part of the school faculty and staff. This information has been carefully prepared and presented to assist you to know and understand the policies of Mary, Queen of Peace Catholic School, and to solicit your support and cooperation.

Policies and information are subject to change, alteration, revocation, or review by the Principal/Pastor or his designee. Parents will be notified if changes are made.

Revised 8/5/2010

FACULTY AND STAFF

Pastor	Reverend Ronald Calkins
Principal	Sybil Skansi
Assistant Principal	Susan Perry
Director of Religious Education (Sacraments)	Jewell Bayhi
Coordinator of Religious Education	Susan Danos
Technology Director	Shannon Hudson
Administrative Assistant	Lisa Lanoix
Office Assistant	Laura Roycroft
Office Staff	Patsy Hefler
Pre-K Three Teacher/Early Childhood Director	Beth Warwick
Pre-K Three Teacher	Leanne Robicheaux
Pre-K Four Teacher	Beth Hunter
Pre-K Four Teacher	Michelle Monaghan
Pre-K Four Teacher	Beth Loisel
Kindergarten Teacher	Leah Andries
Kindergarten Teacher	Mari Jo Rapp
Kindergarten Teacher	Betsy Glass
First Grade Teacher	Paige Bennett
First Grade Teacher	Julie Kuylen
First Grade Teacher	Mary Beth Mulholland
Second Grade Teacher	Dana Stiller
Second Grade Teacher	Marlene Collett
Third Grade Teacher	K.K. Hebert
Third Grade Teacher	Darlene Rhodes
Fourth Grade Teacher	Nancy Waguespack
Fourth Grade Teacher	Laura Beth Wilkinson
Fifth Grade Homeroom Teacher	Nancy Roussel
Fifth Grade Homeroom Teacher	Janice LaRocca
Sixth Grade Homeroom Teacher	Stephanie Mares
Sixth Grade Homeroom Teacher	Nicole Maurin
Seventh Grade Homeroom Teacher	Karen Bertel
Seventh Grade Homeroom Teacher	Maggie Kurtz
Teaching Assistant	Lynda Baldwin
Teaching Assistant	Judy Boraks
Teaching Assistant	Kim Bourgeois
Teaching Assistant	Jill Krumm
Teaching Assistant	Mary Lukas
Teaching Assistant	Linda Macaluso
Teaching Assistant	Amanda Bazile San Roman
Teaching Assistant	Erin Worrel
Teaching Assistant	Lynne Young
Counselor	Stephanie Strohmeier
Librarian	Maria Dum
Art	Lori Seals
Computer/Athletic Director	Shane Douglas
Computer/Physical Education	Michael Messenger
Physical Education	Linda Grefer
Music	Joy Harvey
Spanish	Claudia Amaya
Spanish	Ana Cristancho
Enrichment	Kelly Hightower

SCHOOL HISTORY

Mary, Queen of Peace Catholic Elementary School was founded in August 1996 in the multi-purpose building attached to the church. The original school included grades Kindergarten, First and Second.

In 1998, the new school building was completed. The new building houses administrative offices, faculty areas, a full service cafeteria, classrooms for the elementary school - Pre-Kindergarten to First grades. The Worship Center houses our Library, Computer Lab and Pre-Kindergarten program. The modular buildings house our second through seventh grades.

The school now offers Pre-Kindergarten through Seventh Grades.

MISSION STATEMENT

Mary, Queen of Peace Catholic School seeks to provide a nurturing environment that allows each child to grow spiritually, academically, emotionally, and physically in Christ's love through high academic standards and emphasis on serving God and community. Our children are encouraged to develop good moral character and are taught to live their Catholic faith.

STATEMENT OF PHILOSOPHY

Mary, Queen of Peace is a Catholic school based on the philosophy that each child is a sacred gift from God and a unique individual. This belief is supported by balanced approaches to learning in a vibrant and creative environment. This philosophy is rooted in faith, worship and values.

God bestowed on the family its own specific and unique educational mission. With this understanding, it is the parents' responsibility to be the primary educators of their children. Therefore, parental support and involvement in the school, as well as in the faith community, is strongly encouraged.

SCHOOL ADMINISTRATION

School Office

All business for the school is handled through the school office. Messages for faculty and staff should be left in the school office. Visitors must sign in at the school office and obtain a visitor pass when entering either building for any purpose.

Office Hours

During the school year, the school office is open Monday through Friday, 7:10 a.m. until 3:00 p.m. The school office's summer hours are 9:00 a.m. until 11:00 Monday, Wednesday and Friday throughout the month of June. Messages are checked regularly in July. Regular office hours begin the first Monday in August.

School Correspondence

Throughout the school year, the school will send important correspondence home. Please be aware that in the case of dual households, the school is willing to send both parents correspondences. Parents are responsible for providing the school office with up to date addresses and phone numbers to receive vital school information.

All correspondence from home must be in an envelope with the student's name on it.

School Schedule

The school day begins at 7:30 a.m. Morning supervision begins at 7:10 a.m. Dismissal is at 2:40 p.m. Any student who is in the car pool area twenty (20) minutes after dismissal will be entered into the After School Care. Students are officially signed in as of 3:00 p.m. The fee for after care is \$40.00 per week if paid by Thursday at 6:00 p.m. of the preceding week. Monthly rates with small discounts are available if paid by the appropriate date. The fee for those not paying by the week or month is \$10.00 per day. There will be no after care on early dismissal days. There are no multiple child discounts for after care fees. Any family that has not picked up their child by 6:00 will be assessed a late fee of \$10.00 per 15 minutes (the cost of keeping our staff at school).

Attendance Requirements

It is extremely important that children attend school regularly. Catholic schools follow the state adopted policies for non-public schools. "Elementary school students are to attend school for a minimum 160 days. Students must be present for the required number of days to receive credit for the courses taken. Students who are not in school the required number of days may be retained or required to attend summer school at the discretion of the school administration. Exceptions may be made only in the event of an extended personal illness as verified by a physician. A child not meeting the minimum requirement will not be promoted to the next grade." (Archdiocesan Handbook for Catholic Schools, #5320) Any student who misses more than 10 (ten) days (excused or unexcused) in a semester may not be promoted to the next grade.

Criteria for Full Day / Half Day of School

The minimal instructional day for a full day kindergarten program is 330 minutes. For grades 1 - 12 the minimum school day shall include 330 minutes of instructional time exclusive of recess, lunch, and planning periods. (Louisiana Handbook for School Administrators, #6.037.10) Students therefore must be in school, not counting recess and lunch, for a minimum of three and one-half hours to be considered in school a full day. 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 asked to call the school office before 9:00 a.m. if a student will be absent. A student is “absent from school” when the student is not physically present at the school or at a school-sponsored function. The student is counted as absent whether it is an excused or unexcused absence.

An excused absence requires a doctor’s note for absences longer than three days with a valid medical reason for the absence. Please note that travel (except for travel related to a school function or travel to a relative’s funeral) will be considered an unexcused absence.

All cases of measles, chicken pox and unidentified rashes (including Fifth’s disease) must be reported to a doctor or the State Health Unit. In order to return to school when a child has contracted a contagious disease, a note obtained from the doctor or the State Health Unit stating that the child is no longer contagious must be presented to the office on the first day back to school regardless of the number of days absent.

Students who are absent because of lice must be treated and all nits have been removed before they are able to return to school. Students with pink eye must have a note from the doctor in order to return to school.

Schoolwork missed during an excused absence is to be made up. Students will have three days after they return from an absence to complete all work and missed tests. Any work not completed in the three day time period may receive a zero (0) or F. Teachers will provide the returning student with the work missed during their absence. For prolonged illnesses, student work may be made available to the student’s parent or sibling. To obtain work for illnesses of two days or longer, the parent should call the school before 10:00 a.m. and arrange for the work to be available at dismissal. The work can be picked up at the office after school.

Any student who misses more than 10 (ten) days (excused or unexcused) in a semester may not be promoted to the next grade.

Tardies

Punctuality is very important. The day begins at 7:30 with the ringing of the warning bell. Students should be in school by this time.

The warning bell rings at 7:30 a.m. At 7:35 a.m. the final bell rings and school is in session. Those students who are in “transit” to the cafeteria are considered tardy and will be routed to the office. Please be sure to get your child to the drop off area before the 7:30 warning bell to assure your child makes the beginning of assembly. Students who arrive after 7:35 are considered tardy and must be checked in through the office by the parent.

Students who have early morning doctor appointments will be given an excused tardy if the parent brings a doctor's note to the office on the morning of the tardy.

When a student begins to have excessive tardies, the parents will be called by the teacher or principal to discuss a solution to problem. If the tardies continue, the parents and principal will have a conference to discuss the situation.

Early Dismissal

Parents are encouraged to make doctor & dental appointments for hours that will not interfere with school attendance. Remember, a student who has not completed three and one half hours of class time will be considered absent.

Prior written notification must be given to the office if a child leaves school early. The note must include the child's name, grade, time of departure, name of person picking child up (if other than parent or guardian), date, and parent / guardian's signature. Please come to the office to sign your child out and to pick up your child.

