

# Most Blessed Sacrament Catholic School

# Faculty Handbook

#

# 2018 - 2019

The policies and procedures contained in this handbook, the Most Blessed Sacrament Catholic School Parent Handbook, and the Diocese of Baton Rouge Catholic Schools Office Administrative Manual (located on the school server) are considered part of the teacher's contract.

The school principal retains the right to amend the handbook for just cause. The faculty and staff will be notified when changes occur.

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### Mission Statement

Most Blessed Sacrament Catholic School serves our church, its families, and the community; nurturing Gospel values, academic excellence, and a lifetime of prayer and service.

### Philosophy

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

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

We continually seek out a faculty, “called” to the “teaching ministry”, who share a mutual responsibility for creating an environment, which promotes spiritual and academic excellence for all of our students.

We strive to center our school community in worship, prayer, Catholic doctrine, service projects 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.

**Non-discriminatory Policy**

Most Blessed Sacrament School does not discriminate on the basis of race, color, religion, sex, national origin or disability.

**Academics and Assessment**

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.

**Accommodations**

When appropriate, accommodations must be made for students who may have individual needs. These accommodations are determined in consultation with an administrator and the school counselor. Individual needs records for identified students are kept secure by the school counselor.

**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 6th, 7th and 8th**

For the final average, a full 67% is required for a passing grade.

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 and is shown on the report card.

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

Going into final exams, 8th 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 for each nine weeks, completed 30 minutes of IXL per week each nine weeks, and incurred no major discipline infractions will be exempt from taking their final exam in that subject.

Conduct is a single grade.

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).

**Extra Credit**

Extra credit may be offered. All students in the particular level or class must be offered the same extra credit opportunity. Extra credit should be offered sparingly and only in two ways:

The extra credit is given in the form of bonus points on a test or assignment within the regular curriculum. The extra credit may be a special assignment related to the curriculum.

**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.

**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 1st – 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. Failure of the same major subject area in two consecutive years will result in retention.

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 August and March and Summative test 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.

**Advanced Classes in Math**

Middle school advanced math courses are designed to challenge the minds and meet the needs of high achieving students. The coursework is rigorous and incorporates high-level analytical reasoning, creative thinking and problem solving strategies. Emphasis is placed on deep understanding of important concepts and the development of essential skills. Students are encouraged to approach learning in a variety of ways in order to develop a strong foundation for academic and intellectual growth, achievement and personal success. They are encouraged to self-assess and reflect on their learning and the learning process. Students in advanced classes are expected to meet or exceed high academic standards. Rigor is a critical component of academic excellence and is central to preparing students to succeed in advanced coursework.

Math Placement is determined by the following criteria:

1. Yearly subject average
2. ASPIRE scores
3. Teacher recommendation based on grades, conduct, participation, work habits, and attendance
4. A maximum class size of 30 students

Student acceptance in these classes is determined on a yearly basis. Therefore, a student is not guaranteed placement in advanced classes solely based on their placement the previous year.

**Accreditation**

Most Blessed Sacrament Catholic School, having met the requirements established by the AdvanceED Accreditation Commission and Board of Trustees, is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

**Attendance - Student**

Regular daily classroom instruction is important to ensuring a student's academic progress. Students should attend school unless they are ill or a serious reason arises. Students must be present a minimum of 162 days to be eligible to receive credit for courses taken. Exceptions can be made only with the approval of the principal.

**Absences**

When a student is absent from school a parent is asked to e-mail the school office at 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 emergency situations 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, a parent may request that the office gather books to be picked up by the parent. Parents making this request need to call the school office by **12:00pm.**  Books may be picked up between 3:00pm - 3:30pm.

A student who is absent for one day and misses scheduled tests is required to take the tests upon return. 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. For students in grades 3-8, make-up tests will be given on Tuesdays, Wednesdays and Fridays at 7:00am for middle school and 7:15am for grades 3-5.

**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 be prepared for any missed tests.

Teachers may 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.

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.

**Attendance and Leave – Teachers and Staff**

Personnel must sign in and out daily using the binder in the mailroom. It will be checked for absences on a monthly basis by the bookkeeper. Anyone leaving the school grounds during the school day will sign out and back in at the time of departure and re-entry in the register.

**Arrival and departure times**

Teachers 7:15am – 3:15pm

Teacher Assistants 7:45am – 3:15pm

Secretaries 7:25am – 3:30pm

Bookeeper 7:00am – 4:00pm (M,T,TH, F)

**Prayer/Announcements**

Teacher prayer will be held in the library daily at 7:30am. Monday’s prayer time will be followed by weekly announcements. Teachers who are not on duty should attend. The only exception for missing prayer is for duty or a parent conference. All teachers except for morning carpool teachers should report to the gym for 7:45am.

**Church and School Functions**

In support of the Most Blessed Sacrament Catholic School and Church community, faculty and staff are strongly urged to attend school and church functions. Some activities may be deemed mandatory at the discretion of the administration.

**School Masses and Prayer Services**

All teachers/staff should be present at school Masses.

**Conference Days**

In-service days and conference days are considered full days of work. Teachers are responsible for reporting to duty assignments as usual on conference days.

When Before Care/Aftercare is not available, teachers are responsible for acquiring childcare for their own children.

**Faculty In-Service and Professional Development**

Teachers must attend all faculty, level and department meetings. Level and Department meeting documentation should be kept using the level binders and meeting documentation form. Blank forms can be located on the server. These forms should be turned in to the appropriate administrator. If unable to attend a particular meeting, permission must be granted by the principal.

***Sick or Emergency Leave - Diocesan Policy***

**Definition of Leave**

**Sick Leave:** Sick leave will be granted in the case of illness of the employee.

**Emergency Leave:** All leave other than sick leave, as specified below shall be considered emergency leave.

**Amount of Leave**

**Current leave:** Each regular employee shall be granted on a pro-rated basis, a total of 10 days leave of absence per year as sick or emergency leave. Employees working beyond 10 months will be granted an additional one day per month.

**Cumulated leave:** Up to 30 days sick leave, when not used in previous year of continuous service, shall be accumulated to the credit of the employee. Such cumulated leave may be used only in the event of illness of the employee. At no time shall an employee have more than 40 days accrued to his/her credit of combined current and cumulated leave.

**Transfer of Leave**

Leave shall be transferred from one diocesan school to another.

**Reasons for Granting Emergency Leave**

Emergency leave shall be granted in the case of serious illness in the immediate family for the employee (father, mother, sister, brother, child, spouse, grandchild, legal guardian).

Emergency leave shall be granted in the case of death in the family of the employee (father, mother, sister, brother, child, spouse, grandparent, grandchild, legal guardian, uncle, aunt, immediate in-laws, nephew, niece). A maximum of three days emergency leave shall be allowed in case of death in the family.

Emergency leave shall be granted to all employees for emergencies or personal business not covered by the above-listed reasons. Such leave shall be limited to two days absence (inclusive in 10 days current leave) per year and shall be subject to prior approval by the principal.

**Abuse of Leave Privileges**

Abuse of leave privileges or failure to comply with rules governing leave policy may be considered grounds for dismissal from employment.

