

Mater Dolorosa Catholic School PARENT AND STUDENT HANDBOOK 2022-2023



Rev. Rueben Dykes
Pastor

Melissa Capadona
Principal

509 Pine Street - P.O. Box 380
Independence, LA 70443
Phone (985) 878-4295
Fax (985) 878-4888

Mater Dolorosa Catholic School admits male and female students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Mater Dolorosa School does not discriminate on any national or ethnic basis in administration of the school's education policies, scholarship and financial aid programs, athletics, or any other school-administered program.

Mater Dolorosa Catholic School is an Equal Opportunity employer.

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Table of Contents

- 1.0 INTRODUCTION
 - 1.1 SCHOOL MOTTO
 - 1.2 MISSION STATEMENT
 - 1.3 STATEMENT OF PHILOSOPHY
 - 1.4 VISION STATEMENT
 - 1.5 ACCREDITATION
- 2.0 ADMISSIONS/REGISTRATION
 - 2.1 Age Requirements
 - 1.2 Registration
 - 1.3 Document Requirements
 - 1.4 Probationary Periods
 - 1.5 Custodial Notices
- 3.0 COMMUNICATION
 - 3.1 Parent/ Teacher Conferences
 - 3.2 Change of Contact Information
 - 3.3 Important Information
 - 3.4 Home and School Association/Dads' Club
- 4.0 STUDENT HEALTH
 - 4.1 Communicable Disease Control
 - 4.2 Medication Policy
 - 4.3 Emergency Information
 - 4.4 Campus Security
 - 4.5 Food & Nutrition
- 5.0 SCHOOL FINANCES
 - 5.1 Fees/Financing
 - 5.2 Withdrawals
 - 5.3 Tuition Requirements
 - 5.4 Tuition Assistance
 - 5.5 Service Hours for Student Families
- 6.0 ATTENDANCE
 - 6.1 School Hours
 - 6.2 Arrival

- 6.3 Drop-Off
- 6.4 Breakfast
- 6.5 Morning Assembly
- 6.6 Dismissal
- 7.0 TARDY/ABSENTEEISM
 - 7.1 Tardiness
 - 7.2 Absenteeism
 - 7.3 Call-Ins
 - 7.4 Make-up Work for Absent Students
 - 7.5 Checkout Procedures
 - 7.6 Attendance & Eligibility for Extra Curricular Activities
- 8.0 ACADEMICS
 - 8.1 Grading System/Promotional Policy
 - 8.2 Academic Grading Code
 - 8.3 Conduct/Physical Education/Computer Grading Code
 - 8.4 Promotion
 - 8.5 Progress Reports / Report Cards
 - 8.6 Graduation
 - 8.6.A Pre-Kindergarten and Kindergarten
 - 8.6.B Eight Grade
 - 8.7 Honor Roll
 - 8.8 Title I Funding
 - 8.9 Homework
- 9.0 CHRISTIAN BEHAVIOR (DISCIPLINE)
 - 9.1 Discipline Philosophy
 - 9.2 Discipline Goal
 - 9.3 General Student Expectations
 - 9.4 Parent Responsibility
 - 9.5 Discipline Procedures
 - 9.6 MDS's School Wide Rules
 - 9.7 Discipline Guidelines
 - 9.7.A Uniform Violations
 - 9.7.B Cell Phone

- 9.7.C Public Display of Affection (PDA)
- 9.7.D Conduct Record Keeping
- 9.7.E Infractions
- 9.7.F Detentions
- 9.7.G Suspension/Expulsion
- 9.7.H Plagiarism
- 9.7.I Electronic Devices
- 9.7.J Communication Through Social Media
- 9.7.K Harassment/Hazing/Bullying
- 9.7.L Violence and/or Threats of Violence
- 9.7.M Weapon Possession
- 9.7.N Consequences
- 9.7.O Probation- Mater Dolorosa Catholic School
- 9.7.P Search and Seizure
- 9.7.Q Diocesan Substance Abuse Policy
- 9.7.R Tobacco and Smokeless Tobacco
- 9.7.S Alcohol
- 9.7.T Prescription or Over-the-Counter Drugs
- 9.7.U Illegal Drugs
- 9.7.V Drug Paraphernalia and Look-alike and/or Imitation Products
- 9.7.W Drug Testing

10.0 CHILD PROTECTION

- 10.1 Volunteers and Chaperones
- 10.2 Diocesan Child Protection Policies
- 10.3 School Visitors
- 10.4 Field Trips/School Activities
- 10.5 Property Damage
- 10.6 Asbestos Notification
- 10.7 Pest Control

11.0 MATER DOLOROSA DRESS CODE

- 11.1 Girls Formal Uniforms
- 11.2 Make-up and Jewelry
- 11.3 Boys Formal Uniforms

- 11.4 Socks and Shoes
- 11.5 Hair
- 11.6 Outerwear/Cold Weather Wear

1.0 INTRODUCTION

The administration, faculty, and staff of Mater Dolorosa Catholic School strive to educate the whole child, enabling them with the tools to be healthy individuals, equipped with a solid education and important life skills that are embedded with Catholic morals to help each child reach their fullest potential. By providing quality academic education, we endeavor to prepare students for future study and to provide them with a foundation of skills and knowledge needed for a successful life. We are committed to the goal of instilling strong Christian values and a personal relationship with Christ in our students. We strive to provide a school culture where the love for God and others is emphasized.

Mater Dolorosa Catholic School has a deep history of quality Catholic education. We are truly grateful to the Dominican Sisters who founded the school in 1921. It is through the efforts of the Dominican Sisters and the efforts of our community that our school exists and is thriving today.

Catholic education is the responsibility of many people. Continuous collaboration with the Church, parents, students, and community stakeholders will ensure Mater Dolorosa Catholic School remains the center of Catholic education in the community for another 100 years.

1.1 SCHOOL MOTTO

Enter to learn...Exit to serve God

1.2 MISSION STATEMENT

The mission of Mater Dolorosa Catholic School is to teach morals and values of the Catholic faith, instill strong leadership qualities, and promote academic growth and excellence.

1.3 STATEMENT OF PHILOSOPHY

Mater Dolorosa Catholic School works to promote a learning environment rich in spiritual awareness and academic excellence to educate the whole child. The importance of love for one another and the power of prayer is instilled in each student. We foster

wholesome friendships, practice discipline, reach out to those in need, and extend kindness and respect for people and property. Each student will be provided with a challenging education that incorporates appreciation and respect for God and all His blessings. Mater Dolorosa Catholic School educates students to be responsible and self-reliant individuals. Our school prepares students academically and spiritually to live a successful life in the eyes of God, exhibiting their love for Him and all others.

1.4 VISION STATEMENT

At Mater Dolorosa Catholic School, we transform the world through witness formed through a robust academic foundation and daily character intertwined with the teachings of the Catholic Church that exhibit a deep faith and desire to serve

1.5 ACCREDITATION

Mater Dolorosa Catholic School is accredited by the Southern Association of Colleges and Schools Improvement, a member of the National Catholic Education Association (NCEA), as well as a parochial school within the Diocese of Baton Rouge. The school adheres to all policies and procedures contained in the Administrative Manual of the Diocese of Baton Rouge which is available for review at the school office. The Principal is the final recourse and reserves the right to revise this handbook with the approval of the Pastor. Once a revision is approved, the parents will be given prompt notice. The school's curriculum is prescribed by the Office of Education for the Diocese of Baton Rouge and is in accordance with the state regulations. Mater Dolorosa Catholic School strives for academic excellence at all levels with continuous curriculum modifications and updates of teaching methods to meet the needs of our changing times.

2.0 **ADMISSIONS AND REGISTRATION**

2.1 **Age Requirements**

- A child must be **two (2) years of age on or before September 30th** of the current year in order to be eligible for Pre-K 2.
- A child must be **three (3) years of age on or before September 30th** of the current year in order to be eligible for Pre-K 3.
- A child must be **four (4) years of age on or before September 30th** of the current year in order to be eligible for Pre-Kindergarten.
- A child must be **five (5) years of age on or before September 30th** of the current year in order to be eligible for Kindergarten.
- A child must be **six (6) years of age on or before September 30th** of the current year in order to be eligible for 1st grade.

2.2 **Registration**

Pre-registration papers are sent home in early February to determine enrollment for the following year. All current students are considered eligible for continued enrollment, unless/until their parents have been notified in writing. **All finances from previous years must be paid in full.**

All of the following must be completed before a student is considered registered:

- Payment of Registration/Enrollment fee of \$350.00. Registration fee is Non-refundable.
- Official transcript of previous schoolwork on file in school office
- Copies of birth certificate, baptismal certificate, and social security card on file in school office
- A current immunization record on file in school office

The Registration fee will be refunded to any new child not accepted into the school for the next school year less a \$50 processing fee. The registration fee is non-refundable if the student is accepted into the school and the parents wish to withdraw them. **Current students, whose fees are not paid by the end of registration, will be dropped from the rolls.**

2.3 **Documents Requirements**

Copies of the following certificates are required for entry into all grades and must be presented at the time of registration.

- Birth Certificate
- Baptismal Certificate (Catholic only)
- Immunization Records (see Health Records)
- Social Security Card
- Report Card (if applicable)

- Divorced or separated parents must supply a court certified copy of the custody section of the divorce or separation decree to the school office.
- Any additional pertinent records

****If any of the above is missing at the time of registration, the registration will be considered incomplete and will not be accepted.**

2.4 Probationary Periods

All new students are accepted on a probationary basis. A new student is on academic and behavioral probation for the first year of his/her attendance. Any current student placed on probation will remain as such for a 90-day period. At the end of the probation, the student's records may be reviewed for academic or disciplinary reasons. Any student who may be refused admission, for reasons other than lack of available space, may appeal the principal's decision to the Pastor of Mater Dolorosa School.

