



MBS

**Most Blessed Sacrament Catholic School
Parent-Student Handbook
2021-2022**

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Foreword

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

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

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

Disclaimer

The policies and procedures contained in this handbook and the Diocese of Baton Rouge Catholic Schools Office Administrative Manual are considered part of the home and school contract.

The school principal retains the right to amend the handbook for just cause. The parents and students will be notified when amendments are made. **Any edits made from June 2021 and after have been highlighted in yellow.**

Accreditation

Most Blessed Sacrament Catholic School, having met the requirements established by the AdvancED® Accreditation Commission and Board of Trustees, is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. AdvancED® is "a single, comprehensive organization dedicated to advancing the quality of education for students worldwide." The parochial, interparochial, and diocesan schools in the Diocese of Baton Rouge are accredited by AdvancED® as a district. Originally granted district accreditation in February 2011, the Diocese of Baton Rouge went through reaccreditation in January 2016.

Most Blessed Sacrament School received the National Blue Ribbon School award in 2013. This program recognizes public schools, charter schools, magnet schools, and non-public schools including parochial and independent schools based on their overall academic excellence. According to the National Blue Ribbon School program, this award "affirms the hard work of students, educators, families, and communities in creating safe and welcoming schools where students master challenging content."

Mission Statement

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

Philosophy

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

We strive to strengthen a partnership with our parents, the primary teachers of 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 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 and 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.

Logo

Our logo, known as the Pelican in Her Piety, was designed to honor the rich history of MBS, pay tribute to the Most Blessed Sacrament, and celebrate the school's future. It is truly a reminder of our faith foundation that we want to instill in our students, and it is a vivid illustration of what we want others to know about our faith and school.

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

According to legend, in times of famine, a mother pelican would pierce her own chest and give her blood to her chicks. Thus, the pelican symbol in Christianity symbolizes the sacrifice of Christ on the cross, who gave His blood for others, as well as the Eucharist, which represents Christ's blood and provides spiritual nourishment.

Motto

“Let Go and Let God”

Colors

Maroon, gray, and navy



Location

8033 Baringer Road
Baton Rouge, Louisiana 70817

Phone Numbers

School Office: (225) 751-0273
School Fax: (225) 753-7259
Parish Office: (225) 752-6230

School Hours

7:20 am Morning carpool, office opens
7:45 am Assembly
2:50 pm Afternoon carpool
3:30 pm Office closes

Important Contacts

Pastor	Father Phil Spano	pspano@mbsparish.org
Principal	Cheri Gioe	cgioe@mbsbr.org
Assistant Principal	Amber Douet	adouet@mbsbr.org
Finance	Dessa Frederick	dfrederick@mbsbr.org
Guidance Counselor	Michelle DiBenedetto	mdibenedetto@mbsbr.org
Office Receptionist	Wendy Lee	wlee@mbsbr.org
Secretary	Vonnie Chiasson	vchiasson@mbsbr.org
Nurse	Frances Avery	favery@mbsbr.org
Technology Coordinator	Kristy Reine	kreine@mbsbr.org
Admissions & Advancement	Penne Leier	pleier@mbsbr.org
Athletic Director	Tiffany Brouillette	tbrouillette@mbsbr.org
Child Protection Coordinator	Roslyn Landry	rlandry@mbsbr.org
Dyslexia Lab	Gloria Conrad	gconrad@mbsbr.org
Testing Room Coordinator	Celeste Rabalais	crabalais@mbsbr.org
SCOOP Coordinator	Becca Muller	bmuller@mbsbr.org
Cafeteria	Rose Woodruff	mbscafe'@diobr.org
Extended Care	Sheena Gauthier	aftercare@mbsbr.org
Maintenance	Denis Bourgeois	dbourgeois@mbsbr.org
Custodial	Lesi Lee	llee@mbsbr.org
Early Learning Center	Laurina Conger	earlylearningcenter@brcoxmail.com

Academics

Grades

Grades can be accessed via FACTS Online and are provided in 1st through 8th grade. They are encouraged to review grades on a regular basis. Teachers are allowed approximately **seven days from the assignment due date** to post grades.

Parents will be informed of a student's progress through work papers and tests that are routinely sent home in all grades. Progress reports will be issued to all students at each mid-nine week marking period through FACTS. Report cards will be issued to all students at the end of the first three nine weeks through FACTS. The fourth and final report card will be printed. Parents will be notified via email when progress reports and report cards have been posted.

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

Grading Scale

100-93	A
92-85	B
84-75	C
74-67	D
66-0	F

Tests

Pre-Kindergarten through 5th grade: Weekly folders are sent home each Tuesday with student work and test results for parent review. These should be signed and returned to school the next day.

6th through 8th grade: Middle school tests will be sent home after they have been graded and scores have been recorded. **Grades will be entered into the FACTS system within seven (7) days of the assignment's due date.** Students must keep their tests in order to review them for midterm and final exams.

Middle School Exams

In 6th through 8th grade, the semester grade is the average of the two nine weeks' grades combined 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 midterm exams), have no outstanding assignments in a subject, have obtained all required AR points for each nine weeks, completed thirty (30) minutes of **Math and English** IXLs per week each nine weeks, and incurred no major discipline infractions will be exempt from taking their final exam in that subject.

Advanced Math Courses

Advanced math courses are offered in **6th through 8th grade.** These classes are designed to challenge the minds and meet the needs of high-achieving students. **With rigorous coursework, students will engage in accelerated learning designed to allow students to take high school Algebra in 8th grade.**

Math Placement is determined by the following criteria:

1. Yearly subject average
2. Standardized test scores
3. Teacher recommendation based on grades, conduct, participation, work habits, and attendance
4. A maximum class size of thirty (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.

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 and the Code of Honesty, includes the copying of exact words, rephrasing, or paraphrasing words of another author using an encyclopedia, magazines, books, and/or the internet **without proper documentation**.

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, and they should remain seated and silent throughout the test.

Consequences may include, but are not limited to, having the student redo the project or assignment, reducing the grade, having the student retake the test, completing an alternative assignment, receiving no credit or partial credit for work, deducting conduct points, and/or assigning detention.

Honor Pledge

I pledge to uphold the mission statement of Most Blessed Sacrament Catholic School in all of my academic endeavors. I understand and recognize the infractions of academic dishonesty. I will be honest in all of my academic efforts while at Most Blessed Sacrament Catholic School.

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.

The school issues assignment pads to students in 2nd through 8th grade. They are to be treated as issued textbooks. Parents should check assignments on a regular basis. It is the child's responsibility to keep his or her parents informed of school progress by notes, work papers, tests, and progress reports.

Missed Assignments and Makeup Work

Students with excused absences have the same number of days absent to complete an assignment. For example:

- An assignment is due on Tuesday, but a student is absent (excused) that Tuesday. The assignment is due Wednesday or upon the student's return. Any later, and the late work policy will take effect.

- A student is absent (excused) on Tuesday and Wednesday. Upon their return on Thursday to get missed assignments, Tuesday's assignments are now due on Friday, and Wednesday's assignments are now due on Monday.

Late Assignments

Work will be accepted for up to five (5) days late. Up to 5% of points will be deducted per day late. Students with accommodations of extended time on assignments on file with the counselor will have this applied to all assignments. For example, a student with 1.5x on an assignment gets three (3) days to complete a two (2) day assignment before a late work penalty is applied.

Work from an unexcused absence is due upon return. If the unexcused absence is known beforehand (i.e., non-school related athletics travel), work is due before leaving. The late work policy will be applied to assignments not submitted following these guidelines.

Quality of Work

Every student is expected to turn in quality work. A student who submits quality work demonstrates pride in his or her individual accomplishments. Our teachers insist on the best work from their students. Students may receive a reduced score or be asked to redo an assignment of poor quality.

Retention, Conditional Promotion, Remediation

Pre-Kindergarten, Kindergarten, and 1st Grade: A student may not be promoted if he or she fails reading or achieves lower than an 84% for the year.

2nd and 3rd Grade: A student shall not be promoted if he or she has failed two or more major subjects (Language Arts, Math, Reading, or Religion).

4th through 8th Grade: A student shall not be promoted if he or she has failed two or more major subjects (Language Arts, Math, Reading, Religion, Science, or Social Studies).

Retention will be seriously considered for a child who has not achieved competence in all subject matters.