More information pertaining to Diocesan Leave policies can be found in the Diocesan Administrative Manual located on the school server.

Any leave over 3 days will require a doctor’s note or medical excuse.

The school reserves the right to require medical evidence of one’s ability to return to work after a lengthy absence due to health reasons.

Administrative approval from the principal must be obtained for any leave other than sick or emergency at least 2 weeks prior to the dates of leave being requested.

**Reporting Absences**

When it becomes necessary for a faculty or staff member to be absent from school for any reason, the following procedure should be followed:

Notify **teacherabsent@mbsbr.org**. Include the following information: the date of the absence, the reason for the absence and the name of the substitute teacher. It is also advised to notify the school principal via text at 964-3686. Please also leave directions on where to find the Substitute Teacher Folder.

Teachers should contact a substitute from the list provided. If it is an emergency and substitute is not available, the front office can assist.

Emergency plans must be kept updated. Partner teachers should know the location of the substitute folders in the classrooms. The substitute folder should include detailed lesson plans and information about the students and classroom procedures. Emergency plans should be updated as needed.

Inform the substitute of any duties assigned on the day of the teacher absence.

Inform the substitute that he/she should sign in at the school office before going to the classroom.

For absences, late arrivals, or early departures, an Absence Form must be filled out and submitted to the principal **at least one week in advance**.

Absences that are necessary prior to holidays, major school events, or the last week of school must be approved by an administrator and will be handled on a case-by-case basis.

Faculty/staff members are required to keep track of their absences using the appropriate Absence Form. The Absence Form must be submitted to the principal for review and for filing in the accounting office.

**Deductions from Employee’s Salary**

Employees should be notified before any deductions in salary are made.

When all leave has been taken, the following deductions will occur: 10-month employees – The annual rate of pay will be divided by 180 to obtain a daily rate. The daily rate will be multiplied by the number of days over the allotted leave amount that have been taken.

**12-month employees** – The annual rate of pay will be divided by 240 to obtain a daily rate. The daily rate will be multiplied by the number of days over the allotted leave amount that have been taken.

**Family Medical Leave Act**

Effective August 5, 1993, the Act entitles employees to take up to twelve (12) weeks unpaid leave during any twelve (12) month period for specified conditions. (Diocesan Handbook #A 1.3.5.2)

**Jury Duty Leave**

Leave is authorized with pay. Documentation of jury duty notification and attendance is required. Any amounts paid by the court will be retained by the employee and compensation from the school will not be reduced.

**Awards**

**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 not have any D’s or F’s for the nine weeks.

**Honor Roll**

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

**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 home room each 9 weeks. Students receiving the Piety Award are dutiful, respectful, and have a high regard for MBS and his/her teachers. Recipient names are kept confidential until awards are given. Please remember to notify parents so they can attend Mass the week Piety Awards are recognized.

**Benefits**

As an employee of Most Blessed Sacrament, one is also an employee of The Diocese of Baton Rouge. Under the Diocese of Baton Rouge, employees are eligible for the benefits listed below. Most benefits require a mix of employee/employer contribution. Each year the Diocese of Baton Rouge hosts information meetings pertaining to benefits and employees are highly urged to attend. The following benefits are offered:

Health Insurance

Dental Insurance

Vision Insurance

401 (k) Savings Plan

Long Term Disability

Short Term Disability

Life Insurance

Workers Compensation Insurance

Health insurance for all employees ends on their termination date. If a teacher is not renewing their contract, the date of termination of employment is the last day of the month they were terminated.

**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.

**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 Most Blessed Sacrament School access to Diocesan records. The packet of information that outlines volunteer requirements is available in the school office and school website.

**Christian Formation – Faculty and Staff**

The Diocese of Baton Rouge Catholic Schools Office requires all fulltime teachers to attain the BASIC Level of Catechist Certification. Courses are offered through the Office of Evangelization and Catechesis.

All MBS faculty and staff must participate in the annual faculty retreat and obtain 10 clock hours of Diocesan approved certification courses during the course of a school year.

**Christian Formation - Students**

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 ultimate 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 be included in the 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 teachers 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:***

PK/K – Homebound of MBS Parish

1st – Hospitalized members of MBS Parish

2nd – Missionaries of Charity

3rd – Bishop Ott Homeless Shelter

4th – Sweet Dreams – SVDP Women’s Shelter

5th – SVDP Store

6th – Old Jefferson Community Care Center

7th - Baton Rouge Food Bank

8th – St. Anthony House

**Classroom Rules**

Grade level teachers should work together to develop a classroom management plan. The plan should outline rules, consequences, and rewards for student behavior within the classroom, which should be an extension of the Most Blessed Sacrament Catholic School Discipline Plan. Classroom rules will be discussed with students and parents at the beginning of the school 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 are 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, receiving no credit or partial credit for work, a deduction of conduct points, or detention.

**Communication and Conferences**

Teachers are expected to communicate with parents regularly regarding student progress. Communication can be through weekly folders, telephone conferences, face-to-face conferences, Parents Plus Portals, Weebly website, e-mail, and written notes.

All teachers are expected to keep grades current in Parent’s Plus Portals system and establish and maintain a weekly Weebly website. The website should be updated weekly and include current information, a statement about parental communication and the Most Blessed Sacrament disclaimer.

A record should be kept of all communication using the Parent/Teacher Conference Form. Communications between parents and teachers are meant for the teacher and parent; the child should not be involved. Electronic communication should be copied to the principal and assistant principal whenever necessary.

The main mode of communication is the MBS Website and school newsletter, *The Pelican Express*. The school’s on-line grade book system, Rediker, Parents Plus Portal, allows parents and students access to grades and school information. Teachers update grades weekly and post important information on their teacher pages. Parents can receive weekly grade reports via email notification. Parents are responsible for keeping abreast of their child’s academic progress by accessing Parents Plus Portal regularly. Information concerning Parent Plus Portal access is made available to new families at the start of the school year. Parents will also receive the weekly school newsletter by email each Thursday afternoon.

**Grades PK-5** — 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.

**Grades 6- 8** – Middles school tests will be sent home after they have been graded and the scores have been recorded.

Tests may be reviewed with the teacher upon parental request.

Each nine 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 posted to 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**

Conferences are scheduled with all parents of students in grades PK-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 PK-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.

**Confidentiality**

Academic records, health records and other information concerning a student are considered confidential information and should not be shared. Student information should not be discussed outside of the professional setting and classroom. Volunteers may never have access to student or staff records.

Most Blessed Sacrament Catholic School respects the confidentiality of the families it serves and the faculty/staff it employs. School officials will keep information confidential as long as no one’s life, health or safety is at stake. Parents will be notified promptly of concerns relating to students’ life, health or safety.

A student’s academic records are available for parent review upon request. Academic records as well as student demographics are made available to high schools during the high school admissions process.

Most Blessed Sacrament Catholic 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, Most Blessed Sacrament Catholic School will provide the non-custodial parent with access to academic records and other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order. In the event that parents have custody agreements through the courts, it is assumed by the school that the parent will abide in good faith with such agreement.