Appeals Process

If anyone has a concern about Mary, Queen of Peace Catholic School, he/she is asked to use the following procedure as a guide.

<u>Concern regarding</u>	<u>First Step</u>	<u>Second Step</u>	<u>Third Step</u>
Principal	Principal	Pastor	Office of Catholic Schools
Teacher	Teacher	Principal	Pastor
Staff	Staff Member	Principal	Pastor
School Board	Board President	Principal	Pastor
Policy	Principal	Pastor	Office of Catholic Schools
Curriculum	Principal	Pastor	Office of Catholic Schools
Facilities	School Secretary	Principal	Pastor
Cafeteria/Food Services	Cafeteria Manager	Principal	Archdiocese Food Service
Co-op, Mom's, or Dad's Club	President of Club	Principal	Pastor
Transportation	Bus Driver	St. Tammany School Board Transportation Office	Principal

Parent - Teacher Communication

Communication is a means by which parents, teachers, and students work together. Parents are reminded that the most advantageous way of communication is by a personal conference with the teacher.

Contact the office to leave a message for the teacher and your call will be returned.

Mary, Queen of Peace Catholic School welcomes and encourages good communication between the parent and teacher. When there is concern about academic progress or a discipline problem, the parent should use the appeals process.

Parental Cooperation and Participation

Parental cooperation and participation 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 their children and sever the relationship with the school.

FINANCES

Returned Checks

NSF checks will be assessed a \$ 25.00 fee. This fee, in addition to the check amount, must be paid in cash or with a money order. Receipt of two NSF checks within a school year will place the parent(s) / guardian(s) on a cash or money order method of payment for the remainder of the school year and the following school year.

Financial Obligations

Families are asked to remember that the school's budget is primarily based on tuition receipts. In an effort to provide the best education possible for the students in our school, it is essential the school meet all of its financial obligations. Therefore, parents are expected to keep tuition payments current.

Parents who are habitually delinquent in tuition will be requested to meet with the Pastor and principal to discuss the situation. Continued delinquency may result in the family being asked to leave Mary, Queen of Peace Catholic School.

Parents who use the Resource Tuition Payment Plan are urged to be certain that they keep their balances up to date. Should Resource Bank stop collecting the tuition because of nonpayment, the full amount is due immediately.

All financial obligations must be honored to date in order for students to be registered for the following school year. All financial obligations must be honored to date in order for students to be allowed to take quarter exams.

Any family falling behind in tuition payments by more than 30 (thirty) days may meet with the Pastor and principal to discuss the situation.

Student Withdrawals

Withdrawing students must follow this procedure:

- notify the school as soon as possible that the student is leaving and the date of his / her last day.
- obtain from the school office and complete a Withdrawal Form that gives the school the right to release the child's records to the new school
- return all school property, textbooks, library books, etc.

All financial obligations must be cleared with the school office. The registration fee and non-parish fee are non-refundable. Tuition refunds (where applicable) are pro-rated. Allow three to four weeks after the student's withdrawal for reimbursement of tuition, if applicable.

Admissions

As a school of the Archdiocese of New Orleans, MQPCS admits students of any race, color, national ethnic origin, or handicaps to all rights, privileges, and activities generally accorded or made available to all students in the school. The school does not discriminate on the basis of national or ethnic origins or disabilities in the administration of their educational policies, admission policies, scholarship or tuition assistance programs, or athletics as well as any other school administered programs.

Student Readmission Policy

A student who leaves Mary, Queen of Peace Catholic School to attend another school in the area is subject to the criteria for a new student.

Children who have been dismissed from other schools for disciplinary reasons cannot enter Mary, Queen of Peace Catholic School without agreed upon guidelines. The student and parents will show their agreement by signing the written copy of the guidelines that will be kept with the student's permanent record.

Acceptance of Home Schooled Students

Students who have been home schooled for any length of time immediately prior to admission to Mary, Queen of Peace Catholic School will follow the following procedure:

1. Fill out appropriate school application forms.
2. Parents must address a letter to the principal stating the reasons for home schooling their child(ren), as well as their reasons for enrolling their child(ren) in Mary, Queen of Peace Catholic School.
3. Submit original standardized test results (most current). Note: if no testing has been done, parents assume this responsibility. The principal of Mary, Queen of Peace Catholic School, must approve tests.
4. Submit a folder containing samples of the child's work in the basic academic areas. Folders should contain student tests as well.

5. The student may be required to take teacher-made (criterion referenced) test, informal assessment, or an academic psychological evaluation in order to determine acceptance and grade level placement at Mary, Queen of Peace Catholic School.
6. The student and his or her parents may be required to interview with a member of the school administration.
7. If the student is accepted, the parents must sign a “statement of commitment” to the school’s philosophy, mission, goals, programs, choice of textbooks, and grade level placement, in addition to the Parent/Student Handbook Signature Slip.
8. Appropriate documentation must be provided that the students/parents meet State of Louisiana requirements for Home Study Programs during the period that the student was home schooled.
9. The principal reserves the right to remove any of the above requirements at his/her discretion.

STUDENT RECORDS

Permanent Records

A cumulative record shall be permanently maintained on each student. When a student transfers from another school to Mary, Queen of Peace Catholic School, the cumulative record should be reproduced and mailed to Mary, Queen of Peace Catholic School by the principal of the school from which the student is transferring upon the written request of Mary, Queen of Peace Catholic School and the parents of the transferring student.

CURRICULUM & INSTRUCTION

Religious Curriculum

Mary, Queen of Peace Catholic School provides a religious education curriculum 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 Benedict XVI. The religious education curriculum 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.

Christian Service Award

In order to help instill in our students the desire to serve others, Mary, Queen of Peace Parish has instituted a Christian Service Award. All students are encouraged to participate.

Students who perform services according to the chart below will be issued the 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.

Kindergarten - 5 hours	First Grade - 10 hours
Second Grade - 10 hours	Third Grade - 15 hours
Fourth Grade - 15 hours	Fifth Grade - 20 hours
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 are due into the school office by May 1, 2011.

Curriculum Guidelines

Mary, Queen of Peace Catholic School fulfills all of the requirements set down 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.

The basis for curriculum is the Educational Standards for the State of Louisiana, accepted national Standards for individual subject areas, and the Standards Based Education Initiative of the Archdiocese of New Orleans, Office of Catholic Schools.

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.

Curriculum Evaluation

Regular evaluation of the curriculum takes place each year. Textbooks are evaluated and updated in concurrence with the textbook cycle of the state. The overall caliber of the curriculum is evaluated at multiple times during the year to provide for consistent teaching and keeping methods of instruction current.

Standardized Testing

Absentees will not make up missed sections of the tests except and only at the discretion of administration.

Grading System

The following Archdiocesan Grading System will be used:

A =	100	- 94
B =	93	- 86
C =	85	- 78
D =	77	- 70
F =	69 and below	

Pre-kindergarten and enrichments are graded in the following manner:

O (Outstanding) S (Satisfactory) N (Needs improvement)

Kindergarten is graded in the following manner:

M (Mastered) E (Emerging) I (Improvement Needed)
NI (Not Introduced) S (Satisfactory)

PROMOTION/SUMMER SCHOOL/RETENTION

Pre-kindergarten Pre-kindergarten students can be retained. Promotion or retention is based on the child's progress in school and is determined by the principal.

Kindergarten Kindergarten students can be retained. Promotion or retention is based on the child's progress in school and is determined by the principal.

Students must receive at least "Satisfactory" in all major areas to pass. Summer school is not available to kindergarten students.

MAJOR AREAS: Religion, math, reading readiness, socialization and work habits

First and Second Grades Students in the first and second grades will be given letter grades only and must achieve a "D" average at the end of the school year to pass a subject. Students must pass all major subjects to be considered for promotion.

MAJOR SUBJECTS: Religion, language, math, and reading

Third through Seventh Grades Students in the third through seventh grades will be given number grades only and must achieve a 70 average at the end of the school year to pass a subject. Students must pass all major subjects to be considered for promotion.

MAJOR SUBJECTS 3rd-7th: Religion, language, math, and reading

ADDITIONAL MAJOR SUBJECTS 5th-7th: Social studies, science

Students in all grades above kindergarten, when failing one major subject, are required to successfully complete a school approved summer school program. Students who fail two major subjects must repeat the grade.

Honor Rolls

Students in first grade and above earning all A's on a quarter report card achieve the Alpha Honor Roll Award. Those earning A's and B's on a quarter report card achieve the Beta Honor Roll Award. In order to be eligible for an Honor Award, students must receive a B or higher for conduct. Students receive the Alpha Award for the year for a final report card average of A in each subject and Beta Honor Roll Award for a final report card average of A's and B's in each subject. In order to be eligible for an Honor award, students must receive nothing below an S in enrichment and B in conduct final averages, and nothing below a C in any subject in any quarter.