2.5 Custodial Notice

It is the responsibility of the custodial parent/guardian to provide the school with a copy of the custody section of the divorce decree or other pertinent guardianship documentation. This school abides by the provisions of the Buckley Amendment with respect to the rights of the parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.

3.0 COMMUNICATION

Parent Cooperation Statement

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

Mater Dolorosa Catholic School anticipates that parents are concerned, cooperative, and supportive in dealing with any behavioral problems that may arise, and it expects that this cooperation is made apparent to the student. Students/parents/guardians are to respect authority, which includes adherence to school rules, regulations, procedures, and Christian principles. These principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of Mater Dolorosa Catholic School.
2. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, negative, or divisive. Parents who continually behave in this manner will be asked to withdraw their child/children from the school. (This includes social media)
3. Mater Dolorosa Catholic School respects the confidentiality of parents and students. In accordance, information can only be given to the parent of the student receiving the consequence.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parents or guardians may result in the student's removal from the school.

3.1 Parent/ Teacher Conferences

Teachers may request conferences as needed. Parent/teacher conferences allow parents and teachers to discuss student progress. Appointments may be scheduled through the school office at least one day in advance or in a written request to the teacher in a sealed envelope or by email. You must first schedule a parent/teacher conference to discuss concerns. Teacher conferences are only scheduled during the teachers planning period and this period varies from teacher to teacher. Should it become necessary after first conferencing with the teacher, the administration is available for scheduled appointments for further discussion. The teachers definitely want to be in communication with parents regarding their concerns. Teachers are encouraged to check their email during their planning period (different times for different teachers). In order to protect their family life, the teachers are not required to check their email in the evening. However, if you do not get a response in 48 hours, you are welcome to contact the office. No teacher is expected to have an unscheduled conference.

Mater Dolorosa Catholic School is in charge of the conference and who is allowed to attend

3.2 Change of Contact Information

Anytime contact information should need to be changed or updated for school records or RenWeb, the parent or guardian must fill out a “change of contact information form” and submit it to the office. It is the sole responsibility of the parent or guardian to update the office of any changes to phone numbers, email addresses, or mailing addresses of the parent or guardian of the student.

3.3 IMPORTANT INFORMATION

- All messages delivered to the students will be performed by the school front office no later than 2:00 PM
- Students may use the phone only for an emergency.
- All clothing and articles must be labeled with the child’s name.
- Students are responsible for books issued to them. All hard covered books must be covered with fabric/stretch covers at all times.
- Each student must have a backpack. (No Rolling Backpacks)
- Invitations to any social activity are not to be passed out in school unless the entire class or all girls/all boys are to receive an invitation.
- Students may not ride another bus according to Tangipahoa Parish Guidelines (No exceptions).
- A note must be provided if a student is riding (carpool or walkers) home with someone other than designated parent/guardian.
- Through enrollment in the school, parent’s are deemed to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.

Mater Dolorosa Catholic School (“School”) will follow the ongoing guidance of the U.S. Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding health-care issues generally and particularly with respect to the Covid-19 virus and schools. All members of the

School community (including without limitation, faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LHD guidelines, policies, and procedures at all times when they are physically present of the School’s campus or participating in a School-related activity.

3.4 Home & School Association/Dad's Club

These associations work solely for the benefit of Mater Dolorosa Catholic School. Meetings are generally scheduled on a monthly basis, from September to May. Additional meetings may be called in addition to regular meetings as deemed necessary.

4.0 STUDENT HEALTH

4.1 Communicable Disease Control

The Louisiana Department of Education will work cooperatively with the Louisiana Department of Health and Human Resources for the prevention, control, and containment of communicable diseases. Students are expected to comply with the required immunization schedule. After parental notification that a student's immunization is not up to date, the principal, under Revised Statute 17:170, is required to exclude a student from school until evidence has been presented that the required immunization program is in progress.

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

The **minimum immunization requirements** for each child to remain in school are:

- 4 DTP (Diphtheria, tetanus, pertussis combined)
- 3 Oral Polio (last dose must be administered on or after 4th birthday)
- 2 MMR doses (1 at 15 months; 1 after the 4th birthday)
- 1 Rubella (German Measles)
- The last DTP and Polio must have been given AFTER THE 4TH BIRTHDAY
- HEB (3 shot series) for all new students
- HIB flu
- 1 Varicella vaccine (Chicken Pox)

A student shall provide satisfactory evidence of current immunization against meningococcal disease and any other age-appropriate vaccine as a condition of entry into sixth grade. Any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunization against meningococcal disease and any other age-appropriate vaccine as a condition of entry into that grade (pursuant Acts 152 and 342, Louisiana State Legislature).

Students who are ill should be kept home. Students with communicable health problems, such as head lice, will be sent home. If a student is excluded from classes because of head lice, a note from a doctor or the health unit must be presented to the school office before the child may enter class. It is the

responsibility of the parent to notify the school in the event that the student has contracted a communicable disease. This includes notification if the child has lice. Mater Dolorosa Catholic School has a “no nit” policy. If nits are discovered before or after a child has been treated, they will be sent home and must return with a doctor’s note and be nit free.

4.2 Medication Policy

Students are not allowed to have medications in their possession on the school grounds. The teachers and administrative staff will confiscate the medication and contact the parent. Short term prescription medications, such as antibiotics, are not given to students by the school staff. Nonprescription drugs (Ibuprofen, Tylenol, eye drops, contact solution, cough drops, etc.) may be given by school staff with written permission by a parent/guardian with specific instructions.

Long-term medications that can be administered by the school staff are:

- Medication for behavior modification (e.g., Ritalin)
- Insect sting allergy
- Anticonvulsive medication (e.g., Dilantin, Phenobarbital)
- Medications for asthmatic conditions

Children who are required to take daily medications must have the MDCS Medication Consent Form completed by the child’s attending Physician and returned to the office. A copy of the consent form can be picked up in the school office. The following procedures must also be followed:

- Medications must be clearly labeled. Unlabeled medicine cannot be dispensed.
- The parent or guardian must bring the medication to the school office in the container in which it was originally packaged. The label must have the name of the student, name of the medication, dosage, and the specific time it is to be administered.
- To circumvent potential abuse, the medications will be kept in the school office under lock and key in a secure, central location.
- All necessary paperwork must be obtained, completed and returned to the school office before this service is provided.

4.3 Emergency Information

Crisis Plan

In the event of a school crisis, Mater Dolorosa Catholic School will cooperate with civil authorities. Parents will be called. For the safety of everyone, do not come to the school. Wait for a phone call.

Emergency Dismissal

Mater Dolorosa Catholic School will follow the same directive in regard to inclement weather or other emergencies as Tangipahoa Parish Public Schools. Therefore, adhere to email blasts and parent broadcasts concerning school closings. In case of emergency dismissal (ex. inclement weather), parents or authorized persons are requested to come to the school to pick up their children. If buses are running, students that normally ride the bus home will be released to their assigned bus. Students will be held in designated areas until a parent or authorized person arrives.

Injury

If any student is injured, it is required that the incident is reported immediately to the Main Office, the situation recorded on an accident report by the supervising teacher/advisor/coach and Parents will be notified of an accident as soon as possible.

Volunteerism/Safe Environment

A directive from the Bishop mandates that all volunteers whose position or duties place them in ongoing, unsupervised contact with minors have complied with the Safe Environment requirements. It is the responsibility of all volunteers, whose work in the school or church involves ongoing, unsupervised contact with minors, including field trips/experiences, to comply fully with the Safe Environment requirements. All volunteers will be required to:

- Complete the EAPPS application.
- Complete the Acknowledgement of the Code of Ethics and Behavior for Adults who Minister with Children in the Diocese of Baton Rouge.
- Complete a background check and fingerprints (two sets of fingerprints are required for processing).
- Complete the Recognizing Child Abuse training module for adults.

4.4 Campus Security

One of the primary responsibilities of the school is to provide our students and staff with a safe, secure environment. To help keep the premises safe and secure, the following practices will be observed:

- All visitors to campus must first report to the main office ONLY, sign-in, and receive a visitors sticker to continue only to the approved designated area. Visitors also must sign-out when leaving campus.
- Doors to the exterior grounds/parking lot are to remain closed and locked at all times.
- Please note that students and faculty are not to allow any visitor in ANY door besides the main office entrance. Please do not expect or ask anyone to make an exception.

- All personnel should consider it their responsibility to approach individuals whom they do not know and/or do not have a visitor's badge.

If it becomes necessary to lock down the campus, the following procedures will be in effect:

- a verbal command via the intercom system will signal a lockdown
- teachers stationed in rooms will close all blinds and classrooms
- all offices will be locked • ALL EXTERIOR DOORS ARE LOCKED.
- students and staff are to remain in the buildings until clearance to end the lockdown is given by the Leadership

Lockdown Procedures are used for civil unrest or any kind and/or other appropriate emergencies. Several "mock lock-downs" will be practiced throughout the school year so we will be fully prepared in the event it is needed in a real situation. Parents will be notified before the "mock lock-downs" occur.

4.5 Food and Nutrition

Mater Dolorosa School Cafeteria Staff provide nutritious, well-balanced meals daily. A computer-based program is utilized in the cafeteria. Each child is issued an account number. This account is a prepaid debit account, not a charge account. Lunch must be paid for in advance. The School Food Service of the Diocese of Baton Rouge regulates the menus and serving portions. Juices, extra milk, ice cream, and slushes are available for an extra fee. Pre-K, Kindergarten and First grade students will be encouraged to bring healthy snacks in the classroom for mid-morning snack time. Only water, athletic drinks, and juice capri suns are allowed. Drinks with high sugar contents are highly discouraged.

