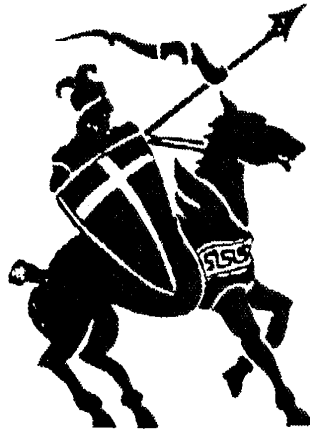


**MALTRAIT MEMORIAL CATHOLIC SCHOOL**  
**One Crusader Square**  
**Kaplan, LA 70548**  
**(337) 643-7765**

www.maltraitmemorial.com  
Email: mmcsrusader@kaplantel.net

# **Parent and Student Handbook**

## **2020-2021**



Father Mark Miley, Pastor

Renee' C. Meaux, Principal

***“God, Children and Learning are Our Priority”***

Maltrait Memorial does not discriminate on the basis of  
race, sex, creed, or national origin.

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**MALTRAIT MEMORIAL CATHOLIC SCHOOL**  
**"CELEBRATING 68 YEARS OF CATHOLIC EDUCATION"**

One Crusader Square ♦ Kaplan, Louisiana 70548  
337-643-7765 Fax 337-643-7770 [www.maltraitmemorial.com](http://www.maltraitmemorial.com)

Dear Parent/Guardians:

I would like to take this opportunity to welcome you to *Maltrait Memorial Catholic School*. This handbook has been compiled in an effort to provide each student and parent with a thorough understanding of school policies. These policies have been given a great deal of consideration. It is important that the school have an atmosphere conducive to learning and the rights of individual students be protected. We ask that you as parents and guardians to support our school policies, procedures, regulations, rules and personnel.

The school community is committed to education of all young people. We can do this best at Maltrait by bringing together the family, the church, and the community in our daily activities. Working together, the home, school, church and community shall be enriched.

The first duty of each student and family will be to fully familiarize themselves with this material so there will be no excuse for failure to comply with the rules.

Please read this handbook in its entirety. Please sign and return the signature required pages and return it to your child's teacher.

Sincerely,

***Renee' C. Meaux***  
Principal

## **HISTORY**

The dream of Kaplan's first Catholic priest, Reverend August Joseph Maltrait, Pastor, from 1896 to 1921, has become a reality and stands today as a monument to the faith and devotion of Kaplan's many Catholics.

Pere Maltrait planned from the beginning, for the day when the parish could have a convent of its own to offer a Catholic Education to its youth. He acquired marshland and held it with a view to using it someday for a Catholic School. He did not live to see his dream come true, but his vision and guidance had left their mark and in 1952 a Catholic School was opened. It was named in his honor as the Maltrait Memorial School.

Maltrait Memorial School opened its doors on September 2, 1952, to 81 youngsters. Classes in the first three grades were offered, but a grade was added each year until a full eight grade elementary school was in operation.

Monsignor Gustave Berube' was successful, after much effort, in persuading the order of the Grey Nuns of the Cross to come to Kaplan and operate the school. On September 8<sup>th</sup> he blessed the school.

In 1955 a gymnasium was constructed, partially with lumber salvaged from the old church building. Another addition to the school was the outdoor statue of St. Dominic Savio, patron saint of school children, donated by the late Oday Vincent of Kaplan.

So many wonderful improvements have been made at Maltrait Memorial School through the years. Today Maltrait has a stable enrollment in grades Pre-K through Eighth.

Pre-K through Fourth grades are self-contained with the teacher conducting all academic courses and a religion teacher providing religious education on a daily basis. Fifth through Eighth grades are departmentalized including religion as a daily subject.

Maltrait now has a well supplied and equipped Library as well as a modern Computer Lab. Students access these facilities on a daily basis to enrich academic study.

### **Mission Statement** (revised, as adopted November, 1995)

The Mission of Maltrait Memorial School is threefold: **Faith Development**, **Academic Excellence** and **Leadership**. Maltrait Memorial School cooperates with the Church and the parents to assist, guide, inspire, instruct and form the children so that they may perfect themselves spiritually, intellectually, morally, emotionally and socially. With the help of God's grace, Maltrait strives to promote the supreme goals of human life in this world, and prepare the students at the same time for eternal life.

To achieve this Maltrait reinforces our Catholic heritage and family values incorporating values of love, prayer, morality and service, all of which are rooted in the home and nurtured in the school.

It is our purpose to give to all students basic religious instruction and formation, basic knowledge, understanding and skill in all the fundamental school academic subjects. Our objective is to produce a well-rounded person, an individual prepared to fulfill all his duties, those toward his family, civil community, his world, his church and his God.

***School Motto: "God, Children and Learning Are Our Priority"***

### **PHILOSOPHY**

Maltrait Memorial Catholic School is committed to the work of the church through the ministry of education. In the Bishops' text, *To Teach as Jesus Did*, it is stated that we have a three-fold ministry: giving the message of God, fellowship in the Holy Spirit, and service to the community.

Maltrait strives to teach the individual to seek the good in all people by helping students develop social acceptance of others regardless of race, color, creed, handicap, national origin or financial status, in a safe peaceful environment.

We believe in providing the child with a sound academic education which will meet his/her emotional, intellectual, physical, religious and social needs.

Through the educational process, Maltrait nourishes self-esteem as well as humility in each individual and continues the development of Christian values and God-given talents begun in the home. Self-discipline is recognized as a prime factor in keeping alive the enthusiasm for learning.

The greatest accomplishment Maltrait can achieve is to foster, in partnership with the parents, the spiritual, intellectual, social, emotional, and physical development of each student. This in turn will enable the student to grow into a mature and active Catholic parishioner, capable of serving God, country and others, now and into the future.

## **SOCIAL MEDIA POLICY**

**INTRODUCTION:** The Diocese of Lafayette and its affiliates recognize that, with the increasing prevalence of the Internet in the world today, clergy, employees, and volunteers will use the Internet to conduct ministry, educate, and communicate with the faithful, associates and friends. Social media in particular, provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals, and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette, and its affiliates. Clergy, employees, and volunteers are required to adhere to the following policy regarding social media for evangelization, education, and personal use, including but not limited to:

Social networks, text/instant messaging, websites and blogs.

