

**PARENT/STUDENT HANDBOOK TABLE OF  
CONTENTS**

Philosophy and Objectives	<b>3</b>
Mission Statement	<b>4</b>
Parent Commitment to Church and school	<b>4</b>
Acceptance Criteria	<b>4</b>
Forward	<b>5</b>
Administration and Staff	<b>6</b>
Motto, School Colors, and Symbolism	<b>7</b>

**Most Blessed Sacrament Catholic School Student  
Handbook**

Academics	<b>8</b>
Administrative Procedures	<b>10</b>
Attendance	<b>10-11</b>
Awards	<b>11-12</b>
Backpacks	<b>12</b>
Before and After School	<b>12</b>
Birthday Celebrations and Parties	<b>12</b>
Cafeteria	<b>12</b>
Child Protection	<b>12</b>
Christian Formation	<b>12-13</b>
Code of Christian Conduct	<b>14</b>
Code of Honesty	<b>15</b>
Communication and Conferences	<b>15-16</b>
Conduct and Discipline	<b>16-23</b>
Emergency Information	<b>23-24</b>
Extended Care	<b>24-25</b>
Extra-Curricular Activities	<b>25-26</b>
Field Trips	<b>26</b>
Health and Safety	<b>26-28</b>
Lost and Found	<b>29</b>
Materials Brought to School	<b>29</b>
Parent Cooperation	<b>29</b>
Procedures for Addressing Concerns	<b>30</b>

School Counseling	<b>30-31</b>
Technology and Acceptable Use Policy	<b>31-33</b>
Transportation	<b>33-36</b>
Tuition and Fees	<b>36</b>
Uniforms	<b>36-41</b>
Visitors	<b>41</b>
	<b>41-42</b>
<b>Appendix</b>	
Discipline Letter	<b>43</b>
Field Trip Permission Form	<b>44</b>
Parent/Student Handbook Contract Acknowledgement Form	<b>45</b>
Technology and Acceptable Use Form	<b>46</b>

**MOST BLESSED SACRAMENT CATHOLIC SCHOOL**  
**STATEMENT OF PHILOSOPHY**

We believe the purpose of Most Blessed Sacrament Catholic School is to pass on the faith and heritage of Catholic tradition promoting gospel values throughout the educational environment.

We strive to strengthen a partnership with parents, the primary teachers of faith and values, to develop the whole child – spiritual, moral, intellectual, social, emotional, and physical.

We seek faculty called to the teaching ministry, who share a mutual responsibility for creating an environment that promotes spiritual and academic excellence for all our students.

We strive to center our school community in Catholic doctrine, worship, prayer, service learning and current educational pedagogy in order to equip our students to become mature Christian young men and women, leaders for tomorrow's world.

We seek to teach as Jesus did, in both word and example, nurturing the unique gifts of each member of our school community as members of the body of Christ, living sacraments to the world.

**Most Blessed Sacrament Catholic School Objectives**

1. To provide a teaching environment in which the gospel message and Christian values are integrated into every subject area.
2. To promote academic excellence and strive to challenge each student to reach their learning potential.
3. To provide learning experiences that develop critical thinking skills and which address all domains: cognitive, affective, and psychomotor.
4. To promote a disciplined atmosphere centered in treating each individual as a child of God, fostering personal freedom and responsibility for personal decisions and actions.

## **Mission Statement**

The mission of Most Blessed Sacrament Catholic School is to minister to the educational needs of our parish family by providing a teaching atmosphere that promotes gospel values and academic excellence for our students.

## **Parent's Commitment to Church and School**

One of the requirements for enrollment and/or retention at Most Blessed Sacrament Catholic School is a commitment to the following agreement.

We/I therefore promise and commit:

1. The Catholic members of our family to attend mass every weekend and on Holy Days in addition to daily prayer at home.
2. Our family commits to thirty hours of time and talent to be given to the school and /or church each year. (A year is from registration to re-registration.) Time and Talent hours are required and reviewed prior to re-registration each year. Hours must be completed in order to receive the in-parish tuition rate.
3. Support to the stewardship program of the church as an Identified Offertory Giver (IOG)\* and sign a new Stewardship Commitment Card each year.

\*IOG - The parents or legal guardians whose use of offertory envelopes has noted their **annual** financial support of the parish in the minimum amount of **\$325.00**; (verification will be as of December 31) unless otherwise authorized by the Pastor.

Most Blessed Sacrament does not discriminate because of race, color, national and ethnic origin.

## **Acceptance Criteria**

Students applying to Most Blessed Sacrament School will be accepted in the following priority:

- Currently enrolled students whose families practice their faith and are IOG
- Siblings of currently enrolled students - MBS Parishioners must be IOG and meet yearly volunteer requirements - Out of Parish or Non-Catholic families must meet yearly volunteer requirements
- Catholic students of parishioners who are IOG
- Catholic students of parishioners transferring from another Catholic school who are IOG
- Students of Catholic families residing in another parish who practice their faith and are IOG
- Students of families of other faiths identified as members of their church



## **Foreword**

According to Admissions Requirements set down by the Diocese of Baton Rouge (Section 4.3.2), “Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent/guardian and/or the rules of the school covering all areas of the student’s development as stated in the school’s philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications.”

Catholic schools operate under contract law. The handbook is the printed contract between the parents of minor students and the school. It is required that parent/guardian and their child sign a statement that they and their child have read the handbook and have agreed to abide by the policies, rules and regulations set forth therein. By signing this statement, parents and students agree to be governed by the rules and regulations stated in the handbook. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student’s removal from the school.

In developing the rules and policies Most Blessed Sacrament Catholic School has tried to anticipate as many circumstances and problems as possible. As new and unusual situations arise, the Administration will have the authority to use their discretion in circumstances the handbook rules do not precisely address. The Administrator also deserves the right to amend the handbook as deemed necessary.



Most Blessed Sacrament Catholic School is accredited by the AdvancED® Accreditation Commission and Board of Trustees, is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

Most Blessed Sacrament Catholic School was also named a 2013 Blue Ribbon School of Excellence by the United States Department of Education.

## **Administration and Staff Contacts**

School Office	751-0273
Parish Office	752-6230
Office of Christian Formation	751-5867
David Planche, Director	
Child Protection	753-5526
Beverly Peterson	
School Cafeteria	753-3141
Ebony Tillman, Manager	
Extended Day Care	751-0023
Sheena Gauthier, Director	
Pre-school	752-8829
Laurina Conger, Director	
Father Phil Spano, Pastor	752-6230
Cheri M. Gioe, Principal/Administrator	751-0273
Janette Saylor, Assistant Principal	751-0273
Tammy Joseph, Administrative Assistant	751-0273
Michelle DiBenedetto, School Counselor	751-0273
Sarah Munn, Bookkeeper	751-0273
Vonnie Chiasson, Secretary	751-0273
Wendy Lee, Secretary	751-0273
Ashton Fox, School Nurse	751-0273
Kristi Reine, Technology Coordinator	751-0273
Penne Leier, Communications and Events Coordinator	751-0273

**Motto: *Let Go...Let God***  
**Mascot: Pelican**  
**School Colors: Maroon, Gray and Navy**



### **Pelican in Her Piety**

The Most Blessed Sacrament School logo was updated in 2017. It was important to honor the rich history of MBS, pay tribute to The Most Blessed Sacrament, and celebrate the school's future.

In the logo, note the pelican, which serves as the school's mascot. The wings of the pelican create the monstrance in which The Most Blessed Sacrament is placed, protected, and displayed during adoration. The bolded strokes represent how we as Catholics radiate the love of Christ when we receive Him during the Eucharist. Lastly, the baby chicks represent the students and the privilege we have to protect and teach them in the Catholic Faith.

According to legend, in times of famine a mother pelican would pierce her own chest and give her blood to her chicks. Thus, the pelican symbol in Christianity, called pelican-in-her-piety, symbolizes the sacrifice of Christ on the cross (because he gave his blood for others) as well as the Eucharist (because it represents Christ's blood and provides spiritual nourishment).

Our logo is truly a reminder of our faith foundation that we want to instill in our students and it is a vivid illustration of what we want others to know about our faith and school.

## **Academics**

Each student is expected to turn in quality work. A student who submits quality work demonstrates pride in his/her individual accomplishments. Our teachers insist on the best work from our students.

**Confidentiality** – All school records are confidential and will be released only to authorized persons. A release form must be signed when a child transfers into Most Blessed Sacrament Catholic School. This form enables a school to release confidential school records. All records pertaining to a child may be reviewed by parents/guardians (in the office complex) at any time. This is done by appointment.

### **Grading Scale**

A = 100%-93%

B = 92%-85%

C = 84%-75%

D = 74%-67%

F = 66% or below

### **Grade Averaging for Grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>**

For the final average, a full 67% (D or 1.0 quality point) is required for a passing grade; there will be no rounding up.

The semester grade is the average of the two nine weeks' grades taken together with the exam grade when an exam is given. The exam grade is 20% of the semester average that is shown on the report card.

The final grade is the average of the two semester grades.

Going into final exams, 8<sup>th</sup> graders who have straight A's in a subject on their report card (including mid-term exams), have no outstanding assignments in a subject, have obtained all required AR points, and incurred no major discipline infractions will be exempt from taking their final exam in that subject.

Conduct is a single grade, which will not be rounded up.

Grades can be accessed via Plus Portals online and are provided in Grades 1 - 8. Parents may easily monitor these grades. Please give teachers adequate time to post grades (approximately 5 days).

**High School Information** – Most Blessed Sacrament Catholic School reserves the right to release student information for student recruitment to Catholic high schools in the Diocese of Baton Rouge.

### **Honor Roll**

Honor Roll begins in the third nine weeks of Grade 3.

Nine Weeks Honor Roll – For a student to be on the honor roll, he/she must have ALL A'S AND B'S on his/her report card, including conduct. The handwriting grade is not a determining factor for honor roll. A student may have an N, but must not have any U's to be eligible.



Yearly Scholastic Award - For a student to obtain the Yearly Honor Roll Award he/she must have all A's and B's on his/her report card including conduct, for all four nine weeks and the final average. Exam grades are not a determining factor.

Academic Lettering – Grades 6-8 – to letter academically, a student's semester grade point average must be at least a 3.5. Semester averages and all conduct grades must be A's or B's. A student may not have any D's or F's for the nine weeks.