Incomplete Grades

The letter "I" will be given if assignments are incomplete due to excused absence(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 are on loan to the students from the school. They are checked and issued to children at the beginning of the school year. Books, except consumables, should not be written in, marked, or marred in any way. Each student is to write his or her name on the book label of each text and is to have a cover on each textbook at all times. It is the student's responsibility to prevent their books from being lost or damaged. Either will result in the student paying for the replacement of the book. Books are to be carried in a book bag. Only consumable textbooks (workbooks) do not need to be covered.

Homework and class work

Homework assignments are designed to provide reinforcement to what the students learn in class. The teacher determines the type, amount, and frequency of homework. All homework must be completed as directed. The teacher will inform students about consequences of incomplete homework assignments.

Any student with an absence from class is responsible for obtaining his/her assignments and turning in the work. In case of student illness, the student will have at least two school days to make up the assigned work.

Field Trips & Special Events

A Catholic Mutual Insurance permission form stating the specifics of the outing is sent home with the student. The student must return payment and the permission form signed by the parent or legal guardian 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.

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.

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.

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.

Participation in field trips is a privilege and, as such, the principal may deny students participation in a field trip. Having two after-school detentions for any reason in the same quarter, having an F in conduct for the quarter, and having been suspended any time during the year are considered reasons to be denied field trip participation.

Appropriate attire is required for field trips.

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.

Volunteers for Special Events and Field Trips

Every effort will be 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 chaperones for field trips. In accordance with the Archdiocese of New Orleans, each year all volunteers and chaperones must have on file a signed statement for the Policy for the Abuse and Neglect of Minors, criminal background check and Code of Ethics on file in the school office in order to attend field trips and/or any school activity. Additionally, all volunteers and chaperones must attend a Safe Environment Training Program taught by Sister Mary Ellen. Dates and locations are available in the office.

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

When parents bring young siblings to school, for the safety of all involved, the parent may not be acting in a chaperone capacity and the young sibling is the responsibility of the parent. The child must be under the parents' direct, physical control.

SCHOOL DISCIPLINE CODE

Our school discipline code is established to incorporate our mission statement.

The goals of the student code of conduct are to

- guarantee the rights of all staff and students by establishing rules and regulations prohibiting speech or actions that are disruptive to the work of the school.
- teach self-discipline.
- respect the rights and personal dignity of all students and staff by providing a safe environment.
- protect and maintain school property.
- ensure all students the right to complete the course of study prescribed by state and the Archdiocese of New Orleans standards.
- comply with federal, state, and local laws.

Therefore, every child should

- make a conscientious effort in their class work
- conform to school rules and regulations
- subjugate his/her individual desires for the good of his/her classmates and the school
- help develop a climate within the school that is conducive to learning and Christian living
- respect the rights of all involved in the educational process
- willingly volunteer information and cooperate with school staff should the child have important information concerning a violation of school rules
- attempt to complete all activities and assignments

STANDARDS OF DISCIPLINE

Respect and obedience to the following are required:

1. Respect for authority and adherence to all school rules
2. Courtesy at all times
3. Respect for all people, their property, and all school property
4. Good citizenship and sportsmanship
5. Honesty, thoughtfulness, and trustworthiness
6. Proper behavior in the halls, classrooms, cafeteria, restrooms, and playground before, during and after school.

BEHAVIOR REPORTS

Each teacher develops a classroom management plan for behavior in the classroom in accordance with school policies. Some examples of infractions warranting a disciplinary procedure are listed below:

1. Inappropriate cafeteria behavior
2. Loud, disruptive talking or restless inattentive behavior in the classroom, hallways, cafeteria, or church
3. Rough play at any time
4. Speaking with any person of authority or visitor in the classroom, hallways, cafeteria, or church
5. Using the supplies of a teacher or of another student without permission
6. Coming into the school building after school hours without the permission of a school official
7. Destruction of school property
8. Dishonesty of any type
9. Inappropriate language, gestures, or drawings
10. Continuous disrespect of peers, including bullying and harassment
11. Eating in the class without permission or chewing gum
12. Failure to return documents in a timely fashion as directed by school personnel

AFTER SCHOOL DETENTIONS

After school detentions will be issued to any student in the event of a serious rule infraction, for continuous misbehavior according to the teacher's posted discipline policy, or for a weekly conduct grade of D or F in middle school. The detention notice may be issued by a teacher or an administrator, followed by a conference with an administrator. At this conference, the student will be made aware of the gravity of the situation, and recommendation will be made to help the student modify his/her behavior. Parents and student alike are to realize that the issuance of an after school detention signifies a serious departure from acceptable behavior levels, and corrective measures both at school and at home are necessary to prevent any recurrence. Detention notices are to be signed by the parents of the offending student and returned to the homeroom teacher on the next school day.

Some examples of infractions warranting serious disciplinary actions are as follows:

1. Repeated or more serious violations of any of the examples listed above.
2. Foul language (spoken or written)
3. Leaving the school ground for any reason without permission from school authorities
4. Fighting (battery)
5. Cheating (failure to comply with testing regulation, using materials that have been prohibited by a teacher, using another's work as one's own)
6. Any offense deemed serious by an administrator that is not listed above

SUSPENSIONS

Suspension of a student from school may occur after that student has received his/her third after school detention. A suspension notice must be signed by the parents of the offending student and returned on the next school day. Immediate suspension may also be issued by the administration if the gravity of the offense indicated that such a punishment is appropriate. At the discretion of the administration, the suspension may be one to five days in duration and served in school or at home. Any student issued a suspension must complete the day's work missed, including all regularly scheduled tests.

The parents of any child receiving a suspension will be required to have a conference with an administrator.

Students receiving suspensions are to understand that they have reached a point where their future at Mary, Queen of Peace is in jeopardy. Suspensions are indicators to the parents, students, and the faculty that the most serious of conditions exist in regard to a child's behavior or self-discipline and that the appropriate corrective measures are in order.

EXPULSION

Expulsion from Mary, Queen of Peace may occur when a student has either accumulated three suspensions or commits an offense that is so serious that immediate action is required. Expulsion will be enforced at the discretion of the administration.

Examples of infractions which may result in automatic expulsion are as follows:

1. A repeated or more serious violation of previously listed examples
2. The possession and/or use of illegal drugs, alcoholic beverages, or cigarettes on school grounds, at any school sponsored activity or in the vicinity of the school
3. Vandalism and/or serious damage to school/teacher/student property
4. Possession or distribution of obscene or pornographic materials at school sponsored activities
5. Theft
6. Fighting of an intensity that places the safety and physical well-being of oneself or another at risk
7. Possession of weapons which endanger the well-being and safety of anyone
8. A threat (written or verbal) which may compromise the safety and well-being of any student or school staff member

Students who are in danger of expulsion will be referred to a disciplinary committee appointed by the administration. The committee is advisory in nature.

DISCIPLINARY RECOMMENDATIONS

From time to time during the school year, students will be given recommendations by school authorities on how to improve their behavior. Recommendations can be in the form of consequences, as described in the previous section, or in the form of positive reinforcement. Positive reinforcement is a major philosophy of our school and is at the heart of the discipline structure. Students will be regularly encouraged to do their best and to continually improve their performance in all aspects of school and home life. Students will also be regularly complimented for correct or proper behavior in a concerted effort to always accentuate the positive. The negative side of discipline should only come into play when positive reinforcement yields less than desirable results.

Referral of a student and his/her parents to seek out professional help may also be included in a recommendation by our school. Sometimes, through the aid of a sociologist, behavioral therapist, child psychologist, etc., we may obtain better performance from a student. A current list of qualified specialists will be available upon request to parents, and we will make recommendations from this list if they seem appropriate. Parents may also be required to obtain specialized counseling for their child and to supply proof to the school that treatment is underway.

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 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.

Inappropriate web sites

In case a student utilizing a school computer comes across a web page that has questionable material, the student should:

- 1- cover the monitor with a paper or a book or turn the monitor off (only for older grades who know how).
- 2- inform the teacher.
- 3- wait for teacher and follow the teacher's instructions.

Student Uniforms

The wearing of uniforms allows students to focus their attention and energies on areas of learning and social development without distraction. To avoid confusion and improper uniforms, uniforms should be purchased through EmbroidMe, the official uniform provider of Mary, Queen of Peace Catholic School.

Boy's Uniform:

All Boys:

Shirt - Hunter green short sleeve knit shirt with monogrammed school logo

Socks – Navy crew socks

Shoes - Solid black low cut style leather tennis shoe (PK must have Velcro shoes only and K may have Velcro or tie leather tennis shoes)

Under shirts - Solid white short sleeve only

Sweatshirts - Navy blue with or without school name - no other logo or color permitted
Purchase through the school office.

School sweater – Navy blue cardigan with or without school name. No other logo or color permitted.

Boy's PK-K:

Shorts - Navy pull up (preferred)

or navy pleated short worn with black buckle belt

Pants - Navy blue pull on style long pants (preferred)

or navy blue pleated long pants worn with black buckle belt

Boy's 1st and above:

Pants - Navy blue pleated long pants

Shorts - Navy blue pleated shorts

Accessories - Black buckle leather belt must be worn daily as part of the uniform.