### **Social Media – Diocese of Lafayette and Affiliates**

1. The Diocese supports the use of social media tools as a means to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business 2) defaming the character of any individual or institution 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates 4) divulging any personal information, particularly about minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

### **Social Media – Personal Use**

2. The Diocese of Lafayette and its affiliates recognize clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias, or handle i.e. @thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employees policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website:

“The opinions expressed here are those of [name of person] alone. This site operates independently and is not associated with the Diocese of Lafayette or [name of parish/school].”

### **Protection of Minors**

3. Clergy, employees, and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos of any minor without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational, and personal websites may involve the use of a username and password to access all or portions of the site. In the event that clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor’s parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (diocesan office, parish, school, etc.)

### **Confidential and Proprietary Information**

4. Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

### **Trademarks and Logos**

5. Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

### **Inappropriate Material**

6. It is prohibited to post immoral and otherwise inappropriate material via social media. Inappropriate material includes but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

**Enforcement**

- 7. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy in light of changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United States Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.

Approved + Michael Jarrell Date February 22, 2013

**Parent Cooperation Statement**

A Parent Cooperation Statement was reviewed by the Diocesan Advisory Council and recommended to Bishop Jarrell for approval. The Bishop has accepted this statement as policy and mandates that it be incorporated in your Student/Parent handbook beginning with the 2012-2013 school year.

**PARENT COOPERATION STATEMENT**

An integral part of the educational philosophy of Maltrait Memorial Catholic School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While Maltrait Memorial Catholic School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Maltrait Memorial Catholic School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school’s goals. Maltrait Memorial Catholic School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school’s administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student’s enrollment from the school.



### Policy Statement

The intent of this policy is to support our Catholic schools' commitment to provide a safe learning environment for all students. As we are all created in God's image and likeness, the Roman Catholic Diocese of Lafayette affirms that all people have inherent dignity. We are called to reflect the values of Jesus in His regard and respect for all people as it is written "So always treat others as you would like them to treat you; that is the Law and the Prophets." (Mt. 7, 12). In this way, we build up the Body of Christ within our Catholic schools. Bullying and hazing creates an environment in which dignity and respect are compromised. Therefore, we attest, bullying and hazing have no place in our Catholic schools.

This policy shall apply to all students and shall be in effect while students are on school property, while on school-owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

### Prevention/Education

To enhance the education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, schools operating in the Roman Catholic Diocese of Lafayette are strongly encouraged to:

- o Prohibit all forms of student bullying and hazing;
- o Provide adequate supervision to minimize the risk of bullying and hazing;
- o Provide continuing education/professional development on bully prevention for faculty and staff members;
- o Develop school-wide bullying and hazing prevention programs to educate students;
- o Incorporate bullying and hazing prevention lessons into the school's curriculum.

### Definition of Bullying

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment, to substantially interfere with a student's performance in school, or to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing of photographs/video or physical acts. Bullying may be in the following forms:

- o Gestures (including but not limited to obscene gestures and making faces);
- o Name-calling, threats of harm, taunting and malicious teasing;

- o Spreading untrue, injurious rumors;
- o Disseminating inappropriate or embarrassing photographs or video;
- o Hitting, kicking, pushing, tripping, choking, and other physical acts;
- o Damaging and/or unauthorized use of personal property;
- o Repeated shunning and/or isolation of another from groups or activities.

### **Definition of Cyber-bullying**

Cyber-bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, and/or intimidate. Electronic devices may include, but are not limited to:

- o Computers
- o Tablets
- o Mobile phones
- o Other interactive or digital technologies

### **Definition of Hazing**

Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of hazing. Hazing may involve harassment, degradation, humiliation, intimidation and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

### **Reporting**

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

### **Investigation**

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances. Any student accused of violating this policy shall be advised of the complaint and shall be given an opportunity to be heard. The extent of the investigation shall be at the discretion of the principal/designee as dictated by the facts and circumstances, and may include interviews and a review of any evidence presented and/or discovered.

### **Documentation**

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school's student records of both the perpetrator(s) and the victim(s).

**Notification**

Parents/guardians of the perpetrator(s) and victim(s) are to be notified by the principal/designee.

**False Accusation**

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

**Retaliation**

Retaliation against any person who reports bullying or hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

**Discipline**

Disciplinary action arising out of a violation of this policy shall be at the discretion of the school administration. Disciplinary action may include, but is not limited to, a warning, detention, suspension, or expulsion. Repeat violators are subject to additional disciplinary action.

## **GOALS AND OBJECTIVES**

### **RELIGIOUS GOALS**

1. To teach the message of Christ and the dogmas of the Church through approved text and materials.
2. To serve as examples of disciples of Christ, by word and the teaching of the gospel.
3. To experience and develop a life of prayer in order to come to a deeper appreciation of its value.
4. To teach and remind that God is present in others.
5. To provide the students the opportunity to be of service to the community.
6. To provide the occasions for experiencing God's presence in the sacraments.

### **SOCIAL AND EMOTIONAL GOALS**

1. To develop the idea that faculty, staff and students treat each other as persons of value, regardless of race, color, creed, handicap, national origin or financial status.
2. To stress the importance of honesty in all areas.
3. To take advantage of student activities to teach good manners and other social graces to all students.
4. To discipline with compassion.
5. To teach respect for personal and school property and to conserve all God-given materials.
6. To strive to maintain cooperation and open communication in order to develop and enhance the spirit of community within the school.

### **INTELLECTUAL GOALS**

1. To provide a thorough orientation of parents, faculty and staff to the philosophy, goals, objectives and policies of the school to ensure partnership in the educational process.
2. To encourage each child to accept the responsibility for learning.
3. To teach in all subject areas the basic skills needed to function in society.
4. To encourage the student to develop and apply thought processes and creativity to problem solving in all areas of learning.
5. To encourage the appreciation of music, art and other cultural endeavors.
6. To develop the intellectual potential of each student by having each teacher evaluate frequently their teaching methods and making needed changes to meet individual differences.

### **PHYSICAL GOAL**

1. To teach the elements and importance of healthy choices.
2. To provide instruction and activities to promote the physical education and development of each child.
3. To develop the practice of good sportsmanship.

## **OFFICE INFORMATION**

### **School Address**

Maltrait Memorial Catholic School  
One Crusader Square / 612 N. Hebert Avenue  
Kaplan, La. 70548  
Phone 643-7765 /Fax 643-7770

### **Office Hours**

7:30 a.m. - 3:00 p.m.