No peanut products are allowed for either lunchroom meals or mid-day snack breaks. If students bring a snack that contains a peanut product, they will not be allowed to consume it. This includes, but is not limited to, peanut butter and jelly

sandwiches, Zapp's Potato Chips, Ritz Peanut Butter Snack Crackers, and Granola Snacks. You are encouraged to check labels carefully for peanuts as a main ingredient.

5.0 SCHOOL FINANCES

5.1 Fees/Financing

Parents will have the option of paying in full or paying monthly with Gulf Coast Bank or FACTS.

REGISTRATION/ENROLLMENT FEE MUST BE PAID IN FULL WHEN SUBMITTING REGISTRATION PACKET.

Gulf Coast Bank or FACTS will notify parents if tuition loan payment is delinquent more than 30 DAYS. **Any payments past due more than 40 days will result in a student being unable to attend class or any activity until all payments, late fees, etc. are paid current.** All payments of tuition, registration, student fees, lunch fees, and other fees for the current session must be up-to-date in order for a student's application to be accepted for the next academic year.

IF A PARENT/GUARDIAN OWES A BALANCE FROM THE PREVIOUS SCHOOL YEAR, THE PARENT/GUARDIAN WILL NOT BE ALLOWED TO REGISTER HIS/HER CHILD OR CHILDREN.

5.2 Withdrawal

Students who withdraw before August 31 will be refunded 90% of the original tuition amount paid. Any student who withdraws from school between September 1 and December 5 will be charged for the days of school attended. A \$35.00 fee will be charged for any NSF checks to the school.

5.3 Tuition Requirements for State/City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

5.4 Tuition Assistance

Being awarded tuition assistance is not a guarantee. Parents must apply and submit all paperwork to obtain "Verified" status through FACTS. FACTS will notify MDCS the amount of the grant and the amount the parent will still be responsible to pay. FACTS is a division of Nelnet, Inc. ALL decisions on who qualifies and for how much are made by the corporation. The school has no control with the decisions made for this grant.

5.5 Service Hours for Student Families

All families of registered students of Mater Dolorosa Catholic School are required to commit to 10 service hours per family.

These service hours must be performed at fundraising events of the school (Fall fest, steak dinner, spaghetti/T-shirt booth, sports: gate/concessions, building maintenance functions, field day, school clean-up work days) (Any volunteer during school hours/functions will have to have completed the “safe school” protocol.

Parents also have the option to purchase their 10 hour requirement for a monetary vocation of \$350.

- Please see the front office in regards to purchasing your 10 service hours.
- Both parents, or friends, relatives and siblings not attending Mater Dolorosa Catholic School may serve to achieve the 10 service hours.
- Administration and recording of the service hours will be performed by the school administrative assistant and/or the principal.
- Sign-in sheets will be available at each function.
- It is the responsibility of the worker to sign-in and out at each function.
- Failure to do either will void service for the function.

6.0 ATTENDANCE

6.1 SCHOOL HOURS

7:35 AM – 2:40 PM

6.2 Arrival

Students may arrive on campus between **7:10-7:35 A.M.**

6.3 Drop-Off

Drop off will be in front of the gym, turning right from W. Wilson Street. Parents, who drop off their children by car, are asked to follow the carpool line on Wilson Street. **Students are to exit the car on the passenger side.** Students must unload in the designated area where school personnel provide supervision. We ask that you have your children ready to unload so that the line continues smoothly. Students may not get out of the car with food and/or drink. **Avoid passing other cars in line.** The children’s safety is most important to us. Please stay as far right as possible to allow enough room for buses to pass from the opposite direction.

6.4 Breakfast

Breakfast will be served from **7:10-7:25 AM** for all students eating a hot breakfast. All students eating a hot breakfast must turn left onto School Street from W. Wilson Street and will be able to do so until 7:25 a.m. only. Breakfast will not be served after 7:25 A.M. Early Childhood Students (PK 2/3, PK4, and

KINDERGARTEN ONLY) are ONLY to be dropped off in front of the cafeteria on School Street.

6.5 Morning Assembly

Morning assembly begins PROMPTLY at 7:38 AM in the gym. Gates will close promptly at 7:35 AM to ensure that all students will be ready for Morning Prayer and to launch the school day with announcements.

6.6 Dismissal

All students, bus riders and vehicle riders are dismissed at 2:40 PM. It is important that everyone follow the following dismissal procedures:

1. Dismissal changes may not be made after 2:00 PM.
2. Messages will not be delivered to students after 2:00 PM unless it is a dire emergency.
3. All vehicle riders must be picked up in the carpool line located between the cafeteria and baseball field.
4. No child will be allowed to be picked up from the carpool line without the Mater Dolorosa Catholic School identification card exposed on the front windshield of the vehicle. **If the driver does not have a Mater Dolorosa Catholic School identification card, the driver will be asked to retrieve the student from Aftercare beginning at 3:00 PM or come to the main office and with proper identification, may purchase a new tag.**
5. If a student is going home with another family, a note from the parent and a copy of the family member's driver's license must be presented to the office staff on the day of before 2:00 PM or before the day of the scheduled home visit.
6. Students are not allowed to walk to a parked car unsupervised.
7. Students will be sent to after care at 3:00 PM. Parents will be required to register for after care through FACTS and pay a one-time registration fee of \$25 for students who attend one or more minutes during the school year. Daily applicable fees will be charged per the *After Care Handbook*.

7.0 TARDY/ABSENTEEISM

The mission of Mater Dolorosa Catholic School is to instill a desire of lifelong learning. Incumbent upon this expectation, students are expected to follow the Mater Dolorosa Catholic School Policy on school tardiness and absenteeism.

1. A student entering school after 7:35 a.m. is considered tardy and MUST be escorted to the office to sign them in .
2. A student entering after 9:30 a.m. is marked as a half-day absent.
3. A student checked out for less than 3.5 hours is considered a half-day absent.
4. A student checked out for more than 3.5 hours is considered absent for the day.

7.1 Tardy

1. The only excused tardy will be for bereavement and/or medical appointments.
2. A note explaining the tardiness must be presented to the receptionist upon check in on the day of the tardy.

The number of tardies and absences will be **cumulative for the year.**

1. Three tardies are equal to one absence.
2. After the **third tardy** in a semester, a notification will be sent home to inform parents.
3. After the **fifth tardy** in a semester, the administration will meet with the parents to discuss reasons and solutions for tardiness/absenteeism. If the situation is not resolved, it could result in the student's inability to return to Mater Dolorosa Catholic School.
4. Fifteen or more absences in a school year may result in retention and/or the inability of the student to return to Mater Dolorosa Catholic School.
5. The Diocese of Baton Rouge allows only 15 days of absence for the entire school year.

7.2 Absenteeism

1. The only excused absences are for bereavement, or medical illness.
2. A note explaining the absence must be presented to the homeroom teacher on the day the student returns.
3. If a child is absent two or more consecutive days, a note from a physician on original letterhead must be presented to the teacher upon the child's return to school.
4. Families are highly encouraged to take vacations during school holidays so as not to disrupt the instructional environment. Any school days missed due to vacations will be counted as absences.

7.3 Call-Ins

Whenever a student is absent for any reason, the student's parents are required to either call or email the school office between 7:30 a.m. and 8:30 a.m. to inform the school's administrative assistant that your child will not be attending school. You shall also be prepared to give the reason why your child will be absent for the day. The school phone number is (985) 878-4295. Mrs. Lemane's email address is kleman@md eagles.org.

For a child to receive a perfect attendance award, the child may not have any tardies or check outs, even if they are excused.

7.4 Makeup Work for Absent Students

The student is responsible for keeping up with all schoolwork during any absence, including suspension. Teachers will be actively monitoring the progress of work performed by students who are absent and will be available during office hours by telephone or online means. It is the **responsibility of the student (or parent)** to initiate contact with his/her teacher(s) regarding requirements to make up work. This contact shall be made the day the student returns to class after an absence. If a student is ill, parents should email the teacher after calling the office to inform the secretary that your child will be absent and to request books and assignments. Assignments may be picked up in the school office the next day after the teacher has been notified. Students are given the amount of time that they were absent to complete all missed work (excused absences only). **Students and/or parents who do not coordinate with their teachers to make up missed assignments and tests will be given a grade of “F” for the missed assignments at the end of the nine weeks.** Teachers are only required to administer summative tests for students that have been absent. If a student is absent in the last few days of a quarter, it is likely that they would not be able to make up any missed work due to deadlines for grades being entered into the system. Students with unexcused absences are expected to make up work/tests immediately upon return. Students have 3 days upon return to complete the assignment, or receive an “F”.

****Parents are required to send a note with the child on the day the student returns to school. If a note does not accompany the student upon his/her return, the student will receive a zero for assignments, excluding summative assessments.**

7.5 Checkout Procedures

When it is necessary for a child to be checked out during the day before the official end of the day, this procedure shall be followed:

1. Parents must write a note to the office. This note must specify the time the parent intends to pick up the child. It is the parents' responsibility to arrive at the school in enough time to allow the child to gather their belongings and get to the office on time.
2. The student must give the note to the teacher during the morning homeroom period. The teacher will send the note to the office from the homeroom class.
3. The office will grant permission for early dismissal. Please do not abuse this privilege.