A student who fails a subject for the second semester fails that subject for the year. Students in grades 2nd through 8th 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 in two consecutive years will result in retention.

Under extreme, extenuating circumstances and at the discretion of the principal, students failing two subjects may be allowed remediation, reassessment, or promotion.

The ultimate decision regarding retention or conditional promotion is determined by the principal in consultation with the teachers, school counselor, and parents.

Standardized Testing

The Diocese of Baton Rouge administers standardized tests several times each year. Students at Most Blessed Sacrament Catholic School are required to participate. Standardized test scores become part of a student's academic portfolio.

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. Information may include, but is not limited to, academics, discipline, athletics, and family cooperation.

Admissions Policies

The schools of the Diocese of Baton Rouge, Louisiana, admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its school. They do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Acceptance Criteria

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

- Currently enrolled students whose families practice their faith and are Identified Offertory Givers (IOG)
- Siblings of currently enrolled students
- Catholic students of parishioners who are IOG
- Catholic students of parishioners transferring from another Catholic school who are IOG
- Students of Catholic families residing in another parish who practice their faith and are IOG
- Students of families of other faiths identified as members of their church

Parent's Commitment to Church and School

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

- In addition to daily prayer at home, the Catholic members of our family will attend Mass every weekend and on Holy Days of Obligation.
- Twenty (20) hours of Time and Talent will be given to the school and/or Church each year. Hours must be completed between January 1 and December 31 to receive the in-parish tuition rate. These hours are reviewed each year.
- A minimum amount of \$325.00 will be donated to the Church to support the stewardship program as an Identified Offertory Giver (IOG). IOGs will receive in-parish tuition. Donations will be verified by December 15 unless otherwise authorized by the Pastor. Any offerings thereafter will count towards the following year.

Definition of an Hours

One (1) hour is defined as an actual hour of volunteer work or donation purchases of \$10.

New Students Clause

Time and Talent hours are prorated for new students. However, new families must still meet the IOG requirement of \$325.00 to receive in-parish tuition.

Applications

Applications must be completed online through FACTS. During the application process, parents must provide the following documents for their applicant(s): a non-refundable \$125 application fee, birth certificate, Baptismal certificate (if not baptized at MBS Church), immunization record or waiver, and, if applicable, report cards, standardized test scores, educational evaluations, and/or custody information.

Administrative Procedures

The administrative team is composed of the Principal and Assistant Principal. The administrative support team is composed of the School Counselor, Nurse, Technology Coordinator, Bookkeeper, Admissions Office, Athletic Director, and Office staff. The principal has final decision-making authority.

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

Attendance

Absences

According to Bulletin 741, a student must attend school for at least one hundred and sixty (160) school days. Students with unexcused absences of sixteen (16) or more 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 11:15 am or checks out after 11:15 am.

Excused Absences

- Acceptable excused absences include illness, medical appointments due to illness or injury, and death in the family.
- When a student is absent for one day **due to illness**, parents are asked to verify the absence by either emailing the school office at mbsabsent@mbsbr.org or calling the school office before 9:00 am.
- When the student returns to school, he or she must present to the teacher a written excuse from a parent/physician.
- Impassable roads and emergencies are at the discretion of the administration.
- If a student is absent for two or more days, a doctor's excuse must be submitted to the school office within three days of the last day students are not in school. Excuses submitted after three days of the student's return will not be accepted.

Unexcused Absences

- **Family vacations or non-school related travel such as competitive sports count as unexcused absences.**
- Teachers are not required to prepare special plans in advance for these absences.
- Students must return from these absences with all of their assignments completed and prepared for any missed tests.
- **Assignments or projects due during unexcused absences must be turned in before the absence to avoid a grade deduction.**

Procedures concerning absences of a student athlete can be found in the Athletic Handbook.

Absentee Assignments

Parents may contact the office to ask for the student's books. Requests must be made by 12:00 pm, and books must be picked up between 3-3:30 pm. **Parents and students are also encouraged to contact a classmate for information.**

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 of time, arrangements are to be made with the teacher(s) to make up any missed assignments and or tests.

Tardiness and Early Dismissal

Tardiness and early dismissal jeopardize the quality of a student's school day. Students with chronic tardiness or early dismissals will be contacted by the administration. Eight tardy incidents are equivalent to one unexcused absence.

If a student arrives at school after 7:50 am, 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.

Early dismissal will be granted for the same reasons that are allowed for excused absences. The latest time to check out a student in the afternoon is 2:15 pm. Doctor or dentist appointments should be scheduled after school hours. Students leaving the school for any reason must be signed out at the school office. Students are not permitted to leave the school grounds at any time during the school day without permission from the office. All students are expected to leave the school grounds in the same manner that the office records indicate that they are to arrive unless they have written permission from a parent.

Awards

Academic Lettering

Academic Lettering is the highest award given to students in 6th through 8th grade at the end of each cumulative year. To letter academically, a student's Final Average must be at least a 3.5. A student may not have any D's or F's for the nine weeks, including midterm and final exams. Conduct grades must be A's or B's.

Honor Roll

3rd through 5th Grade: Honor Roll is awarded each nine weeks to students with a grade point average of 3.5 or higher. Religion, Math, English, Science, Social Studies, Reading, Spelling, and conduct will be used to determine the GPA.

6th through 8th Grade: Honor Roll is awarded each nine weeks to students with a grade point average of 3.5 or higher. Religion, Math, English, Science, Social Studies, Literature, and conduct will be used to determine the GPA.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian titles are awarded to students earning the top two highest grade point averages their 8th grade year **based on final averages**. In the event of multiple candidates, previous years will be used for determinations.

Piety Awards

Piety awards are given each nine weeks to one boy and one girl from each homeroom. Students receiving this award are dutiful and respectful, and they have a high regard for MBS and his or her teachers.

Citizenship Awards

Citizenship awards are given at the end of the year to one boy and one girl from each homeroom. Students receiving this award exhibit strong character and have answered God's call to serve by demonstrating unselfish service to others. They also demonstrate the characteristics of kindness, love, care, concern, loyalty, and respect.

Backpacks

The use of rolling backpacks is limited to students in 3rd through 8th grade. Due to storage, rolling backpacks can be no larger than twenty (20) by fifteen (15) inches, including side pockets. The rolling backpack must have a retractable handle and shoulder straps. Backpacks are to be conservative in design.

Before and After School

The school is not responsible for students on campus before 7:20 am or after 3:15 pm, except for those students enrolled in the extended care program or scheduled activities.

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

Birthday Celebrations and Special Events

Pre-K through 5th grade parents should check with the child's teacher before bringing treats for a birthday. Any leftover treats will not be sent home with students.

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

Cafeteria

Cafeteria meals must be prepaid, and balances must be kept current, accounting for second helpings and extra purchases.

According to the Child Nutrition Program of the Diocese of Baton Rouge, students may bring lunches from home. Carbonated beverages, candy, and fast food are not allowed. Food brought from home should be healthy.

Parents are welcome to eat in the cafeteria. Siblings may accompany parents to lunch. Once lunch is finished, parents and siblings are asked to check out in the office.

Child Protection and Safe Environment Requirements

The Diocese of Baton Rouge mandates that all faculty, staff, volunteers, and chaperones must:

- Be fingerprinted and background-checked by the Louisiana State Police Department (Please note that the background check report may take up to three weeks to be processed.)
- Complete the required *Safe and Sacred* online training and submit a training certificate
- Complete the Diocesan EAPPS form (Application for Employees or Volunteers)
- Read, initial, and sign the Diocesan Code of Ethics
- Be approved and receive child protection credentials

Child Protection credentials allow the holder of these credentials the opportunity to volunteer at MBS Parish and School. All credentialed adults must abide by the sign-up and confirmation process for each event. Volunteers include, but are not limited to, all who help in the cafeteria, library, nurse's office, field trip chaperones, art, music, choir, drama, computer, classroom coordinators, coaches, Home and School members, retreats, and Athletic Boards. It is required that this process be completed and credentials received prior to volunteering. Please contact the Office of Child Protection to obtain a volunteer packet.