No labels of pants may be worn other than those of EmbroidMe.

Girl's Uniform:

PK4, K, 1 Girls:

Blouse - White short sleeve, Peter Pan collar with MQP on collar.

2-7 Girls:

Blouse – White short sleeve knit shirt with embroidered MQP crest.

All Girls:

Socks - White or navy crew, no ornaments. Navy or white stockings, leggings, or tights (excluding warm-ups and sweat pants) may be worn in cold weather with white or navy socks on top

Shoes – PK—1st grade--Solid navy tennis or oxford style leather shoes (PK & K must have Velcro shoes only.)

2nd – 7th grade -- Navy and white saddle oxfords/Keds.

Sweatshirts - Navy blue with or without school name - no other logo or color permitted.
Purchase through the school office.

School Sweater – Navy blue cardigan with or without school name. No other logo or color permitted.

Undergarments - Solid white or flesh tones only

Modest ribbons in school colors are acceptable.

Length of jumper, skort, skirt, or shorts must be appropriate for a Catholic School setting as deemed by the principal. Length is to be maintained with student growth. If the length does not meet requirements, the garment must be replaced or adjusted accordingly.

Hooded sweatshirts are allowed for grades 5 – 7 students only. No zip up sweatshirts are allowed.

PK3-girls:

Dress available through EmbroidMe.

PK4, Kindergarten-1st grade:

Jumpers in school plaid

2nd – 4th grade:

Skorts in school plaid

Shorts are available in school plaid

Skorts must be worn on Mass days

5th – 7th grade:

Skirts in school plaid

Outer Wear – Inside the building, only the school sweatshirt or school sweater may be worn. Outside of the building, any jacket or the school sweater or school sweatshirt may be worn; however, in accord with the philosophy of Mary, Queen of Peace Catholic School, characters that exemplify violence and name-brand “advertising” are not allowed.

Extra Curricular Uniforms - Students who participate in extracurricular programs may wear their uniforms to school. However, on Mass days, field trip or special event days students are required to wear their school uniform.

Field Trips: Students may wear 1) regular uniforms or 2) spirit shirt and long or short jeans (Capri allowed) or school pants. For field trips, the length of shorts must be appropriate for a Catholic School setting as deemed by the principal. On field trips, students must wear school sweater or sweatshirt with appropriate overcoats only. Appropriate tennis shoes may be worn on field trips. Open toed or open backed shoes of any kind may not be worn for safety purposes.

P.E. 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. for Middle School students.

Grooming Regulations

Hair: BOYS hair shall be of moderate length, no longer than the bottom of the ear on the sides and the top of the collar in the back. Bangs must be above the eyebrows. Hair should not be colored or highlighted. Hair cannot be worn in any manner that draws unusual attention to the student. It must be clean and neatly combed at all times, no extreme hairstyles.

GIRLS - Hair cannot be worn in any manner that draws unusual attention to the student. It must be clean and neatly combed at all times, no extreme hairstyles. Hair should not be colored or highlighted.

Jewelry: BOYS - No jewelry of any kind may be worn except a wristwatch that cannot have an alarm or games, one WWJD bracelet or other appropriate charity cause bracelet and a conservative religious medal inside the shirt.

GIRLS - No jewelry may be worn except a wristwatch that cannot have an alarm or games, a WWJD bracelet, a conservative religious medal inside the blouse, and small post earrings for pierced ears. The student must wear two earrings, one earring only in each ear lobe. Both earrings must be identical. No dangling or loop earrings are permitted.

Seasonal jewelry and hair ornaments may be worn three weeks prior to and through the holiday. They must be simple and not draw unusual attention to the student.

Students wearing inappropriate jewelry will be sent to the office to leave the jewelry for safekeeping. Jewelry brought to the office will only be released to a parent. The school is not responsible for any jewelry that is lost or damaged.

Cosmetics: Makeup and nail polish are not allowed. Students will be sent to the office if makeup or polish is worn to school. The student will remove the makeup or polish if possible. Otherwise, the parent will be called to remove makeup or polish.

Tattoos: Tattoos or tattoo bandages of any kind are not allowed. Stamps given by teachers are not considered tattoos. Students will be sent to the office if tattoos are worn to school. The student will remove the tattoo if possible. Otherwise, the parent will be called to remove the tattoo.

Head

Coverings: No baseball caps or other headgear are permitted at any time inside the building for boys or girls. Modest ribbons in school colors are acceptable for girls. When allowed for special occasions, caps and headgear may have no advertising or inappropriate characters.

Labels &

Name Tags: All clothing is to be clearly labeled with the owner's name and grade level.

Book bags: Book bags shall be in accord with the philosophy of Mary, Queen of Peace Catholic School; therefore, characters that exemplify violence and name-brand "advertising" are not allowed.

"Roller" book bags are allowed in second through seventh grade at the discretion of the parent.

Book bags should not have key chains or similar items attached to them.

The school administration has the final approval on the appropriateness of uniforms, hair, jewelry, book bags, and outerwear clothing.

HEALTH & SAFETY

School Health Record

A school health record shall be maintained on each student according to the schedule approved by the State Department of Health and Human Resources. Serious health problems will be noted on the health record.

Students are required to have a Louisiana State Student Health form. These forms may be obtained from the St. Tammany Health Unit or the child's physician. Immunization records are to be maintained throughout the student's stay at the school.

Procedures for Student Arrival

No student will be released to anyone other than their parent/guardian unless directions are given in a note notifying the school of release of the student to someone other than the parent/guardian.

Those contacts on the emergency card are used only in case of emergency (i.e.) (Child sick, hurt, or left at school).

For special occasions, such as appointments, students may be checked out before 2:15. However, students must be off campus before dismissal (before car line begins).

Regular Day

Arrival: Upon arrival, all students go to the designated area. Assembly areas are assigned for each grade in the designated area.

Breakfast is served in the cafeteria from 7:10 a.m. until 7:30 a.m. All students must finish their breakfast by the 7:30 warning bell.

PLEASE NOTE: Students must be in the designated area by 7:35 a.m. or they are tardy. Please have your child at school before the 7:30 warning bell to assure they are in the assembly line on time.

Dismissal: Teachers will dismiss students from the designated area. Please do not tell your child to meet you in any other location than the car line.

For safety reasons, no walk-ups will be allowed to leave the cafeteria before the carline has finished. Parents are not allowed in the cafeteria until car line is completed since school is still in session.

If a student is not waiting outside when their car arrives, the driver will be instructed to circle around to the back of the car line.

Any student remaining in the cafeteria twenty (20) minutes after dismissal (3:00) will be registered into the After Care program in the cafeteria. You must park your car and come inside to get him/her. Once your child is registered, you will be charged the \$10 daily charge for the After Care program regardless of the time the child is in extended care. The fee for after care is \$40 per week if paid by Thursday at 6:00 p.m. of the preceding week. Monthly rates with small discounts are available if paid by the appropriate date. There will be no after care on early dismissal days.

Students must be signed out of After Care by a parent or guardian before being released.

Bicycle Riders and Walkers

There is no proper place to store bicycles during the day. Students may attach chains to the bicycle and light poles but any damage done to the pole will be the responsibility of the bicycle rider and his/her parents. 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.

Emergency Information Record

An emergency information card is maintained on each student. It is imperative that this information be kept current. Please be sure that someone who can be located on this side of the lake is listed on the emergency card.

Parents are required to notify the school, in writing, of any change in address, telephone number, or new job.

INFORMATION ON ALL STUDENT RECORDS IS CONFIDENTIAL AND WILL NOT BE RELEASED TO ANY UNAUTHORIZED PERSON OR AGENCY.

Emergency Information:

Dismissal from School or School Cancellation

In the event of severe weather or other conditions that may warrant school cancellation or early dismissal, WWL-AM (870) radio and television (Channel 4) are the official Archdiocesan news stations that will relate news of the school. You will also receive a call from our emergency calling system.

Disaster Plan

Procedures for quick and orderly evacuation of the building have been established and exits are posted in each classroom and other areas. Students will be familiarized with the procedures for evacuation and are to obey the instructions of the teachers in all situations.

Campus Security

Visitors: All visitors to the campus must sign in at the school office. If a parent wishes to visit the classroom, arrangements are to be made in advance with the teacher. The office staff will issue a visitor's pass.

Messages: Children may not leave the classroom for telephone messages nor will they be allowed to contact unauthorized persons during the school day or in After Care. Parents should inform their children and the school, in writing, of any changes in their daily routine or people who are picking them up from school before arriving at school for the day.

Please do not send or bring bouquets of flowers, balloons, etc. to students during school, as we cannot interrupt the students' school day for this reason. No helium balloons are allowed in the school building.

Procedures for Sickness or Injuries During School

If a child becomes ill during the school day, the parent(s) or guardian will be called. If the parents cannot be reached, Emergency Card contacts will be called.