**Early Care** (7:00-7:30 a.m.)

### **Student Hours**

8:00 a.m. - 3:00 p.m.

All parents and visitors must report to the office to state their reason of business.

### **Office Telephones**

Students are not permitted to call home for forgotten book assignments, gym clothes or after school activities with their friends.

### **ARRIVAL/DISMISSAL**

Students are not to arrive on campus before 7:30 A.M. Once on campus, students are to report to the gym/classroom and place book bags in class lines. In the gym students are to remain seated by class or as directed by the duty teacher. Students are not allowed in classrooms before morning assembly unless accompanied by a teacher. Before care is offered from 7:00 - 7:30 a.m. for a fee. Fee schedule is available in the school office.

### **WALKERS AND BIKERS**

Students that walk or ride their bikes to school are to use the bike racks located on the south side of the school building. Bikes are to be parked in the rack where they should be locked for the day. The school is not responsible for any damage to or theft of a bike during the school day.

### **ARRIVAL AND DISMISSAL**

**Pre-Kindergarten through 8<sup>th</sup> Grades** - When arriving to school each day, each student is to enter the Maltrait Gym Building located on 7<sup>th</sup> Street. For arrival and dismissal, we ask that you enter Boudreaux Avenue.

**Bus Riders** - When arriving to school each day, each student is to enter the main school building on the Southside of the building from 6<sup>th</sup> Street.

### **CARPOOL**

Parents who drop off their children by car are asked to follow the car pool line on 7<sup>th</sup> Street. Students are to unload in the designated area where school personnel provide supervision.

**Please do not pass other cars in line.** Children should be ready to unload so that the line continues smoothly. Students are not to get out of the car with food and/or drink. Students are to exit the car on the passenger side. The child's safety is of utmost importance. If you need to come into the office, please park your vehicle so that others may continue to drop their children off safely. Eight (8) reserved parking spaces will be designated for Spring Bazaar Silent Auction winners. This privilege may not be given or shared with anyone. These spaces may be claimed by the designated winner until 3:00 pm.

**Car Line Automobile Restraint Safety:** Due to the wide variety of automobile child restraint systems and corresponding weight/ height requirements, installation/use specifications, and other safety issues, it is the policy of Maltrait Memorial Catholic School that responsibility for ensuring that a student being picked up from school is properly and safely restrained in the vehicle shall be left to the party picking up the student. School personnel involvement in the student loading process shall be limited to helping a student into the vehicle, if help is needed.

### **EARLY MORNING PROGRAM**

This program provides professional care and supervision before the academic school day begins. It serves working families who desire both parochial school education and supplementary day care in a Christian environment for children enrolled at Maltrait Memorial Catholic School in grades Pre-K through 8<sup>th</sup>.

The Program is staffed by an experienced teacher. This teacher will be responsible for your child/children until the duty teacher arrives.

**Fees:** Flat Fee - \$1.00 per day All Fees are to be paid on a weekly basis. Before School Care Hours - 7:00 AM - 7:30 AM **Students may be dropped off no earlier than 7:00 AM**

### **Communications**

A weekly newsletter will be sent home each Monday. We distribute one family newsletter to the youngest child in the family.

The newsletter can also be found on the website ([www.maltraitmemorial.com](http://www.maltraitmemorial.com)).

Remind App will be put in place for one way emergency communications.

### **Admission Policy Statement**

The same policy is followed by all Catholic Schools in the Diocese of Lafayette: “There is to be no discrimination in admission to Catholic Schools on the basis of race, creed, or national origin, in accepting applications for students admission as well as in the administration of educational policies, of scholarships and loan programs, and of athletic and extra-curricular programs. Students are accorded, regardless of race, creed and national origin, programs and activities generally accorded and made available to such persons in each school.”

From: Administrators Manual, Diocese of Lafayette, LA

### **STATEMENT OF ADMISSION**

Maltrait Memorial Catholic School admits all children regardless of race, sex, creed or national origin providing openings exist. Parents requesting admission to Maltrait Memorial Catholic School for their children must schedule an interview with the principal. The principal may require any or all of the following:

1. A completed Maltrait Memorial Catholic School registration form.
2. Previous school academic records.
3. Standardized test scores.

4. An interview with the student and/or parents.
5. Any other action the principal deems necessary to make a valid judgment as to the student's potential success at Maltrait Memorial Catholic School.

Maltrait Memorial administration reserves the right not to accept students who were expelled from other schools or possess poor grades and/or poor discipline records.

#### **PRE-KINDERGARTEN ADMISSIONS**

A child must be four (4) years old on or before September 30<sup>th</sup> to be eligible for Pre-Kindergarten. The above guidelines and requirements are used.

#### **KINDERGARTEN ADMISSIONS**

A child must be five (5) years old on or before September 30<sup>th</sup> to be eligible for Kindergarten. The above guidelines and requirements are used.

#### **WAITING LIST PRIORITIES FOR ADMISSION**

Once a class has been filled to capacity, registration for that class will be closed. Parents may request that their child be placed on a waiting list. A list of priorities for admission has been established by the Maltrait Memorial Catholic School Board to ensure justice and objectivity in filling potential openings. The following priorities shall be adhered to once an opening is available for a particular class.

1. Students currently attending Maltrait Memorial who wish to re-enroll for the next year.
2. Brothers and Sisters of currently enrolled Maltrait Students (Pre K - 8).
3. Children of Maltrait faculty and staff.
4. Children of Maltrait Alumni.
5. Children of registered and practicing Holy Rosary - Cabrini Catholic Church parishioners.
6. Students transferring from all other Catholic Schools.
7. Students transferring from Kaplan public/private school system.
8. Students transferring from other areas of Louisiana or other states.
9. All others.

#### **NOTES**

- A. All admissions will be administered by the principal upon interview.
- B. Students transferring from other Catholic School have priority over students transferring from public or private schools.
- C. The registration fee, determined by the Maltrait Memorial School Board, is paid at time of registration, with a check made payable to Maltrait Memorial Catholic School. No student is considered registered until this fee is paid in full and the registration form is completely filled out.
- D. Should a conflict in any category arise, the principal will make the final resolution.

### **REGISTRATION FEE IS NON REFUNDABLE**

1. If there are more applications for a particular grade level than places available, priority shall be given to students' date of application and full payment of registration will be admitted first.
2. Entrance in each category will be accepted according to date of application and full payment of registration fees; those with earlier dates and full payment of registration will be admitted first.
3. Should a conflict in any category arise, the principal will make the final resolution.