Code of Christian Conduct and Parent Cooperation Statement

Part of the educational philosophy of Most Blessed Sacrament Catholic School is the belief that the school assists the parents in carrying out their primary responsibility of providing religious and secular education for their children. Hence, Most Blessed Sacrament Catholic School expects the parents to be involved as much as possible in the education of their children. This means not only supporting the school and participating in activities but also providing instruction and examples for their children both at home and in public. It is an express condition of enrolment that students who are registered into Most Blessed Sacrament Catholic School and their families behave in a manner both on and off campus that is consistent with the Christian principles of the school determined by the school in its discretion. Faith, hope, and love should guide the actions of all those associated with Most Blessed Sacrament Catholic School whether on or off campus, online or in person. Expectations for behavior include, but are not limited to, all policies, principles, or procedures set forth in any student/parent handbook of Most Blessed Sacrament Catholic School.

Parents and guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of this school system. Parents are responsible for negative comments about the school whether in public or on social media, twenty-four hours a day, seven days a week. These expectations for students and parents and guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, conventions, field trips, etc.).

Most Blessed Sacrament Catholic School is ultimately responsible for the orderly operation of the school in the best interest of all students. Therefore, the school reserves the right to determine, in its discretion, which action falls short of meeting the Christian principles of Most Blessed Sacrament Catholic School. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian. Should questionable behavior continue, further actions will be taken (e.g., suspension of student, withdrawal of the student, or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.). Most Blessed Sacrament Catholic School reserves the right to determine, in its discretion, when conduct of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal. Students and parents will be required to sign a Code of Christian Conduct Contract each year.

Appeals

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff, and then the administration prior to addressing the Council of Education. There are two types of appeals – those that pertain to alleged violations of policy and those that pertain to severe situations such as expulsion and/or a lengthy suspension. A written request for a hearing is to be made to the facilitator of the Council of Education within ten (10) days of the issue presenting itself. Documentation in support of the appeal is to be supplied with the request. The parties will be notified within ten (10) school days if a hearing is granted.

If a hearing is granted, both sides will be allowed to address the Council of Education in a private meeting. The Council of Education will hold a closed conference to review the incident. The Council of Education does not have the authority to make a decision on an appeal but is an advisory board to help resolve the issue.

Review of Process for Student Appeals

1. Parent meets with teacher or staff member
2. Parent meets with administrator
3. Parent files appeal with administrator
4. Administrator responds in writing to parent
5. Parent and administrator both sign the appeal form
6. Administrator sends the completed form to the School Advisory Board President who will send it to the Executive Officer of Local Appeal Committee
7. Committee, and possibly pastor, meets and send recommendation to administrator
8. Administrator responds in writing to parent, and parent may choose to file an appeal at the Diocesan level with the Catholic Schools Office
9. Catholic School Office notifies the administrator and gathers paperwork from the local appeals process
10. Diocesan Appeals Committee reviews the case and makes a recommendation to the superintendent
11. Superintendent sends decision to both parties

Communication and Conferences

Communicating with parents helps to create positive partnerships between home and school. It is vital that parents are kept informed so that they can support the school and participate fully in their child's education. Most Blessed Sacrament Catholic School will communicate with families via email, the school website (www.mbsbr.org), the weekly newsletter (The Pelican Express), a FACTS phone call, email, and/or text. Communication will occur between both parents unless a court order exists.

Students are not allowed to use any telephone on campus unless given permission from school personnel in authority. Anyone needing to get messages to students must contact the school office by 2:00 pm. Messages should be limited to dismissal changes or emergencies. All announcements will be made prior to dismissal.

Email is the best way to communicate with teachers and administration. If contacting teachers by phone, they will be given a message. Please allow twenty-four hours for a response. If contacted on a Friday, teachers will respond by the following Monday **by 12 pm**.

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: As needed conferences are scheduled with parents of students in grades Pre-K through 8th. If a child's teacher does not request a conference and their parent(s) would like to meet, a conference may be requested. Students do not attend school on their scheduled conference day.

3rd Nine Weeks Conferences: As needed conferences are scheduled for parents of students in grades Pre-K through 3rd. Conferences for students in academic jeopardy in 4th through 8th grade are mandatory. Students do not attend school on their scheduled conference day.

Conduct and Discipline

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

A student must conduct himself or herself on campus, off-campus, traveling to and from school, and on and off the field or court in a manner consistent with his or her status as a member of the Catholic School community. Students have a responsibility to dress appropriately and appear on school campus according to standards of modesty, safety, and health as prescribed by the local school council. The school reserves the right to discipline students for conduct that is detrimental to the reputation of the school, whether inside or outside of school.

Diocesan Discipline Policy (4.9.2)

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 from 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.

Bullying and Harassment Policy

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

Types of Harassment

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

Physical: unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movements.

Sexual: inappropriate verbal or physical conduct of a sexual nature.

Verbal: derogatory remarks, jokes, or slurs; can include belligerent or threatening words spoken to another.

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

Bullying

Bullying is a form of harassment and is prohibited. Bullying can be direct or indirect, blatant, or subtle. It involves an imbalance of power, repeated actions, and intentional, targeted behavior. Not all incidences of misbehavior towards a fellow classmate are incidents of bullying. Bullying is harmful to everyone involved – victims, bystanders, and perpetrators – as well as the learning environment as a whole. This policy applies to students on school grounds, on school buses, during school-sponsored activities, and off-campus.

Bullying includes:

- Isolated incidents of unkind behavior.
- Contact, such as hitting, shoving, or damaging property.
- Repeated, verbal assaults, including name-calling, threatening, teasing, or spreading rumors.
- Use of electronic methods, such as posting negative images or insults on social media.
- Social isolation and/or manipulation, including repeatedly excluding from activities.

Students, staff, and parents are expected to report bullying incidents immediately. Staff must be notified of each incident of bullying. Without notification, nothing can be done, and nothing will improve. Each complaint will be promptly investigated. Disciplinary action will be taken following each confirmed incident of bullying. This may include, but is not limited to, loss of privilege, reassignment of seats in the classroom/cafeteria/bus, detention, suspension, or expulsion. Criminal conduct will be reported to law enforcement. If necessary, counseling and other interventions will also be provided.

Incidents of bullying between students, on campus or off-campus, should be reported to the school counselor. Reports can be done informally or formally – verbal or written. A Bullying Report Form is available by request to all students, staff, and parents for this purpose. A verbal report received by staff will be recorded on a Bullying Report Form. A formal report is a complaint that requires a full investigative process. Once a report is received, the following process will occur:

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

Classroom Discipline Plan

Students and parents will be notified of classroom rules, consequences, and procedures at the beginning of the school year. This plan will be posted in the classroom and sent home with students during the first week of school. It should be signed by both student and parent stating that it has been read and understood.

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.

In the primary grades, students may be asked to remain at home for a “cool down” day. In some cases, students may be asked to stay home until educational testing is conducted. These absences are unexcused but do not go on their permanent record.

School-wide Discipline Plan and Rules

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

Be Polite

- Show your manners
- Be positive in your interactions with others
- Consider the learning of others

Be Responsible

- Wear the MBS uniform proudly
- Take responsibility for your words and actions
- Use equipment properly and keep campus clean

Be In Control

- Follow directions
- Keep hands, feet, and belongings to yourself
- Walk quietly on campus

Do Your Best

- Turn in quality work
- Work hard in everything you do
- Be ready to learn every day

Earn and Give Respect

- Be kind and honest
- Treat others as you would like to be treated
- Do the right thing, even when it is difficult

Mass Rules

- Enter and exit in silence and reverence.
- No talking to others during Mass.
- Participate fully in the celebration of the Mass.

Discipline

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

Category A: Failure to fulfill one's responsibilities as a student

- Includes repeatedly forgetting class materials, not completing homework, not returning signed paperwork, violating the dress code, being tardy to class, having books uncovered, etc.
- Handled by classroom teacher

Category B: Minor or one-time offense

- Includes chewing gum, eating in class, sleeping in class, talking, not keeping hands, feet, or belongings to oneself (minor), or repeated offenses from Category A
- Handled by classroom teacher

Category C: More serious or repeated offense

- Includes repetition of Category B offense, disrupting class, using inappropriate language, not keeping hands, feet, or belongings to oneself (major), disobedience, disrespect, physical harm, cell phone infractions, e-reader infractions, possession of inappropriate items or substances, minor technology infractions, bus infractions, etc.
- First acts of academic dishonesty including forgery, plagiarism, cheating, and/or copying another student's work can be handled by classroom teachers in consultation with administration and documentation
- Handled by classroom teacher and/or administrator (depending on individual situation)

Category D: Major offense

- Includes academic dishonesty including forgery, plagiarism, cheating, copying another student's work, bullying, physical harm, repeated disobedience and/or disrespect, theft, cell phone infractions, major technology infractions, major bus infractions, use of inappropriate items or substances, vandalism, etc.
- Handled by administration

Accelerated Discipline Plan

Each grade level has a plan in place to regularly communicate with parents regarding conduct, i.e., daily or weekly conduct cards. If a student reaches a 90% in conduct (based on the weekly conduct cards for middle school), teachers should communicate specific concerns to parents via email or phone.