The school assumes no responsibility for compliance with such agreement. It is imperative that custodial parents inform children of the arrangements set forth in the court order so that children are knowledgeable and feel comfortable informing school officials if they have a concern. In order to preserve the educational environment, custody issues must be settled amicably and should not involve the school.

**Contracts**

The principal has sole discretion to offer a contract in a succeeding year. Contracts are granted from year-to-year. A private meeting will be scheduled with each employee in March/April to sign their contract. Part of the contract will be the creation of Teaching & Professional Goals for the next year.

“Employee Statement of Intent” forms will be issued in January. This form indicates the intent of the employee for the next school year and provides and update on personal information. The “Employee Statement of Intent” is not binding in any way.

**Copy Room**

Copy machines duplicating machines are available should be used for school purposes only. If you use the last supply item, please report it to the office secretary (paper, toner, etc.). Help keep faculty areas orderly.

**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** – Most Blessed Sacrament 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 focuses on executive functioning and comprehension skills, and no criteria are required for services beyond an application and fee with the Diocese. The Dyslexia Lab focuses on remediation of this specific reading disorder. Enrollment in Dyslexia Lab is more extensive, requiring an appropriate educational evaluation, applicable diagnosis, application, and fee. As with the ISS Lab, the application and fee are completed with the Diocese, not MBS.

Both labs are tied to specific academic accommodations. In particular, if a student is enrolled in Dyslexia Lab and demonstrates academic need reflected by his/her grades (C or below), the student is eligible for 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.

The goal of remediation and/or accommodations is to assist the student, but also students must be prepared for a high school environment wherein these accommodations are not provided. Each year Accommodation Plans will be evaluated and updated, decreasing the amount and intensity of services as the student progresses. In particular, evaluation of a student’s need and use of Testing Room will be on-going. Each year middle school students will be required to begin the school year testing in the classrooms. Should their grades go below a 77% ,they will be allowed to return to the Testing Room for major tests only.

**Discipline**

The discipline philosophy at Most Blessed Sacrament Catholic School is based upon the Gospel, Christian social values and the realization that the student must learn, internalize, and practice the values of the Catholic Church community. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion. The aim is to develop a responsible person capable of making wise choices about behavior. This process requires patience and love on the part of teachers and parents. In an environment in which the student sees Gospel values in action, he or she will have the best opportunity to develop as an effective, caring, and responsible adult.

In an effort to accomplish this goal, Most Blessed Sacrament Catholic School uses a school-wide Discipline Plan. It is expected that parents and students act in cooperation with this Discipline Plan. Parents are invited to contact the Principal or an Assistant Principal to discuss concerns or questions regarding the discipline program at Most Blessed Sacrament Catholic School. The Principal has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. By working as a team, we hope to create an atmosphere in every classroom and throughout the school that enables teachers to teach and students to learn.

***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.*

**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 above and 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 also be posted in the classroom. 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 –** This consists of student expectations for when they are outside of the classroom.

**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

No throwing inappropriate objects

No rough play

**Cafeteria Rules**

Use appropriate table manners

Speak in a quiet voice

Leave table, chair and floor clean

No candy, carbonated beverages, or fast food lunches

**Mass Rules**

Enter and exit in silence and in reverence

No talking to others during mass

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**

* Includes repeatedly forgetting class materials, not completing homework, not returning signed paperwork, violating the dress code, uncovered textbooks, being tardy to class, etc.
* Grades PK/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
* Grades PK/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.
* Grades PK/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, visiting administration, and may result in detention or suspension
* Handled by classroom teacher and/or administrator (depending on individual situation)

***Category D - M*ajor 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 PK/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, visiting administration,

and/or placed on an accelerated discipline plan, detention, suspension, expulsion.

* Handled by administration

An accumulation of three detentions during a 9-week period will 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 serious reasons, a student may receive a suspension after a single violation.

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

Students caught cheating will be required to complete the assignment or retest and will earn 50% of the grade received. Further consequences may be issued by administration.

Academic dishonesty, which includes plagiarism, will result in the student redoing the assignment and the student will earn 50% of the grade received. Further consequences may be issued by administration.

Students may bring cell phones to school. Cell phones are allowed after school hours for emergency purposes. Phones must remain off and in the student’s school bag during the day, during extended care, on field trips, and during carpool or on the bus. If a cell phone is seen, chimes, or is used during school hours, the phone will be confiscated and will remain at school for three days. 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 bus 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.

**Dress Code**

Teachers and staff are expected to dress professionally, modestly and appropriately for the school day as well as for required school events that occur in the evening or on the weekend. Teachers and staff are expected to wear their school name badge.

The dress code for all faculty and staff should impart a professional image of educators who share in the ministry of educating young people. All personnel are expected to dress in a way that reflects their respect for all who many encounter them. Women are expected to dress in a modest and professional fashion. Styles that are casual or fad-driven are not considered professional. Clothing must be of appropriate fit, coverage and length. Skirts and dresses should be at or below the knee. Upscale material crop pants with length at the ankle or right above the ankle are appropriate. Gentlemen are expected to wear dress shirts or polo-style shirts, slacks, socks, and dress shoes.

Professional dress does not include jeans, jeans with rips or holes, or denim clothing, colored denim pants, leggings, casual pants, skinny pants, faded or wrinkled clothing, skorts, shorts, T-shirts, tank tops, or warm-ups. Appropriate shoes must be worn with professional attire. Tennis shoes, casual or plastic sandals, or crocs may not be worn.

No faculty or staff member may have a visible tattoo.

**Male faculty and staff:** Male faculty members should be clean shaven with neatly trimmed beards. Acceptable dress includes collared shirt or dress shirt tucked in.

**P.E. Teachers**: P.E. teacher may wear athletic shoes, warm ups and shorts.

**Faculty Out-Of-Uniform Days :** Jeans without rips or holes may be worn. Plastic and or beach flip-flops may not be worn.

**Faculty Spirit Shirt Day Attire**: Team shirts and/or MBS logo wear, may be worn. Jeans without rips or holes may be worn. Plastic or beach flip-flops are not acceptable. Professional dress must be worn if team shirts or MBS logo wear are not worn.

**Duty**

Morning duty teachers are to be on duty at 7:15am. Afternoon duty teachers should remain on duty until 3:10 or until all students are dismissed to their parents or after school programs.

Homeroom teachers are expected to be in the gym to meet their students when the morning assembly bell rings. Teachers should be prepared for assembly. **All** teachers are expected to meet for morning assembly.

**It is essential that teachers be on time for their duty**. Please refer to the Duty Schedule. Teachers at each grade level should plan a duty schedule for lunch and recess for the school year and a copy of this schedule should be turned in to the assistant principal.

During lunch time, students may talk quietly with their table mates, duty teachers should enforce cafeteria rules and circulate to observe student behavior, conversation, and manners. Some of the responsibilities of cafeteria duty teachers are to see that students go through the line in the correct order and in a timely fashion, to see that students properly select food, to monitor cafeteria behavior, and to insure that the tables, chairs and floor area are left in proper order.

