



MBS

**Most Blessed Sacrament Catholic School
Parent-Student Handbook
2024-2025**

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Foreword

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

Catholic schools operate under contract law. 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/or his/her parent/guardian may result in the student's removal from the school.

In developing the rules and policies, Most Blessed Sacrament Catholic School has tried to anticipate as many circumstances and concerns as possible. Administration had the authority to use their discretion in circumstances the handbook rules do not precisely address.

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 after July 8, 2024 have been highlighted in yellow.**

Accreditation

Most Blessed Sacrament Catholic School, having met the requirements established by the Cognia® Accreditation Commission and Board of Trustees, is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. Cognia® 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 Cognia® as a district. Originally granted district accreditation in February 2011, the Diocese of Baton Rouge went through reaccreditation in January 2016 and was reaccredited in 2021.

Vision

The vision of Most Blessed Sacrament is a community, rooted in the Catholic teachings of Christ, where students belong, feel loved, are respected and encouraged, and have a future filled with promise and possibilities.

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.

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 body 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
Cafeteria: (225) 753-3141
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 Todd Lloyd	tlloyd@diobr.org
Principal	Cheri Gioe	cgioe@mbsbr.org
Assistant Principal	Amber Douet	adouet@mbsbr.org
Finance	Katherine Howland	knowland@mbsbr.org
School Counselor	Michelle DiBenedetto	mdibenedetto@mbsbr.org
Office Receptionist	Alisa Ransome	aransome@mbsbr.org
Secretary	Vonnie Chiasson	vchiasson@mbsbr.org
Nurse	Bree Luke	bluke@mbsbr.org
Technology Coordinator	Jeff Patton	jpatton@mbsbr.org
Technology Coordinator	Ally Smith	asmith@mbsbr.org
Admissions & Advancement	Penne Leier	pleier@mbsbr.org
Athletic Director	Tommy Krysan	tkrysan@mbsbr.org
Coordinator of Christian Formation	Celeste Rabalais	crabalais@mbsbr.org
Child Protection Coordinator	Roslyn Landry	childprotection@mbsbr.org
Standardized Testing Coordinator	Wendy Lee	wlee@mbsbr.org
Dyslexia Lab Teacher	Kristin Medus	kmedus@mbsbr.org
SCOOP Instructor	Becca Muller	bmuller@mbsbr.org
Cafeteria	Rose Woodruff	mbscafe@diobr.org
Extended Care	Sheena Gauthier	aftercare@mbsbr.org
Maintenance	Travis Foreman	tforeman@mbsbr.org
Maintenance Support	Lesi Lee	llee@mbsbr.org
Early Learning Center	Laurina Conger	mbselcdirector@mbsbr.org

Academics

Grades

Grades can be accessed via FACTS online and are provided in 1st through 8th grade. Parents are encouraged to review grades on a regular basis. Teachers are allowed seven calendar days from the assignment due date to post grades. Pre-Kindergarten and Kindergarten student assessments are skills based.

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 posted to FACTS at the midpoint of each marking period. Report cards will be issued to students in grades Pre-K – 8th grade 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.

Conferences 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

Pre-kindergarten and kindergarten use standards-based grading. Students' progress will be reported based on criteria for specific learning standards.

Tests

1st through 5th grade: Weekly folders are sent home each Tuesday with student work and test results for parent review. All work and tests should be signed and returned to school within three (3) days before students receive consequences for not returning their folders. Binders are sent home daily for *PK and K*.

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

Middle school students begin taking midterm and final exams. Students in 6th grade will take midterms and finals in 2-4 subjects. Students in 7th grade will take three-four midterms and finals in all six subjects, and students in 8th grade will take midterms and finals in all six core subjects. 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.

Accelerated Math Courses

Accelerated math courses are offered in 6th through 8th grade. These classes are designed to challenge the minds and meet the needs of high-level 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. End of year placement tests
4. Teacher recommendation based on grades, conduct, participation, and work habits

Student acceptance in these classes is determined on a yearly basis. Therefore, a student is not guaranteed placement in accelerated classes solely based on their placement the previous year. Teachers and administrators will conduct a review of students in advanced math at the end of each year.

Code of Honesty

Students are expected to respect a Code of Honesty regarding all schoolwork. Violations include but are not limited to:

- copying answers for tests, homework, or any graded assignment from a resource or another student with or without their knowledge. If with another student's knowledge, both students will be issued a consequence.
- forgery
- using another person's work on any assignment, project or report
- plagiarism, a violation of copyright laws, 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.
- Use of artificial intelligence (AI) without permission

Students should complete their own work. Violations of the Code of Honesty will result in academic and/or behavioral consequences. Consequences include, but are not limited to, redoing the assignment for 50% of the grade, retaking the test, loss of conduct points, and/or detention/suspension.