If a student reaches an 84% in conduct, he or she is referred to an administrator.

- The student will be assigned detention.
- A conference with the administrator, student, guardians, teachers, and, if needed, the counselor is held.
- The goals of the conference are to:
 - Communicate support and expectations to the student
 - Obtain any relevant information from the parents
 - Ensure that parents and school are in support of each other
 - Set behavioral goals or behavior contract with the student, create action plans, and accountability markers
- Should the student not meet goals set in the agreed time frame, the student will:

- Meet again with the administrator
- Receive further detentions
- Explore further supports and/or issue further consequences, if necessary
- Should a student earn more than two detentions after being placed on an accelerated discipline plan, the student will be suspended.

Detentions, Suspensions, and Expulsions

An accumulation of three detentions during a nine-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.

In primary grades, students may be asked to remain at home for a “cool down day.” In some cases, students may be asked to stay home until educational testing is conducted. These absences are unexcused but do not go on their permanent record.

Academic Dishonesty

Consequences may include, but are not limited to, having the student redo the project or assignment, reducing the grade, having the student retake the test, completing an alternative assignment, receiving no credit or partial credit for work, deducting conduct points, and/or assigning detention.

Property Damage

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.

Textbooks and workbooks 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 the replacement cost of the book.

Students who are issued a Chromebook or other school-owned technology are expected to take care of the devices and ensure that they are used properly for school-related activities only and kept in good condition. Chromebooks are to be closed and kept in cases when transported anywhere. Any damage incurred through accident or misuse will be charged to the student’s account.

Severe Clause

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

Harmful or Controlled Substances and Use

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

Drug testing alone is not a substance abuse program. However, as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession of, or use of chemicals.

If a student is found to be in possession of or under the influence of any harmful substance on school grounds or at any school-related function, the substance will be confiscated and the parent/guardian will be called. This includes drug paraphernalia and imitation products. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.

If a student is found to have provided or sold an illegal or harmful substance 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.

Moral Turpitude Violations

Violations of civil or criminal law involving moral turpitude or other conduct that reflects or causes discredit to the reputation of the school by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of the Catholic school as indicated in the MBS School Handbook 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 alcohol or illegal drugs are sold, purchase, possessed, or consumed, or committing, threatening, or attempting to commit acts of vandalism that affect a person's life, health, or property.

Search and Seizure

Student possessions can be searched at any time without notice or cause. School officials may search students, their lockers, or their belongings, including, but not limited to, handbags, briefcases, and backpacks, for contraband or purposes of maintaining order and discipline. Some items that are not permitted at school are: aerosol sprays, matches, lighters, gum, candy, weapons or any sort, pocket knives, paint pens, and other inappropriate items. The administration may deem an item inappropriate at any time.

Violence and Threats of Violence

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

Weapons

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 a 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 a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a nonstudent, is subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

Confidentiality

All school records are confidential and will be released only to authorized persons. A release form must be signed when a child transfers to Most Blessed Sacrament Catholic school. This form enables a school to release confidential school records. All official records, such as report cards, cumulative cards, and standardized test scores, pertaining to a child may be reviewed by parents/guardians in the office complex at any time. This is done by appointment only.

Counseling Office

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

Educational Evaluations

If a student needs 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 evaluations forms to the school counselor who will then 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 results 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. Educational evaluations expire after three years.

ACCESS 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. The ACCESS Program is for students with academic diagnoses and classroom needs. Adjustments and interventions are only available to students who have a current, full educational evaluation on file with the School Counseling Office. A note or prescription from a pediatrician is not an acceptable form of documentation for accommodations. If a student qualifies for accommodations, a meeting between the school counselor, classroom teacher, and parent will be coordinated to create the Accommodation Plan.

The School Counselor meets with teachers at least twice per year regarding ACCESS students and their Accommodation Plans. At the beginning of the school year, the Counselor will “introduce” the teachers to their ACCESS students, supplying them with pertinent data and details of their Accommodation Plans for the year. At the end of each school year, the Counselor will meet with the teachers to obtain status/progress data and recommendations for the next school year. The information and/or any Accommodation Plan changes from that end of the year meeting is communicated to parents via a letter sent home with each ACCESS student’s report card. Other ACCESS meetings are scheduled throughout the school year on an as-needed basis.

From the Diocese of Baton Rouge: *“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/)

Dyslexia Lab and Accommodation Information

Most Blessed Sacrament Catholic School hosts a Dyslexia lab. This lab is managed by the Diocese but housed on campus. The Dyslexia Lab focuses on remediation of this specific reading disorder. Enrollment in Dyslexia Lab requires an appropriate educational evaluation, applicable diagnosis, application, and fee. The application and fee are completed with the Diocese, not MBS.

The lab is tied to specific academic accommodations. If a student is enrolled in the Dyslexia Lab and demonstrates academic need reflected by his or her grades (a 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 students must also 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 the Testing Room will be reviewed every nine weeks. Testing Room accommodations apply to major tests only; no quizzes. Criteria for Testing Room services include: current educational evaluation, applicable diagnosis, and average grades of C or below. The maximum number of Testing Room students is 25.

Middle school students, specifically 7th and 8th graders, with an 85% or above subject average will be moved out of the Testing Room to testing in the classroom environment. Should their subject average fall below 77%, they will be allowed to return to the Testing Room.

SCOOP (Student-Center Outreach Opportunity Program)

New as of the 2020-2021 school year, SCOOP is a fee-for-service academic support lab. There are no criteria for enrollment. Students are referred by a teacher and/or parent in consultation with the teacher. The assistance is tailored to each student’s needs, including the subject area(s) and number of sessions per week. The SCOOP teacher reinforces what is currently being taught in the classroom or addresses remedial skills, as appropriate. SCOOP sessions are \$35 each, with that fee being paid monthly via FACTS. Sessions are 30-45 minutes each, conducted individually or in groups of students of three or less, depending on enrollment.

Sessions take place during Enrichment class times so that students do not miss core instruction time. To enroll in SCOOP, the student's teacher or the School Counselor should be notified.

Modifications to any of the above policies are at the discretion of Administration.

COVID-19

Most Blessed Sacrament Catholic School ("school") will follow the ongoing guidance of the U.S. Centers for Disease Control and Prevention ("CDC") and the Louisiana Department of Health ("LDH") regarding healthcare issues generally, and particularly with respect to the COVID-19 virus and schools. All members of the school community (including without limitation faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LDH guidelines, policies, and procedures at all times when they are physically present on the school's campus or participating in a school-related activity.

Custody Issues

The school presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court-certified copy of a court order. Copies of legal documents (custody of the child, court-approved guardianship or tutorship, or court-approved visitation rights) **MUST** be on file in the office. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their children's academic records and to discuss the child's progress with school personnel. Custody matters between parents or guardians are to be settled off-campus.

Emergency Information

Emergency Cards

The school office must always have on file sufficient information to enable contact with a parent or the authorized representative of the parent. Parents must be reachable in an emergency.

Emergency Dismissal

In the event of severe weather or other emergency, school may be closed on short notice. This notice will be in the form of bulletins through the local news media. The bulletin will announce the closing of East Baton Rouge Parish Schools. This will automatically include Most Blessed Sacrament Catholic School because the school uses public school transportation services and follows their transportation schedules.

In emergencies, AP Notify and email will be used to notify parents. However, sometimes it may be impossible for the school to contact all parents. During severe weather conditions, parents should listen to the local news media through radio or television for information concerning the closing of the school. Parents are urged to arrange with neighbors or friends to take care of their children if they are customarily not at home during school hours. Parents of carpoolers or walkers should have contingency plans for picking up their children as soon as these emergencies are announced. Parents of carpoolers should arrange to pick up children immediately upon notification.