### **WITHDRAWALS**

Students who transfer to another school during the school year must follow certain office procedures.

1. Notify the principal about the transfer.
2. A withdrawal form, from the office, must be completed.
3. Teachers will post current grades and verification that all textbooks and materials have been cleared.
4. Completed form will be filed in the cumulative folder until formal request of records are received.
5. Student records will not be released until all financial obligations have been met.
6. The school requires a minimum of two (2) days to gather necessary grades, signatures, etc. to withdraw a student.

### **SUPERVISION OF STUDENTS**

Teacher supervision of students is required at all times and in all places designated by the principal.

### **VISITORS ON CAMPUS**

Maltrait Memorial Catholic School is a **LOCKED SCHOOL/CLOSED CAMPUS**.

**ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE MAIN BUILDING SCHOOL OFFICE UPON ARRIVING AT SCHOOL.**

ALL VISITORS (including parents/grandparents) must have a specific reason to be on campus. . . a scheduled conference, lunch, a scheduled competition. For the safety of our students and all personnel, no one will be allowed on campus without specific cause. All Visitors, including parents, must sign-in and out with the school's office upon entering and leaving campus.

### **TEACHER/PARENT CONFERENCES**

Instructional time is of the utmost importance and care must be taken to not disrupt the educational process. Teachers are available for conferences before/after school by **appointment only**. Please refrain from engaging in lengthy conversations or discuss children's academic or behavior problems with a teacher without an appointment. Conferences must be made in advance with your child's teacher through the school office.



## **TRANSPORTATION**

The safety of children entering and leaving the school grounds is an ongoing concern. Adherence to drop off and pick up procedures is essential for every child's safety, whether they travel by car, bus or walking.

1. All PK -8 grade students are to be picked up and dropped off on 7<sup>th</sup> street. The block between the Maltrait gym and CCD building is designated for reserved parking, all other cars begin line up on Boudreaux facing North at the stop sign.
2. Bus riders will be picked up and dropped off on Sixth Street at the South end of the Main Building.
3. Without a note from a parent, students must board their usual means of transportation. We will not take the word of a child. All special requests must have a signed note.
4. Bus Transportation
  - A. The Vermilion Parish School Board provides this service. Arrangements can be made by calling 898-5709.
  - B. Students riding buses are subject to the following rules:
    1. Bus driver reports student's misbehavior to the principal.
    2. The principal sends a letter of notification to the parents regarding the incident.
    3. If the problem continues the child will be suspended from riding the bus for a period agreed upon by the principal and the bus driver, but no event for more than three days.
    4. Subsequent violation could result in bus privileges being revoked following a hearing with student and parent.
  - C. Vermilion Parish Guidelines for Bus Riders  
Proper pupil behavior is important. The distraction of the driver can contribute to accidents. Pupils and parents should be made aware of and abide by reasonable regulations to enhance safety. The consequence of unacceptable behavior should be clearly understood. The following procedures will protect the pupil's rights and maintain order on the bus:
    1. Pupils must be aware that they are responsible for their actions and behavior.
    2. Pupils must know what the rules and procedures are and abide by them.
    3. Pupils must display proper respect for the rights and comfort of others.
    4. Pupils should realize that school bus transportation can be denied if they do not conduct themselves properly and that any driver distraction is potentially hazardous to their safety.

## **SCHOOL BUS CONDUCT**

1. Students must be on time at designated stop and must stay off the roadway at all times while waiting for the bus. Drivers will not wait for late students. Exception will be made for inclement weather.
2. Students must obey the driver and be courteous to one another.
3. Students must cross the road in front of the bus, never in the rear.
4. Help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking school property will be disciplined and be required to pay

damages.

5. Avoid causing trouble by teasing, pulling hair, scuffling or using profane, obscene or abusive language.
6. Arms and head must be kept inside the bus windows at all times. Nothing is to be thrown out of windows.
7. There should be no moving around while the bus is in motion. If assigned to a seat by the driver, stay in that seat.
8. Loud talking will not be tolerated. Conversation in normal tones is permissible.
9. Obtain permission from the driver before opening windows when it is cold or raining.
10. The emergency door is to be used only in cases of an accident or emergency as well as the middle aisle should not be blocked by students.
11. No student will be allowed to ride a bus other than the one in which they are normally assigned. There are only two special permissions granted (page six (6) in the bus drivers handbook). Parent is to discuss these privileges with bus driver(s) before student is allowed on the bus.
12. Bus drivers are permitted to make reasonable rules for the safe and proper operation of buses.
13. No student will use the following items on the bus: tobacco, matches, cigarette lighter or obscene materials.
14. The following items are not allowed on the bus: alcohol, drugs, pets, beverage bottles or cans, glass objects (except eye-glasses), radio, ear phones or weapons.
15. Objects too large to be held in the student's lap or placed under the bus seat will not be allowed on the bus.
16. Any person, whether a student or not, found guilty of carrying a firearm on school property, buses or within any firearm free zone shall be imprisoned at hard labor for not more than 5 years as provided by Louisiana Revised Statute 14:95.2 – 14:95.6.

### **ZERO TOLERANCE POLICY**

In order to comply with Diocesan directives and civil law and to ensure safe and secure learning environments in Maltrait Memorial Catholic School, free of drugs, alcohol, drug paraphernalia, violence, and dangerous weapons and to impose swift, certain disciplinary actions on students who endanger the learning environment, the following zero based policies have been adopted by Maltrait Memorial Catholic School.

To provide students with an emotionally safe and respectful learning environment expected in a Catholic School Maltrait Memorial Catholic School has adopted a zero tolerance policy on emotional violence.

These zero tolerance policies shall apply in school buildings or on school grounds at any time, or in school or private vehicles or buses, on or off the school grounds

at any school sponsored activity, function or event.

**1. Weapons/Firearms (Louisiana Law)** – Illegal carrying, possession of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the law of Louisiana. Anyone found guilty of the offense or illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, will be subject to immediate expulsion and to criminal penalties including fines and/or imprisonment under the provision of L.S.A. 14:95.2, L.S.A. 14.95 and other applicable laws.

**2. Drugs and Alcohol Possession, Use and Distribution** – Students who are under the influence of, purchase, exchange or barter for, receive or offer to take receipt of, negotiate to purchase or take delivery of drugs (including marijuana) or alcohol, or substances similar to or thought to be such substances, or drug paraphernalia are subject to the consequences. Violations of this rule will result in immediate expulsion and will be reported to the appropriate law enforcement agencies.