4. Parents must come to the office and sign their child out before a student may leave the campus. **Students will be dismissed only from the office.**
5. Students will not be called to the office until the parent has arrived.

Students may not be checked out after 2:00 p.m. This is a safety concern with buses and cars and causes undue confusion at the end of the day in the carpool areas, office area, and in the classroom of the student concerned. If a parent arrives after 2:00 p.m., they must get into the carpool line.

Any student checked out of school between 9:30 a.m. and 2:00 p.m. is considered half-day absent. Any student checked out of school before 9:30 a.m. is considered a full day absent. If a student checks in and then checks out for any length of time, the student is marked half-day unexcused absent without a note.

To receive credit for courses completed, students in Catholic Schools in the Diocese of Baton Rouge will satisfy minimum attendance requirements as specified in Nonpublic Bulletin 741, Louisiana Handbook for Nonpublic School Administrators.

Daily schedules and school-year calendars are established by principals before the school year begins. Instructional minutes, as defined in Nonpublic Bulletin 741, must be calculated to ensure adherence to the minimum requirement contained in that bulletin. Partial instructional days may be combined to fulfill the state's requirement for minimum minutes of instruction as well as the 178-day requirement of the diocese. In addition, elementary/middle school students cannot be absent more than 15 days to receive credit for the year.

As indicated in Nonpublic Bulletin 741, principals have discretion in the cases of extenuating circumstances regarding absences and the awarding of credit. Principals must consult with the Catholic Schools Office Superintendent on any exceptional cases before granting credit to students who have missed an excessive number of school days.

7.6 Attendance and Eligibility for Extracurricular Activities

A full day or half-day absence from school will render a student ineligible for any school activity that day unless a medical excuse is provided or in case of bereavement.

8.0 **ACADEMICS**

8.1 **Grading System/Promotional Policy**

RenWeb is a software program used by the administration, faculty, and staff. Parents can access this program to view student's grades online. The parents will be issued a login and password for their protection. Teachers will attempt to post grades in a timely manner. However, some tests (essay, reports, papers, projects, etc.) may take longer to grade. Teachers employ various forms of tests, measurements, and observations to assess students' understanding of subjects taught.

8.2 **Academic Grading Code:**

A	100-93	Outstanding achievement
B	92-85	Above Average Achievement
C	84-75	Average achievement
D	74-67	Below average achievement
F	66- 0	Unsatisfactory achievement

8.3 **Conduct/PE/Computer Grading Code:**

S Satisfactory

- Accepts responsibility for tasks assigned.
- Accepts guidance and instruction given by authority figures
- Has a positive attitude and is ready and prepared for instruction
- No behavior referrals.

NI Needs Improvement

- Does not invest the time necessary to be prepared or does not apply him/herself to do assigned tasks.
- Does not display an attitude to do one's best in class.
- Has received behavior referrals or letters from the teacher or principal regarding behavior.

U Unsatisfactory

- Accepts little or no responsibility for his/her behavior.
- Does not willingly accept guidance or listen to authority.
- Displays a playful attitude and is not ready to work.
- Has received behavior referrals or letters from the teacher or principal regarding behavior.

8.4 Promotion

The final decision regarding a student's promotion and/or class placement within a grade rests with the school for Pre-K - 8th grades. In order for the student to pass a subject, he/she must have a minimum of four quality points for the year, with a minimum of 2 points earned during the last two nine weeks periods.

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points

The following are the promotional policies for Mater Dolorosa Catholic School:

Grade:	Subjects:	Condition:
1st - 4th	Religion, Reading, Math, English, Science, Social Studies	If a student fails reading or math, he/she will be retained. If a student fails any two subjects, he/she will be retained. If a student fails only one subject (other than reading and math), he/she must attend 40 hours of tutoring by a certified teacher who is not a family member and pass a Mater Dolorosa Catholic School cumulative assessment with at least a D in order to be promoted.
5th - 8th	Religion, Reading, Math, English, Science, Social Studies	If a student fails any two subjects, he/she will be retained. A student with zero quality points in Reading or Math will automatically be retained. If a student fails only one subject, he/she must attend 40 hours of tutoring by a teacher certified in the subject area and who is not a family member. Mater Dolorosa Catholic School will test to determine appropriate grade placement.

Regardless of grade level, students who fail for the second time are not eligible to submit summer school tutoring hours and take an exit test for possible readiness.

8.5 Progress Reports and Report Cards

Parents can monitor a student's grades in RenWeb at any time throughout the school year. Mid-quarter progress reports are issued to inform parents of the student's progress. Report cards are distributed to the students at the end of every quarter (9 weeks). PK4 and Kindergarten report cards are standards-based. They will be distributed twice yearly. PK2 and PK3 students will not receive report cards, as it is not age appropriate.

8.6 GRADUATION

8.6.A Pre Kindergarten and Kindergarten

Pre-K and Kindergarten classes have a short program in the gym, presentation of diplomas and/or certificates, and refreshments for all attending. **All financial obligations must be paid before a student is allowed to participate.**

Students in Kindergarten will purchase and wear a cap and gown for the closing ceremony song. This will be purchased through the school. In addition, a graduation fee of \$25 per PK2, 3, 4, and Kindergarten students will be required from each family to offset the cost of decorations, costumes, trophies, parent gifts, and refreshments.

8.6.B Eighth Grade

Eighth grade students graduate in caps and gowns purchased through the school. The ceremony includes Mass and presentation of diplomas and awards. This is a mandatory obligation no matter what your religious denomination may be. Students are to dress appropriately for the occasion. **All financial obligations must be paid and all school classes passed before a student receives his/her cap and gown and is given permission to participate in graduation activities.**

8.7 HONOR ROLL

Principal's Honor Roll

1. All grades between 93.0 to 100 (A)
2. All "S's" in conduct (with no Suspensions)
3. All "S's" in non-graded subjects

A/B Honor Roll

1. All grades between 85.0 (B) or higher
2. All "S's" in conduct (**with no "Nl's", "U's" or Suspensions**)

8.8 Title I Funding

Mater Dolorosa Catholic School receives Title I funding. Students are deemed eligible for Title I services through curriculum-based assessment and testing through standardized test scores in reading and math. Kindergarten through 2nd grade eligibility will be determined from DIBELS Next results at the beginning and middle of the school year. 3rd through 8th grade students are eligible based on standardized test scores. These services are provided during school hours and are for Title I students only. Information concerning student's academic needs will be released to this agency.

8.9 Homework

HOMEWORK IS IMPORTANT! It is an extension of the learning that takes place in school. All assignments are to be completed and turned in on time. Work must be completed neatly. It is the student's responsibility for making up homework due to absences or tardies. Sports activities do not excuse assignments. Assignments are to be written in the school homework assignment pad and are also posted in Google Classroom.

Mater Dolorosa Catholic School will provide all students with access to Google Classroom for the purpose of completing all assignments while not at school. The school will provide a username and password to each student, and it is the responsibility of each student and parent to safeguard this information. Parents are able to log into Google Classroom with the student's login to monitor the child's assignments and work completed. Failure to complete/turn in homework assignments may negatively impact a student's grade. All grades will be posted on RenWeb.

9.0 CHRISTIAN BEHAVIOR (DISCIPLINE)

9.1 Discipline Philosophy

Discipline is the basis to good conduct and respecting the rights of others, and it is essential to learning. As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, impairs or threatens to impair the reputation of the Church and its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

It is the student's responsibility to comply with the diocesan and school rules/regulations. It is the administration's responsibility to hold every student accountable for misbehavior inside of school, outside of school (as it affects the culture of the school), on the playground, and on the bus to and from school. School personnel act on the legal doctrine of "in loco parentis" and maintain the right to interview students **without** their parents being present.

9.2 Discipline Goal

The goal of discipline is a development of inner self-control and understanding of self, **as well as**, Christian responsibilities to others. Outward controlled behavior is designed to develop within the students responsibility for his/her actions, and at the same time maintain the desired degree of order in the classroom, on the school grounds, and at school-sponsored events.

9.3 General Student Expectations

1. Always address faculty and staff members with appropriate respect, using titles proper to their positions (Father, Coach, Mr., Miss, Mrs., or Dr.).
2. The teacher's desk and computer are considered private. A student should not read, remove, or make use of any papers, books, supplies, and the like without the explicit permission of the teacher.
3. "Thank you" is the expected expression of gratitude when assistance is given by adults or fellow students.
4. Say "Yes, Sir or Yes, Ma'am" and "No, Sir or No, Ma'am" to answer a question. "Yep" and/or "Nope" are unacceptable.
5. Say "Excuse me" when you don't understand and want an adult to repeat something for you. "What?" and/or "Huh" are unacceptable.
6. Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
7. Classroom decorum ordinarily requires a student to raise his/her hand and wait to be recognized before speaking.
8. Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
9. When an adult corrects you for some fault,
 - be quiet and listen until the adult has finished talking and ask permission to speak if you want to say something
 - answer all questions politely.
 - do what you are told to do right away.
 - accept the adult's decision. Don't argue, make faces, or walk away from the adult.
 - seek advice from your principal, disciplinarian, and/or pastor if you feel the adult is unfair.
10. Courtesy demands a respect for school property. Mater Dolorosa Catholic School is housed on a campus which few schools can match for its serenity and beauty. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter and by treating the trees, plants, grassy areas, and other areas with respect. In addition, the buildings and school furniture must be respected and not marked with scratches and graffiti.

9.5 Parent Responsibility

Mater Dolorosa Catholic School anticipates that parents are concerned, cooperative, and supportive in dealing with any behavioral problems that may arise, and it expects that this cooperation is made apparent to the student.