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.

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. Homework assignments are posted on homework boards in all classrooms. 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 assignment pads and the completion of assignments on a regular basis via FACTS.

Missed Assignments and Makeup Work

It is the parents' responsibility to request make-up work be gathered for pick-up by 10:00 am. Requested work will be brought to the office and can be picked-up between 3:00-3:30 or earlier if the teacher notifies the parents that it is ready. It is at the teacher's discretion to determine what work to send home and what work will wait until the student returns to class.

Late Assignments

Students who are absent due to illness may turn in assignments the day of their return for full credit. If not turned in upon their return the following policy applies for middle school students. For PK-5, this is at the discretion of the teacher.

Late Credit

- Assignments of 10 points or less:
 - Full credit possible only when work is completed and turned in on time.
 - No make-up work if partially completed or turned in late – student will receive a zero
- Assignments of 11 points or more:
 - (including essays and large projects) Full credit possible when work is completed and turned in on time.
 - One day late= 20% reduction in grade when work is completed and turned in.
 - Two days late=35% reduction in grade when work is completed and turned in. Correspondence with parent will occur at the time of the due date. Parent will be informed of loss of points.
 - Three days late = 50% reduction in grade when work is completed and turned in. Correspondence with parent will occur and parent will be given notice of loss of points.
 - More than three days late = zero points
 - Students who complete ALL assignments and turn them in on time will:
 - Lowest homework OR classwork grade dropped
 - 6th Graders will be issued two late homework passes for all classes for the first nine weeks, only. The passes can be used as needed

In the event of serious extenuating circumstances such as extended illness, or death of a loved one, it is the responsibility of the student/parent to reach out to the school counselor who will facilitate a make-up plan. Absences for vacations, athletic events, concerts, etc. are NOT considered serious extenuating circumstances.

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. Students may receive a reduced score or be asked to redo an assignment of poor quality.

Retention, Conditional Promotion, Remediation

- *Pre-Kindergarten and Kindergarten:* Promotion will be determined by satisfactory mastery of core standards targeted for readiness for kindergarten and 1st grade.
- *1st Grade:* A student may not be promoted if he or she is not progressing, fails reading or achieves lower than an 75% in any subject 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.

Students failing two subjects may be allowed remediation, reassessment, or promotion at the discretion of the principal.

The ultimate decision regarding retention or conditional promotion is supported by academic performance records and determined by the principal in consultation with teachers and school counselor.

Standardized Testing

The Diocese of Baton Rouge administers standardized tests three times each year. Students at Most Blessed Sacrament Catholic School are required to participate in the administration of the Beacon Assessment twice a year for interim progress monitoring and the TerraNova Next Assessment for summative yearly achievement.

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, attendance, and family cooperation.

Admissions Policies

The schools of the Diocese of Baton Rouge, Louisiana, admit students of any race, color, nationality and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at their schools. They do not discriminate on the basis of race, color, nationality and/or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and/or athletic or 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 attend the Most Blessed Sacrament Early Learning Center and are IOG
- 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

Enrollment and/or continued enrollment at Most Blessed Sacrament Catholic School requires a commitment to **ALL** of the following:

- **Prayer and Mass** – Families must commit to daily prayer at home. Catholic families must attend weekly, Sunday, Mass on Holy Days of Obligation. Non-Catholic families must attend Sunday services at their home church.
- **Service** - Twenty (20) hours of Time and Talent 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. *Definition of an hour of Time and Talent:*
 - an actual hour of volunteer work or
 - donation purchases of \$10
- **Weekly Church Offering** – As an Identified Offertory Giver (IOG), a minimum amount of \$325.00 must be donated, yearly, to the Most Blessed Sacrament General Offertory or Building Fund to support the Church stewardship program. Church members who meet the IOG requirement will receive in-parish tuition. Donations will be verified by December 15 unless otherwise authorized by the Pastor or Principal. Any offerings thereafter will count towards the next school year.

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, immunization record or waiver, and, if applicable, report cards, standardized test scores, and/or custody information. All incoming students will be administered an academic entrance screening prior to acceptance.

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

Excused and unexcused absences will be counted the same going forward. According to Bulletin 741, a student must attend school for at least one hundred and sixty (160) school days. Students with absences of sixteen (16) or more days will be required to attend summer remediation **or retained depending on the severity**. This is at the discretion of the administration.

A student must be in attendance over half of the day to be counted present for that day. Attendance is awarded when a student checks in prior to 11:15 am or checks out after 11:15 am. The Late Work Policy (pg. 9), applies to all absences.