Teachers in grades PK-5 supervise their own homerooms. In grades 6-8, teachers are assigned to recess and lunch duties according to a set schedule.

During morning assemblies and recesses, the teachers on duty must circulate and monitor the students. Visiting with colleagues while on duty is not appropriate.

**Emergencies**

See Crisis section in the Faculty and Staff binder for emergency procedures.

**Extra-Curricular Activities**

Most Blessed Sacrament Catholic School provides opportunities for to strengthen students’ sense of community and belonging. While participation in extra-curricular activities is encouraged, schoolwork and good behavior are considered the first priority. Parents should guide their children in choosing extra-curricular activities while considering family time and the individual needs of the student.

Students who are absent for all or part of a school day due to illness may not participate in extra-curricular activities occurring that day. Students who are absent for the entire school day for any reason may not participate in extra-curricular activities occurring on that day, without administrative approval.

Students are expected to be prepared for the school day, bringing with them all needed sports equipment, band instruments, or club materials.

Students may be offered an opportunity to participate in activities such as LA Arts, Beta Club, Quiz Bowl, Math Tournaments, Pelibots, Student Council, Youth Legislature, Band, Choir and a variety of athletics. Other activities may be offered through a ministry of Most Blessed Sacrament Church Parish.

**Faculty with Children**

Faculty members with children will receive free Extended Care while you are on the school campus.

Faculty with children must remember that during the school day, you are considered a teacher.

Faculty with children should treat their children as they would any student enrolled in MBS.

When meeting with students’ parents, a faculty member should arrange for supervision of their children.

Faculty’s children should never be left unsupervised.

When attending after hour meetings or events required by the school, be reminded that you are representing the school and your children should be supervised by someone other than you. Your children may not stay in a classroom alone during meetings.

When issues or concerns arise with a Faculty member’s child, that faculty member should be regarded as a parent. All matters should be handled as you would with any other parent.

**Faculty/Staff Lounge**

The faculty/staff lounge is for use before and after school and during planning periods. Please be reminded that students and parents are often nearby and therefore faculty and staff should refrain from inappropriate language or discussions. Teachers are expected to eat meals in the cafeteria or the lounge. Teachers should not eat meals in the classrooms in the presence of students. All members of the staff are asked to help keep the lounge and kitchen area in order. Please remove all food items from the refrigerator at the end of each day. Insulated bags should not be used for a lunch container in the refrigerator.

Students are not allowed in the lounge.

**Field Trips and Outings**

Field trips often stimulate higher level thinking and are an effective way to introduce, reinforce or culminate units of study.

All field trips must be related to current class curriculum and must be approved by an administrator at least four weeks in advance by submitting the Field Trip Approval Form. Transportation is provided by bus (EBR or private contractor approved by the administration.) All requests for field trip transportation must be made three weeks in advance to the school secretary. The secretary will schedule transportation. Field trips may not be scheduled after May 1. One field trip per semester may be taken by a class. Exceptions must be approved by the administration.

Teachers are responsible for the collection of all monies needed to cover the cost of the field trip.

Monies should be turned into the office prior to the field trip.

Written permission must be obtained from parents for students to attend field trips. The teacher is responsible for communicating field trip information to the parents and collection of the permission forms. Only approved Parent/Legal Guardians may sign Permission Slips. The permission slip should be posted on Weebly sites. Faxed or emailed permission forms are acceptable in cases of emergency. Telephone permission cannot be accepted.

Emergency Information Bags must be taken on field trips. Bags must contain nametags, emergency forms, permission slips, class lists and bus driver's name and phone number. Supplies for special medical needs should be obtained from the school nurse.

Students should not bring money for purchasing food, souvenirs, etc. in gift shops while on field trips. Parents should not purchase items of this nature for their children or the group that they are supervising.

Students may not bring electronic devices or cell phones on field trips.

Field trips should be completed within the hours of the school day.

Field trips are a privilege. If a student has a recurring behavior problem, the teacher should confer with the principal.

Teachers are responsible for the safety of the children even though chaperones might accompany the class. Only assigned chaperones that meet all volunteer requirements are permitted on field trips. Teachers must remind chaperones of their duties regarding supervision of students on field trips. A list of chaperones must be cleared through the office of child protection at least 5 days prior to the field trip.

It is imperative that focused attention remain on those students to whom they are assigned.

For safety reasons the siblings of students attending field trips are not permitted to attend. Possession of alcoholic beverages is not permitted by teachers or chaperones during field trips.

Teachers’ cell phones should be used for school contact only.

Teachers should check attendance before, during and after the field trip.

In case of an accident/incident, a written report and all forms pertaining to the field trip should be filed in the office.

Teachers should visit the site of a field trip before it is scheduled to determine the safety of the environment.

**Harassment/Bullying/Hazing Policy**

***Diocesan Policy***

*To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication.*

*Each school shall establish policy regarding the identification, reporting, investigation and disciplinary action taken for reported allegations of harassment, hazing, or bullying involving members of the school community. The school’s policy must be included in each school’s parent/student handbook.*

***Definitions:***

***Harassment*** *is annoying or unpleasant behavior toward someone including but not limited to threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to one another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.*

***Hazing*** *is a form of harassment that involves intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or any other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.*

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

**Health Policies**

Most Blessed Sacrament Catholic School maintains a First Aid Room staffed by a nurse.

The First Aid Room does provide over the counter medicines such as antacids, aspirin, etc. for teachers’ convenience.

Student services are limited to maintaining health, medication and emergency records and filing of required reports; contacting parents in case of student illness; treating the ordinary bumps, scrapes and illnesses that are part of daily life; administering prescription medications for a serious chronic illness diagnosed by a physician (if a student takes any medication on a regular basis at home, parents should notify the school nurse); and conducting hearing, vision and scoliosis screenings.

Student services that are not available in our First Aid Room are:

* Diagnosing or performing invasive procedures.
* Caring for children who become ill at school. Parents must pick-up these students within an hour of being contacted by the nurse. Children should be free of fever, nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms), before returning to school. Students being picked up from school with these symptoms may not return until they have been free of symptoms for 24 hours from the time of pick up.
* If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return.
* Medications cannot be administered on an "as needed" basis.

**Medication Policy**:

Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made.

Medications may be brought to school by a parent or guardian and given to the student in the presence of the school nurse.

Students are not allowed to have any medication,prescription or non-prescription, in their possession at any time on the school grounds. Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action.

Medication that is to be administered at school must be brought to school by parent or guardian. A Most Blessed Sacrament Catholic School Parental Consent Form for Medication Administration(available at the school office or on the school website) must be completed and signed by the parent and the physician for each medication. The physician’s portion of the form must include the child’s name, diagnosis, and name of the medication, time/frequency to be administered at school, dosage and length of time to be administered. This form must accompany the medication. A new physician’s order is needed at the beginning of each school year. Verbal phone orders from physicians or parents cannot be accepted.

Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of student to be administered medication, name of medication, strength, and amount and time to be administered.

Prescribed over-the-counter medications must be brought to the First Aid Room in the original container.

Each child will report to the First Aid Room at the prescribed time to receive medication from the school nurse or approved office personnel. The medication chart will be checked to ensure proper medical administration.