Students/parents/guardians are to respect authority, which includes adherence to school rules, regulations, procedures, and Christian principles.

These principles include, but are not limited to the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of Mater Dolorosa Catholic School.
2. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, doing so either verbally, in writing, text, or email, or through social media in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, negative, or divisive will not be tolerated. Parents who continually behave in this manner will be asked to withdraw their child/children from the school.
3. Mater Dolorosa Catholic School respects the confidentiality of parents and students. In accordance, information can only be given to the parent/guardian of the student receiving the consequence.

9.5 Discipline Procedures

It is the classroom teacher's duty to design and implement routines and procedures that are most favorable to the teaching/learning environment of a specific grade level. Students are responsible for upholding the school's rules and accepting the consequences for failure to do so.

9.6 MDS School Wide Rules

1. Respect yourself
2. Respect others
3. Respect your environment

Consequences consist of, but not limited to:

1. Infractions/deduction of points on conduct grade
2. Detentions
3. Suspensions
4. Expulsions

***The administration has the right to review and modify consequences for any offense.**

Interventions could include, but are not limited to:

1. Parent-Teacher Conferences
2. Sessions with school pastor

The above policies apply to all students in grades Pre-Kindergarten through 8th grade. It is the student's responsibility to tell or show card changes or infractions to their parents.

9.7 Discipline Guidelines

9.7.A Uniform Violations

- Uniform violations for 3rd through 8th grades will result in an infraction and points deducted from conduct grade.
- Uniform violations for 2nd grade will result in a 1-point card change.
- The parent will be notified for uniform violations in Pre-Kindergarten through 1st grade. Writing on clothes or shoes will not be allowed. Writing on hands, legs, and other body parts **will not be allowed**.

9.7.B Cell Phones - NO CELL PHONE ZONE

Students are **NOT** allowed to bring a cell phone to school. If caught with a cell phone,

1st offense – Cell phone will be confiscated, and a parent must come to the school office to pick up the phone. The student will be issued a detention.

2nd offense – Cell phone will be confiscated.
A parent must come to the school office to pick up the phone.
The student will be issued a detention.

3rd offense – Cell phone will be confiscated.
A parent must come to the school office to pick up the phone.
The student will be issued a suspension.

AFTER THE THIRD OFFENSE, THE STUDENT MAY BE EXPELLED.

9.7.C Public Display of Affection (PDA)

At no time is any public display of affection between students allowed. If PDA is reported, a consequence will be given at the discretion of the administration.

Pre-Kindergarten through 2nd Grade Students

Each grade-level discipline letter is sent home that explains expectations for student behavior. It will also outline the rules and consequences. All parents will be required to sign the letter signifying that they will support the expectations, rules, and consequences. The administration reserves the right to intervene as necessary.

3rd through 4th Grade Students

Infractions

Infractions will be issued for violation of the discipline rules. Each violation is worth a set amount of points. Students will start each 9-week period with 100 points for his/her conduct grade. As an infraction is administered, points will be deducted from his/her grade. The teacher will update the student's conduct report on RenWeb regularly. It is the parent's responsibility to monitor conduct and to contact teachers if a concern arises.

Examples of discipline rule violations include, but are not limited to:

1. Hands, feet, objects, remarks not to self (1 point)
2. Misuse of computer/iPad (1 point)
3. Uniform violation (1 point)
4. Disruption during transition (1 point)
5. Classroom disruptions-talking/outbursts (2 points)
6. Not working well or not getting along with others (2 points)
7. Not following classroom directions/rules (2 points)
8. Horseplay, shoving, pushing, or tripping (4 points)
9. Teasing/name calling/inappropriate remarks (5 points)
10. Disrespect to teachers/adults; defiant (6 points)

9.7.D Conduct Record Keeping

Infractions are cumulative per nine weeks.

Upon receiving 10 infraction points within a 9-week grading period, the student will receive a detention.

5th through 8th Grade Students

Conduct Grading Scale

93-100 A

85-92 B

75-84 C

67-74 D

66 – or below F

Upon receiving 10 infraction points within a 9-week grading period, the student will receive a detention.

9.7.E Infractions

Infractions will be issued for violation of the discipline rules. Each violation is worth a set amount of points. Students will start each 9-week period with 100 points for his/her conduct grade. As an infraction is administered, points will be deducted from his/her conduct grade. The teacher will update the student's conduct report on RenWeb regularly. It is the student's responsibility to tell parents of misbehaviors that result in infractions or detentions. It is the parent's responsibility to monitor conduct and to contact teachers if a concern arises.

Examples of discipline rule violations include, but are not limited to:

1. Uniform violation (2 points)
2. Computer/iPad missing/not charged (2 points)
3. Eating without permission (2 points)
4. Inappropriate cafeteria behavior (3 points)
5. Verbally arguing with students (3 points)
6. Not following classroom directions/rules (3 points)
7. Classroom disruption (4 points)
8. Inappropriate use of computer/iPad (4 points)
9. Teasing/name calling/saying or writing hurtful comments (5 points)
10. Horseplay, shoving pushing, tripping, throwing objects (5 points)
11. Disrespect to teachers/adults (7 points)

9.7.F Detention

When a detention is issued, a parent phone or in person conference is required. A student will not be allowed to return to school until the conference occurs. If illness is the cause of a missed detention, a doctor's note is required before the student can return to class and a new detention date will be issued. A student who is issued a detention will receive 10 infraction points unless the detention is a result of an accumulation of infraction points. **Three (3) detentions within a school year will result in a suspension.**

Detentions will be held the last Saturday of each month from 7am-9am at the school. Detention forms will be sent home for parent signatures. Please return them immediately. Students receiving detention will be charged a fee of \$25. *If a student is not picked up at 9am, an additional fee of \$1 per minute will also be added to the student's account. Students will have to be signed into detention by a parent or guardian and also signed by a parent or guardian.*

Examples of behavior that results in detention include, but are not limited to:

1. Ten infractions points accumulated within one grading period (10 points)
2. Gum Chewing (10 points)
3. Untruthfulness (10 points)

4. Using a hall pass for an unintended purpose (10 points)
5. Horseplay, shoving/pushing, tripping, throwing objects in anger, or any action that could cause harm (10 points)
6. Offensive, inappropriate behavior, attitude, gesture, or materials (10 points)
7. Offensive language (including slurs, acronyms, or inventive or rhyming offensive language) (10 points)
8. Possession of electronic devices without permission from faculty/staff (10 points)
9. Spitting/biting (10 points)
10. Accessing inappropriate website/Internet (10 points)
11. Instigating a fight (10 points)
12. Leaving class or not reporting to class (10 points)
13. Stealing (10 points)
14. Cheating (This will also result in a "0" on the test/assignment) (10 points)
15. Pulling the fire alarm or any emergency pulls (10 points)
16. Cell phone policy violation (first and second offense) (10 points)
17. Public display of affection (PDA) (10 points)
18. Plagiarism (10 points plus a "0" on the assignment)
19. Teasing in the name of humor (roasting, burning, etc.) (10 points)
20. Repeated infractions for the same offense (10 points)
21. Leaving school property without permission or before being dismissed to leave by a faculty member (10 points)

9.7.G Suspension/Expulsion

Whether a student is issued a suspension or expulsion is decided by the school discipline committee (principal, disciplinarian, and pastor) and **based primarily on intent**. When a suspension is issued, a parent conference is required. A student will not be allowed to return to school until the conference occurs. **The conduct grade will be lowered by 20 points for each suspension.**

Expulsion

Expulsion may be issued for a single serious (as determined by the principal) offense if his/her continued presence in the school would hamper the school in fulfilling its obligations to the other students. Parents have the right to appeal the expulsion according to the diocesan appeals policy.

Students who display negative habitual and/or continued behaviors will be given all the help available from the professional staff members. If the help offered is refused, parents will be asked to withdraw the student from Mater Dolorosa Catholic School or face expulsion.

Consolation between the pastor, principal, and parents must precede expulsion from Mater Dolorosa Catholic School.

The school reserves the right to require a psychological evaluation by a school-approved psychologist/psychiatrist prior to a student's re-admittance into the classroom after a suspension. A copy of the evaluation must be provided to the school along with the right to contact the psychologist/psychiatrist.

Three suspensions in a school year will result in expulsion.

Examples of behavior that may result in suspension or expulsion (decided by a school discipline committee and based primarily on intent) include, but not limited to:

1. Three detentions result in a suspension. Upon receiving the 3rd detention, a suspension will be issued in lieu of a detention.
2. Possession of pornographic material.
3. Cell phone policy violation (3rd offense).
4. Failure to serve an assigned detention without prior approval of administration.
5. Arson.
6. Bodily harm of a staff member or student.
7. Disgracing school off-campus.
8. Disrespect of authority.
9. Possession of a gun, weapon, anything that can be used as a weapon, or anything that can cause harm.
10. Destroying school property or vandalism.
11. Actions that cause grave danger.
12. Stealing or theft (severe occurrences).
13. Threatening students or staff members with harm.
14. Removal of articles of clothing from another person.
15. Possession of any type of drug (including vitamins), alcohol, tobacco products, or prophylactics.
16. Extreme or persistent teasing.
17. Inappropriate behavior during any Mater Dolorosa Catholic School events.
18. Leaving a chaperone during a field trip/experience or not following field trip/experience rules and regulations.
19. Inappropriate behavior/use of restrooms.
20. Extreme or persistent spreading or repeating of stories that sheds negative light on an individual.
21. Bullying.
22. Harassment/Sexual Harassment.
23. Hazing.
24. Any inappropriate posting on social media or the Internet.