Weather and Chemical Emergency

In the case of a weather emergency or chemical spill, Most Blessed Sacrament Catholic School typically follows procedures given by the Diocesan School Office and East Baton Rouge Parish, which may include evacuation or sheltering in place. When weather emergencies arise, families will receive communication via a FACTS phone call, email, and/or text. Information will also be posted to the MBS website and official Facebook page.

Emergency Disasters and Threats of Violence

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

Extended Care

Most Blessed Sacrament Catholic School offers an extended care program for all parishioners with children. This program will be held on campus and will follow the school calendar. Forms for enrollment may be requested from the school office.

Students may not be picked up from Extended Care prior to 3:10 pm. Individuals may not enter campus through the school parking lot until that time.

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

Extracurricular Activities

Extracurricular activities at Most Blessed Sacrament Catholic School are considered a privilege, and participation is governed by rules of eligibility. The stated eligibility requirements are the minimum standards to participate in activities. While specific criteria may be used to determine eligibility, the ultimate decision lies with the principal. Organizations such as Beta Club and Student Council may have more restrictive standards for eligibility. Students participating in these activities will be issued a separate set of guidelines.

Eligibility for Extracurricular Activities and Athletics

Grades from the previous academic year will not be used to determine eligibility as each year is a new beginning for everyone. Students in 5th through 8th grade should have a minimum of a 2.0 cumulative average and a minimum of a C (75%) in conduct. Grades will be checked at each progress report time and at the end of each nine weeks. If a student's grades fall below a 2.0 cumulative average and/or their conduct falls below a C (75%), athletic eligibility will be assessed and determined by the Most Blessed Sacrament Catholic School administration in consultation with their teacher(s).

Athletic eligibility may also be affected when incidents of severe misconduct occur. Should behavior warrant, the administration may place a student on probation or remove that student from any activity at any point during the school year.

Athletics Registration

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

Conduct

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

All persons, parents, coaches, and athletes must always portray a manner of sportsmanship. Foul language, yelling, and/or taunting is not allowed. No alcohol is to be brought to any of these functions. Fans bringing ice chests to student activities will not be allowed to enter. Anyone failing to portray a manner of sportsmanship or using alcoholic beverages can be asked to leave the function.

Student Attendance

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

A student who is absent from school due to illness will not be allowed to attend after school activities that day. This includes practices, games, and any other athletic function. In certain circumstances, administration approval may be granted.

If a student is suspended from school, they may not participate in a game or practice from the time the suspension is issued until they are admitted back to school. If the suspension occurs on a Friday, the student may not participate in any activities over the weekend.

Field Trips

Field trips are an extension of the curriculum. They are considered a privilege, not a right. Students can be denied participation if they fail to meet behavioral requirements.

An official permission slip must be signed and returned for a student to be allowed to leave school. In cases of emergency, permission slips will be accepted via fax. Phone calls or handwritten permission is not acceptable. For convenience, a blank permission slip has been posted under the "[Important Links](#)" section of the school website.

To chaperone, individuals must be Child Protection Certified through Most Blessed Sacrament Catholic School and the Diocese of Baton Rouge. Chaperones are asked to follow in cars when space is not available on the bus. Chaperones must help supervise students while they are away from campus.

To ensure that a chaperone's full attention can be given to the students to whom they have been assigned, siblings are not allowed on field trips. Chaperones should always model appropriate behavior, and their dress should be modest. When in doubt, do not wear it.

Health and Safety

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

- Medical needs of all students
- Food allergies
- School-wide communication about student health needs
- Immunizations
- Health screenings
- Communication with families about health issues
- Speech and hearing screenings
- Absences and tardies pertaining to illnesses
- Health and safety training

Teachers will receive information on students in their classes with medical problems and explanations regarding these problems, such as symptoms and immediate emergency response information.

Asbestos

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

Communicable Diseases

Children with communicable diseases should remain at home for the usual period that those diseases are contagious. Children with fever over 100° should remain home until they have been fever-free without medication for twenty-four (24) hours.

Health Records

State law requires that a copy of Student Health Form and Immunizations be given to the school prior to the start of school. No child will be admitted without acceptable evidence of all required immunizations.

Immunization records must be current. Parents who choose to opt out of immunizations must complete the appropriate forms that can be obtained from the school nurse. In the event of an outbreak, students who have opted out will be asked to stay at home until the outbreak subsides.

Insurance

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

Medications

Most Blessed Sacrament Catholic School has strict regulations on all forms of medication given to students for the safety and welfare of all students. Students should never have medication in their possession on school grounds. This includes Tylenol, vitamins, cough drops, or any other medication. The school has the right to take any such medication away from the child and contact the parent. Teachers are not to keep student medicines in the classroom or dispense medicine at any time.

Daily, short-term medications such as antibiotics, allergy medications, cough suppressants, etc. will not be given at school. Any questions concerning medication should be directed to the school nurse. Possible exceptions to this rule are:

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

If a student must take any of the above-described prescription medications, the medication must be brought to school by the parent or guardian before the first day of school. When the initial medication is brought to school by the parent, a note with the physician's signed approval must accompany it. This note will be attached to the school's medication form, which the parent will fill out and sign. The physician may choose to fill out the school form rather than sending a note.

Medication must be in the container in which it was originally packaged. The label must have the name of the student, name of medication, date, dosage, and the specific time it is to be given at school. Unlabeled medication cannot be dispensed. To circumvent potential abuse, the medication will be kept in the school office by the nurse, and a log will be maintained on the administration of the medications. Students with allergies must also include the approved Emergency Care Plan.

Parasitic Infestations

Occasionally, all schools have problems with parasitic infestations such as lice, scabies, ringworm, and intestinal worms. Children with parasites should stay home until they are parasite-free, including any nits.

P.E. Participation

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

Nut Allergies

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

Severe and/or Life-Threatening Allergies

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

Lost & Found

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

Materials Brought to School

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

Procedures for Addressing Concerns

1. If an academic or procedural concern arises, the parent is to discuss the issue with their child first, remembering that there are two sides to every story.
2. The parent should then consult with their child's teacher.
3. If the issue is not resolved, the parent may then consult with administration.

Religious Education

Most Blessed Sacrament Catholic School strives to share its Catholic faith and heritage while leading its students to a deepened knowledge and experience of the faith. Faith formation includes meaningful prayer opportunities, authentic Catholic worship experiences, retreats, Sacramental celebrations, and hands-on participation in service opportunities to the "good neighbor." All faculty and staff members serve as Catechists of the faith, sharing God's love for us, upholding Catholic doctrine, and ultimately assisting in shaping the spiritual and moral development of students' lives. 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.

Religion is a major, graded subject taught to all students. Religion grades are averaged using scores from daily work, quizzes, tests, journaling, projects, and class and Mass participation. Religion classes utilize the Our Sunday Visitor's series *Alive in Christ*. Additionally, all students are required to participate in the week-long Diocesan program *Circles of Grace* taught during Religion classes.

Service ministry projects are planned and executed by each grade level. The ministries for each grade level are as follows:

- Pre-K and Kindergarten – Homebound of MBS Parish
- 1st – Hospitalized members of MBS Parish
- 2nd – Missionaries of Charity
- 3rd – Bishop Ott Homeless Shelter
- 4th – Sweet Dreams, St. Vincent DePaul Women's Shelter
- 5th – St. Vincent DePaul Store
- 6th – Old Jefferson Community Care Center
- 7th – Greater Baton Rouge Food Bank
- 8th – St. Anthony House

Technology and Acceptable Use Policy

Diocesan Acceptable Use Policy (4.9.1.3)

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

The primary purpose of the school's Internet connection is educational and, as such, educational purposes shall take precedence over all others. Students agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision. Students agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection. Students agree not to use the Internet for making threats of violence or slanderous or derogatory remarks against any members of their school community.

Students and their parents or guardians accept that inappropriate behaviors may lead to penalties, including loss of privileges, disciplinary action, and/or legal action. Students and their parents/guardians release the school and all other organizations related to the school's Internet connection from any liability or damages that may result from the use of the Internet. In addition, students and their parents/guardians accept full responsibility and liability for the results of the student's actions concerning the use of the Internet.