Grade 5 – to letter academically, a student's yearly grade point average must be at least a 3.5. Only the academic subjects of Religion, English, Spelling, Reading, Math, Social Studies and Science will be used to determine the grade point average. Final averages and all conduct grades must be A's or B's. A student may have no D's or F's for nine weeks' grades.

**Homework** – Homework is the individual student's responsibility. All assignments should be completed neatly and on time. Students are expected to arrive for school prepared to participate in the day's learning. Study of notes and review of material covered in class should take place daily.

**Non-custodial Parents** – 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, a 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.

**Retention, Conditional Promotion and Remediation**

Upper Elementary (4-8) - A student shall not be promoted if he/she has failed two or more major subjects. (Religion, Reading, Math, Language Arts, Science or Social Studies).

Primary Grades (2-3) – A student shall not be promoted if he/she has failed two or more major subjects. (Religion, Reading, Math or Language Arts). Serious consideration will be given a child who has not achieved competence in all subject matters.

Grades Kindergarten and 1<sup>st</sup> – A student shall not be promoted if he/she fails reading.

A student who fails a subject for the second semester fails that subject for the year. Students in grades 2 - 8 who fail only one subject may be passed conditionally. The student must successfully complete approved summer remediation as designated by the administration.

The ultimate decision regarding retention or conditional promotion is determined by the principal in consultation with the teacher.

**Standardized Tests** – The ACT ASPIRE standardized test will be given to all students in grades 3-8 each year. The ACT ASPIRE is administered three times a year with interim tests administered online in September and

March and Summative testing administered via paper/pencil in April. Summative test results will be sent home during the summer. Standardized tests scores become part of a student's academic portfolio.

## **Administrative Procedures**

Administrative procedures are established to meet the needs of students and to facilitate practices and procedures that coordinate all facets of support to the school. These procedures will be subject to continuous review and may be changed at any time.

Parents will be informed of a student's progress through work papers and tests that are routinely sent home in grades K-5. Progress reports will be issued to all students at each mid-nine week marking period via Plus Portals. Reports cards will be issued to all students at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> nine weeks via Plus Portals. The 4<sup>th</sup> nine-week/final report card will be issued via print.

The school will issue assignment pads to students in grades 2-8. They are to be treated as issued textbooks. Parents should check assignments on a regular basis. It is the child's responsibility to keep his/her parents informed of school progress by notes, work papers, tests and progress reports. Students in grades 1– 8 will have grades available online. Parents are encouraged to review them on a regular basis.

Appointments with teachers may be scheduled by request through written notes or e-mail. Parents requesting a conference with the principal or assistant principal may do so via e-mail or by calling the school office for an appointment.

## **Attendance**

### **Absences**

When a student is absent from school a parent is asked to e-mail the school office at [mbsabsent@mbsbr.org](mailto:mbsabsent@mbsbr.org) or call the school office before 9am to verify the absence. When the student returns to school, he/she must present to the teacher a written excuse from a parent/physician. Acceptable excused absences include illness, death in the family, impassable roads, and emergencies or at the discretion of the administration.

According to Bulletin 741, a student who is absent more than 16 days may not be promoted or may be required to attend summer remediation. This is at the discretion of administration.

A student must be in attendance over half of the day to be counted present for that day. A half day of attendance is awarded when a student checks in prior to 11:15am or checks out after 11:15am.

Refer to the Athletic Handbook for procedures concerning absences of a student athlete.

### **Absentee Assignments**

If a student has an extended illness, parents may request the office to gather books for pick up by the parent. Parents must request assignments by **12:00pm**. Books may be picked up between 3:00pm - 3:30pm.

If a student is absent for an extended period, arrangements are to be made with the teacher(s) to make

up any missed assignments and/or tests.

A student who is absent for one day and misses scheduled tests is required to take the tests upon return.

### **Vacations**

Students who are absent due to a scheduled vacation will receive unexcused absences. Please clear these absences with administration. Students must return from vacation with all of their completed assignments and prepared for any missed tests.

Teachers will not prepare special plans in advance for these absences. The school calendar is available in August so vacations can be planned around school holidays.

### **Tardiness and Early Checkouts**

If a student arrives at school after 7:50am, a parent must sign them in at the school office. Students will be given a tardy slip from the office staff before reporting to class. Students will report directly to the class that is scheduled at their time of arrival. They will visit lockers at their next designated locker time. The latest time to check out a student in the afternoon is 2:15pm.

Tardiness and early checkouts jeopardize the quality of a student's school day. Students with chronic tardiness or early dismissals will be contacted by the administration. A student who accumulates five or more tardies and/or early checkouts will not be eligible to receive a perfect attendance certificate at the end of the year.

Eight tardies are equivalent to one unexcused absence.

Early dismissal will be granted for the same reasons that are allowed for excused absences. Please try to schedule doctor or dentist appointments after school hours. If a student must leave because of illness or other emergency, he/she must be signed out.

Students leaving the school for any reason must be signed out at the school office. Students are not permitted to leave the school grounds at any time during the school day without permission from the office.

All students are expected to leave the school grounds in the same manner that the office records indicate that they are to arrive unless they have written permission from a parent.

### **Awards**

**Citizenship Awards** are given at the end of the year to one boy and one girl from each homeroom. Students receiving this award exhibit strong character and have answered God's call to serve by demonstrating unselfish service to others. They also demonstrate the characteristics of kindness, love, care, concern, loyalty, and respect. While the recipient names are kept confidential, please remember to notify the parents.

**Piety Awards** are given to one boy and one girl in each homeroom each 9 weeks. Students receiving the Piety Award are dutiful, respectful, and have a high regard for MBS and his/her teachers.

**Yearly Academic Awards** are given to students in grades 3-8 earning an overall average of 3.5 or above. For obtaining yearly GPA, letter grades are converted to quality points and these quality points are averaged. Students also receive Scholastic Awards at the end of the year for earning all A's in a given subject. A Recognition Award is given annually to those students who demonstrate improvement in a subject and/or a strong work ethic. PE and Activity are not included.

### **Backpacks**

The use of rolling backpacks is limited to students in grades 3-8. Due to storage, rolling backpacks can be no larger than 20 inches by 15 inches, including side pockets. Backpacks are to be conservative in design. Backpacks may not be carried between classes because of congestion on the sidewalk. The backpack must have a retractable handle and shoulder straps. For the safety of the student, they must have their backpacks on their back before they enter the bus or carpool loading area. Students who choose not to follow the safety rules will not be allowed to continue to bring this type of bag to school.

### **Before and After School**

The school is not responsible for students on campus before 7:25am or after 3:10pm, except for those students enrolled in the extended care program or scheduled activities.

After school hours, parents and/or students are not allowed in the classrooms to get forgotten items, such as books or clothing. The maintenance staff is not allowed to open the facility.

### **Birthday Celebrations and Special Events**

Parents should check with the child's teacher before bringing treats for a child's birthday. Any leftover treats will not be sent home with students.

**Invitations** - Invitations will be given out at school when the entire class is invited, all boys in one class are invited or all girls in one class are invited.

### **Cafeteria**

Parents are welcome to eat in the cafeteria. Siblings may accompany parents to lunch. Cafeteria meals must be pre-paid. Please keep cafeteria balances current. Remember to account for second helpings and extra purchases.

### **Child Protection**

The Diocese of Baton Rouge requires that all faculty/staff and volunteers must:

- Be fingerprinted and background checked by the Louisiana State Police Department (Federal Background check for faculty/staff)
- Complete *Safe in Place* training and submit a training certificate
- Complete the Diocesan EAPPS form (Application for Employees and Volunteers)
- Read and sign the Diocesan Code of Ethics

Volunteers include but are not limited to all who help in the cafeteria, library, nurse's office, field trips, copy

corps, art and computer, homeroom parents, coaches, Home and School and Athletic Boards. It is required that this process be completed prior to volunteering. If fingerprinting and background check was previously completed for another Catholic school within the Diocese of Baton Rouge, and is on file with the Diocese, it is not necessary to repeat this process. However, a Transfer of Data form must be signed to give MBS access to Diocesan records. The packet of information that outlines volunteer requirements is available in the school office and school website.

## **Christian Formation**

MBS School strives to share our Catholic faith and heritage while leading our students to a deepened knowledge and experience of our faith. Faith formation includes meaningful prayer opportunities, authentic Catholic worship experiences, retreats, Sacramental celebrations and hands-on participation in service opportunities to our “good neighbor”. All members of the MBS faculty and staff serve as teachers of the faith, catechists, who share God’s love for us, uphold Catholic doctrine, and ultimately assist in shaping the spiritual and moral development of our student’s lives. Religion is a major, graded subject taught to all students. Students in Grade 8 are taught an approved Catholic Education program in Morality and Family. This program is taught in the last nine weeks of the school year and all students in grade 8 are required to participate.

Faith formation is seen in communal prayer opportunities, faculty prayer each morning in the library, assembly prayer each day, classroom prayer, lunch time prayer, Eucharistic worship, retreats, Sacramental Reconciliation, recognition of Liturgical seasons and holy days, sharing and religious doctrine.

Religion grades are averaged using scores from daily work, quizzes, tests, journaling, projects, class and Mass participation and judicious bonus assignments. Class and Mass participation should account for 20% of a student’s grade.

The religion textbook is called Our Sunday Visitor’s Alive In Christ.

In matters where a catechist becomes aware of doctrinal conflicts between the teaching of the Church and what parents are teaching their children, it is important to discuss the situation with the principal and director of religious formation.

All classrooms must have prayer tables or stations and religious displays in their classrooms.

At least one bulletin board must have a religious theme. The theme is at the discretion of the homeroom teacher.

The Liturgical calendar is used to help guide bulletin boards and classroom religious activities.

Social responsibility projects are planned and executed by each grade level. It is the responsibility of the

teachers to plan and coordinate the projects with their students. Two weeks prior to a grade level project, the director of religious formation will host a planning meeting with the grade level teacher.