An injured child should inform either the staff on duty so that he/she can be taken to the office immediately for first aid. When a serious accident occurs, the parent / guardian or designated person on the Emergency Card will be called. Immediate action will be taken if the parent(s) / guardian cannot be reached and no one else is available to take responsibility. The principal or her designated representative will stay with the child in such a case. In the event of such an emergency 911 will be called.

Please do not send a child to school when

1. your child has or had a fever of 100 degrees or higher within 24 hours.
2. your child is vomiting or has diarrhea or has had either within 24 hours.
3. your child has a discolored (yellow to green) nasal discharge.
4. your child has head lice or nits. (Must have been treated to return.)
5. your child has pink eye. (Must have doctor's note to return.)

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 the class. Parents of these students will be contacted in order to take the appropriate action.

Administering Medication

No non-prescription medicine will be administered to students. Prescription drugs will be administered under strict guidelines set down by the Archdiocese. Only prescription drugs brought to the office, properly labeled by the parent or guardian will be accepted. An official Archdiocesan form, which may be obtained from the school office, must accompany the medicine along with directions from the child's physician that is signed and dated.

The student will be sent to the office to be given the medicine from the container provided by the parent. He/she will consume the medication in the presence of designated school personnel. Students are not allowed to keep any type of medication - non-prescription or prescription such as eye drops or nose spray - on their person. Inhalants are considered medication and a medication form for the inhalant must be completed. Inhalants are to be kept in the office under the supervision of the staff. A copy of the medication form can be obtained from the office. A physician's statement is required.

Student Insurance

A portion of the registration fee provides every student accident insurance coverage while in attendance at school. The coverage is also extended to the After Care program and school sponsored athletic activities. This is considered a secondary policy. It will pay only what the parent's primary insurance does not pay. Contact the school office for more information. In addition, full time (twenty-four hour) coverage may be purchased. Forms for this additional coverage are sent home at the beginning of the school year.

Damage to School Property

Parents or guardians are responsible for the repair or replacement of all willful damage to school property caused by their child regardless of whether the willful damage occurs during or after school hours.

Possessions Brought to School

Valuables such as electronic games or collector cards may not be brought to school. Toys may not be brought to school without the permission of the classroom teacher. Selling or trading of any items is not permitted on the campus at any time.

Cell phones may be brought to school if after school arrangements necessitates such. Cell phones must be on silent and kept in school locker or school bag. Cell phones cannot be used during school hours. Violations of the rule will result in confiscation of the phone. It will be released to a parent only in the office.

The school is not responsible for lost money or lost items.

Cafeteria

The cafeteria is run by the Archdiocesan Food Services. The Food Services Manager will provide procedures for buying and eating lunch. Students and parents are to read these regulations and follow them carefully.

Students who bring their lunch may not bring sodas as part of their lunch.

The cafeteria can be reached at 674-0346. Parents wishing to come for lunch with their child should order a school lunch.

No food will be allowed into classrooms without previous approval from the Teacher. Students may bring snacks for recess. They must eat their snack in designated areas. Each child is responsible for properly disposing of any trash or debris the snack creates.

According to USDA regulations, no party or celebration serving food may occur prior to lunch being completed.

School Food Service is requiring that all meals be paid for in advance. Please note that students who wish to eat the cafeteria meal must pay for a semester at a time. Extras will be sold daily on a cash basis.

Refunds for unused funds will be disbursed at the end of the school year.

Parties & Occasions for Special Snacks

The teacher must approve all parties and birthday celebrations prior to the day of the party. Class parties will be allowed on a limited basis for special occasions. Room mothers will work with the teachers to plan such events. Holidays such as Christmas and Easter are celebrations of holy events in our church and are preceded by solemn days of preparation for these events. Celebrations are to reflect the recognition of the solemnity of the holidays.

The teachers appreciate the thoughtfulness of a parent wishing to send refreshments or treats to school for the students. All treats should be labeled with the child's name, teacher's name, and the classroom.

Refreshments, cups, napkins or other accessories shall be in accord with the philosophy of Mary, Queen of Peace Catholic School; therefore, characters that exemplify violence and name-brand "advertising" are not allowed.

Birthday Parties

IN SCHOOL Please limit refreshments to cupcakes or cookies.

OUTSIDE

OF SCHOOL Invitations may only be distributed on campus if the entire class or all members of the same sex in the class receive one.

Athletic Goals and Policies

The goal of the Mary, Queen of Peace Catholic School athletic program is to develop discipline, character, and a love of God. These rules apply to all athletes, managers, cheerleaders and dance team.

Since participation in extracurricular activities is a privilege, the following guidelines will be used to try out for and/or participate in extracurricular activities. A student must have a grade point average of at least 2.0. To determine this average, letter grades or number grades converted to letters will be turned into quality points: A=4; B=3; C=2; D=1; F=0. This grade point average is for all subjects for which grades are given. The student may not have any "F's" in any subject. Also, the student must have a C or better in conduct and must have outstanding or satisfactory in all enrichments. The grades at the end of the previous quarter will determine eligibility for the following quarter.

The final grade point average (yearly average) is used to determine eligibility for the first quarter of the following year. The student may have no "F's" in any subject or D or F in conduct for the previous year in order to participate in fall sports.

Uniforms are the property of the school and must be returned in good condition after the season. Failure to return a uniform may result in the student being billed for the uniform or not being allowed to participate in further activities.

Children of Two Households

Parents who are experiencing special problems of custody or other matters should notify the office. 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. This should be done at the beginning of each school year. 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.

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.

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.

Search & Seizure for the Archdiocesan Schools

A school official may search a student's desk or belongings (including but not limited to handbag, book bag, any kind of tote bag) if there is reason to believe that stolen and/or illegal objects or substances are being concealed. Likewise a search may be conducted if there is reason to believe that a violation of a school rule related to the maintenance of discipline in the school has been committed if:

1. The students are warned in writing (student handbook) or orally (before an assembly) that lockers or belongings will be searched periodically for neatness and/or for purposes of maintaining discipline and order.
2. The administrator must have a reasonable belief that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. The administration must not act arbitrarily or capriciously but must have a good reason for the search and seizure.
3. The search of a person should be conducted with a minimum of embarrassment to the student or students, preferably in the privacy of the administrator's office when possible. Strip searches should not be conducted if there is no danger that the illegal object will be destroyed and there is no absolute necessity to safeguard and protect individual students or school personnel. The parent / guardian of the student should be called prior to a strip search when the above-mentioned dangers are not present. (Archdiocesan Handbook of Policy, #471O.07)

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)

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.

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.



Mary, Queen of Peace Catholic School Student Technology User Agreement

2010-2011

4th, 5th, 6th, and 7th grade

Each 4th through 7th grade student and parent is asked to please read the following Technology User Agreement. Thank you for helping us maintain our technology.

1. Students will be assigned a tablet or laptop for use during school hours. The tablet/laptop will be a Lenovo X41, X60, X200, R60 or R500 series. The tablet will include a carrying case, stylus, and A/C adapter. The laptop will include an A/C adapter.
2. Students are responsible for A/C adapters and stylus, if applicable. These items should not be stored in a school bag or locker. If applicable, students may temporarily transport the A/C adapter in their school bag during class changing. Each A/C adapter must be in the cart each night. The stylus should be stored in the tablet or on the carrying case. At no time should the A/C adapter or Stylus be taken home.
3. A/C adapter must be neatly coiled at all times.
4. Tablets are to be transported from class to class in the tablet carrying case. The strap must be used at all times. Students may place strap on shoulder or around neck. Tablet should be placed in front of body for best protection.
5. Tablet cases are to be stored in the student's locker or in a teacher specified location, not in the cart.
6. Tablets/Laptops must be completely shut down before closing the screen. Ensure that your tablet/laptop is plugged in and charging while it is in the cart.
7. When storing the tablets/laptops in the cart, the tablets/laptops should be placed in the cart first, then the A/C adapter is placed in front on the shelf.
8. Students are not allowed to play games on the tablets/laptops, unless approved by the Technology Director and listed on the website. This includes games on the internet and games stored on the hard drive.
9. Students are only allowed to visit approved websites on the internet.
10. No personal photos, files, or music may be stored on the flash drive or on the tablet/laptop, unless otherwise directed by a teacher.
11. Any problems with the tablet/laptop must be reported to the Technology Director immediately on Monday, Wednesday, or Friday. If problem occurs on Tuesday or Thursday, please write a detailed note including name, problem, tablet/laptop type and tablet/laptop number on the door of the Technology Director.
12. Any damage, other than normal wear and tear, may be the students' responsibility for replacement.
13. Random spot checks will take place each week for compliance of rules. Planners may be signed as seen fit.

ARCHDIOCESE OF NEW ORLEANS

POLICY CONCERNING ABUSE OR NEGLECT OF MINORS

1. INTRODUCTION

Every human being is created with a God-given dignity. Therefore, the Catholic Church teaches that God condemns all forms of abuse or neglect of people of all ages. In regard specifically to minors or to adults who allege they were abused as minors, it is the policy of the Archdiocese that abuse of minors is sinful, totally reprehensible and intolerable behavior and is illegal. Any such conduct is to be considered, by its very nature, completely contrary to Catholic teaching, Christian morality and contrary to the duties and/or employment of all those who serve the Archdiocese of New Orleans or any of its related entities. Such conduct can in no way be justified.