25. Leaving campus without permission or before they have been dismissed to leave by a faculty member.
26. Fighting/Instigating a fight.

Teachers will address all discipline issues in the classroom. Parents/guardians will be notified by phone or email if a child creates a disruption in class. Students who perform these infractions in a remote setting (i.e. online) will be subject to the same disciplinary measures as a student who performs these infractions in a typical classroom setting.

9.7.H Plagiarism

Plagiarism is the act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

9.7.I Electronic Devices

Electronic devices are not permitted on campus unless the teacher gives permission. The teacher must clear the use of electronic devices by the administration prior to giving students permission to bring the electronic devices on campus. These items are subject to confiscation. The items will be kept in the school office until parents report to the office and sign for the electronic device/s. It is important that parents refer to the **ACCEPTABLE USE POLICY AND TECHNOLOGY GUIDELINES FOR PARENTS**. The school is not responsible for lost or damaged electronic devices.

9.7.J Communication Through Social Media

Conduct through social media should reflect Christian principles and values for which the school stands. Anyone who brings disgrace upon the school, whether it be school or community related, will be subject to immediate disciplinary action.

9.7.K Harassment/Hazing/Bullying

The following is a policy of the Diocese of Baton Rouge:

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

Each school shall establish policy regarding the identification, reporting, investigation and disciplinary action taken for reported allegations of harassment, hazing, or bullying involving members of the school community.

Definitions:

- ***Harassment*** is annoying or unpleasant behavior toward someone including, but not limited to, threats or offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- ***Hazing*** is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.
- ***Bullying*** behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

NOTE: see Louisiana revised statute 14:40.07 for cyberbullying information.

NOTE: One-time incidents may be deliberately mean or cruel, but they are not bullying. Still, one time incidents may be subject to school discipline as per the school's discipline/code of conduct guidelines.

Harassment, hazing, or bullying incidents, as well as false accusations and retaliation, may result in consequences which include, but are not limited to loss of privilege(s), suspension, mandated counseling, or expulsion. It is important to recognize that each incident will be dealt with individually as all circumstances may be different; therefore, these consequences will be at the discretion of the teachers and/or principal.

Prevention strategies for anti-bullying measures to address harassment, hazing or bullying behavior may include, but are not limited to the following:

- Pray as a community of believers for a safe and respectful environment for all of our students to reinforce God's commandment to love one another as he loves us.

- Utilize the teaching of attributes/values, character traits, guidance lessons and the religion curriculum to teach students respect for one another.
- Educate the school community on topics of harassment, hazing and bullying behaviors and strategies to help all parties involved.
- Teach school-wide procedures and expectations of behavior and the code of conduct.

Awareness-raising efforts may include, but are not limited to:

- What constitutes harassment, hazing and bullying (definitions)
- Types of bullying behaviors (physical, verbal, social)
- What constitutes cyber-bullying and its forms
- Tips for targets, witnesses, bystanders, bullies and cyberbullies

The school may use anti-bullying materials, such as videos, books, skits, posters, school-wide assemblies and guest speakers.

9.7.L Violence and/or Threats of Violence-ALL THREATS ARE TAKEN SERIOUSLY

Families must be aware that school administrators respond to any and all incidents of a threatening nature. Even though statements are made in anger, in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety of our school is of utmost importance and our first priority.

Parents are urged to caution their children about making statements of a threatening nature. As stated above, such statements cannot and will not be taken lightly. Any student making a threatening statement may be removed from the school, until such time as a professional evaluation determines that the student is not a threat to himself/herself or to others.

9.7.M Weapons Possession

It is a crime for any student or non-student to carry a firearm, concealed weapon or dangerous instrumentality (included but not limited to gas, liquid, knife, club, etc.) on campus, on a school bus, at school-sponsored functions, or in other designated zones and must be reported to police. The principal is required to notify the parent of any student who is detained or arrested for violation of this law. Students involved with possession shall be dealt with in the most serious manner to include maximum suspension or expulsion.

9.7.N Consequences

Students should exhibit Christ-like behavior and contribute to the learning environment. Students are young and are not perfect; therefore, it is not unusual for them to make poor choices at times. We believe that students

should learn from poor choices to become all that God has created them to be. Consequences are a part of the learning experience. Parent support of consequences is vital to the student's learning experience as well.

9.7.O Probation- Mater Dolorosa Catholic School

A new student is on academic and behavioral probation for the first year of his/her attendance.

9.7.P Search and Seizure

Mater Dolorosa Catholic School is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Two or more school officials may search students and/or their belongings (including but not limited to lockers, cubbies, desks, book bags, handbags, etc.) if one or both of the following criteria exist:

- The students are informed in writing that searches may be conducted. (This is accomplished through the *Parent/Student Handbook*.)
- The principal has suspicion that contraband, illegal substances or objects, or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

9.7.Q Diocesan Substance Abuse Policy

The following is a policy of the Diocese of Baton Rouge:

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent.

9.7.R Tobacco and Smokeless Tobacco

The following is a policy of the Diocese of Baton Rouge:

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

9.7.S Alcohol

The following is a policy of the Diocese of Baton Rouge:

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

9.7.T Prescription and/or Over-the-Counter Drugs

The following is a policy of the Diocese of Baton Rouge:

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

9.7.U Illegal Drugs

The following is a policy of the Diocese of Baton Rouge:

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

9.7.V Drug Paraphernalia and Look-alike and/or Imitation Products

The following is a policy of the Diocese of Baton Rouge:

If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration. If a student is found to be in the possession of any substance or product that resembles, imitates or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

9.7.W Drug Testing

The following is a policy of the Diocese of Baton Rouge:

Drug testing alone is not a substance abuse program. As part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help.

Drug testing will be mandated for suspicion of, possession, or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent.

10.0 CHILD PROTECTION

10.1 Volunteers and Chaperones

Volunteers and chaperones for Mater Dolorosa Catholic School are invaluable. All room mothers/fathers, field trip chaperones, volunteers for school events, and anyone who has the potential to be alone with a student, are mandated by the Diocese of Baton Rouge to complete the four stated requirements below. Detailed instructions to complete these requirements can be found

1. Louisiana State Police Background Check with fingerprints (results are sent directly to the school)
2. EAPPS Volunteer Application, found on the Diocese of Baton Rouge's website: www.diobr.org (print certificate and send back to Administrative Assistant)
3. *Safe and Sacred* on-line test, found on the Diocese of Baton Rouge's website: www.diobr.org (print certificate and send back to Administrative Assistant)
4. *Code of Ethics*, found on the Diocese of Baton Rouge's website: www.diobr.org (print certificate and send back to Administrative Assistant)

All paperwork (numbers 2-4 above) must be completed and turned into the school office.

Chaperones for Field Trip

- All chaperones must be fingerprinted and all information must be in the school office prior to the field trip.
- By signing the School Chaperone Form, a parent agrees to follow the directions of the teacher in assisting students on the trip.
- In the event that there are too many parent volunteers, the teacher will place all volunteer names in a container and draw names at random. Those volunteers will then be notified.
- Safety is a major issue on field trips.
- Siblings may not attend field trips.
- Parents who show up at designated field trip sites without an official permission form will result in their child losing privileges to attend future field trips.
- Participating in field trips are voluntary and a privilege.
- Students not attending field trips will attend school.

10.2 Field Trips/School Activities

Occasional field trips help to stimulate good morale and can be an effective learning experience. Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements. (Mater Dolorosa Catholic School requirements state that a student must have a "C" or higher for the quarterly conduct grade at the time of the field trip.)

Students must submit a proper permission slip in order to participate in the field trip.

- No other written document may substitute for the original permission slip.
- Telephone calls will not be accepted in lieu of the original permission slip.
- In the case of an approved faxed permission slip, the original signed permission slip must be sent to school the next day.

Parents have the right to refuse to allow their child to participate in a field trip. Written notification must be made to the principal two days in advance of the trip. Field trip fees are non-refundable when a student is absent for any reason for a field trip.

10.3 Diocesan Child Protection Policies

If people are to worship, study, or celebrate together in the Catholic community, they must do so in a safe environment. In their "Charter for the Protection of Children and Young People," the United States Catholic Bishops recognized past failures in this regard and pledged themselves to protect the Faithful in the future. "Dioceses are to maintain safe environment programs which the diocesan bishop deems to be in accord with Catholic moral principles.

They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people."

--USCCB Charter for Protection of Children and Young People, Article 12 (June 14, 2002).

The Bishop of Baton Rouge is fully committed to making this pledge a reality throughout the Diocese. These policies are designed to direct the administration and implementation of the Safe Environment Program in all of the parishes, schools, agencies and programs of the Diocese of Baton Rouge in issues related to child protection. These policies are subject to revision as promulgated by the Bishop of Baton Rouge.

10.4 School Visitors

The administration and staff welcome and encourage parents and other school patrons to visit the school at appropriate times. In fact, special programs and visiting days will be planned throughout each school year to provide opportunity for such visits. For the safety of our students, **all** visitors shall report to the school office stating the purpose of their visit to the school. A school staff member will instruct the visitor on all policy requirements needed in order to gain entry to the facility. Any visitor who declines to adhere to these requirements will be asked to leave the school. Visitors must sign in to receive a visitor's pass **and** sign out upon departure. Visitors failing to comply with signing in and out could result in not being able to visit campus again. **NO ONE IS TO GO DIRECTLY TO THE CLASSROOMS OR ALLOWED TO WALK THE HALLWAYS DURING SCHOOL HOURS.** Visitors may not interrupt instructional time. Parents are allowed to have lunch with their children but are required to bring their own lunch. However, no visitors are allowed on the school playground during recess times. The administration is authorized to take the necessary steps in dealing with unauthorized visitors.