Social responsibility projects by grade level are:

K – Homebound of MBS Parish

1<sup>st</sup> – Hospitalized members of MBS Parish

2<sup>nd</sup> – Missionaries of Charity

3<sup>rd</sup> – Bishop Ott Homeless Shelter

4<sup>th</sup> – Sweet Dreams – SVDP Women’s Shelter

5<sup>th</sup> – SVDP Store

6<sup>th</sup> – Old Jefferson Community Care Center

7<sup>th</sup> - Baton Rouge Food Bank

8<sup>th</sup> – St. Anthony House

### **Code of Christian Conduct Covering Students and Parents/Guardians**

The students’ interest in receiving a quality, morally based education can be served if students, parents/guardians, and school officials work together. Normally, differences between these individuals can be resolved. In instances, however, the school may find it necessary, in its discretion, to require parent/guardian to withdraw his/her child. It shall be an express condition of enrollment that students who are registered into Most Blessed Sacrament Catholic School and their families behave in a manner both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of Most Blessed Sacrament Catholic School.

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of this school system.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., athletics, conventions, field trips, etc.) The school reserves the right to determine, in its discretion, which action falls short of meeting the Christian principles of Most Blessed Sacrament Catholic School. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. Should questionable behavior continue, further actions will be taken (e.g., suspension of student, withdrawal of the student, or suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.). Most Blessed Sacrament Catholic School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. Students and parents will be required to sign a Code of Christian Conduct Contract each year.

## **Code of Honesty**

Students are expected to respect a code of honesty regarding all schoolwork. Students should complete their own work. Copying of test answers, homework, graded assignments, projects, reports, etc. and forgery is violations of this code of honesty and may result in academic or behavioral consequences. Plagiarism (a violation of copyright laws) is the copying of exact words, rephrasing or paraphrasing words of another author, through the use of encyclopedia, magazines, books, and/or the Internet and other types of media and is a violation of the code of honesty.

At the beginning of the school year and periodically thereafter, students are reminded of the expected conduct prior to, during, and after tests are given. Posture and/or actions of students during test taking should not indicate any attempts to seek information for the tests or graded assignments. Students should prepare their desks according to the teacher's directions before the test begins. Students should remain seated and silent throughout the test (unless they have permission to ask the teacher a question).

Consequences may include but are not limited to having the student redo the project/assignment, reducing the grade, having the student retake the test, completing an alternate assessment, or receiving no credit or partial credit for work.

## **Communication**

Communicating with parents helps to create positive partnerships between home and school. It is vital that parents are kept informed so that they can support the school and participate fully in their child's education. Most Blessed Sacrament Catholic School will communicate with families via e-mail, the school website ([www.mbsbr.org](http://www.mbsbr.org)), weekly newsletter (The Pelican Express), by a weekly One Call Now message and Parents Plus Portals.

Teachers will communicate with families via Parents Plus Portals emails and teacher Weebly Websites that can be accessed through the online directory on the school website.

No student is allowed to use any telephone on campus without permission from school personnel in authority.

Anyone needing to get messages to students must contact the school office by 2:00pm. Messages should be limited to dismissal changes or emergencies All announcements will be made prior to dismissal.

E-mail is the best way to communicate with teachers and administration. If contacting teachers by phone, they will be given a message. Please allow 24 hours for a response. If contacting on a Friday, teachers will respond by the following Monday.

In cases of emergency, Most Blessed Sacrament Catholic School will communicate via text, e-mail and/or One Call Now.

**Grades K-8** — Weekly folders are sent home each Tuesday with student's work and test results for parent review and should be signed and returned the next school day.

Tests may be reviewed with the teacher upon parental request.

Each 9 weeks, parents (of students in grades 1-8) will be notified via e-mail when mid-quarter progress reports and end of semester report cards have been and are available on Parents Plus Portal. Student Progress Reports communicate mid-quarter academic progress and should be used by teachers to help track student progress.

When a teacher sends a communication home to the entire class, a copy of that communication should be sent to the appropriate administrator through email or by placing a hard copy in his/her mailbox. Teachers should return phone calls, e-mails and correspondence from parents daily (within 24 hours).

### **Conferences**

Periodic scheduling of conferences is essential to foster effective communication between teacher and parent. These conferences provide an opportunity to discuss the student's academic progress and social growth. Formal conferences for all students are scheduled at the end of the first nine weeks and the end of the third nine weeks. Teachers and/or parents may schedule conferences at other times as the need arises.

#### **1st Nine Weeks Conferences**

Mandatory conferences are scheduled with all parents of students in grades K-8. Students do not attend school on their scheduled conference day.

#### **3rd Nine Weeks Conferences**

Mandatory conferences are scheduled for parents of students in grades K-3. Students do not attend school on their scheduled conference day. Conferences for 4 - 8 grade students in academic jeopardy are mandatory. This communication is only a minimum. Teachers are encouraged to keep in close communication with parents regarding student progress and behavior.

### **Conduct and Discipline**

#### **4.9.2 Discipline Diocesan Policy**

*As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).*

*It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity. In cases where corrective action becomes necessary, the disciplinary measures taken should be*



*positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with rules and regulations.*

The conduct and discipline policy of Most Blessed Sacrament Catholic School promotes an atmosphere that is centered around treating each individual as a child of God, fostering personal freedom and responsibility for personal decisions and actions. The purpose of all disciplinary actions is to mold behavior and to teach students appropriate behavior that is in compliance with rules and regulations.

A student must conduct himself/herself on campus, off campus, traveling to and from school and on and off the field or court in a manner consistent with his/her status as a member of the Catholic school community. Students have a responsibility to dress appropriately and appear on school campus according to standards of modesty, safety, and health as prescribed by the local school council.

The school reserves the right to discipline students for conduct that is detrimental to the reputation of the school, whether inside or outside school.

### **Bullying and Harassment Policy**

Most Blessed Sacrament Catholic School believes that all students have the right to a safe and healthy school environment and does not condone harassment or bullying of any kind. All students are to be treated with dignity and respect. Harassment of any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities. Any forms of harassment or bullying will be dealt with and may result in disciplinary actions such as immediate suspension, probation, expulsion, or actions deemed necessary by the administration.

### **Types of Harassment**

**Bullying** behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

**Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.

**Sexual harassment** shall be defined as inappropriate verbal or physical conduct of a sexual nature.

**Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

**Written or electronic communication harassment** includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

Bullying is a form of harassment and is prohibited. Bullying can be direct or indirect, blatant or subtle; and it involves an **imbalance of power, repeated actions, and intentional, targeted behavior**. Not all incidences of misbehavior towards a fellow classmate are incidents of bullying.

Bullying includes:

- Contact, such as hitting, shoving, damaging property

- Repeated, verbal assaults, including name calling, threatening, teasing, spreading rumors
- Use of electronic methods, such as posting negative images or insults on social media
- Social isolation and/or manipulation, including repeatedly excluding from activities

Bullying is harmful to everyone involved - victims, bystanders, and perpetrators - as well as the learning environment as a whole. This policy applies to students on school grounds, on school buses, or during school-sponsored activities.

Students, staff, and parents are expected to report bullying incidents immediately. Each complaint will be promptly investigated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action may include, but is not limited to, loss of privilege, reassignment of seats in classroom/cafeteria/bus, detention, suspension, or expulsion. Criminal conduct will be reported to law enforcement. If necessary, counseling and other interventions will also be provided.

Reporting incidents of bullying can be either informal or formal - verbal or written. A Bullying Report Form is available by request to all students, staff, and parents for this purpose. A verbal report received by staff can be recorded on a Bullying Report Form. An informal report is one of general concern; no names or evidence is available. A formal report is a complaint that requires a full investigative process. Once a report is received, the following process will occur:

- Investigation - including interviewing of alleged perpetrator(s) and victim(s), identified witnesses, teachers, and staff members - all separately and confidentially. Physical evidence will be reviewed, if available.
- Notification - Parents will be notified of the investigation. Parents will be notified when a student is interviewed and may be interviewed themselves by staff conducting the investigation.
- Discipline - Incidents of bullying will be handled according to severity of actions. Repeated offenses will be addressed with incremental consequences, as listed above. Depending on the severity of bullying a student can be suspended or expelled.
- Follow Up - Involved parties will be notified whether incident was confirmed and that action was taken. In consideration of all parties, the disciplinary action or intervention taken will always remain confidential.
- Documentation - Written documentation will be placed in the records of the victim and perpetrator.

Staff must be notified of each incident of bullying. Without notification, nothing can be done and nothing will improve.

### **Classroom Rewards**

The primary reward for good behavior is a sense of self-worth, inner peace, and the smooth flow of the school day. Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities and other special events. Periodically, individual classes or students will receive Pelican Pride Slips for commendable behavior that is beyond normal expectations. To promote kindness, motivate positive behaviors and foster wise choices, two students (one boy and one girl) from each homeroom will be

recognized each nine weeks to receive the Piety Award.

### **Kindness, Courtesy and Good Manners**

Students should be encouraged to:

- Perform acts of kindness and courtesy and display good manners as a matter of habit by saying “please” and “thank you”, holding open the door for others, etc.
- Manifest a reverent attitude during the time of prayer in school and in church by correct posture, silence, and recollection, and avoid anything that will distract those at prayer.
- Show respect for themselves and others

**Classroom Discipline Plan** - Students and parents will be notified of classroom rules, consequences and procedures at the beginning of the school year. This plan will be posted in the classroom and provided to families. Please refer to the Discipline Plan sent home with your child during the first week of school. It should be signed by both student and parent stating that you have read and understand the Discipline Plan.

**School-wide Discipline Plan** - Just as each teacher has classroom expectations, there are expectations outside of the classroom; therefore, a school-wide discipline plan has been developed.

**Accelerated Discipline Plan** - When a student reaches an 84% in conduct during a four-week period for grades 1-2 or during a nine week period for grades 3-8, the student will be placed on an accelerated discipline plan by administration and a letter will be sent home to the parents.

### **General Rules**

Follow directions the first time given

Stay in assigned areas

Adhere to the dress code

No gum or candy

Keep hands, feet and negative comments to yourself

Walk while on campus

### **Playground Rules**

Use equipment properly

Never throw inappropriate objects

No rough play

### **Cafeteria Rules**

Use appropriate table manners

Speak in a quiet voice

Leave table, chair and floor clean

### **Mass Rules**

Enter and exit in silence and in reverence

No talking to others during mass

## **Discipline**

Most Blessed Sacrament Catholic School has four categories of discipline. Acts of irresponsibility are not considered misbehavior but students are expected to be responsible and accountable. Therefore, consequences should reflect the severity of the behavior.