All who serve the Archdiocese must comply with all state laws (as well as all applicable local or federal laws, if any) regarding incidents of actual or suspected physical abuse, sexual abuse, or neglect of minors and also must comply with the provisions of this policy.

Through this policy, the Archdiocese of New Orleans takes steps to safeguard minors in circumstances described in the following provisions. This policy establishes requirements and procedures in an effort to prevent physical abuse, sexual abuse, or neglect of minors by those who serve the Archdiocese and to provide guidance to those who serve the Archdiocese as to how to respond to allegations of physical abuse, sexual abuse or neglect of minors or adults who allege such abuse as minors if any such allegations are received.

II. DEFINITIONS

For the purposes of this policy:

1. "Sexual abuse" of a minor or an adult who alleges abuse as a minor "includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification." Charter for the Protection of Children and Young People, United States Conference of Catholic Bishops, 2002. Such "sexual abuse" may also include the involvement, use, aiding, tolerating, employment, persuasion, inducement, enticement, sexual exploitation, or coercion of any minor to engage in, or having a minor assist any other person to engage in, any sexual conduct, or producing any visual depiction of such conduct, as a result of relationships developed through a position while performing service for the Archdiocese of New Orleans, and which conduct is:

a. contrary to the moral instruction, doctrines, and canon law of the Catholic Church, or the Charter for the Protection of Children and Young People Such behavior includes actions that cause injury to another or may be unlawful.

2. "Other physical abuse" is the infliction or attempted infliction of physical injury or, as a result of inadequate supervision, the allowance of physical injury to a minor or the causing of the deterioration of a minor to such an extent that the minor's health, moral or emotional

well-being is endangered, as a result of a relationship developed through a position with those serving the Archdiocese.

3. "Neglect" is the refusal or willful failure by a caretaker to provide for a minor the proper or necessary medical care, nutrition, or other care necessary for a minor's well-being as a result of a relationship developed through a position with those serving the Archdiocese.
4. "Caretaker" is any person legally obligated to provide or secure adequate care for a minor, including a parent, tutor, guardian, legal custodian, foster home parent, an employee of a public or private day care center, or other person providing residential care.
5. "Supervisor" is a pastor of a parish or the director of an archdiocesan office of related entity or their delegate responsible for the oversight of those who serve the Archdiocese. (cf. #8)
6. "Minor" is any individual under the age of eighteen (18) years.
7. "Adult" means any individual eighteen (18) years of age or older.
8. "Those who serve the Archdiocese" include all persons, eighteen years of age or older, clergy, religious, or lay, who participate in the work of the Archdiocese of New Orleans, whether full-time or part-time, paid or non-paid.
9. "Archdiocese of New Orleans" and "Archdiocese" include the Archdiocesan departments and administrative offices, all parishes, missions, schools, institutions, agencies, other offices under its direct supervision and any related entities.

III. DUTY TO DISTRIBUTE

A copy of this policy shall be sent by the Archbishop of New Orleans to all school principals, clergy, religious, seminarians, archdiocesan department and office directors, presidents of parish councils, presidents of school boards, parish directors of religious education, parish directors of youth ministry, and directors of related entities. They are obligated by this policy to distribute it to all those who serve the Archdiocese.

IV. EDUCATION

The Archdiocese will, from time to time, arrange educational programs, including but not limited to "safe environment" programs, regarding recognizing and preventing physical abuse, sexual abuse and neglect of minors. When such programs are conducted, those who serve the Archdiocese who have regular contact with minors, including clergy, **will** be required to attend

V. QUESTIONNAIRE, STATEMENT AND BACKGROUND EVALUATION

1. Effective _____, 2003, all those who serve the Archdiocese who have regular contact with minors shall complete a statement, a copy of which is attached to this policy as Addendum_____. Such statement shall be completed at least once a year by all those who serve the Archdiocese.

2. Effective _____, 2003, all persons who may prospectively serve the Archdiocese who have regular contact with minors shall complete a questionnaire, a copy of which is attached to this policy as Addendum _____,

3. Completed statements and questionnaires shall be reviewed and, as appropriate, investigated by the pastor or the director of the office, agency, institution or related entity. These statements and questionnaires shall be maintained in the personnel file of the employee or, in the case of volunteers, in a separate file established for this purpose. Pastors and directors may choose to place these forms in sealed envelopes and place the envelopes in the employee files or file for volunteers. Due to the sensitive nature and confidential nature of all personnel files, access to these files is to be limited to pastors or the director of the office or agency, institution or related entity. Statements and questionnaires completed by clergy are to be maintained in archdiocesan files.

4. Completed statements and questionnaires are to be maintained permanently. Even when a person ceases to be involved in service to the Archdiocese, his/her statement or questionnaire is to be maintained permanently.*

5. In addition to the other requirements of this section, all those who serve the Archdiocese who have regular contact with minors shall as a condition of their service undergo a criminal background review to be paid for by their employer or volunteer parish, institution, agency or related entity,

VI. OBLIGATION TO REPORT

Any person who has actual knowledge or who has reasonable cause to suspect any incident of physical abuse, sexual abuse, or neglect of a minor by those who serve the Archdiocese shall comply with all applicable reporting requirements of state laws and all applicable local and federal laws, if any, (unless to do so would cause a priest to violate his sacred ministry), and **any person** shall report to the Archdiocese as follows (cf. Essential Norms, Norm 11):

1. A verbal report shall be immediately made **also** to the supervisor, who will report immediately to the Executive Director of the Department. As soon as possible, a written report is to be submitted to the Executive Director by the person who initially received the report or first learned of the abuse or neglect of the minor. The written report shall supply the information contained in Addendum _____, a copy of which is attached to this policy.

2. The person who initially received the report or first learned of the abuse or neglect of the minor, his/her supervisor and the Executive Director shall immediately begin consultation with the archdiocesan attorney regarding the fulfillment of the requirements under this policy and the law of reporting the matter to appropriate civil authorities.

3. Should any person wish to make an allegation of abuse of a minor or abuse of a minor who is an adult at the time the allegation is made, the person is also encouraged to contact one or more of the following: his/her parish priest, the local dean, the Executive Director of the Department Clergy, the Director of the Office for Permanent Deacons, the Vicar General. Any such persons are encouraged also to make reports to civil authorities.

4. Any person who receives an allegation of physical abuse, sexual abuse, or neglect of a minor or **alleges to have been abused** as a minor by a priest or deacon who is an adult at the time the allegation is received shall immediately report such allegation to the Vicar General.

VII. POLICY ON SEXUAL ABUSE OF A MINOR BY A PRIEST OR DEACON IN ACCORD WITH THE ESSENTIAL NORMS PUBLISHED 8 DECEMBER 2002

The procedure indicated in this section shall be suspended should a civil litigation be in process. It will be followed when civil litigation is completed.

1. The Preliminary Investigation

a. Within seventy-two (72) hours of receipt of a report of a person who alleges having been sexually abused by a cleric during his/her minority, the Vicar General, either personally or through his Delegate, shall communicate copies of all information received to the Archbishop and to the accused cleric. In his initial contact with the cleric, the Vicar General or his Delegate will recommend that the cleric retain a canonical advocate and/or civil counsel.

b. A person who requests that the Church investigate an allegation of sexual abuse of a minor will be informed by the Vicar General or his Delegate that a written statement, called a “complaint” will be necessary for a canonical investigation to be undertaken. The complainant will be informed that it is possible to retain a canonical advocate to provide assistance.

c. The Archbishop will initiate a preliminary investigation when the complaint has at least the semblance of truth, unless such an investigation is clearly without merit or the guilt of the accused cleric is sufficiently well known (c. 1717 §1). The purpose of the preliminary investigation is to acquire clear and specific understanding of the facts and circumstances of the alleged action.

d. The Archbishop will immediately provide for the pastoral care of the allegedly abused person by a competent person to whom this responsibility has been entrusted. (Norm 3).

2. Principles of Conducting the Preliminary Investigation

a. The Archbishop will entrust the investigation, to be “Conducted promptly and objectively” (Norm 6), to an individual Delegated to proceed with this investigation.

b. The Investigation into a complaint of sexual abuse of a minor by a cleric will be conducted according to the requirements of canon law. In canon law, as in civil law, a person is presumed innocent until guilt has been proved or admitted.

c. The right to privacy and the good reputation of all parties associated with the incident(s) under investigation are integral to the investigation (Norm 6; c. 1717 §2).

d. During the preliminary investigation, evidence will be gathered that indicates whether or not the accused cleric committed the canonical crime of sexual abuse against a minor. Evidence will also be sought as to whether or not the alleged action is fully imputable to the cleric, that is, whether the act was placed with full use of reason and will.

e. When the evidence required by canon law has been gathered, the Delegate will write a report to the Archbishop. This report will indicate the reliability and sufficiency of the evidence gathered during the investigation. It will be communicated to the Archbishop and to the Review Board, together with all the information gathered during the preliminary investigation.