Acceptable 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.
- Students who are absent one or two days may email their teacher. Longer absences require a written excuse from the physician. These must be submitted to the school office within three days of return.
- Weather Impassable roads and emergencies are at the discretion of the administration.
- In the event of an extended absence due to illness or unforeseen circumstances, parents must contact the school counselor to coordinate a make-up plan for late work.

Unacceptable Absences

- Family vacations or non-school related travel such as competitive sports
- **Highschool shadow days unless approved by administration**

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. **Five** tardy incidents are equivalent to one absence. **Students are considered tardy once assembly begins at 7:45am.**

If a student arrives at school after 7:45 am, when assembly begins, they will be given a tardy slip, regardless of the carpool situation. Once assembly has ended, parents must sign students 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 outside of 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 unless they have written permission from a parent.

Awards

Academic Medals

Academic Medals are the highest award given to students in 6th through 8th grade at the end of each cumulative year. To earn a medal, a student must have received A or A/B honor roll during each marking period in the current school year.

Honor Roll

3rd through 8th Grade: Honor Roll is awarded each nine weeks in two categories

- students who achieve all As in religion, math, English, science, social studies, reading/literature, spelling, and conduct.
- students who achieve all As and Bs in religion, math, English, science, social studies, reading/literature, spelling, and conduct.

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, final averages in 6th and 7th grades 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 their 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.

8th Grade Recognitions

At 8th grade graduation, 8th grade students will be presented with pins to celebrate their accomplishments in clubs, activities and sports throughout their time at MBS.

Backpacks

The use of rolling backpacks is limited to students in 6th through 8th grade. Students in grades PK - 5th grade must have non-rolling backpacks. 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.** Party busses and limos are not allowed to pick up groups of students from school

Cafeteria

Cafeteria meals must be prepaid, and balances kept current. Second helpings and extra purchases are added to each child's account, daily.

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.

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, date, and sign the Diocesan Code of Ethics annually
- Read, initial, date, and sign the Most Blessed Sacrament Chaperone and Volunteer Requirements Agreement annually
- Be approved and receive child protection credentials prior to the date of service
- Comply with all policies and regulations of the Diocese of Baton Rouge and Most Blessed Sacrament Catholic School

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. Please note that if for any reason an approved volunteer is not able to attend the event, he/she may not send someone in his/her place. Only approved volunteers are allowed to attend the event. Documentation of each event must contain the pre-approved volunteers' names only and will be kept as a record of the event.

Volunteers include, but are not limited to, all who help in the cafeteria, library, 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 enrollment that students who are registered into Most Blessed Sacrament Catholic School and their families behave in a manner both on and off campus that is consistent with the Christian principles of the school 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 actions fall 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), individual teacher websites, the weekly newsletter (The Pelican Express), a FACTS recorded phone call, email, and/or text, or through the Remind App. 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 the 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 **is focused on the whole child,** treating each individual as a child of God, and fostering opportunities 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 and Catholic teaching.

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 MBS Parent-Student Handbook. The school reserves the right to discipline students for conduct that is detrimental to the child, his/her peers, and/or the reputation of MBS, 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 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.

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 known forms of harassment or bullying will be dealt with and may result in disciplinary actions such as immediate suspension, probation, expulsion, or other actions deemed necessary by the administration.

Types of Harassment

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 including cultural and ethnic references, 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. Repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm, wherein the victim/bully have an imbalance of power is considered bullying. 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 but is not limited to:

- Repeated incidents of unkind behavior.
- Severe but isolated incidents of targeted, unkind behavior that cause physical, social, or psychological harm
- Contact, such as hitting, shoving, or damaging property.
- Repeated verbal assaults, including name-calling, threatening, teasing, or spreading rumors.
- Severe incidents and ongoing incidents of use of electronic methods, such as posting negative images or insults on social media.
- Behaviors that result in social isolation and/or manipulation, including repeatedly excluding others 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 a teacher, school counselor, or school Administration. 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. 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 may 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 will 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 perpetrator and if necessary, the victim.

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 form. The notification must be signed and returned the following school day. Failure to do so will result in an additional consequence.

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 and furniture properly and keep campus clean
- Use technology appropriately and as directed by teachers

Be In Control

- Follow directions the first time given
- Keep hands, feet, and belongings to yourself
- Walk and line up 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, or no one is looking

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.
- One or more of the following consequences will be applied: discussion with student, parent notification, loss of conduct points
- 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
- One or more of the following consequences will be applied: loss of conduct points, discussion with student, parent notification, change in classroom seat assignments, reflection papers
- 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
- One or more of the following consequences will be applied: loss of conduct points, discussion with student, parent notification, change in classroom seat assignments, reflection papers, detention, suspension
- 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 including defacing the bathroom or any school property, etc.
- One or more of the following consequences will be applied: loss of conduct points, discussion with student, parent notification, change in classroom seat assignments, reflection papers, detention, suspension, expulsion
- 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.