### **Category A - Failure to fulfill one's responsibilities as a student**

- Grade K - Movement of clip down 1 level - Students can also have clips raised if behavior improves throughout the day
- Grades 1-5 – Movement of clip down 1 level - Students can also have clips raised if behavior improves throughout the day
- Grades 6-8 - Results in one warning and is followed by a deduction of 2 conduct points
- Handled by classroom teacher

### **Category B - Minor or one-time offense**

- Includes chewing gum, eating in class, sleeping in class, talking, or repeated offenses from Category A
- Grade K – Movement of clip down 1 level - Students can also have clips raised if behavior improves throughout the day
- Grades 1-5 – Movement of clip down 1 level - (1 conduct point will be deducted for each level clip is lowered - a maximum of 3 points can be deducted at the end of the day) - Students can also have clips raised if behavior improves throughout the day
- Grades 6-8 - Results in a deduction of 3 conduct points
- Handled by classroom teacher

### **Category C - More serious or repeated offense**

- Includes repetition of Category B offense, disrupting class, using inappropriate language, physical harm, cell phone infractions, e-reader infractions, possession of inappropriate items or substances, technology infractions, bus infractions, etc.
- Grade K - Movement of clip down 2 levels and can result in detention or suspension. Students can also have clips raised if behavior improves throughout the day
- Grades 1-5 – Movement of clip down 2 levels and can result in detention or suspension - (1 conduct point will be deducted for each level clip is lowered - a maximum of 3 points can be deducted at the end of the day) - Students can also have clips raised if behavior improves throughout the day
- Grades 6-8 -Results in a deduction of 5 conduct points and may result in visiting administration, detention or suspension
- Handled by classroom teacher and/or administrator (depending on individual situation)

### **Category D - Major offense**

- Includes academic dishonesty, cheating, bullying, physical harm, disobedience, disrespect, theft, cell phone infractions, E-reader infractions, major technology infractions, major bus infractions, use of inappropriate items or substances, etc.
- Grades K - Movement of clip to lowest level, repeated days may result in visiting the administration

and may result in an accelerated discipline plan, detention, suspension or expulsion – Students can also have clips raised if behavior improves throughout the day

- Grades 1-5 – Movement of clip to lowest level, repeated days may result in visiting the administration and may result in an accelerated discipline plan, detention, suspension or expulsion - (1 conduct point will be deducted for each level clip is lowered - a maximum of 3 points can be deducted at the end of the day) - Students can also have clips raised if behavior improves throughout the day.
- Grades 6-8 - Results in conduct grade being lowered by 5 or 10 points and placed on an accelerated discipline plan, detention, suspension, expulsion.
- Handled by administration

An accumulation of detentions during a 9-week period may lead to a suspension. Suspensions will be served at home. The student is responsible for the completion of all assignments while suspended. Failure to return with completed work may result in an additional consequence. The length of suspension is determined by the administration and will reflect the behavior.

For very serious reasons, a student may be expelled after a single violation.

Blatant cheating will result in a zero for the assignment and a consequence to be determined by the administration.

Academic dishonesty, which includes plagiarism, will be addressed and appropriate consequences will be issued. Plagiarism may result in a zero for the assignment.

Cell phones should not be brought to school. If a cell phone is seen, chimes during the day, or is used during the day, the phone will be confiscated and will remain at school for a length of time determined by the administration. Phones will be released only to parents and students will be issued a consequence.

Smart Watches are not allowed. Fitbits are allowed as long as they cannot email or take photographs.

Students in grades 6-8 may bring an E-reader to school for use during silent reading times. The wireless capability of the e-reader must be disabled. The e-reader may not be used to take pictures. E-readers must be registered with a designated staff member. In the event E-readers are misused, they will be confiscated and will remain at school for a length of time determined by the administration. E-readers will be released to parents, student will be issued a consequence and the student will lose the privilege of having an e-reader at school.

Behavior on the busses is to be in accord with the published bus rules. A student who is referred for misbehavior may face possible suspension or expulsion from the privilege of riding the bus and be issued a consequence.

Textbooks must be covered within the first week of school and remain covered all year. Contact paper is not to be used to cover hardback books and if used the student will be assessed replacement cost of the book.

Consumable books must be covered with contact paper.

Students may be asked to pay for accidental damage to property and will be expected to pay for deliberate damage to property. This includes fines for damaged books, damaged furniture, and the actual cost of any other damage.

Students and parents will be notified of any changes in the classroom or school-wide discipline plans that may occur during the school year.

Classroom and school-wide discipline plans may be modified for a student who repeatedly exhibits inappropriate behavior.

If a teacher or administrator notifies a parent that a student has a discipline problem, it will be documented by sending a note or a conduct and discipline report. The report must be signed and returned the following school day. Failure to do so may result in a consequence.

**Severe Clause:** Major infractions such as blatant disrespect, harassment, defacement of school property, stealing, lying, dishonesty, inappropriate language/gestures, substance abuse, and weapons may result in disciplinary action such as immediate suspension, probation, or expulsion.

### **Harmful Substances and Use**

Most Blessed Sacrament Catholic School strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as “chemicals”) is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

Drug testing alone is not a substance abuse program. However, as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession of, or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

**Alcohol** - If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

**Drug Paraphernalia** - If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration.

**Illegal Drugs** - An “illegal” is any drug, the possession of which is prohibited by federal, state or local law. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to suspension or expulsion. If a student is found to have provided or sold, an illegal drug to another person on school grounds

or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

**Look-alike and Imitation Products** - If a student is found to be in the possession of any substance or product that resembles, imitates or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

**Prescription or Over-the-Counter Drugs** - If a student is found to be in possession of, to have provided or sold, a prescription or over the counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

**Tobacco and Smokeless Tobacco** - If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

### **Moral Turpitude Violations**

Violations of civil or criminal law involving moral turpitude or other conduct that reflects or causes discredit to the reputation of the school by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic church or the philosophy, policies, goals, and commitments of the Catholic school as indicated in the parent/student handbook make a student subject to corrective action, including suspension or dismissal. Activities prohibited by this regulation include, but are not necessarily limited to, the following: attending, sponsoring or participating in activities where alcohol or illegal drugs are sold, purchased, possessed or consumed or committing, threatening or attempting to commit acts of vandalism that affect a person's life, health or property.

### **Search and Seizure**

School officials may search pupils, their lockers, or their belongings, including but not limited to handbag, briefcase, book bag for neatness and/or for contraband for purposes of maintaining order and discipline. Some items that are not permitted at school are: aerosol sprays, matches, lighters, gum, candy, weapons of any sort, pocketknives, paint pens, and other inappropriate items. The administration may deem an item inappropriate at any time.

### **Violence and Threats of Violence**

Most Blessed Sacrament Catholic School recognizes violence and threats of violence. Incidents will be taken seriously and addressed. Threats of violence are not joking matters. Any further actions deemed necessary by the administration will be taken.

### **Emergency Information**

Most Blessed Sacrament must have an emergency information record on file for each student. Most Blessed Sacrament Catholic School has an emergency procedure plan established for natural disasters as well as threats of weapons and violence.

### **Emergency Cards**

The school office must have on file at all times, sufficient information to enable contact with a parent or the

authorized representative of the parent. We must be able to reach parents in an emergency.

### **Emergency Dismissal**

In the event of severe weather or other emergency, school may be closed on short notice. This notice will be in the form of bulletins through the local news media (radio and television). The bulletin will announce closing of East Baton Rouge Parish Schools. This will automatically include Most Blessed Sacrament Catholic School because we use public school transportation services and follow their transportation schedules. In emergencies, it may be impossible for the school to contact all parents. During severe weather conditions, parents should listen to the local news media (radio, TV) for information concerning the closing of school. Parents are urged to arrange with neighbors or friends to take care of their children if they are customarily not at home during school hours. Parents are encouraged to instruct their children about such plans. Parents of carpoolers or walkers should have contingency plans for picking up their children as soon as these emergencies are announced. Parents of carpoolers should arrange to pick up children immediately upon notification.

In the case of an emergency, AP Notify and e-mail will be used to notify parents.

### **Chemical Emergency**

In the case of a chemical spill, we will follow procedures given to us by the Diocesan School Office and East Baton Rouge Parish, which may include evacuation or "shelter in place".

### **Emergency Disasters and Threats of Violence**

Most Blessed Sacrament Catholic School will follow the Procedural Guidelines according to our Diocesan Crisis Response Manual, which is on file in the school office.

### **Extended Care**

Most Blessed Sacrament Catholic School offers an extended care program for all parishioners with children in grades K–5. Middle school students will be accepted only if there is a K-5 sibling enrolled. This program will be held on the Most Blessed Sacrament School campus and will follow the school calendar. Forms for enrollment may be requested from the school office.

Students may not be picked up from Extended Care prior to 3:10pm and individuals must not enter the campus through the school parking lot until 3:10pm. After 3:10pm, individuals may enter the campus from any venue.

The Most Blessed Sacrament Catholic School Discipline Policy applies to students who attend Before and After Care. Failure to abide by the Discipline Policy may result in loss of Before and After Care privileges.

If a student is to go home other than their usual manner, a note must be sent to the teacher informing them of the change. Students without a note will be sent home in the usual manner.

Students may only ride home on a bus if they are an assigned rider on that bus.



## **Extra-curricular Activities**

Extra-curricular activities at Most Blessed Sacrament Catholic School are considered a privilege and participation is governed by rules of eligibility. The stated eligibility requirements are the minimum standards to participate in activities.

For example, organizations such as Beta and Student Council may have more restrictive standards for eligibility. Students participating in these activities will be issued a separate set of guidelines.

### **Eligibility for extra-curricular activities and athletics**

Grades will not be used from the previous academic school year to determine eligibility as each year is a new beginning for everyone.

Students in grades 5 – 8 should have a minimum of a 2.0 cumulative average and a minimum of a C (75%) in conduct.

Grades will be checked at each progress report time and the end of each nine weeks. If a student's grades fall below a 2.0 cumulative average and/or their conduct falls below a C – 75%, athletic eligibility will be assessed and determined by the Most Blessed Sacrament Catholic School administration in consultation with their teacher.

Athletic eligibility may also be affected when incidents of severe misconduct occur.

Should behavior warrant, the administration might place a student on probation or remove that student from any activity at any point during the school year.