3. The Review Board

The review board, established by the diocesan bishop, will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the review board members will be lay persons who are not in the employ of the archdiocese; but at least one member should be a priest who is an experienced and respected pastor of the diocese in question, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years which can be renewed. It is desirable that the Promoter of Justice participate in the meetings of the review board. (Norm 5)

a. After receiving the report of the Delegate, the Archbishop will consult the Archdiocesan Review Board for an assessment of the complaint and the information gathered during the preliminary investigation.

b. The Board will offer to the Archbishop an independent and confidential review of the complaint and the conduct of the preliminary investigation.

4. Closing the Preliminary Investigation

a. The Archbishop will carefully consider the facts gathered during the preliminary investigation together with the reports and recommendations of the Review Board and the Delegate Investigator. If the Archbishop determines that the information gathered in the preliminary investigation is insufficient or inconclusive, he may instruct the Delegate Investigator to continue the preliminary investigation.

b. If the Archbishop determines that sufficient evidence has been gathered to establish the possibility of a delict, he shall issue a decree closing the preliminary investigation. He, then, will undertake the following steps:

i. The accused cleric is to be promptly notified of the results of the investigation (Norm 6)

ii. The precautionary measures mentioned in CIC canon 1722 are to be applied, i.e., remove the accused from sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory,

and prohibit the public participation in the Most Holy Eucharist pending the outcome of the judicial process.

- iii. The acts of the preliminary investigation together with the Archbishop's votum are to be transmitted to the Congregation for the Doctrine of the Faith. After considering these materials, the Congregation will notify the Archbishop whether it will adjudicate the case or direct the diocesan bishop how to proceed (Norm 8A).

c. If the Archbishop determines that the facts gathered are insufficient to establish the probability of a delict, the accused is to be "promptly notified of the results of the investigation" (Norm 6); and the Archbishop is to prepare an appropriate administrative decree. The acts of the preliminary investigation and the Archbishop's decree explaining the insufficiency or doubtful nature of the proofs are to be placed in the diocesan archives. (CIC, c. 1719)

d. The determination of the Archbishop will be communicated to the complainant.

5. Penal Trial

a. When directed by the Congregation for the Doctrine of the Faith, the Archbishop shall decree the initiation of a judicial penal process (c. 1718). He shall nominate a Collegial Tribunal and shall give the acts of the preliminary investigation to the Promoter of Justice, who will present a petition of accusation to the presiding judge within five (5) business days. (cc. 1502, 1504, 1721).

b. The Tribunal will decide to accept or reject the petition within ten (10) working days (c. 1506).

c. The presiding judge will issue a decree stating the issues to be considered in the trial and setting the time for the Promoter of Justice and the accused cleric to present and complete the evidence they will offer to the tribunal (c. 1616). During the trial either party may call witnesses and introduce proofs, documents and other information into the official acts.

d. The instruction of the case will normally be carried out by one of the judges of the tribunal (c. 1561). A notary will be present during each procedural act and must notarize the written acts (cc. 483 §2; 1437).

e. Evidence may be introduced into the trial by means of public and private documents or witness testimony. Public documents will be trusted concerning everything that is directly and principally affirmed in them, unless contrary and evident arguments show otherwise (cc. 1539; 1541). Under the supervision of a judge, knowledgeable and reliable witnesses may be asked about the life, morals and reputation of the complainant and the accused cleric (c. 1547).

f. The accused cleric is not bound to admit the offense, nor may an oath be demanded of him (c. 1728 §2). If the cleric decides to give testimony, either spoken or written, he has

the right to do so last, personally or through his advocate (c. 1725). Even if the accused cleric provides a judicial confession, complete probative force cannot be attached to it, unless other elements are present to corroborate it (c. 1536 §2)

g. Respecting the right of privacy, the cleric will not be compelled to undergo psychological tests (c. 220).

h. If it becomes clear to the tribunal, at any point, that the accused cleric did not commit the alleged offense, the tribunal has the duty to declare this fact *ex officio* in a judicial sentence and absolve the accused (c. 1726).

6. The Judicial Sentence and the Communication of the Acts

a. Once all the evidence has been collected, the Presiding Judge will order the publication of the acts. (cc. 1598-1606) The Promoter of Justice and the Advocate for the accused cleric will be given opportunity to inspect the acts and propose other evidence. When this process is completed, the Presiding Judge will decree the conclusion of the case. Normally the decree will be issued no more than ten (10) business days after the decree of the publication of the acts (cc. 1598-1599).

b. The decision of the tribunal will be based on the evidence assembled in the acts. This decision will be pronounced in a judicial sentence, which must answer the questions stated in the joinder of issues (c.1611). The sentence is to be published to the Promoter of Justice and the accused as soon as possible, with an indication of the ways in which it can be challenged (cc. 1614-1615).

At present the only way to challenge the Sentence is by appeal to the Congregation for the Doctrine of the Faith. (This special procedure was established by the Holy Father on the occasion of the audience granted to the Prefect of the CDF on 14 February 2003.)

7. Executive Power of Governance

a. At all times the Archbishop has the executive power of governance, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry. Because sexual abuse of a minor by a cleric is a crime in the universal law of the Church (c. 1395 §2) and is a crime in all jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the Archbishop shall exercise this power of governance to ensure that any priest who has committed even one act of sexual abuse of a minor shall not continue in active ministry (Norms §9).

8. Acquittal and Exoneration

a. The cleric will be declared to be acquitted of all charges when it is determined that the complaint is unfounded, false, or not factual, or that the complaint cannot be substantiated due to insufficient evidence.

b. When a cleric is to be restored to ministry the Archbishop will invite him to a personal meeting to discuss steps to be taken to restore him to ministry and/or ecclesiastical office.

c. The Archbishop will make every effort to restore the good name of the accused.

9. Just Penalties

a. According to the law of the Church, a cleric who has committed an offense against the sixth commandment of the Decalogue with a minor “is to be punished with just penalties, including dismissal from the clerical state if the case warrants it” (c. 1395 §2). The particular law of the United States declares that “when even a single act of sexual abuse by a priest or deacon is admitted or is established after an appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants” (Norms §8; cf. c. 1395 §2).

b. “If the penalty of dismissal from the clerical state has not been applied (e.g., for reasons of advanced age or infirmity), the accused ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest” (Norms 8 §B).

c. The Archbishop may request that the cleric freely resign from a currently held ecclesiastical office. Should the cleric decline to resign and the Archbishop judge him to be truly not suitable for holding an office previously and freely conferred then he may remove that person from office.

d. The Archbishop may remove a pastor whose ministry has become “harmful or at least ineffective for any cause” (c. 1740)

VIII. POLICY ON SEXUAL ABUSE OF A MINOR BY A PRIEST OR DEACON WHO IS A MEMBER OF A RELIGIOUS INSTITUTION SERVING IN THE ARCHDIOCESE OF NEW ORLEANS

1. Due to the canonical relationship which priests and deacons of religious institutes have with the Archdiocese of New Orleans, if a report alleges sexual abuse of a minor by a priest or deacon who belongs to a religious institute an investigation shall be made in accordance with the policy outlined above on sexual abuse by a priest or deacon of the Archdiocese of New Orleans. The policy as related above concerning allegations made against a cleric of the Archdiocese of New Orleans is applicable to religious priests and deacons as if copied herein in extenso and wherever the term in the policy refers to “Archbishop” the term “religious ordinary” is hereby substituted.

2. If any policy of a particular religious institute involving priests and deacons accused of a sexual abuse of a minor is in conflict with the policies of the Archdiocese then the Archbishop or his Delegate shall meet with the religious ordinary in order to resolve the issue.

**IX. ALLEGATIONS AGAINST MEN AND WOMEN WHO BELONG TO
RELIGIOUS INSTITUTES, WHO ARE NOT CLERICS, SERVING IN THE
ARCHDIOCESE OF NEW ORLEANS**

1. Due to the canonical relationship which members of religious institutes have with the Archdiocese of New Orleans, if a report alleges sexual abuse of a minor by a sister or brother who serves in the Archdiocese of New Orleans and who belongs to a religious institute, an investigation respecting the particular policy of the religious institute shall be made in accordance with the policy pertaining specifically to them which follows:

2. It is the responsibility of the Executive Director for Religious of the Archdiocese to investigate promptly as soon as an allegation has been received against a sister or brother who serves or has served in the Archdiocese of New Orleans and who belongs to a religious institute. It is also the responsibility of the Executive Director for Religious to notify the Major Superior of the religious institute that an allegation against one of its members has been received and to request the cooperation of the religious institute in the investigation. Should an allegation be made directly to the Major Superior of a religious institute, the Major Superior shall inform the Executive Director for Religious of the Archdiocese of the allegation. The Executive Director will also apprise the Vicar General of the allegation. The Executive Director for Religious will offer to pursue the matter according to the Archdiocesan process. The Major Superior will also be given the option to conduct the investigation following the Archdiocesan process or the process currently in place for the particular religious institute; in any case the Major Superior would be asked to keep the Executive Director of Religious informed as to each step in the process.