**3. Violence** – Violence is any form of aggressive behavior that may injure another physically or emotionally. Physical violence includes hitting, fighting, kicking or any other physical assault on the body of another person. Non-physical violence, which may affect another emotionally includes, but is not limited to teasing, name-calling, taunting, put downs, and insults. Threatened violence is defined as threatening to cause physical harm to another.

***Any violation of any of the above rules and regulations  
may be cause for disciplinary action, suspension or expulsion.***

### ATTENDANCE, ABSENCE, TARDINESS

Regular attendance is essential for progress in learning and required by law. It is the shared responsibility of the school and the home to assist students in developing habits of punctuality and consistent attendance.

When a child is absent from school, more than just assignments are missed - namely, the actual instruction and class work on which the assignments are based. Frequent absences interrupt the continuity of the educational process. For this reason, students should only be absent due to illness and some other reasonable cause. Slight irritations (e.g. sniffing) should not keep a child from attending school. On the other hand, children who are generally ill should not be sent to school, as they are unable to concentrate on their studies and may spread their illness to others. Children should be free of fever for 24 hours before returning to school, and should generally be ready to participate fully in school activities, including recess.

A child is considered tardy if he/she attends less than 25% of a day missed (includes late check-in or early check-out). More than 25%, but less than 50% of a day missed is recorded as a ½ day absent. More than 50% of a day missed is recorded as a full absent day. Tardies accumulate and may add up to days absent. Tardiness will affect Perfect Attendance.

1. Unless necessitated by bus schedule, students should not arrive at school earlier than 7:30 a.m. and should be picked up no later than 3:20 p.m.
2. Any student arriving at school after the 8:00 bell is considered tardy and must report to the office. The parent must sign their child in or out. When tardy, a student will receive an absentee slip to bring to their teacher to be admitted to class.
3. When a student is absent, a note from a parent or guardian must be sent to the homeroom. Parents must call the office if student is absent. Parents may request that assignments and books needed to do homework be made available in the school office at the end of the day. Students are responsible for making up missed work and tests.
4. Students may not leave the school grounds during school hours. Those who anticipate a need to leave the school early must bring a note from a parent. A parent must sign the student out in the office.
5. Louisiana law states that elementary children missing more than 12 (twelve) unexcused/excused days per school year will not be given credit for that year's work. Exceptions can be made only in the event of extended illness (verified by a doctor) and/or approved by the principal and/or Parish Supervisor of Child Welfare and Attendance. Students who attend activities associated with MMCS (4-H, Beta, etc.) are exempt and not considered absences.
6. An excused absence is granted for non-attendance due to illness, death in the family or attendance at school sponsored function. Any other type of absence is unexcused, unless at the discretion of the principal and is so determined in advance. Teachers are not required to give make up work or test missed for unexcused absences.

### **GENERAL INFORMATION**

**No cell phones will be allowed on campus!** In order to insure a safe environment and optimal learning environment, there will be no cell phones allowed on the grounds of MMCS. Violators of this rule will have the phone confiscated until a parent can claim it in the Principal's office.

**EMERGENCY WARNING SYSTEM** ***\*Please refer to "Crisis Plan" handout found on website\****

### **EMERGENCY CLOSING OF SCHOOL**

In certain extreme cases, usually due to inclement weather, it is necessary to close the school. The decision to do so is made as early as possible and announced over KATC-TV Channel 3 and KLFY-TV Channel 10. Maltrait will be closed if public schools are closed due to inclement weather. Remind App will be put in place for one way emergency communications. Instructions and information on the Remind App will follow.

### **EARLY DISMISSAL**

Occasionally, because parish buses run early, Maltrait is obliged to dismiss early. When this happens, you will receive written notification from the school through your child at least two days in advance.

### **MESSAGES**

Only in cases of extreme emergencies can school personal interrupt classes to deliver messages to students. Students are not allowed to use the office phone.

### **LOST AND FOUND**

All items that are found on the school grounds are taken to the lost and found closet and are kept there until claimed. Please mark your child's possessions so they can be returned when found.

### **MALTRAIT MEMORIAL CATHOLIC ADVISORY COUNCIL**

The Maltrait Memorial Catholic Advisory Council is comprised of the Pastor, Principal, and nine members as nominated and voted on by the parents of Maltrait Memorial Catholic School and one members being appointed by the Pastor. The members are elected for a four-year term and are not eligible to serve more than two consecutive terms. The six elected parent members must be supporting parents of a Maltrait Memorial Catholic School student and must have a child in 5<sup>th</sup> grade or below at the time of election in order to be eligible to seek membership. The three elected non-parent members must be supports of Maltrait Memorial Catholic School and be willing to volunteer on a regular basis at all school functions. The Advisory Council serves only as an advisory board to the Principal and Pastor.

The Council meets five times per year in the months of September, November, January, February and May.

### **PTO (Parent Teacher Organization)**

The PTO is an organization comprised of Teacher and Parent volunteers. The organization meets twice a year. The first meeting is to plan and facilitate the Christmas Jubilee fund raiser and the second meeting is for the Annual School Bazaar. This organization is open to all Teachers, Parents and Family Members of Maltrait Memorial Catholic School students.

### **DISCIPLINE POLICY**

Maltrait holds an assertive yet positive approach to discipline, keeping in mind the child's self-esteem, while allowing for logical consequences for inappropriate behavior. The following guidelines shall be adhered to:

### **GENERAL RULES**

1. Students will follow directions the first time they are given.
2. Students will line up in silence after all recesses and in the morning before school begins.
3. Students will switch class in an orderly manner.
4. Students will not call each other names, tease each other through use of profanity or any other improper language.
5. Students will keep hands, feet, and other objects to themselves at all times.
6. Socialization is acceptable but proper and moral behavior is expected.

### **LUNCH ROOM RULES**

1. Students will follow directions and observe table manners.
2. Students will clean table after eating. Scrape plates and put silverware in proper containers quietly and orderly.
3. Students will whisper, keep hands, feet and objects to themselves while waiting in line to be seated.
4. Students will talk quietly and remain seated until duty teacher takes them outside.