### **Athletics**

Registration – Prior to participation in each school-sponsored athletic activity, a completed Most Blessed Sacrament Catholic School Athletic Consent Form and Most Blessed Sacrament Catholic School Physical Examination Form for the current school year and all required fees must be submitted. These forms will be made available by the school office and must be returned to the school office before a student may attend practice. A physician must examine a student prior to participation in any sport.

### **Conduct**

All students participating in extra-curricular activities are representing Most Blessed Sacrament Catholic School, whether on campus or visiting away from school. This applies whenever students are wearing uniforms. Conduct at activities while representing Most Blessed Sacrament Catholic School must be dignified and beyond reproach in the opinion of the activity sponsor. Parents, students, and athletes are asked to be ever mindful of MBS' image. We must also remember that adult conduct has a strong impact on our children's attitudes and character development.

### **Event Transportation**

Parents of students participating in these activities are responsible for getting them to designated assembly points on time and for picking them up on time.

### **Guidelines for Conduct at Athletic Events**

All persons, parents, coaches and athletes must portray a manner of sportsmanship at all times. Foul language, yelling and taunting is not allowed. Concessions are available at all the games. No alcohol is to be brought to any of these functions. Those fans bringing ice chests to student activities will not be allowed to enter. Anyone failing to portray a manner of sportsmanship or using alcoholic beverages can be asked to leave the school premises. This will be strictly enforced.

### **Students Who Attend After School Activities**

An adult must supervise students attending after school activities. They may not be dropped off without adult supervision. If a student is not with an adult, the parent will be called to pick up their child. Once students enter the facilities, they may not leave without an adult. A student who does not abide by these rules may be restricted from attendance at future events. This is for the protection of your child.

A student who is absent from school because of illness will not be allowed to attend after school activities that day. Example: practice, games, etc. In certain circumstances, administrative approval may be granted.

If a student is suspended from school, they may not participate in a game or practice from the time of the suspension is issued until they are admitted back into school. If the suspension is on a Friday, he/she may not participate in any activities during the weekend.

### **Field Trips**

Field trips are an extension of the curriculum. Students can be denied participation if they fail to meet behavioral requirements.

An official permission slip must be signed and returned in order for a student to be allowed to leave school. In cases of emergency, permission slips will be accepted via fax. Phone calls or handwritten permission is not acceptable. For your convenience, a blank permission slip is included in the back of this handbook.

Chaperones are asked to follow in cars when space is not available on the bus.

Chaperones must help supervise students while they are away from campus. So that a chaperones full attention can be given to the students they have been assigned, siblings on are not allowed on field trips. Please be reminded that a chaperone should model appropriate behavior at all times. Please dress modestly when chaperoning. When in doubt, do not wear it.

### **Health and Safety**

Most Blessed Sacrament Catholic School has a Registered Nurse on staff. The school nurse will coordinate the following:

- medical needs of all students
- food allergies
- school wide communication about student health needs
- immunizations
- health screenings

- communication with families about health issues
- speech and hearing screenings
- absences and tardies pertaining to illnesses
- healthy and safety training
- handwashing lessons

All teachers will receive information on students in their classes with medical problems and explanations regarding these problems (i.e., symptoms, immediate emergency response, etc.).

**Asbestos** - Most Blessed Sacrament Catholic School has been declared asbestos free. No friable or non-friable asbestos - containing building materials have been found in the school. The Management Plan stating this is kept in the school office and is available for review at any time.

**Communicable Diseases** - Children with communicable diseases should remain at home for the usual period that those diseases are contagious. Children with fever over 100 degrees should remain home until they have been fever free without medication for 24 hours.

**Health Records** - State law requires that we have a copy of a Student Health Form for school registration on each student prior to the start of school. No child will be admitted without acceptable evidence of all required immunizations. Immunization records must be current.

**Insurance** – Accident insurance covering students during school hours, when going to and from school and at all school sponsored activities is provided to all students.

**Medications** - Most Blessed Sacrament has strict regulations on all forms of medication given to students for the safety and welfare of all students.

Students should NEVER have medications in their possession on the school grounds. This includes Tylenol, vitamins, cough drops, or any other medicine. The school has the right to take any such medication away from the child and contact the parent.

Daily, short-term medications such as antibiotics, allergy medications, cough suppressants, etc. will not be given at school. Any questions concerning medication should be directed to the school administrator.

Possible exceptions to this rule are:

- Medication for behavior modification (e.g., Ritalin)
- Medications, which have a note from the physician with specific instructions.
- Anticonvulsive medications (e.g., Dilantin, Phenobarbital)
- Medication for asthmatic conditions
- Medication for students with diabetes
- Epi-pens

If children must take any of the above described prescription medications, the medication must be brought to school by the parent or guardian. It must be in the container in which it was originally packaged. The label must have the name of the student, name of medication, date, dosage, and the

specific time it is to be given at school. Unlabeled medication cannot be dispensed. When the initial medication is brought to school by the parent, a note with the physician's signed approval must accompany it. This note will be attached to the school's medication form, which the parent will fill out and sign. The physician may choose to fill out the school form rather than sending a note. To circumvent potential abuse, the medication will be kept in the school office by the nurse and a log will be maintained on the administration of the medications.

Teachers are not to keep student medicines in the classroom or dispense medicine at any time. No more than a month's supply of medicine will be allowed at school.

All prescription medication that is brought to school for ongoing medical conditions must be brought to the school office before the first day of school. The medication needs to be labeled and in the original packaging. All medication must be accompanied by the completed Most Blessed Sacrament Catholic School medical form signed by the doctor. Students with severe allergies must also include the approved Emergency Care Plan.

**Parasitic Infestations** - Occasionally all schools have problems with human parasitic infestations. Children with parasites should stay home until they are parasite free, including any nits.

#### **P. E. Participation**

Students who have been ill and need to be excused from P.E. must bring a note from a parent or physician the day they return. Students who have been injured and must be excused from P.E. for an extended period of time must bring a physician's statement stating that the child cannot participate. The student cannot resume P.E. activities without the physician's release statement. If a student cannot participate in P.E. class for a period longer than 2 weeks, alternate written assignments may be given to the student to fulfill all grade assignments.

**Nut Allergies** - The Most Blessed Sacrament cafeteria will not serve items with peanuts or peanut products. Students with identified nut allergies will be seated separately from students who bring bag lunches from home. Students with identified nut allergies will not be given any food items brought to school by other students, purchased or homemade. Students with nut allergies will be asked to provide a supply of nut-free snacks for consumption on these days.

**Severe and/or Life Threatening Allergies** - All students with severe and/or life threatening allergies (including nut allergies) must provide medication and completed medical forms including the approved Emergency Care Plan by July 15. Parents are to schedule a meeting with the office staff, administration and the child's teachers within the first two weeks of each school year to discuss procedures.

## **Lost & Found**

Parents are asked to label all student clothing and belongings. Any items found will be returned directly to that student. Unclaimed articles of clothing that are turned in to the office without the student's name will be donated to charity.

## **Materials Brought to School**

Only eyeglasses, lunch boxes and textbooks will be accepted for distribution to students once they are on campus. Late assignments and projects will not be accepted.

## **Parent Cooperation Statement**

Part of the educational philosophy of Most Blessed Sacrament Catholic School is the belief that the school assists the parents in carrying out their primary responsibility of providing religious and secular education for their children. Hence, Most Blessed Sacrament Catholic School expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in its activities, but also providing instruction and examples for their children both at home and in public. While Most Blessed Sacrament Catholic School realizes and recognizes that there may be legitimate disputes concerning educational matters, Most Blessed Sacrament Catholic School is ultimately responsible for the orderly operation of the school in the best interest of all of its students. Therefore, the school reserves the right to terminate its relationship with a student if the student and/or parents of the student fail to provide the support, assistance, and example necessary to accomplish the school's role of assisting the parent in providing the religious and secular education to which the child is entitled.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent or guardian may result in the student's removal from the school at the discretion of the school's administration.

## **Appeals**

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff and then the administration prior to addressing the Council of Education.

There are two types of appeals. Those that pertain to alleged violations of policy and those that pertain to sever situations such as expulsion and/or lengthy suspension.

A written request for a hearing is to be made to the facilitator of the Council of Education within 10 days of the issue resending itself. Documentation in support of the appeal is to be supplied with the request.

The parties will be notified within 10 school days if a hearing is granted. If a hearing is granted, both sides will be allowed to address the Council of Education in a private meeting.

The Council of Education will hold a closed conference. The Council of Education does not have the authority to make a decision on an appeal but is an advisory board to help resolve the issue.

## **Procedures for Addressing Concerns**

If an academic or procedural concern arises, the parent should first consult the teacher. If the issue is not resolved, the parent may take the matter to the assistant principal. If the matter remains unresolved, it should be referred to the principal.

### **School Counseling Department**

The mission of the Most Blessed Sacrament Catholic School Counseling Department is to provide a supportive environment in which each child can develop emotionally, socially, spiritually, physically, and academically. This is accomplished through individual counseling, small group counseling, classroom guidance lessons, academic counseling, and parent/teacher consultation and support. The Administration and School Counseling Department reserve the right to speak to any student at any time without parent notification.

**Educational Evaluations** – If a student is in need of an academic evaluation and/or classroom accommodations, contact the school counselor for assistance. When an evaluation is completed by an outside agency, the school counselor coordinates communication between the school and outside agencies. Parents should forward all needed evaluation forms to the school counselor who will distribute them to the teachers. After these forms have been completed, the school counselor will forward them to the outside agency. A complete copy of the final report should be sent to the school counselor. Failure to submit the full report may affect student support. Confidential records are kept by the school counselor in a separate secured file.

**ACCESS Program (formerly named Individual Needs or IN Program)** – Most Blessed Sacrament Catholic School attempts to meet the needs of students within our school by making reasonable adjustments and incorporating minor interventions in regular classroom activities. Adjustments and interventions are only available to students who have a full educational evaluation on file with the School Counseling Department. A note or prescription from a pediatrician is not an acceptable form of documentation for accommodations. If your student qualifies for accommodations, a meeting between the school counselor, classroom teacher, and parent will be coordinated to create the Accommodation Plan.