10.5 Property Damage

A student guilty of defacing or injuring school property, loss of property given to the pupil on loan, or any other offense against building, school property, or personal property shall pay for damages and shall be subject to the rules governing such offenses.

10.6 Asbestos Notification

Mater Dolorosa Catholic School abides by all regulations pertaining to the health and safety of our children. There are regular inspections for asbestos, health practices, and fire safety. The asbestos plan and other safety reports are available in the school's main office

In compliance with the Environmental Protection Agency's Asbestos hazard Emergency Response Act (AHERA) and Louisiana Administrative Code Volume II, Air Quality Division Title 33, Chapter 27, Asbestos Containing Materials in School and Public Buildings Regulations, Mater Dolorosa Catholic School wishes to notify you of the following:

This article represents the annual notification regarding asbestos containing materials in schools. Asbestos abatement projects that have taken place have been done in strict compliance with the above-mentioned regulations. Periodic surveillance and other preventive measures are on-going. These actions have been documented and have been placed in the Asbestos Management Plan.

You may view a copy of the Management Plan by calling Mater Dolorosa Catholic School.

10.7 Pest Control

The pest control plan is current. The plan is filed annually at the Louisiana Department of Agriculture and Forestry.

11.0 MDCS UNIFORM DRESS CODE

All students attending Mater Dolorosa Catholic School must wear the appropriate uniform daily beginning with the first day and throughout each school day until the closing of school except for announced days.

If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

Mater Dolorosa Catholic School uniforms may be purchased at The Old School located at 1809 West Thomas Street, Hammond. You may contact The Old School by calling (985) 419-1900. The store has a complete list of the correct dress code policy.

11.1 Girls Formal Uniforms

PK 2 & 3 to 4th Grade

- Plaid jumper (length should be to the knee)
- White broadcloth blouse with pointed or Peter Pan collar in either long or short sleeves.
- Navy blue shorts
- Solid white crew socks or knee socks. No lace or ankle socks.
- An optional plain white t-shirt with no writing may be worn beneath the uniform blouse.
- Girls may wear navy blue or white tights or navy blue leggings with crew socks under their uniform jumper during cold weather.
- Sweatpants: Eagle Sweatpants (purchased at The Old School) may be worn to school from November-March regardless of the temperature. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt and a school regulation sweatshirt. The students do not have to wear the sweatpants over their shorts or pants. The regulation uniform shirt must be tucked inside the sweatpants at all times.

5th through 8th Grades

- Plaid skirt (length should be to the knee)
- White oxford blouse with school crest and button down collar in either long or short sleeves
- Solid white or navy crew socks or knee socks (no lace)
- An optional plain white t-shirt with no writing may be worn beneath the uniform blouse.
- Girls may wear navy blue or white tights or navy blue leggings with crew socks under their skirts during cold weather.
- Sweatpants: Eagle Sweatpants (purchased at The Old School) may be worn to school from November-March regardless of the temperature. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt and a school regulation sweatshirt. The students do not have to wear the sweatpants over their shorts or pants. The regulation uniform shirt must be tucked inside the sweatpants at all times.
- **6th-8th Grade PE only:** Girls must wear a PE shirt purchased through the MDCS school online store or Old School in Hammond. Girls must wear solid navy or solid black athletic shorts that must come to the fingertips of the student **and** cartwheel/biking shorts under the solid shorts due to co-ed PE. If the athletic shorts come all the way to the knee, then the cartwheel/biking shorts do not have to be worn.

11.2 Make-up and Jewelry

- Girls are allowed to wear **one** pair of stud earrings in the ear lobe. Boys are not allowed to wear earrings.
- One standard-type watch may be worn. No Smartwatches can be worn. (Ex. Apple Watch, Fitbit, etc.)
- **One** simple ring may be worn
- **One** religious medal or cross on a chain or cord may be worn
- No other jewelry besides the listed above is permitted
- A simple religious bracelet may be worn
- Students are not allowed to wear make-up or nail polish. As a privilege, girls in Eighth Grade may wear very light make-up and nail polish of a neutral color
- No eye make-up or artificial nails may be worn

11.3 Boys Formal Uniforms

Pre-K 2, 3, 4, and Kindergarten

- Long or short navy blue twill pants (elastic waist encouraged)
- Plain, leather, solid black, blue, or brown belt with simple buckle (if belt loops are on pants)
- White polo shirt with school emblem printed on the left front
- Solid white crew socks
- An optional plain white t-shirt with no writing may be worn beneath the uniform shirt.
- Sweatpants: Eagle Sweatpants (purchased at The Old School) may be worn to school from November-March regardless of the temperature. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt and a school regulation sweatshirt. The students do not have to wear the sweatpants over their shorts or pants. The regulation uniform shirt must be tucked inside the sweatpants at all times.

Grades 1st-8th Grades

- Long or short navy twill pants
- Plain, leather, solid black, blue, or brown belt with simple buckle
- White polo shirt with school emblem printed on the left front
- Solid white crew socks.
- An optional plain white t-shirt with no writing may be worn beneath the uniform shirt.
- Sweatpants: Eagle Sweatpants (purchased at The Old School) may be worn to school from November-March regardless of the temperature. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt and a school regulation sweatshirt. The students do not have to wear the sweatpants over their shorts or pants. The regulation uniform shirt must be tucked inside the sweatpants at all times.
- **6th-8th Boys PE:** Must wear PE shirt purchased from the MDCS online store or Old School and solid navy or black athletic shorts.

11.4 Socks and Shoes

- All students in all grades wear solid white or navy crew socks. Ankle socks and “no show” socks are not allowed.
- All students in grades 1-8 wear any solid black, white, or navy laced, athletic sneaker. These shoes must have a non-marking sole.
- Shoes must not cover the ankle.

- Laces should match the color of the shoe.
- Pre-K 2, 3 and 4 boys wear solid black, navy, or white Velcro sneakers with non-marking soles.
- Pre-K 2, 3 and 4 girls wear solid navy, black, or white Mary Jane style shoes with non-marking soles which are closed with Velcro.

11.5 Hair

- Hair is to be well-groomed and not distracting in style. Hair is to be of the natural color.
- Girls- Hair accessories are not to be distracting. Hair must be out of the eyes. Hair bows, scrunchies, and headbands may be uniform plaid, solid navy, red, white, or a combination of these solid colors. Holiday bows may be worn on the last school day before the holiday or the day of the holiday if school is in session.
- Boys- Hair may not touch the collar in the back and the full ear must be visible on the sides without pulling the hair behind the ears. Hair may not be longer than the eyebrows in the front. Hair checks will be conducted randomly and If hair is out of compliance, a form will be sent home stating that their hair is out of compliance. The students will have one week to address the compliance issue. If hair has not been cut, the student will be issued an infraction and be sent home until the student's hair meets specifications. After the student's third hair warning, he/she will receive an infraction every time they receive a warning. Shaved heads, mohawks (or mohawk like hairdos), carving into the natural hairline, dyed, bleached, or tinted hair, and the like, is not acceptable. A clean, evenly distributed haircut must be worn
- No facial hair is allowed (no beards, mustaches, etc.)
- Students are not to wear bandanas or other forms of head coverings to school. Visible hair wraps are not to be worn at school.

11.6 Outerwear/Cold Weather Wear- Boys and Girls- All Grades

- Jackets- solid navy blue jacket with or without imprinted school logo
- Sweatshirt- **solid** navy blue sweatshirt with or without the school logo- with or without hood
- Sweaters- solid navy blue, button front
- **NO OTHER OUTERWEAR WILL BE ALLOWED TO BE WORN IN THE CLASSROOMS OR HALLWAYS.**

School's and/or Principal's Right to Amend

The school or the principal has the right to amend the handbook for just cause.

MDCS PARENT/STUDENT CONTRACTUAL AGREEMENT

***Each student in the family must return this contract to their homeroom teacher by August 19, 2022**

I have read the 2022-2023 Mater Dolorosa Catholic School Parent/Student Handbook in its entirety. I am aware of the policies and expectations of the school and agree to be governed by the policies stated herein. Discretionary Clause: Although the rules set forth in our handbook address the frequent rule violations of students today, the school reserves the right to vary the discipline procedures depending on individual circumstances. The school also has the right to pass judgment on behaviors, not specified in our Handbook, which are clear violations to the values on which we are established as a Catholic school.

Mater Dolorosa Catholic School may share demographic information to area high schools and possible Diocesan Catholic high schools. By signing the Parent Contractual Agreement Form, you are giving Mater Dolorosa Catholic School permission to provide this information to area schools.

No handbook can anticipate every circumstance or question that may arise during a school year. For this reason, Mater Dolorosa Catholic School will apply and interpret its policies and rules in a manner to act in the best interest of our school, our students, and members of the community.

Parent Name _____ Parent Signature _____
(print)

Parent Name _____ Parent Signature _____
(print)

Student Name _____ Student Signature _____
(print)

Date _____ Homeroom Teacher _____



Mater Dolorosa Catholic School

After Care Handbook

Parent-Student Handbook

2022-2023 School Year

509 Pine Street Independence, La. 70443

Phone: 985-878-4295

Fax: 985-878-4888

www.mdeagles.org

The Mater Dolorosa Catholic School's AfterCare program provides a safe, and engaging environment for students. This handbook is designed to give parents and guardians a helpful insight into the AfterCare Program offered by Mater Dolorosa Catholic School. It includes detailed policies and procedures. Please read this handbook carefully and keep it in a safe place for easy reference during the school year.