### **PLAYGROUND RULES**

1. Students will follow directions the first time they are given.
2. Students will obey the adult on duty.
3. Students will play safely with no tackling or unnecessary roughness.
4. Students will be kind to others.
5. Students will keep hands, feet and other objects to themselves.
6. Students will not fight.

### **RESTROOM RULES**

1. Students will follow directions the first time they are given.
2. Refrain from talking and loitering in the rest rooms.
3. Leave restroom in order, toilet flushed, faucets turned off, etc.

### **CHURCH/ MASS RULES**

1. Disrespectful attitude/behavior/conduct in church, in or during religious ceremonies, and/or towards the Catholic Church will not be tolerated.

## CLASSROOM DISCIPLINE

### Pre-K and Kindergarten

Teachers are responsible for establishing and maintaining classroom discipline to promote an optimal learning environment and to provide for student safety. Each teacher is responsible for establishing class rules of behavior and consequences. Rules and consequences will be posted in the classroom as daily reminders. Students who continually break established rules will be sent to the principal's office and parents will be notified.

#### Conduct

Show respect toward others and our school  
Follow Directions  
Touch others softly, and only with their permission  
Use quiet voices inside  
Walk inside classroom and hallway

#### Cafeteria

No throwing, sharing or playing with food  
Use quiet voices  
Follow the duty teacher directions

#### Restroom and Playground

Playing in the restroom is not allowed  
Dirt is not to be thrown or played with  
Sticks will not be played with in any manner  
Children may not climb trees  
Children may not climb on the monkey bars

#### Guidance

Appropriate and positive behavior will earn a variety of rewards  
Inappropriate behavior will include

1. Verbal Warning
2. Time apart classroom/playground
3. Note home to family that describes behavior
4. Visit to Mrs. Meaux



### SCHOOL WIDE DISCIPLINE POLICY FOR GRADES 1<sup>ST</sup> – 4<sup>TH</sup>

Maltrait Memorial Catholic School holds an assertive yet positive approach to discipline, keeping in mind the child's self-esteem while allowing for logical consequences for inappropriate behavior. The Administration of the school, teacher, parents and students all share in the responsibility of creating and maintaining an orderly learning environment appropriate to the aims of Maltrait Memorial Catholic School.

To guide students in their understanding what constitutes negative behaviors, behavioral infractions have been divided into categories according to their degree of seriousness. Each student begins each week with 100 points for conduct. Points will be deducted according to discipline plans.

#### Grading Scale

94 - 100 (A)      88 - 93 (B)      76-87 (C)      70-75 (D)      0-69 (F)

Minor infractions (-5 points)      Moderate infractions (-10 points)

Major infractions (-15 points)      Severe infractions (Grounds for Suspension -25 points)

#### **Minor Infractions (-5 points)**

In general, the majority of minor infractions will be dealt with initially at the classroom level.

No student will be referred to the principal for minor infractions until the frequency of such actions becomes habitual. The classroom teacher will give students adequate reminders first verbally, then in writing in a conduct folder.

Minor infractions are the following:

1. Violation of Dress Code (see Dress Code Policy)
2. Failure to bring assigned books and materials to class
3. Bringing unauthorized toys, cameras, radios, etc. on the school grounds
4. Riding bikes in unauthorized areas or riding improperly
5. Tardy between bells
6. Failure to complete assignments or bring in homework, signed papers
7. Playground equipment: misuse of or improper behavior i.e. throwing dirt, climbing trees, leaving designated area, playing with sticks
8. Eating outside the cafeteria without permission or taking items out of the cafeteria
9. Entering any building or classroom without permission or at assigned times
10. Possession of or eating candy or chewing gum on grounds without proper permission
11. Being in halls without permission
12. Failure to follow a teacher's directive
13. Inappropriate threats of violence

### **Moderate Infractions (-10 points)**

1. Any minor infraction which becomes habitual
2. Leaving a classroom without permission of a teacher or school authority
3. Defacing uniforms, school property or writing on body parts
4. Attending after school events after having missed that school day without permission from the Principal
5. Teasing/name calling
6. Writing and passing of notes
7. Rough play
8. Inappropriate threats of violence

### **Major Infractions (-15 points)**

1. Any moderate infraction which becomes habitual
2. Instigating or encouraging fighting
3. Misconduct of any type at an extracurricular activity or field trip
4. Forging parent's signature on papers, reports or report cards
5. Misconduct includes, but is not limited to, the following during general assemblies, prayer assemblies, or in classroom/walkways, cafeteria, bus or bus lines, church, library, on the playground or anywhere on school grounds before, during, or after school:
  - Pushing and/or shoving (bully type of behavior)
  - Continuous talking after quiet is requested
  - Improper hand gestures to any student or faculty member
  - Talking back to teachers or school personnel
  - Profane or obscene language, writing, gestures or drawings
  - Any other misconduct deemed inappropriate
  - Stealing
6. Any un-Christian behavior on school grounds or at any school function
7. Damage or defacement of school property
8. Inappropriate conversation
9. Inappropriate threats of violence
10. Cheating

### **Severe Behavioral Infractions (-25 points Grounds for Suspension)**

1. Three (3) disciplinary referrals for major infractions
2. Any grave act of disrespect to a faculty member or fellow student
3. Striking a teacher or other school personnel
4. Forging the signature of any member of the school staff, parents or guardian on a referral, report card or progress report
5. Fighting
6. Violence, threats or related comments should be cited as reasons for disciplinary action to include suspension and expulsion
7. Theft
8. Racial slurs or comments
9. Inappropriate threats of violence

**According to Diocesan Policy, corporal punishment shall not be administered.**

**Suspension Regulations**

1. Action of suspension is reserved to the principal
2. Parents are to be notified before the child is sent home and the suspension period should last until the school official and parents confer.
3. No suspension may last longer than three days.
4. During the suspension period the child is marked absent.
5. Student will be allowed to make up work but will receive a 0 - 69 on all graded academic work during that specific period. Conduct grade will be 0%.

**The Principal has the right to reserve judgment regarding behavior and/or activity that is deemed grounds for suspension.**

**Expulsion Regulations**

1. A student will be expelled from school only when all other means of disciplinary actions have failed and/or when a student is a moral or physical threat to the spiritual and/or academic welfare and progress of other students and/or faculty or staff. Expulsions may result with no prior violations of school rules for very serious offenses.
2. Parents may appeal the expulsion decision to the Superintendent of Catholic Schools.
3. The Diocesan Superintendent of Catholic Schools with an Ad Hoc Committee may conduct a formal hearing to determine if any violation of justice affected the decision.