Internet and Email Procedures

Students will be given school email addresses as they may not use personal email addresses for school purposes. These email addresses will allow students to access the Google Classroom platform to complete assignments and access resources.

The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to Internet resources throughout their classroom, library, or school computer lab. More information can be found [here](#).

While students are working on Chromebooks, teachers may monitor their Internet usage through LANSchool. LANSchool is an award-winning classroom management software that allows teachers to view a student's computer screen as they work. Students are also monitored through BARK software, which notifies the school administration of any inappropriate technology usage.

Most Blessed Sacrament Catholic School maintains a strong Internet-filtering program. However, it is possible that students may find material on the Internet that is considered questionable and/or not in accord with their family's values. It is not guaranteed that a student cannot gain access to inappropriate material. Parents are encouraged to use this as an opportunity to discuss with their child expectations and how values should guide their child's activities while they are on the Internet.

Students may be involved in classroom email projects under the direct supervision of the classroom teacher. The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using the educational network. All access to the internet will be teacher-directed and will confirm the rules below. The administration retains the right to amend these rules at any time. Students will be notified of any amendments.

Internet Use Rules

- 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 the 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 email 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 themselves to any other person, including their name, address, phone number, etc.
- The student shall not forward personal mail without permission.
- The student shall not agree to meet with someone they have met online.
- The student shall not plagiarize works that are found on the Internet by taking ideas or writings of others and presenting them as their own. They shall respect the rights of copyright owners and 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 they access inappropriate information to protect themselves against a claim that they have intentionally violated this policy.
- The student shall not download, add, or install new programs, software, or hardware onto school-owned computers without permission from legitimate authority.

Accounts and Access Deletion

Upon graduation or other termination of their official status as a Most Blessed Sacrament Catholic School student, students will no longer have access to the school network, files stored on the school network, or the school-provided email account. Prior to graduation or leaving the school, it is recommended that all personal data stored on school technology be saved to a removable hard drive and that an alternative email account is created.

Social Media

The Diocese of Baton Rouge advocates the use of innovative technology resources in its students' academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of inappropriate information on the Internet by that student regardless of the origin of the post. Any student found posting inappropriate content to sites such as Facebook, Instagram, Snapchat, Twitter, TikTok, etc. will be subject to disciplinary action. Disciplinary action can be taken as a result of any inappropriate information or photographs in any format related to any school, faculty or staff members, and/or student within the Diocese of Baton Rouge on any website, chat room, email, or other messaging system that is deemed threatening, harassing, or spreading false, defamatory, or morally inappropriate material. **Students are not to post any photos of themselves or other students in MBS attire or any clothing that identifies the school.**

Any student who fails to adhere to these regulations is subject to disciplinary action, including expulsion. In situations where laws may have been violated, civil authorities may be notified.

Parents are asked to set a good example for students when accessing and using social media. They may not use the Most Blessed Sacrament Catholic School name in any form within the title of their social media page or website unless approved by the school. This is reserved for official school websites only. It is expected that any social media websites inclusive to Most Blessed Sacrament Catholic School community members, such as Pelican Talk, be used to share useful information rather than information that demoralizes members of the community. Sharing disgruntled thoughts via social media does not solve concerns but rather often insights unrest. Parents may not discuss Most Blessed Sacrament Catholic School faculty or staff or defame their name or character via social media. Doing so may result in a family being asked to leave the school.

Technology and Harassment

The technology abuse policy exists to curtail any use of technology as a form of harassment, invasion or privacy, or as a means to view and/or distribute any materials, including digital names or printed materials. Digital images and video may easily reach the Internet with video devices and make their way to personal webpages or social media. Therefore, the use of technology, which includes cell phone photography or video, personal computer, or other video or photography equipment, to access, photograph, video, or redistribute any inappropriate or illicit material is prohibited.

No images or video, appropriate or inappropriate, of any member of the Most Blessed Sacrament Catholic School community, including faculty, staff, students, and their families, may be used with or without their consent. These actions may be considered a violation of one's privacy and a possible endangerment to one's safety. Any inappropriate or derogatory comment or statement made on any media by a student or parent or guardian directed towards any Most Blessed Sacrament Catholic School faculty or staff member by name or reference will be considered a violation of the Code of Christian Conduct. Inappropriate actions using technology or social media as stated above will be a violation of the Code of Christian Conduct.

Cell Phones

Students may bring cellphones to school. Cell phones are allowed after school hours for emergency purposes. Student phones in 3rd through 5th grade must remain off and in the student's school bag. Student phones in 6th through 8th grade must be turned off and turned in to homeroom cell phone pockets during the day. If a cell phone is seen, heard, or used during school hours, the phone will be confiscated and remain at school for three school days – no exception. Phones will be released only to parents.

Smart Watches

Smart Watches are not allowed. Wearable technology devices may not be connected to the school's Internet. Misuse of wearable technology will result in administrative action. This policy may be modified as technology advances.

E-Readers

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

Personal Electronic Technology Devices

Personal Electronic Technology Devices may only be worn by students with medical needs as instructed by their physician. Parents or guardians must alert the school nurse of this accommodation.

Use of Photographs

Unless otherwise denoted on the Photo Permission Slip by a parent, enrollment in Most Blessed Sacrament Catholic School constitutes the consent of a student's photographs to be used in school publications, on the school's website, and in school advertisements in print and broadcast outlets.

Transportation

Staff supervision begins at 7:20 in the morning. Except for scheduled activities, students are not allowed on campus prior to that time.

If a student is to go home other than their usual manner, a note must be sent to the teacher informing them of the change. Students without a note will be sent home in the usual manner. Students may only ride home on a bus if they are an assigned rider on that bus.

Bicycle Riders

Bicycle riders should park their bicycles in the bike racks and go immediately to the gym for assembly.

Bus Riders

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

It is the policy of Most Blessed Sacrament Catholic School to expect its students to be aware of and obey all safety rules as set forth by the East Baton Rouge Parish School Board. The misbehavior of students while on the bus can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly discipline students while the bus is in motion. Therefore, for the safe operation of the school bus, students and parents will sign a transportation policy and should be aware of and obey the following safety rules:

- Be on time; the bus will not wait.
- Do not stand in the street while waiting for the bus. Stand a safe distance off the street and wait until the bus is stopped and the driver motions to you before you approach the bus.
- If you must cross the street to board the bus, do so very carefully. Wait for your driver's directions and cross at least ten (10) feet in front of the bus after the driver signals it is okay to cross. You should also check for traffic in both directions before crossing.
- Cooperate with the driver; your safety depends on it.
- Remain quiet enough not to distract the driver.
- Do not stand when a seat is available and the bus is in motion. Sit in the seat assigned to you by the driver.
- Do not extend arms, head, or other objects out of windows or doors.
- Do not throw objects in the bus or out of windows or doors.
- Do not use the emergency door except for emergencies; usually directed by the driver.
- Do not eat or drink on the bus.

- Do not possess or use tobacco, matches, lighters, drugs, obscene materials, weapons, or other prohibited items on the bus.
- Do not damage the bus in any way.
- Be courteous and safety-conscious at all times.
- Protect your riding privilege by abiding by all the above rules.
- In extenuating circumstances, parents may request their child to ride a non-assigned bus. For this request to be granted, a parent must fill out a Transportation Special Request Form through the school office, which will be sent to Transportation for approval or non-approval.
- Band instruments, projects, or materials requested of a child to be brought into school must not be so large or bulky that they cannot be held on the child's lap.
- Items such as balls or toys may be brought on the bus only in a backpack or paper bag.
- Projects that are too large to fit in a bag or backpack will not be allowed on a bus.
- At no time are glass items, marbles, balloons, and coat hangers to be brought aboard the bus.
- No candy or gum is ever to be in a student's possession on the bus.

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.