From the Diocese:

“For students with disabilities or those who elect to register in a Catholic school for any reason (such as having been enrolled in an under-performing public school or having a change in residence) and for students who have an IEP or 504 plan from a public, private, or parochial school, parents must acknowledge that the IEP or other services that the student received in public, private, or parochial schools do not transfer automatically with the student. Because the student is a parentally placed student, FAPE no longer applies. The student may receive some IDEA services, which will be determined in the IDEA consultation process, but that is not guaranteed.” - Dale McDonald

[www.ncea.org/NCEANotes/](http://www.ncea.org/NCEANotes/)

**Labs and Accommodations** - Our school hosts two academic labs - Instructional Support Services (ISS) Lab and Dyslexia Lab. These labs are managed by the Diocese but housed on campus. The ISS Lab is in-school tutoring, and no criteria are required for services beyond an application with the Diocese. Enrollment in Dyslexia Lab is more extensive. Both labs are tied to specific academic accommodations. If a student is

enrolled in Dyslexia Lab *and* demonstrates academic need reflected by their grades, the student is eligible for the additional accommodations such as oral testing. Due to the resources required to implement this accommodation, oral testing is not offered to the general population of students at MBS.

### **Technology and Acceptable Use Policy**

(Diocesan Policy 4.9.1.3) Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. This policy must be included in the school handbook of policies and must be adhered to. By signing the Contract/Guidelines Regarding the Use of the Internet students and parents, agree to abide by all rules included.

The use of the Internet is a privilege, not a right. The primary purpose of the school's Internet connection is educational and as such, educational purposes shall take precedence over all others. Students agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision. Students agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection. Students agree not to use the Internet for making threats of violence, slanderous or derogatory remarks against any members of their school community. Students and their parents/guardians accept that inappropriate behaviors may lead to penalties including loss of privileges, disciplinary action, and/or legal action. Students and their parents/guardians release the school and all other organizations related to the school's Internet connection from any liability or damages that may result from the use of the Internet. In addition, students and their parents/guardians accept full responsibility and liability for the results of the student's actions concerning the use of the Internet.

### **Internet/E-mail Procedures**

Students in grades 4 - 8 will be given school e-mail addresses. These e-mail addresses will allow students to access the Most Blessed Sacrament Catholic School Google Classroom platform to complete assignments and access resources. The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to Internet resources throughout his/her classroom, library or school computer lab. Students may not use a personal e-mail account; however, he/she may be involved in classroom e-mail projects under the direct supervision of the classroom teacher. The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.

Rules for classroom use of the Internet:

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privilege and consequences at the discretion of administration.
- The student shall use Internet tools only under direction and supervision of teachers.

- The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening or disrespectful. They shall not use any language online that is not permitted in the classroom.
- The student shall not post personal information about himself/herself (last name, addresses, or telephone number) or about any other person. They will not forward personal mail without permission.
- The student shall not agree to meet with someone he/she has met online.
- The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. They shall respect the rights of copyright owners. They shall properly cite the source of information accessed over the Internet.
- The student shall not make any purchase on the Internet while using school equipment or Internet service.
- The student shall immediately tell the teacher if he/she accesses inappropriate information to protect him/her against a claim that he/she has intentionally violated this policy.
- The student may not download programs.

Most Blessed Sacrament Catholic School maintains a strong Internet filtering program; however, it is possible that your child will find material on the Internet that you would consider objectionable. Although your child's use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material. There may be material on the Internet that is not in accord with your family's values. You are encouraged to use this as an opportunity to discuss with your child your expectations and how these values should guide your child's activities while he/she is on the Internet.

### **Social Networks**

Any student found posting inappropriate content to sites, such as *Facebook, Instagram, Snap Chat, etc.* will be subject to disciplinary action. The Diocese of Baton Rouge advocates the use in innovative technology resources in its students' academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of inappropriate information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any inappropriate information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any website, chat room, e-mail or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this regulation is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Parents are asked to set a good example for students when accessing and using social media and may not use the *Most Blessed Sacrament* name in any form (such as Most Blessed Sacrament Catholic School) within the title of their social network page or website, unless approved by Most Blessed Sacrament Catholic School. This is reserved for official school sites only. It is expected that any social media sites, such as Pelican Talk, that are related to MBS be inclusive of all MBS community members and used to



share useful information rather than information that demoralizes members of the MBS community. Sharing disgruntled thoughts via social media does not solve concerns but rather often instigates unrest.

Parents may not discuss MBS faculty or defame their name or character via social media. To do so could result in a family being asked to leave MBS School.

### **Technology and Harassment**

The technology abuse policy exists to curtail any use of technology as a form of harassment, invasion of privacy, or as a means to view and/or distribute any material, including digital images or printed materials.

Digital images and video may easily reach the Internet with video devices and make their way to personal web pages or social networking websites. Therefore, the use of technology, which includes cellular phone digital photography, digital motion video, personal computer, or other digital video or photography equipment, to access, photograph, video, or redistribute any inappropriate or illicit material is prohibited.

No inappropriate digital images or video of any member of the Most Blessed Sacrament Community, including Most Blessed Sacrament Catholic School faculty, staff, students, or their families may be used with or without their consent. In addition, even appropriate digital images or video of any member of the Most Blessed Sacrament Catholic School faculty and staff cannot be used without their specific consent. Any of these actions may be considered a violation of one's privacy and a possible endangerment to one's safety.

Any inappropriate or derogatory comment or statement made on any media by a student or parent/guardian directed towards any Most Blessed Sacrament Catholic School faculty or staff member by name or reference will be considered a violation of the Code of Christian Conduct.

Inappropriate actions using technology or social media as stated above will be a violation of the Code of Christian Conduct as stated on page 10 of this handbook.

### **Transportation**

Staff supervision begins at 7:25am, and students are not allowed on campus any earlier except for scheduled activities. When there is a heavy rain and students have to be under the awning, there will be an adjusted procedure. In the morning both busses and cars will arrive in the same lane (the "bus lane") and students will be unloaded at the gym or under the awning. In the afternoon cars will be directed to move into the bus lane to load under the awning.

### **Bicycle Riders**

**No one is to be on campus before 7:25am.** Bicycle riders should park their bicycles in the bike racks and go immediately to the gym for assembly.

### **Bus Transportation**

Eligibility for bus transportation rests with the officials of the East Baton Rouge Parish School Board. It is the policy of Most Blessed Sacrament Catholic School to expect its students to be aware of and obey all safety rules as set forth by this Board. School bus service is provided by the East Baton Rouge Parish School

Board. Daily bus service is available to all students who live in Most Blessed Sacrament Parish and whose residence is more than a mile from the school property. The determination of eligibility for busing rests with officials of the East Baton Rouge Parish School Board. Problems with busing should be reported to the school office and East Baton Rouge Parish School Transportation at 225-226-3784.

### **Rules for School Bus Passengers-East Baton Rouge Parish School Transportation Office**

The misbehavior of students while on the bus can lead to accidents. The driver must concentrate on the driving task and cannot be expected to constantly discipline the students while the bus is in motion.

Therefore, for the safe operation of the school bus, students and parents will sign a transportation policy and should be aware of and obey the following safety rules:

- Be on time; the bus will not wait.
- Do not stand in the street while waiting for the bus. Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus.
- If you must cross the street to board the bus, do so very carefully. Wait for your driver's directions and cross at least 10 feet in front of the bus after the driver signals it is OK to cross. You should also check for traffic in both directions before crossing.
- Cooperate with the driver; your safety depends on it.
- Remain quiet enough not to distract the driver.
- Present written permission from your parents, and approved by the principal, to your bus driver to get on or off the bus at a stop other than your own.
- Do not stand when a seat is available and the bus is in motion. Sit in the seat assigned to you by the driver
- Do not extend arms, head or other objects out of windows or doors.
- Do not throw objects in the bus or out of windows or doors.
- Do not use the emergency door except for emergencies; usually directed by the driver.
- Do not eat or drink on the bus.
- Do not possess or use tobacco, matches, lighters, drugs, obscene materials, weapons or other prohibited items on the bus.
- Do not damage the bus in any way.
- Be courteous and safety-conscious at all times.
- Protect your riding privilege by abiding by all the above rules.
- In extenuating circumstances, parents may request their child to ride a non-assigned bus. For this request to be granted, a parent must fill out a Transportation Special Request Form through the school office, which will be sent to Transportation for approval or non-approval.

### **Items Carried on Busses**

- Band instruments, projects, materials requested of a child to be brought into school, etc., must not be so large or bulky that they cannot be held on the child's lap.
- Items such as balls or toys may be brought on the bus only in a book sack or paper bag.
- Projects that are too large to fit in a bag or book sack will not be allowed on the bus.
- At no time are glass items, marbles, balloons, and coat hangers to be brought aboard the bus.
- No candy or gum is ever to be in a student's possession on the bus.

## Carpools

- Children must not be dropped off or picked up in the rear parking lot or gravel area.
- An adult must sign in children arriving at school after 7:50am before they can be admitted to class. Church gate will be closed at 7:50am.
- Do not park in the preschool parking lot.
- Parents who carpool or who bring children in automobiles should discharge the children in the carpool lane immediately next to the bus lane. In the morning when students are arriving at school, cars will be unloaded only in the designated crosswalk area. Busses will be unloading in designated areas on either side of the crosswalk.
- Students will be given a procedure to assemble for carpool dismissal. When a vehicle is in motion the driver **MUST NOT** be using a cell phone. This is a state law. The driver **IS NOT** to get out of the vehicle at any time when line is in motion. The carpool passengers will only be able to be loaded into the vehicle from the passenger side of the vehicle. Drivers need to adhere to these guidelines for the safety and efficient movement of the all those involved in the carpool dismissal.
- Carpool students must be picked up by 3:10pm. For safety purposes, you are asked not to pick up students from the gym. Also for safety purposes, a blue carpool sign with your child's name boldly printed on it must be prominently displayed during carpool. Homeroom teachers will distribute blue carpool signs. Please let your child's homeroom teacher know if additional signs are needed. If a blue carpool sign is not displayed and the person picking up is not recognized, that person will be asked to park and report to the school office. If a student is not picked up by 3:10pm, he/she will be sent to extended care. The parent must pay a \$10.00 charge when the child is picked up from extended care. If this becomes a chronic occurrence, then the student must be enrolled in the Extended Care Program.
- FOR THE SAFETY OF ALL STUDENTS PLEASE NOTE: Students who are picked up by parents must be picked up in the carpool line ONLY. Parents may not walk to the gym to pick up their child during carpool time. They are not to walk to any car in the parking lot or parked on the street. Students who are being picked up by a parent on campus must be checked out in the office prior to 2:15pm, and parents are asked to park in the back parking lot while they come to the office.
- All carpool traffic will enter the school campus through the Church parking entrance on Jefferson Highway for morning and afternoon carpool drop-off and pick-up. Carpool traffic is to stay right (Woodlawn High side of parking lot) and proceed in a single line to the rear gate entrance of the school campus. Do **NOT** try to enter to the left of the church, as this entrance will be blocked for church use. **NO** car traffic will be allowed to enter the front parking lot after 7:30am. In addition, 2:15pm. If you need to pick-up or drop-off your child during this time, you will have to enter the carpool line. The gate will open at 7:25am for carpool drop-off and 2:50pm for carpool pick-up. Cars will proceed in a single line in the left (outer) lane past the gym to the drop-off/pick-up points in front of school as directed by school personnel. **PLEASE YIELD AT ALL TIMES TO BUSES** that will be entering campus from Baringer Rd. Buses will be directed to proceed to the front gate in a single lane closest to the gym entrance for drop-off and pick-up. Please follow the **NO CELL PHONE USE** signs when you enter the gate on to the school campus and as you proceed to drop-off or pick-up students. This is for the safety of all students and carpool personnel. **CAUTION** should be exercised at all time while on campus.