Only a one-month's supply of medication will be accepted at one time.

**PLEASE NOTE**: The following medications will not be given in the First Aid Room: antibiotics, barbiturates, narcotics, or non-prescription medications including, but not limited to, cough drops, Chap Stick, and Vaseline. If necessary, a parent may administer medication to their child in the nurse’s office.

**Head Lice**: Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school nurse if their child has lice. Students must be checked by the school nurse and found to be lice and nit-free before returning to class.

**Nut Allergies**: All types of loose nuts are prohibited on the school campus including the school cafeteria. Food items containing nuts/nut particles/peanut butter may be eaten in the cafeteria only. 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 bringing bag lunches from home will be directed to wash their hands following lunch. 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 allergy (including nut allergies) must schedule a meeting with a member of the administrative team and the school nurse prior to the beginning of each school year. Students may not be allowed to begin school until the meeting has been documented.

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.).

Teachers may not keep medication for a student in the classroom, nor can a teacher administer medication to a student except on field trips or in accordance with the Most Blessed Sacrament Catholic School medication policy.

**Home Assignments and Homework**

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work. Since each student has different capabilities, is it difficult to denote a specific amount of time to be spent on the assignment. If a problem arises, the teacher should be contacted. Timely completion of homework has a direct effect on a student's grades.

Students are expected to be prepared for the school day, bringing with them all needed supplies, homework, and projects. Completion of homework has a direct effect on student's grades. Homework completion is the responsibility of the student.

Points to be considered in assigning constructive homework:

* Assignments should have a definite and stated purpose that relates to the curriculum being taught.
* Directions should be specific and clearly understood by the student.
* Assignments should be as interesting as possible and conducive to independent study and responsibility.
* Teachers in grades 6-8 must use a test calendar for coordinating assessments and tests so that students have little or no homework one night and an unreasonable amount on the next.
* No more than 2 tests/quizzes should be assigned on any given day.
* Neatness should be stressed in homework assignments.
* No homework should be given on the night of Family Night, Parenting Seminars, Parent Orientation, First Reconciliation, Eucharist Seminars and/or ACT Aspire Testing.

When appropriate, reasonable accommodations (as determined by the school in collaboration with parents) should be made for students who are identified in the ACCESS Program.

**Instructional Assistants**

The primary role of instructional assistants is working with and supervision of students and assisting teachers with preparation of classroom materials.

Teachers and assistants share equal responsibility for supervising students including recess. A teacher or instructional assistant must accompany their class and remain and assist with computer, music, library and art. Should a special class be held in the teacher's classroom, depending on the grade level, either the teacher or instructional assistant must remain with the class.

Assist with clerical responsibilities of teacher as requested.

Matters that are brought to the instructional assistant that concern a student’s academic progress, social adjustment, and overall school performance should be referred to the teacher.

Please note: Instructional assistants must not have the responsibility for preparing lessons or teaching the class, grading or communicating with families. Instructional assistants must attend faculty meetings as directed.

**Maintenance**

Teachers must see that all windows and outside doors are closed and locked before leaving in the afternoon. The lights are to be turned off.

Custodians are employed for cleaning. Please do not give directives to the workers. Refer all needs to the office using Maintenance log located in the teacher workroom.

Use technology equipment with care and report any needed repairs to the technology coordinator immediately.

Classroom and hallway floors should be free of paper and debris.

Only *Mavalus tape* should be used on the walls, doors, and hallways. Use caution when removing anything from the walls or doors. Do not put staples in the doors.

Classroom décor should be educational and/or religious. Decorations should reflect the season and compliment the curriculum being taught.

**Off Campus Behavior Policy**

Members of the Most Blessed Sacrament Catholic School community must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals and commitments of Most Blessed Sacrament Catholic School as set forth in the Parent/Student Handbook. Students are Most Blessed Sacrament Catholic School students at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Violations of civil or criminal law or other conduct that causes discredit to Most Blessed Sacrament Catholic School or disruption of the Most Blessed Sacrament Catholic School community that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of Most Blessed Sacrament Catholic School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion.

Activities prohibited by this regulation include, but are not limited to, the following:

Attending, sponsoring or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed or consumed by minors.

Committing or attempting to commit acts of vandalism that affect a person's life, health or property.

Using technology inappropriately such as, but not limited to, communicating in a manner that bullies another person, showing disrespect for self or others, using offensive language, and misusing social networking sites. Parents must assume responsibility for monitoring their child’s use of technology off campus to assist in reducing on campus disruptions.

In all cases, communication among parent, student, and the administration will be required to determine a course of action. Decisions concerning consequences for this type of misconduct are made by the administration with the support of the pastor.

**Parental Support of School Policies**

Unfortunately, there are occasions when the behavior of parents renders any possible meaningful home/school relationship. An example might be a parent who consistently refuses to cooperate with school policies. Parental cooperation is necessary for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, Most Blessed Sacrament Catholic School may require parents to withdraw their children and sever relationships with the school. This type of action would be very drastic and undertaken only after other attempts at conflict resolution.

**Photography**

Photographs may be used for classroom and school purposes. A list of students who are not permitted to be photographed will be provided at the beginning of the school year. If you have pictures you wish to share, send them to the yearbook editor or Facebook administrators.

**Professional Ethics**

A professional and kind demeanor is to be maintained at all times. Comments or complaints about other faculty or staff are not to be made in the presence of children or their parents. Such comments will be considered seriously unprofessional in nature.

It is a professional courtesy to go to the source of your concerns. Sharing concerns with others causes disharmony within our school family.

Discussions among faculty or staff of students or student problems should be conducted in an appropriate place and at appropriate times. The lounge during break times and lunch times is not the appropriate place or time.

Any matters concerning students should be discussed with their parents and the appropriate faculty members (school counselor and administration) only.

If you need to speak to your child’s teacher, please schedule an appointment. Do not discuss concerns in passing or approach their teacher during instructional times.

**Professional Expectations**

Students’ records should be reviewed between the second and third full week of school. This helps you to understand your students and plan for their needs.

Lesson plans and tests must be placed in the yellow folder and turned into the assistant principal by 8:00am on the first day of each teaching week. Plans must reference Louisiana state standards in all subject areas and include engaging activities that are rigorous and relevant. Plans must also be saved on the server file “Lesson Plans.”

Full-time teachers have one or more planning periods in their daily schedule. The purpose of these periods is to allow time for formulating lesson plans, grading/recording grades in Rediker, preparation of materials, communicating with grade-level teachers, and with parents, etc.

One peer observation per semester must be completed using the form Teachers Supporting Teachers. Fall observations must be turned in November 30 and spring observations by March 30. These may be placed in the yellow folders when they are completed.

All teachers have assigned duty times. In order to adequately supervise students and avoid any type of liability, teachers must be on time for class, assigned duty times, recess, cafeteria and bus/carpool.

Teachers are not to leave students unattended. Students should never be responsible for class management such as grading each other's papers, “taking names” or recording conduct.

Teachers in grades 6-8 will begin each class with a short prayer. Homerooms teacher in grades PK-5 should find routine times during the day to pray with their class.