## **DISCIPLINE POLICY FOR GRADES 5<sup>TH</sup> - 8<sup>TH</sup> (REVISED AUGUST 2018)**

Maltrait Memorial Catholic School holds an assertive yet positive approach to discipline, keeping in mind the child's self-esteem while allowing for logical consequences for inappropriate behavior. The Administration of the school, teacher, parents, and students all share in the responsibility of creating and maintaining an orderly learning environment appropriate to the aims of Maltrait Memorial Catholic School.

To guide students in their understanding what constitutes negative behaviors, behavioral infractions have been divided into categories according to their degree of seriousness. Each student begins with 100 points at each mid-nine week grading period. The two grades will be averaged for the quarterly report card.

### **Grading Scale**

94-100 (A)      88-93 (B)      76-87 (C)      70 - 75 (D)      0-69 (F)

Minor infractions (-3 points)      Moderate infractions (-5 points)

Major infractions (-10 points)      Severe infractions (-25 points)

### **Caution Slips**

A total of 3 Caution Slips may be accumulated for Minor Infractions before points will be deducted. All students are allowed only 3 Caution Slips for the school year. On fourth minor violation, points will be deducted.

### **Minor Infractions (-3 points)**

In general, the majority of minor infractions will be dealt with initially at the classroom level. No student will be referred to the principal for minor infractions until the frequency of such actions becomes habitual. The classroom teacher will give students adequate reminders first verbally, then in writing in a conduct folder.

1. Violation of Dress Code (see Dress Code Policy)
2. Failure to bring assigned books and materials to class
3. Riding bikes in unauthorized areas or riding improperly
4. Failure to complete assignments or bring in homework, signed papers, necessary classroom materials
5. Failure to follow established lunch guidelines
6. Failure to return progress report or report card at assigned times
7. Inappropriate threats of violence
8. Tardy between bells to class
9. Leaving or entering any building, classroom, or area without permission or at unassigned times
10. Failure to follow teacher's directive
11. Misconduct/ Talking includes, but is not limited to the following, during general assemblies, prayer assemblies, or in classroom/walkways, cafeteria, bus or bus lines, church, library, on the playground or anywhere on school grounds before, during, or after school.

### **Moderate Infractions (-5 points)**

1. Any minor infraction which becomes habitual
2. Possession of or eating candy or chewing gum on grounds without permission
3. Bringing unauthorized toys, cameras, radios, etc. on school grounds
4. Defacing uniforms or writing on body parts
5. Attending after-school events after having missed that school day without permission from the principal
6. Writing and/or passing notes in class
7. Displaying poor attitudes or manners
8. Inappropriate threats of violence

### **Major Infractions (-10 points)**

1. Any moderate infraction which becomes habitual
2. Misconduct of any type at an extracurricular activity or field trip
3. Forging parent's signature on signed papers
4. Any un-Christian behavior on school grounds or school function
  - Pushing, shoving and/or teasing (bully type of behavior)
  - Continuous talking after quiet is requested
  - Improper hand gestures to any student or faculty member
  - Talking back to teachers or school personnel
  - Profane or obscene language, writings, gestures, drawings or actions
  - Any other misconduct deemed inappropriate
5. Damage or defacement of school property
6. Inappropriate threat of violence
7. Inappropriate conversation

### **Severe Behavioral Infractions - Grounds for Suspension (-25 points or more)**

1. Two (2) severe disciplinary referrals in a nine week period
2. Striking a teacher or other school personnel
3. Forging the signature of any member of the school staff, parents or guardian on a referral, report card or progress report
4. Instigating and/or encouraging fighting, or fighting
5. Violence, threats or related comments should be cited as reasons for disciplinary action to include suspension and expulsion
6. Stealing, receiving, or inappropriate possession of stolen goods
7. Racial slurs or comments
8. Cheating, plagiarism, lying or betting
9. Profane or obscene language, writings, gestures, drawings or actions
10. Any grave act of disrespect to a faculty/staff member or fellow student
11. Tobacco, drugs, alcohol, firearms, & weapons are prohibited

\* Graded assignments during suspension will receive 69% unless student scores lower on test or assignments. Conduct grade will be 0% for the week.

**According to Diocesan Policy, corporal punishment shall not be administered.**

### **Suspension Regulations**

1. Action of suspension is reserved to the Principal.

2. Parents are to be notified before the child is sent home and the suspension period should last until the school official and parents confer.
3. During the suspension period the child is marked absent. Maximum suspension is three days.
4. Student will be allowed to make up work but will receive a 0 - 69 on all graded academic work during that specific period. Conduct grade will be 0%.

**The Principal has the right to reserve judgment regarding behavior and/or activity that is deemed grounds for suspension.**

### **Expulsion Regulations**

1. A student will be expelled from school only when all other means of disciplinary actions have failed and/or when a student is a moral or physical threat to the spiritual and/or academic welfare and progress of other students and/or faculty or staff. Expulsions may result with no prior violations of school rules for very serious offenses.
2. Parents may appeal the expulsion decision to the Superintendent of Catholic Schools.
3. The Diocesan Superintendent of Catholic Schools with an Ad Hoc Committee may conduct a formal hearing to determine if any violation of justice affected the decision.

**According to Diocesan Policy, corporal punishment shall not be administered.**

### **SEARCH AND SEIZURE**

The principal or her designee reserves the right to search any student, his or her personal belongings and surroundings for any contraband that the principal has reason to believe the student may possess. Contraband is any thing, item, or article forbidden on campus by the civil or criminal law or by school policy. The principal may also search individuals or groups of students for stolen items.

### **GRIEVANCES**

In seeking resolution of a grievance, the aggrieved is to follow the proper order of ascendancy, namely, teacher, principal, grievance committee of local school board.

### **HOMEWORK**

Maltrait Memorial Catholic School encourages its faculty members to challenge their students by giving homework and test assignments regularly. The teachers are encouraged to provide enough homework to stimulate and reinforce class work. The age of the student should be considered in determining the type and length of homework assignments.

### **HOMEWORK FOR ABSENT STUDENTS**

We are appreciative of conscientious parents and students in requesting homework when absence from school is necessary. However, because of frequent class interruptions to request homework assignments, a structured procedure must be followed. Reliable friends in the classroom have always been good sources for getting assignments to absent students, but if that is not possible, we offer the following procedure:

- A. Call the office (643-7765) before 9:00 a.m.
- B. The office will notify the teacher of the student's absence and request homework

assignment.