- To assist in keeping cars off of Jefferson Highway, a DOUBLE line is to be formed in heavy traffic.
- For days with no buses, carpool procedures may be adjusted as needed to expedite the carpool process. For afternoon dismissal, parents may be asked to park in the school parking lot and students will be dismissed to their parent from the students' homeroom class.

### **Walkers**

- No **one is to be on campus before 7:25am.**
- Children who walk to school should cross only at the crossing guard.
- Children are to cross the parking lot at the designated crossing point only and obey the instructions of the safety patrol.
- A student is considered a walker if they live in Old Jefferson Subdivision and walk to their home.

### **Tuition and Fees**

Parents have two options to pay tuition. Tuition may be paid in one lump sum due June 1 or tuition may be automatically drafted monthly. Eleven tuition payments will be drafted on or around the 5<sup>th</sup> of each month, June and August through May (there is no draft in July). The first month tuition, due on June 1, will be drafted by June 5.

The Registration Fee and first month tuition are non-refundable.

Any returned drafts must be paid directly to the school by cash or money order **ONLY**. A \$25.00 late fee must be included in the payment.

Any Most Blessed Sacrament accounts using the automatic draft that have consistent NSF returns shall be reviewed on a quarterly basis and referred to the Pastor for possible termination of school services.

The Administrator shall establish administrative procedures and take all such action necessary for their implementation with proper notifications presented to all persons concerned.

### **Delinquent Fees**

All fees, including all tuition fees, lunch money, fines for lost or damaged text or library books, extended care, or any other fees required by Most Blessed Sacrament, must be kept current.

Most Blessed Sacrament Catholic School reserves the right to withhold the release of student records until all accounts are current or arrangements have been made with the Administrator.

### **Uniforms**

Wearing the Most Blessed Sacrament Catholic School uniform promotes equality between students. It also allows students to demonstrate pride in their appearance and see themselves as an integral part of the school community. Students should wear the uniform proudly as they represent the school.

Children who intentionally deface or damage the uniform face serious disciplinary action. Students who fail to follow uniform policy will receive a disciplinary action.

The official uniform is one purchased from Inka's Uniforms.

### **Outerwear**

The following are the only acceptable outerwear options:

- Solid navy blue, full-zip or half-zip fleece jacket with the official school logo
- Solid navy blue, full-zip windbreaker with the official school logo
- Solid navy blue sweater with the official school logo
- Maroon athletic windbreaker with the awarded school letter in grades 6-8.
- Official navy sweatshirt with school logo

**Overcoats** – An overcoat is a heavy outerwear jacket or coat that is heavily lined or padded. Overcoats may only be worn to school on days when the morning temperature is under 50 degrees. Overcoats worn to and from school and out on the playground may be of any color. These coats may not be worn in the classroom. No blue jean, denim, or camouflage jackets of any type are allowed.

### **Boys' Daily Uniforms - Grades K-8**

**Shirt** – May be long or short sleeved. The official white flat jersey knit shirt (pique knit is not acceptable) with school logo must be worn and tucked in at all times with belt visible.

**Belt** – Navy blue, black or brown belt must be worn at all times and visible.

**Pants** - Official navy blue uniform pants.

**Shorts** – Official navy blue shorts or the official navy blue pants shortened with a finished hem to the knee. Shorts may be worn any time during the school year.

**Socks** – Solid white, mid-calf crew socks or monogrammed ankle socks are acceptable. Students in 6<sup>th</sup> – 8<sup>th</sup> grades, only, have the privilege of wearing plain or monogrammed ankle socks. Socks should be visible at all times.

**Shoes** – Traditional athletic shoes with shoelaces or Velcro are allowed. These shoes are to be solid navy blue, white, black or gray or any combination of these colors. Silver accents are acceptable. Shoelaces are to match the predominate color of the shoe and are to only be solid navy blue, black, white, or gray. No high tops, quarter tops cleats, turf/deck shoes, sandals /mules, wheeled, lighted, character logo or patterned shoes are allowed.

**Dress/Mass Uniform** – Dress uniform must be worn on Mass days (every Thursday) and special days designated by the school administration. The boys' dress uniform consists of an official white oxford button down shirt with school logo and must be worn tucked in with official navy blue long uniform pants. MBS monogrammed socks must be worn. All other uniform guidelines must be followed.

**Hair** – Hair must be of a conservative length and thickness in the front, back, top, and sides at all times. The appropriate length of hair for boys should not touch the shirt collar. Hair should be neatly cut over the ears and when combed forward must not touch eyebrows. No extreme hair styles are allowed, for example: stripes, bowl cut, design of any shape, shaved sides, pointed necklines, dyed (colored), highlighted etc. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the

future. The administration will determine the acceptability of any questionable haircut. When a haircut notice is given, students will have the remaining weekdays and the weekend to get a haircut, or the student may face disciplinary consequences.

**Jewelry** – Wearing expensive jewelry to school is discouraged. Watches, one religious necklace and one religious bracelet may be worn. Chokers and Smart watches are not allowed. No other jewelry is allowed.

**Tattoos and Body Piercings** – No tattoos or body piercings allowed.

**Optional Winter Wear** - Students may wear solid white turtleneck or white long-sleeve shirt under the jumper or shirt on days when the temperature is below 50 degrees.

**Undershirt/undergarments** – Only a solid white t-shirt/ undergarment may be worn under the official school shirt. There are to be no logos or print of any kind on the t-shirt/undergarments.

### **Girls' Daily Uniforms – Grades K - 4**

**Shirt** – May be long or short sleeved. The official white oxford button down shirt may only be worn under jumpers. Short-sleeve, flat jersey knit, banded shirts (pique knit is not acceptable) are required when worn with shorts.

**Jumper** – Official school jumper with emblem may be worn. The finished hem must be to the knee. Jumpers may be worn with or without the white oxford button down shirt.

**Walking shorts** – Official school uniform walking shorts may be worn any time during the year. The finished hem must be to the top of the knee. Walking shorts must be worn with the banded flat jersey knit top (pique knit is not acceptable).

**Shorts** – Any style uniform plaid, gray, navy, or black short must be worn under the uniform jumper or skirt. A solid strip of gray, navy, black or white is acceptable. They are to be of a length that is not visible, sitting or standing.

**Socks** – Solid white, mid-calf crew socks or MBS monogrammed ankle socks are acceptable. Socks must be visible at all times.

**Shoes** – Traditional athletic shoes with shoelaces or Velcro are allowed. Velcro athletic shoes are suggested for students who cannot tie shoes. These shoes are to be solid navy blue, white, black or gray or any combination of these colors. Silver accents are acceptable. Shoelaces are to match the predominate color of the shoe and are to only be solid navy blue, black, white, or gray. No high tops, quarter tops, cleats, turf/deck shoes, sandals /mules, wheeled, lighted, character logo or patterned shoes are allowed.

**Dress/Mass Uniform** - Dress uniform must be worn on Mass days (every Thursday) and special days designated by the school administration. The K-4 girls' dress uniform consists of an official school jumper with white oxford button down shirt with school logo. MBS logo socks are required. All other uniform guidelines must be followed.

**Hair** - Girls' hairstyles should be appropriate for school at all times. Hair may not be colored, dyed, or highlighted. In addition, girls are not allowed to have fad hairstyles. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. The administration will determine the acceptability of any questionable haircut or hairstyle. Hair spray cans or pumps are not allowed on school grounds and/or school bus. Hair ribbons and accessories must be navy blue, white, red, maroon, gray, black

or a combination of these colors or the uniform plaid.

**Jewelry/accessories** – Wearing expensive jewelry to school is discouraged. Any jewelry worn to school should be limited to rings, watches, button-style or small hoop (1cm in diameter or less) earrings, one religious bracelets and one religious necklace. Chokers, Smart watches and dangling or hoop earrings are not allowed.

**Tattoos and Body Piercings** – No tattoos or body piercings allowed.

**Optional Winter Wear** - Optional official uniform pants are allowed. No other navy blue pants will be allowed for this uniform. A flat jersey knit banded shirt (pique knit is not acceptable) must be worn with these pants. Students may wear solid white turtleneck or white long-sleeve shirt under the jumper or shirt on days when the temperature is below 50 degrees.

**Make-up** – No make-up, fingernail polish, colored Chap Stick, lip-gloss, or fake nails of any kind will be allowed.

**Undershirts/undergarments** – Only a solid white t-shirt or white or nude undergarments may be worn under the official school shirt. There are to be no logos or print of any kind on the t-shirt/undergarments.

**Tights** – Navy or white footed or footless tights may be worn with the official school jumper or shorts. Socks must be worn with tights and skin must not be visible between the tight and shoe.

### **Girls' Daily Uniform – Grades 5-8**

**Shirt** – May be long or short sleeved. The official white flat knit banded shirt (pique knit is not acceptable) with school logo must be worn.

**Skirts/Skorts** – Official school skirt or skort may be worn. Skirts and Skorts must be the pleated style. The finished hem must be to the knee. Skirts and Skorts must be worn with the flat knit banded shirt. No shorts are allowed for students in grades 5-8.