Once a student has arrived at school, no teacher shall allow the student to leave the grounds without the permission of the administration.

Students not accompanied by a member of the faculty or staff must have a slip if moving around campus.

Students are not allowed to be checked out directly from the classroom except for special days or no bus dismissal days. All checkouts must be processed through the school office. Any person showing up in the classroom asking for a child should be directed to school office. On occasion, special school wide dismissal procedures may be implemented.

Teachers must send evaluation forms being processed for special needs students to the school counselor. The school counselor is responsible for sending the evaluation forms to the agency requesting them. Completed evaluation forms should never be given to the parents.

Keep all monies that are collected for service projects and field trips in a locked drawer or cabinet.

Movies shown to students should be limited and should be G-rated. The principal must approve any other movie.

Grades PK – 8 shall allow snacks and permission to bring water to school. Snack time shall be determined by each grade level team. Please be mindful of peanut products. They are not allowed. Water should be in spill proof water bottles. Water bottles with tops that must be opened are not allowed.

Each classroom should have an American flag as well as prayer table with a Bible and other devotional articles, books and pictures. Decorations should incorporate the colors of the liturgical season. A crucifix and a framed copy of the school mission statement should be displayed in every classroom. Each classroom should have a religious theme on one area of a bulletin board that changes monthly or with the liturgical seasons.

Cleanliness and order in the classroom is achieved through cooperation among the teacher, students and the custodians. Custodians are responsible for heavy cleaning and repairs. If a repair is needed, please log it on the maintenance clipboard in the mailroom. The teacher is responsible for instructing the students in classroom housekeeping, including dusting shelves. AV equipment should be covered when not in use and should not be stored under the dry erase board.

Class pets are allowed with approval from administration.

The homeroom teacher is responsible for ensuring that the classroom and walkway near the classroom are kept neat and orderly. The homeroom teacher should inspect students' books, desks, and lockers, regularly.

All books must be covered and kept free of pencil or ink marks. Hardcover books may not be covered with adhesive materials. Properly fitting cloth book covers may be used Student name and year should be written inside the cover and a system of accountability should be maintained by the homeroom teacher.

The homeroom teacher must keep accurate records and complete report cards and cumulative records. Cumulative records must be signed out with the office secretary and may not be taken from the school grounds.

It is the duty of the homeroom teacher to see that all school communications are promptly handed to the students and when necessary, see that communications requiring parental signatures are returned.

Daily uniform checks should be performed to ensure students are following the uniform and grooming code. Students will be given a conduct and discipline form which parents will be required to sign and return**.** Excessive uniform deficiency notices should be reported to the assistant principal.

In order to maximize instructional time and help with smooth transitions and organization, teachers should begin and end classes on time.

Homeroom teachers should communicate with enrichment teachers concerning scheduling and the needs of students while demonstrating respect for the work done by each faculty member.

Homeroom teachers must be present with their class at all parties, retreats, special activities/events, and the like planned for the homeroom. Middle school teachers and enrichment teachers will be provided a special schedule, if needed, for these activities/events.

Update grades in Rediker regularly (at least weekly).

Weebly pages must be created and kept current. This is one the primary ways families will receive information from you.

Develop and implement a classroom management plan.

Neither teachers nor students may bring fast food items or soft drink containers into the cafeteria.

Faculty/staff cafeteria lunches should be paid for promptly according to cafeteria regulations.

Please limit yourself to drinking water from a lidded cup when teaching. Canned drinks and coffee are not allowed to be consumed in front of students.

Check email at least twice daily and at the end of each day for dismissal changes and announcements.

If any organization, club, or class has an announcement, it should be sent to the office in writing or through email before 2pm.

**Promotion/Retention Criteria**

**Promotion**

Promotion from grade to grade at Most Blessed Sacrament Catholic School is based upon successful completion of the year's work. The principal in consultation with the teacher makes the ultimate decision in regard to promotion and retention.

**Grades PK- K** — Promotion is based upon the student’s successful mastery of pre-kindergarten and kindergarten standards.

**Grades 1-8** — Promotion of students in grades 1-8 is based upon successful completion of studies in the major subject areas. Successful completion of a major subject area means that a student must earn a minimum yearly average of 67% for that subject.

**Retention**

Retention for Kindergarten students will result from a joint decision by parent and teacher in consultation with administration.

In grades 1st - 8th, failure of one major subject will result in conditional promotion. The student must complete 40 hours of tutoring by a certified teacher who is approved by the administration or must attend an approved summer school program. Confirmation of successful completion of this remediation must be given to the administration by the last day of July in order for the student to be promoted to the next grade.

In grades 1st - 8th, failure of two major subject areas within one school year will result in retention. Failure of the same major subject area in two consecutive years will result in retention.

Quarterly GPA includes core subjects and activity, and does not include PE. Yearly GPA includes core subjects, and does not include Activity or PE.

**Major subject areas considered for promotion in grades K-3 are:**

Religion

Reading

Math

Language Arts (English and Spelling)

**Major subject areas considered for promotion in grades 4-8 are:**

Religion

Math

Language Arts (English and Spelling)

Science

Social Studies

Literature

**Report Cards**

Report Cards are issued 1st, 2nd, 3rd nine weeks via Plus Portals and via print for the 4th nine weeks.

**Required Services**

Required Services must be kept accurate, completely and current. At the end of each quarter, they are to be turned into the assistant principal.

**Sexual Harassment - Diocesan Policy**

*The Diocese of Baton Rouge emphasizes to all personnel that sexual harassment is prohibited behavior and should be taken as seriously by all employees as it is by the diocese. Depending upon the circumstances, verified violations will result in sanctions ranging from official reprimand, or suspension without pay for a specific time, or reassignment to another position, or reduction in position or pay, or termination of employment.*

**Student Records**

Teachers may access the records of students they are currently teaching. This refers to paper and electronic records. If a record is needed, it must be requested through the office secretary or an administrator. Report cards and student records in the file room are considered permanent records and must remain at school. Teachers should direct parents to the school administration for access to records. Student records should never be sent to another agency or institution without administrative approval and written parent permission. In preparation for each school year, teachers should review medical and academic records for current students. Students with individual needs have red folders in their cumulative file. Red folders should be reviewed with an administrator or the school counselor.

**Substance Abuse Policy - Diocesan Policy**

*Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and 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.*

*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.*

*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.*

*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.*

*Illegal Drugs*

*An illegal drug 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.*

*Drug Paraphernalia*

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

*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.*

*Drug Testing*

*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 or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.*

**Supervision - Students**

Teachers and staff should be engaged with students whenever students are present. As a Catholic School Community, we are responsible for the formation and teaching of all students at all times.

Please remember that supervising students is a mental and physical act. As you supervise students in classrooms, at recess and lunch, **please circulate among them and be attentive to their ACTIVITIES and conversation**.

Teachers should circulate throughout their classroom. Always sitting behind a desk is not acceptable.

Students should remain in the assigned play areas and be visible at all times.

**Supervision - Teachers**

Periodically a member of the Administrative Team will observe teaching practices in each classroom to offer support, encouragement and suggestions for improvement.