- Parents will be notified
- The student will be assigned a detention
- A conference with the administrator, student, (if necessary, guardians, teachers, and, the school counselor will be included. The goals of the conference are to: Communicate support and expectations to the student and set behavioral goals or create a 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 and their parents. The goals of the conference are to:
 - Obtain any relevant information from the parents
 - Ensure that parents and school are in support of each other
 - The student may receive further detentions/suspension
 - 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.
- Students will remain on accelerated discipline until the end of the nine weeks or for three weeks; whichever is longer

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. Physical fighting is not tolerated. Students will receive an automatic suspension; both initiator and defender.

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

Conduct points will be deducted for detentions (5pts.) and suspensions (7pts.) and misuse of cell phone (6pts.). These points will be deducted from the final conduct grade at the end of each nine weeks. For example a student finishes the 1st Nine weeks with a 93 but was issued a detention, their final conduct grade will be 88.

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, damaged Chromebooks and other technology aids, 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 these 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, prescriptions, 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, purchased, possessed, or consumed, or committing, threatening, or attempting to commit acts of vandalism that affect a person's life, health, or property.

Search and Seizure

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 of 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 and prohibits violence and threats of violence. Incidents will be taken seriously, be addressed and may result in a consequence as deemed necessary by the administration.

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 within 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.

Custody

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

FACTS and 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.

It is the parents' responsibility to ensure that all emergency information is accurate and current. Parents have the capability to log into the FACTS Family Portal and update all emergency information.

The school office keeps an emergency card on file for times when FACTS is not accessible. Emergency card information must also be accurate and current.

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 and official MBS communication channels. Details for dismissal will be provided through official MBS communication channels.

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 before and after daily school hours. The program is held on campus and follows the school calendar. Forms for enrollment may be requested from the school office or found online.

Students may not be picked up from Extended Care prior to 3:15 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. 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, no Fs in any subject, 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, they have an F in any subject, 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 school-sponsored athletic activities, a completed Most Blessed Sacrament Catholic School Athletic Consent Form and LHSAA Physical Examination Form for the current school year and all required fees must be submitted. These forms will be made available on the school website.

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 **IS NOT** 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 form and waiver will be issued by the coordinating teacher. Permission forms and waivers must be completed by the deadline stated. Phone calls, handwritten or email permission is not acceptable.

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 behind 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.

Chaperones may not photograph any children other than their own.

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 - vision, hearing, scoliosis
- Communication with families about health issues
- Absences and tardies pertaining to illnesses
- Health and safety training

The school nurse will inform teachers of their students' medical needs.

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. Children with a fever at school must be picked up immediately.

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.

Administrative Manual 4.10.4: Immunization - All students entering any school of the diocese shall present records attesting to their immunization in compliance with State health requirements at the time of registration. The school may waive a required immunization if a parent submits (a) a written statement from a physician attesting that the immunization is contraindicated for medical reasons or (b) a written statement refusing immunization for the student. Such statements shall be maintained in the student's cumulative folder.

In the event of an outbreak of a vaccine-preventable disease, a school may exclude any un-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to immunization of the student.

Though schools currently may choose not to grant waivers for childhood immunizations, a new COVID-19 requirement may be especially problematic for parents. Therefore, the following policy is in effect for all diocesan and (inter)parochial schools: While we affirm the value of vaccination for COVID-19 and acknowledge and encourage all students to be vaccinated for the virus, no child will be refused admission to a Catholic school in the Diocese of Baton Rouge for the 2024-25 school year based on their vaccination status for the COVID-19 virus. All other childhood vaccine requirements that the school presently has in place will remain intact.

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 analgesics (ibuprofen (Advil), aspirin, Acetaminophen (Tylenol)), 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 or injured 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

Due to the increased number of students with nut allergies, Most Blessed Sacrament Catholic School is "nut aware". Students are asked to refrain from bringing snacks or meals that contain loose nuts.

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 complete 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.

Religious Education

Most Blessed Sacrament Catholic School strives to share its Catholic faith and tradition 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 Coordinator 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. Grades 1-5 religion classes utilize the Our Sunday Visitor’s series *Alive in Christ*, and grades 6-8 religion classes utilize Sadlier’s series *Christ in Us*. 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 – Our Lady of the Lake Children’s Hospital
- 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. Agnes Soup Kitchen

School Counseling

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 is in need of an academic evaluation and/or classroom accommodations, contact the school counselor for assistance. When an evaluation is completed by an outside agency, the school counselor coordinates communication between the school and outside agencies.