Carpool

The following rules must be observed for morning carpool:

- Morning carpool begins at 7:20 am and ends at 7:50 am.
- No traffic will be allowed to enter the front parking lot after 7:20 am. Parents needing to drop off students must do so through the carpool line.
- After 7:50, parents must sign their children in at the school office. Students will be marked as tardy.
- Students may not be dropped off in the gravel area, the rear parking lot, or the MBS Early Learning Center parking lot.
- All carpool traffic will enter the school campus through the Church parking lot on Jefferson Highway. To assist in keeping cars off of Jefferson Highway, a double line is to be formed in heavy traffic. Cars are to stay to the right (Woodlawn High side) and proceed in a single line to the rear gate entrance of the school campus. The left Church entrance will be blocked for Church use only.
- Cars will proceed in a single line in the left, outer lane past the gym to the drop off points in front of school as directed by faculty and staff members.
- Students should exit their vehicles in the carpool lane immediately next to the bus lane. Cars will be unloaded only in the designated crosswalk area. Buses will be unloading in designated areas on either side of the crosswalk.
- Cell phones are not to be used during carpool. This is a state law. Caution should be used at all times during carpool.

The following rules and procedures must be observed for afternoon carpool:

- Afternoon carpool begins at 2:45 pm and ends at 3:10 pm.
- No traffic will be allowed to enter the front parking lot after 2:15 pm. Parents needing to pick up students must do so through the carpool line.
- After 3:10 pm, students will be sent to Extended Care. There will be a \$10 charge when an unenrolled student is sent to Extended Care. If this becomes a chronic occurrence, the student must then be enrolled in the Extended Care program.

- Students will be given a procedure to assemble for afternoon carpool. Students will only be loaded into the vehicle from the passenger side. Parents are not to get out of their vehicle at any time when the line is in motion. Parents are to adhere to these guidelines for the safety and efficient movement of all involved in afternoon carpool.
- Official MBS hang tags with student's carpool number boldly printed on it must be prominently displayed during carpool. Parents/guardians will be provided two (2) hang tags. Only one (1) should be in a car at a time. Homeroom teachers should be notified if additional hang tags are needed for \$10 each. If an official hang tag is not displayed, parents will be asked to park and report to the school office.
- All carpool traffic will enter the school campus through the Church parking lot on Jefferson Highway. Cars are to stay to the right (Woodlawn High side) and proceed in a single line to the rear gate entrance of the school campus. The left Church entrance will be blocked for Church use only.
- Cars will proceed in a single line in the left, outer lane past the gym to the pick up points in front of school as directed by faculty and staff members.
- Students who are picked up by parents must be picked up in the carpool lane only. Parents may not walk to the classroom to pick up their child. Students are not to walk to any car in the parking lot or on the street unsupervised.
- Cell phones are not to be used during carpool. This is a state law. Caution should be used at all times during carpool.

For days with no buses or extreme weather, carpool procedures may be adjusted as needed to expedite the carpool process. During afternoon dismissal, parents may be asked to park in the school parking lot, and students may be dismissed to their parent from their homeroom class.

Walkers

A student is considered a walker if they live in Old Jefferson Subdivision and walk to and from their home. Children who walk to school should only cross at the crossing guard. They are to cross the parking lot at the designated crossing point and obey the instructions of the safety patrol. In the event of rain, students must be picked up in carpool.

Tuition and Fees

Tuition must be automatically drafted using one of the FACTS payment plans. Drafts may be scheduled for the 5th or the 15th of the month. Families utilizing the monthly option will be drafted June through May, with the exception of January.

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

Most Blessed Sacrament Catholic School reserves the right to withhold the release of student records until all accounts are current or arrangements have been made with the Administrator. Parents with circumstances preventing them from keeping accounts current should contact the Business Manager.

Withdrawals

Upon withdrawal, all fees are nonrefundable and are to be paid. Tuition will be refunded on a prorated basis. If a child withdraws after the 5th of the month, that month's tuition is nonrefundable. Records will not be transferred until all debts are cleared.

Delinquent Fees

Any account thirty (30) days or more past due is considered delinquent. All tuition and fees must be current prior to students taking midterm and final exams. Parent(s) will be notified if a student is to remain home on exam days. At sixty (60) days past due, a student may no longer participate in extracurricular activities. At ninety (90) days past due, a student will be removed from the roll. Families with delinquent accounts at the time of enrollment will not be allowed to register their student(s) for the coming school year.

NSF Checks

MBS is charged a bank fee for checks returned to the school for insufficient funds. The amount of the bank fee and the face value of the check must be paid in cash at the school office within ten (10) days. After two NSF checks, all amounts must be paid in cash.

Uniforms

Wearing the Most Blessed Sacrament Catholic School uniform promotes equality between students and 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. Students who fail to follow the uniform policy will receive disciplinary action. Additionally, students who intentionally deface or damage the uniform, such as cutting holes in sweatshirt sleeves or drawing on pants, face disciplinary action.

The official uniform vendors of Most Blessed Sacrament Catholic School are Inka's Uniforms and School Time. The following logo is the only acceptable and official logo:



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 6th through 8th grade
- Official navy MBS sweatshirt

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°. Overcoats worn to and from school and out on the playground may be of any color. No blue jean, denim, or camouflage jackets of any type are allowed.

Boys' Daily Uniforms (Pre-K through 8th)

**Pre-K and K – Belts are not required. Pants and shorts may be button or elastic waist. The remainder of the uniform policy applies.*

Shirt: The official white, flat, jersey knit shirt with the official school logo must be worn and tucked in at all times with a visible belt. Shirts may be short or long-sleeved. Pique knit is not acceptable.

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

Belt: Belts may be navy blue, black, or brown and must be worn and visible at all times.

Pants: Only the official navy blue uniform pants may be worn.

Shorts: Only the official navy blue shorts may be worn. Shorts may be worn at any time during the school year. The finished hem must be to the top of the knee.

Socks: Solid white, midcalf crew socks or MBS monogrammed ankle socks are acceptable. Socks should be visible at all times.

Shoes: Traditional athletic shoes must be worn. Shoes should have shoelaces or Velcro closures. No neon colors, high tops, quarter-top cleats, turf or deck shoes, sandals or mules, wheeled, lighted, character, or non-shoe logos are allowed. Shoes should not cause any distraction to student learning and will be at the discretion of administration.

Mass Uniform: Dress uniform must be worn on Mass days and special days designated by administration. The boys' dress uniform consists of an official white oxford button-down shirt with school logo that 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. Military-type haircuts are acceptable. Hair with stripes, bowl cut, design of any shape, shaved sides (very short is acceptable), pointed necklines, dyed or colored, highlighted, etc. is considered unacceptable. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. 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 are allowed.

Nails: Colored or clear fingernail polish is not allowed. Nails should be kept at a minimal and natural length so as not to impede daily function or cause harm.

Optional Winter Wear: Students may wear a solid white turtleneck or white long-sleeve shirt under the jumper or shirt on days when the temperature is below 40°.

Girls' Daily Uniform (Pre-K through 4th)

**Pre-K and K – Girls may wear the smock dress with under bloomer or plaid walking short with elastic waist. Belts are not required. Pants and shorts may be button or elastic waist. The remainder of the uniform policy applies.*

Shirt: Short-sleeve, flat jersey knit banded shirts are required when worn with shorts. Pique knit is not acceptable. The official white oxford button down shirt may only be worn under jumpers.

Undershirt: 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 or undergarments.

Jumper: The official school jumper with emblem may be worn. The finished hem must be to the top of 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.

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.

Pants: Only the official navy blue uniform pants may be worn.

Belt: Belts may be navy blue, black, or brown and must be worn and visible at all times.

Socks: Solid white, midcalf crew socks or MBS monogrammed ankle socks are acceptable. Socks should be visible at all times.

Shoes: Traditional athletic shoes must be worn. Shoes should have shoelaces or Velcro closures. No neon colors, high tops, quarter-top cleats, turf or deck shoes, sandals or mules, wheeled, lighted, character, or non-shoe logos are allowed. Shoes should not cause any distraction to student learning and will be at the discretion of administration.

Mass Uniform: Dress uniform must be worn on Mass days and special days designated by administration. The girls' dress uniform for 1st through 4th grade consists of an official school jumper with white oxford button down shirt with the school logo. MBS monogrammed socks must be worn. 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. Administration will determine the acceptability of any questionable haircut or hairstyle. Hairspray cans or pumps are not allowed on school grounds and/or school buses. Hair ribbons and accessories must be navy blue, white, red, maroon, gray, black, a combination of these colors, or the uniform plaid.

Jewelry: Wearing expensive jewelry to school is discouraged. Any jewelry worn to school should be limited to one ring, one watch, one pair of button-style or small hoop (1 cm in diameter or less) earrings, one religious bracelet, and/or one religious necklace. Chokers, smart watches, and dangling or hoop earrings are not allowed.