3. **If** the Major Superior pursues the matter according to the Archdiocesan Process, this investigation may be made personally by the Executive Director, or the Executive Director may request other persons, including those not in the employ of the Archdiocese, to conduct this investigation which the Executive Director will coordinate. This investigation is to include speaking with the accused, the accuser, the family of the accuser, and other appropriate persons, whenever possible. Legal advice, both civil and canonical, shall be obtained promptly.

4. If the member of the religious institute admits the allegations, or if the allegations are proven, he/she is to be removed immediately from active ministry.

5. If the member of the religious institute denies the allegations, but the allegations are serious and the evidence warrants it, the member of the religious institute may be asked to take an administrative leave from ministry pending further investigation. Further decisions concerning his/her active ministry in the Archdiocese of New Orleans are to be made thereafter.

6. If circumstances warrant, the accused may request an administrative leave of absence which the Archbishop of New Orleans may accept after consultation with the Superior of the religious institute. If the circumstances warrant, the Archbishop of New Orleans may impose, with or without the concurrence of the accused, an administrative leave and/or limitation or revocation of permission to minister in the Archdiocese of New Orleans, pending the outcome of the internal investigation. An administrative leave may be imposed by the

Archbishop of New Orleans only after the Archbishop speaks with the accused and the Superior of the religious institute. Such action does not imply guilt on the part of the accused.

7. After adequate and appropriate investigation, the Executive Director for Religious shall make a determination about the validity of the allegation and shall make a written recommendation to the Archbishop of New Orleans. This report will be copied to the Major Superior of the religious institute.

8. The written report of the Executive Director for Religious may also be submitted by him/her to an independent review board for examination. This review board will be appointed by the Archbishop of New Orleans in consultation with the religious superior of the institute. The purpose of this examination is to make certain that justice has been served. The review board is to make known to the Archbishop its recommendations regarding the disposition of the case. After review of the matter, the review board will submit its written response to the Archbishop of New Orleans. This may be the review board mentioned in section VII, 3. As the review board investigating an allegation concerning a priest or deacon includes a priest in its membership, any review board investigating an allegation concerning a religious should include a religious in its membership.

9. Once this response has been received from the review board, the Archbishop of New Orleans will meet personally with the Major Superior of the religious institute and **also** with the accused member of the religious institute and the Superior of the religious institute and will then take appropriate action.

10. The religious institute is urged to provide appropriate treatment for the accuser and the accused.

X. ALLEGATIONS AGAINST OTHER PERSONS WHO SERVE THE ARCHDIOCESE OF NEW ORLEANS

1. If the report alleges sexual abuse, other physical abuse, or neglect of a minor by any person who serves the Archdiocese, including volunteers other than a priest, deacon, or member of a religious institute, the Executive Director of the Department, or his/her Delegate, shall conduct an investigation. Legal advice, both civil and canonical, shall be obtained promptly. The Executive Director shall inform the Vicar General of the Allegation as well.

2. Other appropriate action may be taken to protect the accuser, the accused, or other affected persons during the investigation.

3. When allegations of sexual abuse, other physical abuse, or neglect of minors are made, the Executive Director or Delegate shall contact the accuser, the family of the accuser, the accused, and other appropriate persons, including civil authorities as soon as possible.

4. If the Executive Director deems it appropriate, the accused will be immediately relieved of any position in the Archdiocese of New Orleans and placed on administrative leave, pending the outcome of the internal investigation and any outside investigation. Administrative leave does not imply guilt on the part of the accused.

5. The Executive Director is responsible for making certain that pastoral care and solace are offered to all concerned as appropriate.
6. After adequate and appropriate investigation, the Executive Director shall make a determination about the validity of the allegation and take appropriate action.
7. Any person who admits to, does not contest, or is found guilty of an incident of sexual abuse, other physical abuse, or neglect of a minor shall be immediately terminated from service within the Archdiocese.

XI. ALLEGATIONS OF SEXUAL OR PHYSICAL ABUSE OF AN ACCUSER NOW A MAJOR

1. When an allegation of sexual and/or physical abuse is reported by a major, or someone acting on the major's behalf, which alleges that an employee, former employee, or volunteer has abused someone who was a minor at the time of the alleged abuse, but is now a major the person to whom the alleged abuse is reported must immediately report the allegation to his or her Executive Director who, in turn, will report the allegation to the Vicar General. The Executive Director will retain the authority and responsibility to direct the investigation of the allegation.
2. The accuser (now a major) will be encouraged to report the matter to the authorities, if he/she so decides.
3. The Executive Director will make written recommendations to the Vicar General regarding any aspects of the matter, including, but not limited to, the following:
 - a. even though there is no legal obligation to report such accusations to civil authorities, the Executive Director will advise the Vicar General whether or not to report the matter to the civil authorities. The Executive Director should weigh and respect, among other factors depending on the situation, the desires of the accuser(s) who is now a major, taking into consideration the right of the accuser(s) to privacy and the present status and circumstances of the accused;
 - b. whether to suspend, terminate, or take other appropriate action regarding the accused;
 - c. whether to hire an investigator to conduct an in-depth investigation;
 - d. whether to hire a psychiatrist, or other mental health professional to meet with the accuser and/or the accused and/or witnesses; and
 - e. whether to recommend treatment for the accuser and/or the accused.
4. The Executive Director will report to the Vicar General the outcome of the investigation and his or her recommendation regarding action taken and/or to be taken in the case. The Executive Director and the Vicar General will follow all other pertinent provisions of this policy.

XII. MEDIA CONTACT AND INQUIRIES

1. Any media contact or inquiries regarding an incident of sexual abuse of a minor by those who serve the Archdiocese of New Orleans must be directed to the Director of Communications.
2. Within the confines of respect for the privacy of the individuals involved, the Archdiocese of New Orleans pledges itself to deal as openly as possible with the members of the Church and the broader community about any incident of sexual abuse, other physical abuse, or neglect of minors.

XIII. RECORDS

1. Records maintained concerning each incident reported, the investigation, and the results of the investigation shall be kept "confidential" pursuant to Canon Law. Cf. c. 489.

SUMMARY OF LOUISIANA CHILD ABUSE OR NEGLECT REPORTING LAW (L.S.A.-R.S. 14:403; LA. CHILDREN'S CODE ARTS. 601-616)

Criminal statute L.S.A.-R.S.14:403 specifies that any person in the Children's Code who is required to report abuse or neglect, including sexual abuse of a child under age 18, is to report information to authorities when that person has cause to believe a child's physical or mental health or welfare is endangered. Willful and knowing failure to report can result in \$500.00 fine or imprisonment for six (6) months, or both.

La. Children's Code Art. 603 defines those persons who must report child abuse as mandatory reporters, which include: any person who provides health care services, e.g., doctors, nurses, technicians; mental health or social services professionals who provide counseling services to a child or his/her family; members of the clergy; teaching or child care providers; law enforcement officers and commercial film processors.

Art. 603 (13) (c) provides an exception to the mandatory reporting requirement for a "Member of the clergy." He is not required to report a confidential communication, i.e., "one made privately and not intended for further disclosure except to the persons present in furtherance of the communication from a person," if the member of the clergy, in the course of the discipline or practice of that church, denomination, or organization, is authorized or accustomed to hearing confidential communications, and under the discipline or tenets of the church, denomination, or organization has a duty to keep such communications confidential. In that instance, the member of the clergy shall encourage that person to report the allegations to the appropriate authorities.

Art. 610 is the reporting procedure that requires mandatory reporters to immediately report to local child protection unit of Department of Social Services in cases where the abuser is believed to be a parent, caretaker, a person who maintains an interpersonal dating or engagement relationship with the parent or caretaker, or a person living in the same residence with the parent or caretaker as spouse whether married or not. If such a person or caretaker is

not believed to have any responsibility for the abuse or neglect, the report should be immediately made to the appropriate local or state law enforcement agency. Dual reportings shall be permitted.

The initial report may be verbal, and should contain the following information, if known:

- (1) name, address, age, sex and race of the child;
- (1) nature, extent and cause of child's injuries or endangered condition, including any previous known or suspected abuse to the child or child's siblings;
- (2) name and address of parent(s) or caretaker;
- (3) names and ages of all other members of child's household;
- (4) name and address of the reporter;
- (5) account of how child came to reporter's attention;
- (6) explanation of cause of child's injury or condition offered by child, the caretaker of any other person;
- (7) any other information which the reporter believes might be important or relevant.

If the initial report is verbal, it shall be followed by a written report within five (5) days to the appropriate agency, i.e., local child protection unit or law enforcement agency.

Article 611 grants immunity from civil or criminal liability to any reporter, for the making of any report in good faith, and without knowledge of the falsity of such information, or reckless disregard for the truth of the report.