Parents should forward all needed evaluation forms to the school counselor who will distribute them to the teachers. After these forms have been completed, the school counselor will forward them to the outside agency. A complete copy of the final 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. Teachers/staff are all expected to keep ACCESS data confidential at all times, as well. **Educational evaluations expire after three years.**

ACCESS Program – ACCESS is our program for students with academic diagnoses and classroom needs. Most Blessed Sacrament Catholic School attempts to meet the needs of students within our school by making reasonable adjustments and incorporating minor interventions in regular classroom activities. **Adjustments and interventions are only available to students who have a 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 your 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 each school year, the School Counselor will “introduce” the teachers to their ACCESS students, supplying them with pertinent data and details of their Accommodation Plans needed for the year. At the end of each school year, the School Counselor will meet with the teachers again 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 final report card.**

Other ACCESS meetings are scheduled throughout the school year on an as-needed basis.

Dyslexia Lab and Accommodation Information - Our 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.

Enrollment in the lab allows for specific academic accommodations. If a student is enrolled in Dyslexia Lab and demonstrates academic need reflected by his/her grades (C or below), the student is eligible for additional accommodations such as oral testing. Due to the resources required to implement this accommodation, oral testing is not offered to the general population of students at MBS. **Oral testing applies to all subject tests, but the proctor will not read any reading comprehension passages, as that would skew what is being tested to listening comprehension.**

The goal of remediation and/or accommodations is to assist the student, yet students must be prepared for a high school environment wherein these accommodations may not be 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. Criteria for Testing Room services include: current educational evaluation, applicable learning disorder diagnosis, and subject average grade of C or below. **Max number of Testing Room students is 25. Testing Room accommodations apply to tests only; no quizzes. Students with**

continued progress and/or grades of C or above will be moved from Testing Room to classroom testing, with the recommendation of the academic team.

SCOOP (Student-Centered Outreach Opportunity Program) - MBS began providing SCOOP assistance in 2020. SCOOP is a fee-for-service academic support lab. Students are referred by a teacher, the school counselor, and/or a parent in consultation with the teacher. The assistance is tailored to each student's needs -- subject area and number of sessions per week. SCOOP sessions reinforce what is currently being taught in the classroom or address remedial skills, as appropriate. SCOOP sessions are \$40 each. Fees are paid monthly via FACTS. The sessions are 30-45 minutes each. Group size is limited to 3 students. Sessions are held during Enrichment/Activity class times, so students do not miss core instruction time. Contact your child's teacher or the School Counselor if you are interested in enrollment in SCOOP.

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

Technology and Acceptable Use Policy

Diocese of Baton Rouge Catholic Schools Office

Technology Acceptable Use Policy

Effective Date: July 1, 2022

(Text in italics is from the Diocesan AUP. Standard text are additions specific to MBS.)

Statement on Technology

The mission of the Technology Department at each of the Schools within the Diocese is to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. Technology is used to support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences, and must promote higher student achievement and a deeper understanding of their Catholic faith. Technology use within our Schools shall be consistent with the mission and vision of the Diocese to evangelize hearts, educate minds, encourage talent, and embrace the future.

This Technology Acceptable Use Policy ("AUP") contains terms, conditions and standards ("Standards") that foster our mission and goals. By using any technology, equipment, or resources of a School or the Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all Standards contained herein. This AUP is reviewed annually to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and contractually agree to abide by these Standards. Any student who violates this AUP or any applicable local, state, or federal law, is subject to disciplinary actions, including but not limited to a loss of technology privileges, potential legal liability to the School and/or Diocese, and potential legal prosecution at the discretion of local law enforcement.

As technologies continue to evolve, so will this document. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Schools will notify parents and students in writing should any changes in this AUP occur during the school year.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. School hardware, software, and technology services are provided for faith and academic purposes. All students using said technology shall be accountable for its use. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner, ensuring their actions are consistent with the School's Code of Conduct, which guides student behavior both on and off campus. Any potential or actual threat to the School, or the individuals contained within it, shall be viewed as a violation of this AUP and those individuals may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications ("apps"), collaborative tools, cell phone calls, voicemails, voice memos, digital cameras, text messaging, email, Voice over IP, chat rooms, message board posting, blog or article comments, and instant messaging.

Device Usage

For purposes of this AUP, the term "device" includes, without limitation, cellular telephones, smart phones, personal and School-owned/issued computers, laptops, tablets and similar devices.

Privacy

All electronic resources owned or issued ("owned/issued") by a School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The School retains the right to monitor any and all electronic resources, including personal devices as part of a "Bring Your Own Device Program" (BYOD).