Tattoos and Body Piercings: No tattoos or body piercings are allowed.

Makeup: No makeup, colored Chapstick, or lip gloss of any kind will be allowed.

Nails: Colored or clear fingernail polish is not allowed. Nails should be kept at a minimal and natural length so as not to impede daily function or cause harm. Fake nails are not allowed.

Optional Winter Wear: Students may wear a solid white turtleneck or white long-sleeve shirt under the jumper or shirt on days when the temperature is below 40°.

Tights: Cotton or nylon 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 tights and shoe. Leggings are not acceptable.

Girls' Daily Uniform (5th through 8th)

Shirt: The official white flat knit banded shirt with school logo must be worn. Shirts may be short or long-sleeved.

Undershirt: 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 or undergarments.

Skirts/Skorts: The official school skirt or skort may be worn. Skirts and skorts must be the pleated style. The finished hem must be to the top of the knee. Skirts and skorts must be worn with the flat knit banded shirt. No shorts are allowed for 5th through 8th graders.

***Pants:* Only the official navy blue uniform pants may be worn.**

***Belt:* Belts may be navy blue, black, or brown and must be worn and visible at all times.**

Socks: Solid white, midcalf crew socks or MBS monogrammed ankle socks are acceptable. Socks should be visible at all times.

Shoes: Traditional athletic shoes must be worn. Shoes should have shoelaces or Velcro closures. No neon colors, high tops, quarter-top cleats, turf or deck shoes, sandals or mules, wheeled, lighted, character, or non-shoe logos are allowed. Shoes should not cause any distraction to student learning and will be at the discretion of administration.

Mass Uniform: Dress uniform must be worn on Mass days and special days designated by administration. The girls' dress uniform for 1st through 4th grade consists of an official school skirt or skort with a tucked in white oxford button down shirt with school logo. MBS monogrammed socks must be worn. 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. This includes eighth graders until after closing ceremonies. 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. Administration will determine the acceptability of any questionable haircut or hairstyle. Hairspray cans or pumps are not allowed on school grounds and/or school buses. Hair ribbons and accessories must be navy blue, white, red, maroon, gray, black, a combination of these colors, or the uniform plaid.

Jewelry: Wearing expensive jewelry to school is discouraged. Any jewelry worn to school should be limited to one ring, one watch, one pair of button-style or small hoop (1 cm in diameter or less) earrings, one religious bracelet, and/or one religious necklace. Chokers, smart watches, and dangling or hoop earrings are not allowed.

Tattoos and Body Piercings: No tattoos or body piercings are allowed.

Makeup: No makeup, colored Chapstick, or lip gloss of any kind will be allowed.

Nails: Colored or clear fingernail polish is not allowed. Nails should be kept at a minimal and natural length so as not to impede daily function or cause harm. Fake nails are not allowed.

Optional Winter Wear: Students may wear a solid white turtleneck or white long-sleeve shirt under the jumper or shirt on days when the temperature is below 40°.

Tights: Cotton or nylon 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 tights and shoe. Leggings are not acceptable.

Free Dress Guidelines

Tops: Shirts must have sleeves. Cutouts of any kind (arms, midriff, back, etc.) are not allowed. Shirts may not have offensive **or political** pictures, advertising, or slogans.

Bottoms: Properly fitting long jeans (no rips or frays), pants, or MBS sweatpants may be worn by both boys and girls. Girls may wear Capri-cut pants, uniform skirts or skorts, uniform shorts, or PE shorts. Boys may wear uniform shorts or pants or PE shorts. Shorts may be no shorter than three inches above the knee. Leggings and legging-style pants are not permitted.

Shoes: Any style tennis shoes with any style sock may be worn. Boots, sandals, flip-flops, and Crocs are not permitted.

Outerwear: In cold weather, any color sweatshirt, jacket, or coat may be worn.

Spirit Shirt Days

Pre-K through 4th Girls: Students may wear their class Spirit Shirt with approved uniform bottoms or over their smock dress or jumper.

5th through 8th Girls: Students may wear their class Spirit Shirt with approved uniform skirt or skort.

Boys: Students may wear their class Spirit Shirt with approved uniform bottoms.

Socks and Shoes: Regulation shoes and socks must be worn.

Outerwear: Regulation sweatshirts, jackets, or coats must be worn.

Sweatpants: Spirit Shirts may also be worn with official MBS sweatpants.

Class Colors

Pre-K and K: Periwinkle blue

1st: Turquoise

2nd: Purple

3rd: Red

4th: Orange

5th: Kelly Green

6th: Yellow

7th: Lime Green

8th: Royal Blue

P.E. Uniforms

Athletic shoes are required for all P.E. classes. The P.E. teacher will notify students when warmups may be worn and review with the students any additional rules and regulations for the class.

6th through 8th Grade: 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.

Use of School Grounds

Individuals using school grounds without permission or after hours will be considered as trespassing. Law enforcement will be contacted in the event that there is unauthorized use of the school campus.

All signage posted on campus must be adhered to. Students are never to be on school grounds unsupervised. Only students enrolled in Most Blessed Sacrament Catholic School are allowed to utilize its play equipment or other grounds. Students who participate in before or after school activities must be dropped off and picked up at the specified time. Parents should be prompt in picking up at the specified time.

When planning an on-campus meeting or practice, the facilitator must contact Vonnie Chiasson, the school secretary, who will coordinate the school and parish calendar to secure the location.

Visitors and Volunteers

All volunteers should sign in at the office and obtain a visitor's pass before entering any instructional area of the school. Teachers are not allowed to receive visitors without a pass from the office.

Visitors on campus between the school hours of 7:45 am and 2:15 pm are asked to park in the parking lot and check in at the office first.

Volunteers, as well as regular staff members, run the Most Blessed Sacrament Catholic School cafeteria. Each parent should consider it their responsibility to spend at least one or two days a year working in the school cafeteria. Cafeteria volunteers must also sign in with the cafeteria manager.

Child Protection

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

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

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

Volunteers who are not certified will not be allowed to participate in the event. If Child Protection Certification has been completed for another Catholic school within the Diocese of Baton Rouge, it is necessary to repeat the process. Information and assistance can be provided at (225) 953-5526.



August 6, 2021

Dear Parents,

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

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

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

Attached is the Discipline Plan for your child’s grade. Please sign and return the slip below by Tuesday, August 10, 2021. We are looking forward to a successful and rewarding school year!

Sincerely,
MBS Administration and Faculty

Discipline Plan

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

Student Name _____ Grade/HR Teacher _____

Parent Signature _____

The deadline for returning this signed form is Tuesday, August 10, 2021.



Parent/Student Handbook - Technology and Acceptable Use Contract

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

This is the Most Blessed Sacrament Parent/Student Policy Handbook parent/student agreement. By signing this agreement, parents and students are agreeing to adhere to all policies, procedures, and rules contained in the Parent/Student Handbook.

As a parent/guardian/student, I have read the Most Blessed Sacrament Parent/Student Handbook and understand that I must cooperate with the school and adhere to the policies, procedures, and regulation contained in the policy handbook. I also understand that I am accountable for all the policies and regulations contained therein, including the policies and procedures listed in *Technology Acceptable Use Policy* (pages 28-29). I further understand that for the good of the entire school community, the Most Blessed Sacrament Catholic School Administration may, from time to time, deem it necessary to establish special requirements regarding my child’s continued enrollment at Most Blessed Sacrament Catholic School. I agree to abide by these decisions.

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

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

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

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

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

Please print this form and return to your child’s homeroom teacher.

The deadline for returning this signed form is Tuesday, August 10, 2021.



Photo Permission Form

Throughout the school year, Most Blessed Sacrament Catholic School will spotlight its students, faculty, and school on the school website, in publications and advertisements, and on social media.

Please indicate your permission by selecting an option below.

_____ I **WILL** allow the school to use and publish photos and/or videos of my child on the school website, in publications and advertisements, and on social media.

_____ I **WILL NOT** allow the school to use and publish photos and/or videos of my child on the school website, in publications and advertisements, and on social media.

Student Name _____

Homeroom _____

Parent Signature _____

Date _____

The deadline for returning this signed form is Tuesday, August 10, 2021.