AFTER SCHOOL PROGRAM CONTACT INFORMATION

The AfterCare Program is located in Mater Dolorosa School's cafeteria from 2:40-5:30 p.m. To report a change of pickup information, or a pickup delay, please call (985) 878-9556.

Admission Procedures

Families must enroll in the After Care Program through FACTS at

<https://online.factsmgt.com/signin/43Y3K>

The link is also available by going to <https://www.mdeagles.org/> and clicking “Apply Now”

A one-time registration fee of \$30 is due on or before the first day your child attends our AfterCare Program.

Schedule of Operation

On regular school days, the After Care Program operates from 2:40 p.m. dismissal until 5:30 p.m. Please refer to the Mater Dolorosa Catholic School’s calendar for the list of holidays since there will be no After Care on those days. Also, depending on early dismissal from school due to weather conditions, After Care will be canceled.

Fees

Students who are not registered and picked up by the end of the afternoon carpool line will be sent to the Cafeteria for After Care at 3:00. Parents will be asked, as stated above, to enroll in the After Care Program through FACTS and pay a one-time registration fee of \$30.

The Following Applies to all Students

Signing out between 2:40-3:59 = \$3.00

Signing out between 4:00-4:59 = \$6.00

Signing out between 5:00-5:30 = \$8.00

Pick-up Procedures

Students can be picked up after the carpool ends at 3:00 p.m.

The After Care Program utilizes a checkout system where each child is dismissed to the proper person at the end of each day. Children will not be allowed to leave the After Care Program unattended. **Parents or Guardians must walk into the cafeteria building and sign out their child with the After Care director or staff member.** All persons picking up a child from After Care must present identification. Anyone other than the child’s parents must be an authorized adult listed on the child’s information sheet. The children may not go into the hallways or classrooms. If a child leaves items or homework in their classroom, they will have to receive them the following day.

Children will not be released to anyone other than a parent, guardian, or person listed on the child's permission form. If a staff member is unfamiliar with any person picking up a child, the staff member will ask to see a picture identification before the child is released. A copy of the person's driver license must be given to the school prior to pick up.

Upon arrival, parents and guardians must sign out their child immediately.

Parents/Guardians picking up a child should enter the After Care Program in the cafeteria.

Late Pick-up Policy

The parent agrees to pick up his/her child/children no later than 5:30 PM. The parent agrees to pay a \$1.00 per minute late fee if he/she picks up his/her child/children after 5:30 PM. For example, if the parent picks up his/her child at 5:45, then an additional \$15 will be charged that day.

Homework Policy

The After Care Program stresses the importance of homework and sets time aside every day for the children in 1st through 8th grade to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work; however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy.

Emergency Dismissal Procedures

In the event of inclement weather, parents and/or guardians will be notified of school closure through our Parent Call Notification System. In case of emergency dismissal, parents or authorized persons are requested to come to the school to pick up their children. If buses are running, students that normally ride the bus home will be released to their assigned bus. Students will be held in designated areas until a parent or authorized person arrives.

Lost and Found

The school is not responsible for lost or stolen property. Personal items likely to be lost, such as book sacks, gloves, jackets, lunch boxes, sweatshirts, pencil boxes etc., should be clearly marked with the student's full name. This will ensure that your child gets a lost item returned to you in a timely manner.

Possessions from Home

Since we cannot guarantee the safe return of personal belongings, the After Care Program asks that any personal possessions be left in backpacks during a child's time in the After Care Program.

Health Policy

If a child becomes ill while attending the After Care Program, a parent or emergency contact person will be notified. A child who is not feeling well should be picked up in a timely manner. Children who attend the After Care Program should be well enough to follow the normal routine of the program. Children, who have a contagious condition, eye ailment, head lice, rash, fever, vomiting, or diarrhea, may not attend the After Care Program and must be fully recovered before returning to the After Care Program.

Please report any changes of emergency contact information, employment information, telephone numbers, or addresses to the Program Director as soon as they become available. Although this information will be kept confidential, it will be shared with appropriate staff members to facilitate communication with parents or guardians in emergency situations.

Behavior Policy

The children and staff of the After Care Program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the After Care Program will be the same as our regular school day and will be explained to the children clearly and reinforced in a consistent manner.

Children will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period of time. Any activities where participants purposely exclude another child will not be allowed. When a child is disruptive or needs time to regain self-control, he or she will be removed from the group. After a time out, the teacher and child will discuss behavior options before the child returns to the group. Under no circumstances will a child be subjected to neglect, physical punishment, or verbal abuse. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the well-being of the child or others in the After Care Program. The principal will be contacted about any unacceptable behavior.

Staff members give multiple warnings, meet with the student, and try to contact a parent/guardian when the student is unruly. However, please be aware that your child CAN earn an infraction for inappropriate behavior. If a child consistently cannot follow the aftercare rules, aftercare privilege may be revoked from the child and they may not attend aftercare for a period of two weeks. After that period of time the student may be admitted to aftercare on a trial basis. If the child continues with the unacceptable behavior the student will not be able to return to aftercare for the remainder of the year.

Emergency Information

If there is an emergency at aftercare or if your child is ill or injured, we must be able to contact you or your designee. Parents are responsible to keep this information current at all times. In the event that phone numbers, email addresses, addresses, places of employment, or family information changes, please make the necessary changes in RenWeb or notify the office if you need assistance.

***Students and parent signatures on the following page indicates that you have read and understand the policy above. Do not sign until you have read the above statements.**

**Mater Dolorosa Catholic School
2022-2023 Parent and Student After Care
Acknowledgment and Agreement Form**

Dear Parents/Guardians and Students,

The 2022-2023 Parent and Student After Care Handbook (“After Care”) of Mater Dolorosa Catholic School (“School”) has been written to help create a safe, Christian environment and calm, educational atmosphere for all children who attend the school. The Handbook is an agreement between you and the school for the new academic year. It is essential for you and all other parents/guardians of our students to reinforce compliance with the rules, regulations and policies (“Rules”) of the school. Please review the contents of the Handbook with your child/children periodically hereafter and keep it available for future reference.

Please sign the Acknowledgement and Acceptance Form below where indicated to acknowledge that you and your child/children have received, read and understand the provisions of the Handbook and agree to abide by all of the Rules. The fully-signed Acknowledgment and Acceptance Form must be received by the School’s front office staff no later than August 15, 2022, for your student(s) to attend After Care this academic year.

Sincerely,
Melissa Capadona
Principal

* * * * * **ACKNOWLEDGMENT AND ACCEPTANCE FORM** * * * * *
* * * * * **PLEASE FULLY SIGN AND RETURN TO THE SCHOOL** * * * * *

We acknowledge our receipt of the Handbook and that we have read and understood its contents, and we agree to abide by all of the rules, regulations and policies of the School, which we acknowledge have been established to help provide each student with the best possible learning environment.

Parent Signature _____ **Date** _____

Student Signature _____ **Date** _____

Homeroom Teacher Name _____ **Grade** _____

ACCEPTABLE USE OF TECHNOLOGY CONTRACTUAL AGREEMENT FORM

Each student in the family must return this contract to their homeroom teacher by August 17, 2022

PARENT OR GUARDIAN:

1. I have read this contract
2. I understand the use of technology is for educational purposes
3. I understand it is impossible for Mater Dolorosa Catholic School to restrict access to controversial or inappropriate materials. Some images may pass through our filter system through no fault of our own.
4. I will not hold Mater Dolorosa Catholic School responsible for material acquired on the internet.
5. I give permission for my child to have supervised access to the internet.
6. I understand that if my child does not follow the rules, school and/or legal action may be taken.
7. I understand that "inappropriate use" is defined as using the internet in any way that is contrary to school policy, local, state and federal law.

If your child violates any rules, he/she may be subject to any or all of the following consequences:

1. Suspension from class
2. Loss of computer privileges
3. Suspension from school
4. Recommendation for expulsion

I understand the rules of using technology at school. I agree with the Mater Dolorosa Catholic School rules and consequences of technology use. If I feel uncomfortable with any information I see, I will immediately tell the teacher or the adult who is in charge.

Parent Name _____ Parent Signature _____
(print)

Parent Name _____ Parent Signature _____
(print)

Student Name _____ Student Signature _____
(print)

Date _____ Homeroom Teacher _____

Mater Dolorosa Catholic School
iPad and Chromebook SPECIFIC POLICIES

By signing below, I certify that I have read, understand, and agree to abide by all the rules and regulations of the MDCS Internet, Chromebook, iPad, and Technology Contractual Agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____

PHOTO PERMISSION FORM

During the 2022-2023 school year, our school photographer will take several candid shots of our students. These pictures are sent to the Hammond Daily Star, the Catholic Commentator, the Hammond Chamber of Commerce newsletter, Mater Dolorosa Catholic School and Church websites and Facebook pages, and affiliated organizations. These publications may include the student's full name. Student artwork, writing, photo, and video may be considered for publication. This may include publication on the internet as part of our school's web page or other media during the school year.

No student's home address, telephone number, or email address will be published on the Mater Dolorosa Catholic School website. Group student photos can be published showing students working on projects and other activities.

Please complete the form below and return to your child's homeroom teacher by August 17, 2022.

___ I give Mater Dolorosa Catholic School permission to use my child's photograph on the school/church website/Facebook page, to submit the photograph for publication, and to film my child during video lessons.

___ I do not give permission to the statement above.

Parent Name _____ Parent Signature _____
(print)

Parent Name _____ Parent Signature _____
(print)

Student Name _____ Student Signature _____
(print)

Date _____ Homeroom Teacher _____