Each School-owned/issued technology device/accounts and the information stored on it are property of the School and are subject to the policies set forth by School administration and are subject to supervision and inspection. The Diocese and each individual School reserves the right to monitor, access, retrieve, read, and disclose any and all messages, information, and files created, sent, posted from, and/or stored on any School-owned/issued device/account.

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.

General Computer and Internet Usage

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to storage, network communications, equipment, apps, and software.

Technology devices and resources usage is a privilege, not a right, which may be suspended, revoked or terminated in whole or in part and with or without notice by the School or Diocese, in its/their sole discretion, upon any actual or alleged violation of this AUP. By using such devices and resources, parents, and students are deemed to agree to the following terms:

- *Students shall not download or install software or third-party applications on any School-owned/issued device which may interfere with the educational process (e.g., games) or which change a device's system configuration without specific instruction from their teacher.*
- *Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including but not limited to, willfully introducing a computer virus, worm, or other harmful program.*
- *Use of a School's network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and, (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages, or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.*
- *Any student who receives a message suggesting harassment, racism, sexism or the contents of which include inappropriate language, images, and/or symbols must immediately report it to a teacher, counselor, or administrator.*
- *Any failure by a student to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will constitute misusing technology.*
- *If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.*
- *Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security concern, the student must notify administration immediately.*
- *The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers. If students run across such material, students must immediately report it to a teacher, counselor, or administrator.*
- *Students shall not capture or transmit any image, video, or audio of School employees. Photographing and/or recording (by audio and/or video) a teacher, staff member, student, or any other individual without permission of the subject is prohibited.*
- *Students will not provide their password(s) or access code(s) to, or share another student's password(s) or access code(s) with, any other student or nonstudent. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves.*
- *Students are responsible for all digital data, activity, and products on their School-owned/issued devices/accounts.*

- *Students shall observe all intellectual property laws and fair use guidelines (e.g., copyright, trademark, licensing and similar laws, rules and regulations). Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.*
- *Students will not communicate the address, phone number, or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher or administrator.*
- *While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices, such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable cellular data access on the School-owned/issued laptops.*
- *Content filtering alerts received by School personnel outside of normal school hours will be addressed the following school day.*
- *Student use of a Virtual Private Network (VPN) is prohibited at any time.*
- *The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to a School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.*
- *Deleting, examining, copying, or modifying files and/or data belonging or licensed to a School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.*
- *Purposeful or careless damage to School-owned/issued devices is prohibited. Each individual user will be responsible for any repair or replacement costs (at then-current rates, including associated taxes and third-party charges) and commercially reasonable administrative or replacement fees as set by the School. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.*
- *Students shall not dispose of any School-owned/issued device without the prior approval of the School. Any such disposal of a School-owned/issued device shall be conducted by the School or, if directed by the School, by the student in accordance with the School's directive. Prior to leaving School enrollment, if directed by the School, students must return all School-owned/issued devices.*
- *In the case of theft of a School-owned/issued device, parents are required to notify the School and file a police report within 24 hours of becoming aware of it. Misplaced/lost devices must be reported to School personnel immediately. If the device is not recovered, the student's parent/guardian is responsible for the replacement cost of the device.*

Email and Communication Use

Some Schools within the Diocese will issue to students password-protected logins for the network, School email, and other electronic communication resources. Not all Schools will provide this access.

For Schools which do have email accounts and other means of electronic communication for their students:

- *Written parental permission is required for a student to have the use of a School-issued email account.*

- *Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation and are within the scope authorized by School faculty.*
- *Students shall not change their given email usernames.*
- *All communications sent or received may reflect on the Diocese, School, and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion. No such communications shall be made for personal gain, to solicit others for activities unrelated to School-approved purposes, or in connection with political campaigns.*
- *All email communication between faculty, staff, coaches, and one or more students must be exchanged through the School-issued email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP and such users, upon request, shall contractually agree to abide by Standards set forth herein. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.*
 - *Faculty and Staff are required to use the School-issued email, FACTS, the Remind App, or a school telephone when communicating with parents.*
 - *Volunteer coaches and activity sponsors will use the Band App for all school-related communications.*
- *Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.*
- *Students are prohibited from attempting to access or using another student's email account.*
- *Students will not use network resources or internet access to broadcast messages via the School's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate images, and videos.*
- *The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access to the student's email account for routine maintenance and to retrieve School records. Such access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.*
- *School employees may share any information obtained in a search of a student's email account with law enforcement as deemed necessary by the School administration at their discretion.*
- *Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.*
- *Prior to leaving School enrollment, students shall return all School-issued email and user accounts. The School reserves the right to deactivate any such accounts at any time following unenrollment.*

Social Media

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 instigates 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.

Parents are asked to refrain from posting photos of students, in MBS uniforms, who are not their children on social media.

Cellular Devices

The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during School activities.