**Socks** – Solid white, mid-calf crew socks or MBS monogrammed ankle socks are acceptable. Students in 6 – 8 grade only, have the privilege of wearing plain or monogrammed ankle socks. Socks must be visible at all times.

**Shoes** – Traditional athletic shoes with shoelaces or Velcro are allowed. Velcro athletic shoes are suggested for students who cannot tie shoes. These shoes are to be solid navy blue, white, black or gray or any combination of these colors. Silver accents are acceptable. Shoelaces are to match the predominate color of the shoe and are to only be solid navy blue, black, white, or gray. No high tops, quarter tops, cleats, turf/deck shoes, sandals /mules, wheeled, lighted, character logo or patterned shoes are allowed.

**Dress/Mass Uniform** - Dress uniform must be worn on Mass days (every Thursday) and special days designated by the school administration. The 5-8 grade girls' dress uniform consists of an official school skirt/skort with white oxford button down shirt with school logo tucked in. MBS logo socks are required. All other uniform guidelines must be followed.

**Hair** - Girls' hairstyles should be appropriate for school at all times. Hair may not be colored, dyed, or highlighted. In addition, girls are not allowed to have fad hairstyles. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. The administration will determine the acceptability of any questionable haircut or hairstyle. Hair spray cans or pumps are not allowed on school grounds and/or school bus. Hair ribbons and accessories must be navy blue, white, red, maroon, gray, black or a combination of these colors or the uniform plaid.

**Jewelry/accessories** – Wearing expensive jewelry to school is discouraged. Any jewelry worn to school should be limited to rings, watches, button-style or small hoop (1cm in diameter or less) earrings, one religious bracelets and one religious necklace. Chokers, Smart watches and dangling or hoop earrings are not allowed.

**Tattoos and Body Piercings** – No tattoos or body piercings allowed.

**Optional Winter Wear** - Optional official uniform pants are allowed. No other navy blue pants will be allowed for this uniform. An official school banded flat knit shirt (pique knit is not acceptable) must be worn, with these pants. Students may wear solid white turtleneck or long-sleeve shirt under their shirt on days when the temperature is below 50 degrees.

**Make-up** – No make-up, fingernail polish, colored Chap Stick, lip-gloss, or fake nails of any kind will be allowed.

**Undershirts/undergarments** – only a solid white t-shirt or white or nude undergarments may be worn under the official school shirt. There are to be no logos or print of any kind on the t-shirt/undergarments.

**Tights** – Navy or white footed or footless tights may be worn with the official school jumper or shorts. Socks must be worn with tights and skin must not be visible between the tight and shoe.

### **Out-Of-Uniform Dress Guidelines**

On designated Out-Of-Uniform days the following may be worn:

#### **Free Dress**

Shirt with sleeves; no midriff cut outs, no offensive advertising or slogans.

Properly fitting long jeans may be worn by either boys or girls. Girls may wear capri cut pants (mid-calf length) and boys may wear the *Uniform Shorts/Pants*. **Leggings and legging-style pants are not permitted.** Any style tennis shoes with any style sock may be worn. Boots, sandals, flip-flops, and Crocs are not permitted.

In cold weather, any color sweatshirt, jacket/coat may be worn.

#### **Spirit Shirt Days**

Girls in grades K-5 may wear Class Spirit Shirt over their jumper.

Girls in grades 6-8 may wear Class Spirit Shirt with their skort.

Regulation school shoes and socks must be worn.

In cold weather, regulation sweatshirt, jacket/coat must be worn.

#### **The designated class colors are:**

Kindergarten – Periwinkle blue

First – Turquoise

Second – Purple

Third – Red



Fourth – Orange  
Fifth – Kelly Green  
Sixth – Yellow  
Seventh – Lime Green  
Eighth- Royal Blue

### **P.E. Uniforms - Boys and Girls – All Grades**

Athletic shoes are required for P. E. class.

The P. E. teacher will notify students when warm-ups may be worn.

Girls must wear hair pulled back and away from the face.

The P.E. teacher will review with the students any additional rules and regulations for the class.

### **Grades 6-8**

The official MBS P. E. uniform must be purchased from the designated uniform stores. The uniform consists of maroon gym shorts and a gray t-shirt with the official school emblem. These are to be of sufficient size to be modest and allow free movement.

**All items of clothing should be labeled with the child’s name. All labeled items will be returned to students.**

**Logos on jumpers and/or outerwear from 2016-2017 will be grandfathered for 2 years, until 2019-2020.**

### **Visitors**

All visitors must check-in at the office and obtain a visitor’s pass. New this year is an automated check-in system. Teachers are not allowed to receive visitors without a pass from the office. Visitors on campus between school hours (7:45am -2:15pm) is asked to park in the back lot and check in at the office first.

### **Volunteers**

All volunteers should sign in at the office and obtain a visitor pass before entering any instructional area of the school. Volunteers as well as regular staff members run our cafeteria. Each parent should consider it his/her responsibility to spend at least one or two days a year working in the school cafeteria. Cafeteria volunteers are to sign in with the cafeteria manager.

### **Child Protection**

The Diocese of Baton Rouge requires that all volunteers must complete the following prior to volunteering:

- Be fingerprinted and complete a background check by the Louisiana State Police Department
- Complete *Safe and Sacred* training and submit a training certificate
- Complete the Diocesan EAPPS form (Application for Employees and Volunteers)
- Read and sign the Diocesan Code of Ethics

Volunteers include but are not limited to all who assist in the cafeteria, library, field trips, class activities, room volunteers, coaches etc. A list of volunteers will be submitted to Mrs. Peterson prior to each event that requires volunteers. Mrs. Peterson will verify volunteer certification. Volunteers who are not certified will not be allowed to participate in the event.

If child protection certification has been completed for another Catholic school within the Diocese of Baton Rouge, it is not necessary to repeat the process. Call 225-953-5526 for information and assistance.



August 7, 2017

Dear Parents,

The administration and faculty of Most Blessed Sacrament School welcomes you and your child to an exciting new school year! Each of us looks forward to working with you to provide excellent spiritual, academic, social and emotional experiences through our Catholic educational environment.

Our theme this year is *"Cultivating Kindness"*. Each year we have a God-centered focus, the purpose of every Catholic School. We strive to shape our children and help them grow in wisdom, age, and grace so that they will gradually come to understand how they represent Jesus in this world. United under our theme, we desire to instill a sense of calm and peace within our school family so that they may have increased intimate spiritual moments and encounters with God the Father, Son, and Holy Spirit. We pledge this year to do our best to form your children in the faith and to shape academic excellence in the teachings of the Church.

The students are made aware of the expectations of the school and of the teachers. Our students are encouraged to exercise self-discipline by making responsible choices. Teachers will use positive feedback and corrective actions to guide the students in making good choices. We want our classrooms to be encouraging and conducive to learning at all times. It is our hope to assist our students in making positive choices and being responsible for their actions. In this way, young people develop positive attitudes and behavioral skills, which are necessary for successful lives.

Attached is the Discipline Plan for your child's grade. Please sign and return the slip below by *Wednesday, August 16, 2017*. We are looking forward to a successful and rewarding school year!

Sincerely,

MBS Administration and Faculty

**Discipline Plan**  
***Please sign and return by August 16, 2017***

I have read the attached Discipline Plan and discussed it with my child.

Student Name \_\_\_\_\_ Grade/HR Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_



**PARENT/LEGAL GUARDIAN PERMISSION SLIP  
FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

\_\_\_\_\_ is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from Most Blessed Sacrament Catholic School. A brief description of the activity follows:

Destinations:

\_\_\_\_\_  
Designated Supervisor of Activity:

\_\_\_\_\_  
Date and Time of Departure:

\_\_\_\_\_  
Date and Anticipated Time of Return:

\_\_\_\_\_  
Method of Transportation and Student Cost:

\_\_\_\_\_  
If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Parents' Name/Signature \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

Please return this entire form by \_\_\_\_\_



MOST BLESSED SACRAMENT CATHOLIC SCHOOL
PARENT/STUDENT HANDBOOK HOME/SCHOOL CONTRACT

According to Admissions Requirements set down by the Diocese of Baton Rouge (Section 4.3.2.), "Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent and/or the rules of the school covering all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in this parent/student handbook and school communications." The administration has the authority to act with discretion on incidents not explicitly addressed in the handbook. Rules and procedures are subject to the interpretation and revision of the administration.

The following is a parental agreement about having read the Most Blessed Sacrament Parent/Student Policy Handbook and the parent(s) agreeing that all policies, procedures, and rules set down in this handbook will be followed.

As a parent/guardian, I have read the Most Blessed Sacrament Parent/Student Handbook and understand that I must cooperate with the school and adhere to the policies, procedures, and regulation contained in the policy handbook. I also understand that I am accountable for all the policies and regulations contained therein, including the policies and procedures listed in Technology Acceptable Use Policy. I further understand that for the good of the entire school community, the Most Blessed Sacrament Catholic School Administration may, from time to time, deem it necessary to establish special requirements regarding my child's continued enrollment at Most Blessed Sacrament Catholic School. I agree to abide by these decisions.

This agreement must be signed by both parents/legal guardians with whom the student resides.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

In addition to the parent's signature, middle school students are responsible for reading the handbook and for being aware of the policies of Most Blessed Sacrament Catholic School.

Parents of all students should review and explain all policies and procedures to their elementary students.

Middle school and elementary students must sign to acknowledge their adherence to the policies listed in the Most Blessed Sacrament Parent/Student Handbook.

Parents please initial your response to the following statement:

Most Blessed Sacrament Catholic School recognizes student achievement by putting student pictures and names in various printed and online publications and social media.

\_\_\_\_\_ I will allow this for my child.

\_\_\_\_\_ I will not allow this for my child.

Please print this form and return to homeroom teacher.

Deadline for returning signed form to the homeroom teacher is Thursday, August 16, 2017



**Technology and Acceptable Use Policy Acknowledgement**  
**Due August 16, 2017**

By signing the Contract/Guidelines Regarding the Use of the Internet students and parents agree to abide by all rules included.

I, \_\_\_\_\_ agree to abide by the  
(Student's Name)

Technology and Acceptable use Policy of MBS School found on pages 31-33 of the Parent/Student Handbook. I understand that inappropriate use of technology may result in the loss of use of technology and or a discipline consequence.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Home Room Teacher Signature \_\_\_\_\_ Date: \_\_\_\_\_