Formal assessments and Eleot observations will be conducted throughout the year. Formal and informal assessments will be provided to all teachers either in hard copy or by email. Comments made on assessments should be used constructively. A meeting to discuss formal and informal assessments may be scheduled at any time by teacher or administration. All observations become part of a teacher’s permanent record and will be used during performance reviews and contract signing.

A plan of improvement can be written for any teacher who performs unsatisfactorily in one or more areas. The plan highlights their strengths and deficiencies, offers suggestions for improvement, and gives a time line in which they must meet the goals set in the plan of improvement. These plans will become a part of a teacher’s permanent record.

**Supplies and Equipment**

Supplies (paper clips, staples, dry erase board supplies, etc.) are to be requested from the office.

Bulletin board paper is available in the teacher’s work room.

Home & School Association provides teachers with monies to be used for the purchase of classroom supplies or instructional materials. All purchases must be approved by the principal prior to purchase.

**Technology and the Internet**

***Technology and the Internet - Diocesan Policy***

*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 may be taken for any violations that is unethical and/or that 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.*

**Faculty/Staff Use**

Technology resources may be used for academic and administrative purposes only and not for commercial purposes.

The Internet may be used in support of the educational mission of Most Blessed Sacrament Catholic School. Its usage, including sites visited and time spent is monitored for each user.

Software is protected by copyright laws. Making, giving to others or selling unauthorized copies of software is not allowed.

Any personal computer accessing the Internet must have the Most Blessed Sacrament Catholic School provided virus software installed and running to protect from virus infection.

Teachers and faculty members must receive administrative approval before installing software on MBS School computers.

Teachers and faculty members may not copy, change, read or use files from another user without permission from the user.

Teachers and faculty members may not attempt to gain unauthorized access to the administrative system.

Teachers and faculty members are responsible for not pursuing material that could be considered offensive.

Internet and e-mail may be used on an occasional basis for personal needs providing the usage:

* Does not affect job performance or disrupt others.
* Is not in the furtherance of any entity other than Most Blessed Sacrament Catholic School, including work created for sites such as Teachers-Pay-Teachers, Pinterest, etc.
* Does not result in any additional billing or direct cost to the school.

Student names, photographs, or work may only be posted on the Internet if the student’s parent/guardian has given approval on the MBS Handbook & Technology Contract, Photo Release Form. Please check with the office for a current list of students with Photo Release approval.

Violations of the rules and code of ethics described above will be considered a serious infraction.

Consequences will be determined by the MBS School administration.

For computer and equipment repair, send an email to HelpDesk@mbsbr.org stating the issue in the subject line and more details (if necessary) in the body of the email.

## **Social Media**

CODE OF CONDUCT: Every member of Most Blessed Sacrament Catholic School must conduct himself/herself on campus and off campus, in a manner consistent with his/her status as a member of the Catholic school community.

Teachers and faculty members are required 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.

Any teacher or faculty member found posting inappropriate content to sites, such as *Facebook, Instagram, Snap Chat,* etc. will be subject to disciplinary action. Sharing disgruntled thoughts via social media does not solve concerns but rather often insights unrest.

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 teacher or faculty member who fails to adhere to this regulation is subject to disciplinary action, including termination. In situations in which laws may have been violated, civil authorities may be notified.

## **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 teacher or faculty member directed towards any Most Blessed Sacrament Catholic School teacher or faculty member, or student, 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 pages 14 and 15 of the Most Blessed Sacrament Catholic School Parent Student Handbook.

**Student Use**

Students will be instructed in the proper use of the Internet. Most Blessed Sacrament Catholic School maintains a strong Internet filtering program; however, it is possible that students will find material on the Internet that may be considered objectionable. Although student Internet use will be supervised, we cannot guarantee that the students will not gain access to inappropriate material. Should a student find inappropriate material while on the internet, he/she is to notify the teacher immediately, and the teacher is to notify Administration.

All students and their parents/guardians will review and sign the Most Blessed Sacrament Catholic School Technology Acceptable Use Policy which will be kept on file in Rediker.

***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 privileges 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, add, remove, or install new programs, software, or hardware onto school-owned computers without permission from legitimate authority.
* Students may not use another person’s sign-in and/or password.
* Students may not copy, change, read or use files from another user without permission from the teacher.
* Students may not attempt to gain unauthorized access to the teaching or administrative system.
* Students may not damage computer systems or computer networks.

Students may bring cell phones to school. Cell phones are allowed after school hours for emergency purposes. Phones must remain off and in the student’s school bag during the day, during extended care, on field trips, and during carpool or on the bus. If a cell phone is seen, chimes, or is used during school hours, the phone will be confiscated and will remain at school for three days. Phones will be released only to parents and students will be issued a consequence.

## **Use of Personal Electronic Technology Devices (PTD)/Wearable Technology**

Personal Electronic Technology Devices may only be worn by students with medical needs, as instructed by his/her physician. The Parent/Guardian must alert the MBS Nurse of this accommodation.

Wearable technology or smart watches that take pictures and/or videos, or receive photos and/or videos, such as Apple Watch, are not allowed on campus. Accessories that track fitness progress, such as FitBits, are allowed.

**Telephone Calls**

Personal cell phones may not be used for personal calls in classrooms. They may be used as a timer, clock, or for pictures. If a teacher must use their cell phone for a personal call, it should be done so during their planning period. Should a teacher receive an emergency phone call at school, they will be notified immediately and called from class. An example of an emergency would be an illness of a family member. If the call is not an emergency, a message will be taken and placed in the teacher’s mailbox. Class will not be interrupted. Please check your mailbox for messages.

**Textbooks**

Requests for textbooks from the bookroom or return of books and workbooks should be made to the assistant principal. Requests will be filled as soon as possible. Homeroom teachers should keep a set of 30 books. If additional books are needed due to class size they can be requested from the appropriate administrator.

**Transportation**

Transportation changes must be submitted to the office by 2:15pm. Any bus changes need to be approved by the office as well. Teachers are responsible for notifying students of any transportation changes.

**Bicycles**

Bicycles will be parked and should be locked in the bicycle rack located outside of the gym. Students should exercise extreme care when going to and from school.

**Bus**

General Guidelines: Most Blessed Sacrament Catholic School students who ride the school bus are subject to the authority of the bus driver who serves as the representative of the principal when students are on the bus. The bus driver is responsible for the safety and behavior of the students on the bus and has been directed to report any infraction of school bus rules to the administration.

Service Guidelines: East Baton Rouge Parish provides transportation for students who reside within the Most Blessed Sacrament Church parish boundaries. Bus and stop assignments are determined by East Baton Rouge Parish Transportation and not by Most Blessed Sacrament Catholic School. If a permanent change is needed in the bus or stop assignments, a request must be made in the school office. A request form will then be filed with the office of East Baton Rouge Parish Transportation for approval. Only with the approval of East Baton Rouge Parish Transportation can a change be made in a bus or stop assignments. Most Blessed Sacrament Catholic School cannot make changes in service. The school bus driver cannot make changes in service.