- *Communication devices are to be used in accordance with School policy and must not disrupt the educational environment.*
- *Students may use communication devices while on School campus and during School activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor, and only within the scope of such permission.*
- *The use of communication devices in an unacceptable manner in the School setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device for any purpose inside a restroom or locker room, use of a device on the School campus for cheating, cyber bullying, sexting, and taking inappropriate photos or videos.*
- *Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.*

MBS Cell Phone Policy

Students may bring cellphones to school. Cell phones are allowed after school hours for emergency purposes only. 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 into homeroom cell phone pockets during the day. Periodic **unannounced** backpack checks for cell phones will be done. If a cell phone is found, seen, heard, or used during school hours, the phone will be confiscated and remain at school for three school days – no exception. Phones confiscated on a Friday will be returned the following week. **Phones will be released to students at the end of the last day of confiscation.** Students who have their phones confiscated will receive a 6 pt. conduct grade deduction, per occurrence, at the end of the nine weeks which the phone was taken.

Personal Devices

Each School shall determine whether personal devices are permitted on its campus, including but not limited to Fitbits, Smart watches, or other wearable technology, tablets, computers, and cameras. To the extent so permitted by the School, such items will constitute a device for purposes of this AUP, and any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

Wearable Technology

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 Medical 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 noted 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.

Conflicts

Individuals subject to this AUP may also be subject to other School or Diocesan policies with respect to communications, the use of technology, or other matters covered by this AUP (each and "Other School Policy"). This AUP is not intended to modify any Other School Policy, nor should any Other School Policy be construed to modify any term, condition or provision of this AUP. In the event of a conflict between any term, condition or provision of this AUP and any term, condition or provision of any Other School Policy, the more restrictive user term, condition or provision shall apply.

Transportation

Carpool with staff supervision begins with at 7:20 in the morning. Except for scheduled activities, students are not allowed on campus prior to that time. Do not leave children unattended if a staff member is not present.

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. For any dismissal changes made after a student is at school, call the front office no later than 2:00 pm.

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. Students will be issued assigned seats by MBS. Students and parents will sign a transportation policy agreement including 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, heads, 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 school consequences as well as 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 7:45 am.
- Parents needing to drop off students after 7:20 am must do so through the carpool line.
- After 7:45 am, once assembly begins students will be marked as tardy. After assembly students must check in at the office.
- 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 from backing up onto 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. Buses will be unloading in designated areas outside of the carpool lane.
- Please note that an alternate carpool route (through Jefferson Place Subdivision) may be necessary, at times, during the school year. Parents will be notified when this is required.
- **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 2:50 pm and ends at 3:15 pm.
- No traffic should enter the front parking lot after 2:15 pm. Parents needing to pick up students must do so through the carpool line.
- After 3:15 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, the cost is \$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.

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 will be supervised as they leave campus in the afternoon. In the event of severe weather, students should 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 for the following year will be due in January when students re-enroll.**

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 school Bookkeeper or FACTS.

Withdrawals

Upon withdrawal, all fees owed are to be paid in full. Tuition paid is nonrefundable, but further withdrawals will discontinue. Records will not be transferred until all debts are cleared.

Delinquent Fees

Any account thirty (30) days or more past due is considered delinquent. A Financial Block will be applied to the FACTS account(s) that are past due and access to the student's grades will be temporarily disabled.

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. Exams, grades, report cards, and records can be withheld due to delinquent accounts. Families with delinquent accounts at the time of enrollment will not be allowed to register their student(s) for the coming school year or begin school until accounts are current.

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 and Out of Uniform Guidelines

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 in 6th through 8th grade
- Official navy MBS sweatshirt

Optional Winter Wear for ALL Students

Overcoats - An overcoat is a heavy outerwear jacket or coat that is thickly 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 under any circumstance.

Undershirts - 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°.

Excessive Heat Accommodation

Due to the excessive heat Louisiana experiences in August, regular uniforms may be worn (even on Mass Days) until September 30. Students are allowed to wear jumpers without a shirt and shorts on Mass days. Beginning October 1st, dress uniforms will be required for Mass.

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 flat, jersey knit white 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. These pants must be purchased from Inka's or School Time.

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. These shorts must be purchased from Inka's or School Time.

School approved under uniform shorts must be worn under dresses and skirts - MBS plaid or solid navy shorts.

Socks: ALL Students must wear socks that cover the ankle at all times. Socks must be solid white (with no logo) or MBS monogrammed. Socks should be visible at all times.

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.

Girls' Daily Uniform (Pre-K through 8th)

Pre-K and K – Uniform options are

- Smock dress with under bloomer. The finished hem must be to the top of the knee.
- Plaid walking short with elastic waist or uniform pants and school shirt.
- Pants and shorts may be button or elastic waist.
- Belts are not required.

1st through 4th - Uniform options are

- Jumper with or without the white oxford button down shirt. The finished hem must be to the top of the knee. Undershorts must be worn.
- Walking shorts worn with the banded flat jersey knit top and school shirt. The finished hem must be to the top of the knee.
- Official navy-blue uniform pants may be worn and school shirt.

5th through 8th - Uniform options are

- 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. **Under uniform shorts must be worn with skirts.**
- No shorts are allowed for 5th through 8th graders.
- Only the official navy-blue uniform pants may be worn and school shirt.

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.
- 5th through 8th 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.

Descriptions of Items

Shirt: Short-sleeve, flat jersey knit banded white shirts are required when worn with shorts, shirts, and skirts. 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.

Socks: ALL STUDENTS must wear socks that cover the ankle at all times. Socks must be solid white (with no logo) or MBS monogrammed. Socks should be visible at all times.

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

Shorts: Any under uniform short, mbs plaid or navy elastic waist short must be worn under the uniform jumper or skirt. They are to be of a length that is not visible, sitting or standing.

Tights: Cotton or nylon navy or white footed or footless tights may be worn with the official school jumper skirt, skirt, or shorts. Socks must be worn with tights, and skin must not be visible between the tights and shoe. Leggings are not acceptable.

Grooming For ALL Students

Boys' 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, designs of any shape, shaved sides, 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.

Girls' 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, for girls only - one pair of button-style or "huggie" style hoop earrings, one religious bracelet, and/or one religious necklace. Chokers and dangling or hoop earrings are not 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. Fake nails are not allowed.

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

Shoes:

Traditional athletic shoes must be worn. Shoes should have shoelaces that tie or Velcro closures. Pre-Kindergarten and Kindergarten students who cannot tie their shoes are asked to purchase shoes with Velcro closures. No high-tops, **three-quarter tops**, cleats, turf or deck shoes, sandals or mules, **light-up**, or wheeled shoes are allowed. Shoes should not cause any distraction to student learning. **Shoes that are considered a distraction are at the discretion of the teachers and administration.**

Free Dress Guidelines for all Students

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.

***Dresses:* Modest dresses that meet uniform length requirements are acceptable (to the top of the knee) and must have sleeves. Shorts should be worn under dresses**

Bottoms:

- o *Boys and Girls* - Properly fitting long jeans (no rips or frays), pants, official uniform bottoms, MBS sweatpants, MBS PE shorts, or shorts to the top of the knee
- o *Girls* - Capri-cut pants, uniform skirts, skorts, **leggings MAY NOT be worn for any alternative dress days.**

Shoes: Closed-toe shoes must be worn. **NO boots, sandals, flip-flops. 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. (MBS sweatpants may be purchased at official uniform vendors but are not required)

Class Spirit Shirt Colors

Pre-K: Seafoam

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.

6th through 8th Grade: The official MBS P.E. uniform must be purchased from the official uniform vendors.. 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.

Use of School Grounds

Use of school grounds without permission or after hours will be considered 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 complete the Facilities Request form found on the school website; to secure the location. Safe Environment Policies apply to all MBS Parish Ministries.

Visitors and Volunteers

All volunteers must sign in at the office and obtain a visitor's pass. Faculty and Staff 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, work in 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. All volunteers must be child protection certified (see pages 13-14) through the MBS Office of Child Protection.

Volunteers must refrain from taking photographs of students other than their own children while on campus.

August 7, 2024

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.

Globally, the Catholic Church is focusing on the Eucharistic Revival. To honor the Eucharistic Revival, Our theme this year is Jesus, I trust in You. Proverbs 3:5. 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 and a call to action within our school family so that all may have increased intimate spiritual moments and encounters with God the Father, Son, and Holy Spirit. We pledge this year to emphasize the wonder and joy of trusting in Jesus, always.

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 focus on the whole child by using 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 16, 2022. We are looking forward to a successful and rewarding school year!

Sincerely,
MBS Administration and Faculty

Discipline Plan

I have read the Conduct and Discipline information and discussed it with my child.

Student Name _____ Grade/HR Teacher _____

Parent Signature _____

The deadline for returning this signed form is Monday, August 12, 2024

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 30-37). 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.

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.

This agreement must be signed by both parents/legal guardians with whom the student resides. Middle school and elementary students must sign to acknowledge their adherence to the policies listed in the Most Blessed Sacrament Parent/Student Handbook.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Please initial on the line provided:

_____ I understand that my child has a School-issued email account that must be used for all school-related activities.

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

The deadline for returning this signed form is Monday, August 12, 2024

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 Monday, August 12, 2024