School Bus Rules and Regulations: Regulations intended to insure the safety of the students riding the school bus. A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the student can lead to accidents. Serious infractions of bus rules may lead to the administration's refusal to admit the child to the bus. In these cases, administration will decide when and if the child will again be admitted. Less serious infractions that are reported by the bus driver will be dealt with accordingly.

Before leaving home:

 1. Check to be sure you have everything you need for the school day to prevent having to return to the house.

 2. Check weather conditions so that you can dress appropriately.

Waiting for the bus:

1. If you cross the street to get to the bus stop before bus is in sight,
	1. Check traffic in all directions
	2. When crossing the street, ensure there is ample time to cross without having to run.
	3. Once you have crossed the street, remain at the bus stop until bus arrives.
2. Wait quietly for the bus to come. Do not play in the street.
3. Do not damage the property of others.
4. Do not leave litter at the stop.
5. Stand back from the street/road as the bus approaches and give the driver room to stop.
6. Be at the stop 10 minutes before pick-up time.

Boarding the bus:

 1. If you must cross the road after the bus is in view,

 a. Wait until the driver stops the bus and signals for you to cross the street/road.

 b. Check traffic in both directions.

 c. Walk at least 10 feet in front of the bus.

 2. Form a single line and do not crowd or push.

 3. Use front door only.

 4. Use the handrail and take steps one at a time.

 5. Go directly to your seat and remain seated.

Leaving the bus:

 1. Stay seated until the bus stops.

 2. Do not push or shove, but move quickly.

 3. Exit by the front door only.

 4. Use the handrail and take steps one at a time.

 5. If you do not have to cross the street, walk immediately away from the bus.

 6. If you must cross the street,

 a. Walk at least 10 feet in front of the bus.

 b. Stop when you are even with the traffic side of the bus and look carefully both ways.

 c. Cross the street quickly but do not run.

 7. If you drop something in front of the bus or close beside the bus, get the driver’s attention before you try to pick it up.

 8. Never run back to the bus when the door has been closed and/or the bus is beginning to move.

Bus passenger conduct:

 1. Students on the bus must:

 a. Respect and obey the driver at all times.

 b. Remain in their seats.

 c. Talk softly.

 d. Not fight or scuffle.

 e. Keep hands to themselves.

 f. Keep feet out of the aisle.

 g. Never use profane or indecent language.

 h. Never put hands, feet or head out of the window.

 i. Never throw articles on the bus or out of the window.

 j. Never disturb the driver.

 k. Never possess harmful items (glass objects, knife, weapons, cigarettes or other tobacco products, matches or lighter, drugs, etc.).

 l. Never eat, drink or litter.

 m. Must not damage the bus or other property on the bus.

 n. As noted previously, Most Blessed Sacrament School students may not use electronic equipment on the bus.

Responsibilities of parents are as follows:

1. Be familiar with and follow local board and school level policies for school bus transportation.

2. Have children ready on time and at their designated pickup points along the route. Bus driver cannot wait or blow horn.

3. Provide apparel for children in inclement weather. Buses cannot make stops at each home and remain on schedule.

4. Cooperate with the school/bus driver in teaching children safety precautions and good manners/habits for school bus passengers.

5. Assist when there are disciplinary problems.

6. Avoid detaining the driver on the route. Parents should not board the bus to speak with the driver.

7. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the principal or Supervisor of Transportation.)

**Carpool**

The following procedures, developed in the interest of safety, are in effect for drop-off and pick-up of children who arrive or depart by car. Changes may occur due to “no bus” days or “early dismissal days”. Changes in carpool procedures will be communicated though MBS Messenger, Pelican Express and the school website. Grade level assignments to specific drop-off/pick-up area will remain the same unless otherwise notified.

When a student is to be released to a person other than the child’s parent, the student must present to the homeroom teacher, and then to the school office, a note signed and dated by the child’s parent.

**General Drop-Off Instructions:** Students may not be dropped off before 7:20am, except for those students in the Before Care Program. Students who are not enrolled in Before Care but are dropped off before 7:20am will be sent to Before Care. The charge for this service is $3.00 per day per student.

**General Pick-Up Instructions**: Two official MBS hangtags with your child’s carpool number boldly printed on it must be prominently displayed during carpool. Please let your child’s homeroom teacher know if additional hangtags are needed. Additional hangtags are $10 each. If an official MBS hangtag is not displayed, you will be asked to park and report to the school office.

Carpool students must be picked up by 3:10pm. 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.

**School Gym** Students in all grades report to the gym for ALL arrival schedules unless otherwise communicated.

**Walkers**

Students who will walk home must notify the office before the first day of school. Walkers gather in a designated area and then leave the school campus on foot under teacher supervision. Parents of walkers are not permitted to use the “walkers’ area” as a carpool area for arrival and dismissal. Children who occasionally go home with students who are walkers will be required to submit a parent note, signed and dated, to the office for approval. If a walker will not be walking home, please notify the office.

**Uniforms**

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

**Logos on any version of the MBS jumpers, shirts, and/or outerwear are acceptable through the 2018-2019 school year.**

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.

MBS official uniform vendors are Inka’s Uniforms and School Time.

**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 PK-8**

***PK and K***

*Belts are not required. Pants and shorts are elastic waist. The rest of uniform policy applies.*

**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 grades 6-8, 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), hi-lighted 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 (Temperature Below 40°)** - Students may wear solid white turtleneck or white

long-sleeve shirt under the jumper or shirt on days when the temperature is below 40 degrees. When

notified by administration, MBS sweatpants may also be worn.

**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 PK - 4**

***PK and K***

*Smock Dress with under bloomer. Jumper will be grandfathered for 2018-2019.*

*Shorts – plaid walking short with elastic waist.*

*The rest of uniform policy applies.*

**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 (Temperature Below 40°)** – When notified by administration, optional official uniform pants or MBS sweatpants 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 40 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 (Temperature Below 40°)** – When notified by administration, optional official uniform pants or official MBS sweatpants 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 40 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**

**Free Dress**

* Shirt with sleeves; no cut outs of any kind (arms, midriff, back etc.); no offensive pictures, advertising or slogans.
* Properly fitting long jeans (no ripped jeans), pants, or MBS sweatpants may be worn by either boys or girls. Girls may wear capri cut pants (mid-calf length), uniform skirt/skort, uniform shorts, or PE shorts. Boys may wear uniform shorts/pants or PE shorts*.***Shorts (other than uniform or PE shorts), 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 PK-4 may wear Class Spirit Shirt with approved uniform bottoms or over their jumper.
* Girls in grades 5-8 may wear Class Spirit Shirt with approved uniform skirt/skort.
* Boys in grades PK-8 may wear Class Spirit Shirt with approved uniform bottoms.
* Regulation school shoes and socks must be worn.
* In cold weather, regulation sweatshirt, jacket/coat must be worn.

**The designated class colors are**:

PK/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.

**P.E. Uniforms - 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.

**Scouting**

Students who participate in scouts may wear the official USA Boy Scouts or Girl Scouts uniform on meeting days.

**Weapons on Campus**

*R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crimes of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of school property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.*