C. The home room teacher will circulate the assignment sheet to all course teachers.

D. The completed assignment sheet will be returned to the reception office with materials necessary to complete the assignments.

E. The assignments can be picked up at 3:00 p.m. It is not possible for parents or siblings to go to classrooms to get assignments nor can we have the assignments ready before 3:00 p.m.

If a student is too ill to complete a homework assignment, please do not request it. If the homework for an absent student is requested it becomes his/her responsibility to have it completed when returning to class.

### **TUTORING**

Parents may contact private tutors. MMCS does not support nor recommend particular paid tutors. Tutoring services for profit may not take place on school premises.

### **HONOR ROLL**

To achieve Honor Roll status, a student must have all A's and B's in academic subjects as well as in conduct.

### **GRADING SCALE**

Letter Grade	% Scale	Standing
A	94 - 100	Excellent
B	88 - 93	Very Good
C	76 - 87	Average
D	70 - 75	Below Average
F	0 - 69	Failure

### **REPORT CARDS**

Report cards are sent home on a nine-week basis (four times a year). Mid nine-week reports are sent in the middle of each nine week period.

## **PROMOTION AND RETENTION POLICY**

### **KINDERGARTEN**

A Kindergarten student must satisfactorily pass seventy percent of the skills areas listed on the Kindergarten Progress report card to be promoted to the first grade.

***ALL STUDENTS IN GRADE ONE THROUGH EIGHT MUST HAVE AN ABSOLUTE "D" (1.0) AVERAGE READING FOR THE YEAR AND FOR THE SECOND SEMESTER TO BE PROMOTED FROM ONE GRADE TO ANOTHER***

### **GRADES ONE & TWO**

In grades One and Two if a student passes reading but fails Mathematics or Language/Spelling, the student must be referred to the School Building Level Committee for promotion. The School Building Level Committee must be comprised of at least four members, including but not limited to, the child's teacher(s), an administrator and two other professional persons knowledgeable about the child in the individual school setting. The committee's decision regarding placement will be documented in the student's record folder.

### **GRADE THREE**

In grade three a "D" (1.0) average must be attained in at least two of the remaining three major subject areas: Mathematics, Social Living and Language/Spelling to be promoted.

### **GRADES FOUR THROUGH SIX**

In grades Four through Sixth a "D" (1.0) average must be attained in at least three of the remaining four subject areas: Mathematics, Social Studies, Science and Language/Spelling to be promoted.

### **GRADES SEVEN & EIGHT**

A student in grades Seven and Eight must pass five full credits in a six period day or six full credits in a seven period day in order to be promoted. A student may be advanced from one grade to another in the Elementary grades without meeting the criteria for promotion due to a policy of limited retention based on physical, emotional and/or social conditions. A student with a disability in a Specially Designed Regular Instructional Program will address state grade level standards with significant modifications in time, method and materials designed to assist them in mastery of these standards. The specific grade-level standards which the individual student will address will be reflected in that student's Individualized Education Program (IEP). If the student is addressing standards below grade level placement, asterisk (\*) letter grades or "S/U" grading may be used denoting below grade level. This should be noted on the student's IEP and on the report card. The Specially Designed Regular Instructional Program is expected to lead to a regular high school diploma. Specially Designed instruction may take place in regular class rooms, resource rooms, self-contained rooms, home based or hospital settings. The decision for placement in this program must be reflected in the student's Individual Educational Plan (IEP). A student not achieving the criteria for promotion after the year of retention will be advanced according to the following policy:



1. A student may be retained in the primary grades K-3 a maximum of one year and in grades Four through Six a maximum of one year.
2. A student may be retained in the Elementary grades K-6 for a total of two years.
3. A student may be retained in the same grade only once.
4. A student advanced to the next grade without meeting the criteria for promotion shall, in all instances, have the report card reflect his/her grades earned.

The statement, “placed in grade \_\_\_ due to the policy of limited retention without mastery of the grade level,” shall appear on the report card.

#### **FIELD STUDY**

All students participating in a field studies sponsored by the school are to have a Field Study Permit signed by a parent prior to the trip. Permission over the phone will not be accepted.

**Persons interested in attending field trips, substituting or volunteering for school activities must be Safe Environment Certified. This mandated from the Bishop of the Diocese of Lafayette. Volunteer forms must be completed and documents requested must be provided (Such as: Driver’s license, Insurance coverage, etc.)**

#### **IMMUNIZATION**

All students are to have in the school files records attesting to their immunization from contagious diseases as prescribed by civil law. Please notify the school office when your child has a communicable disease, including chicken pox, scarlet fever, strep throat and head lice.

### **STUDENT HEALTH & SAFETY**

#### **MEDICATIONS**

In keeping with State guidelines for administering medication, the following policy will be followed:

**ABSOLUTELY NO MEDICATION WILL BE ADMINISTERED AT SCHOOL.**

**Parents may come to school to administer medication if they so choose. There will be no exceptions to the above stated rules. If you have any questions, please feel free to call the school.**

**If possible, please request from your physician that medication dosages be timed for before or after school.**

**NO CHILD MAY CARRY ANY TYPE OF MEDICATION  
ON HIS OR HER PERSON.**

## **SCHOOL ACCIDENTS**

If a student is injured at school, he is to report to the teacher on duty, his teacher or the secretary in that order. First aid will be administered, if necessary. Parents are contacted, informed of the accident and given the opportunity to come to check the injury or pick up the child for further treatment. Major accidents must be logged in the office. Duty teacher(s) are to fill in the accident report and turn it in. In an emergency, if a parent or designated person cannot be reached, the student's emergency data sheet will be followed.

## **EMERGENCY PROCEDURES**

An Emergency Evacuation Procedure chart will be posted in each classroom. Emergency drills are held about once a month. All teachers will remind students of the seriousness of the drills. Students are instructed to exit walking in a single file in absolute silence to the designated safe area and are to stay there until clearance is given.

## **SCHOOL PARTIES**

Each class is permitted to have a Christmas party. Most teachers will contact parents about treats. If a parent is not contacted, the parent may call or write the teacher about the party and treats. Treats shall be either homemade or store-bought items which are individually wrapped. No gum is allowed. Invitation Policy - No invitations will be distributed at school unless the entire group is invited - All or none!

## **SCHOOL LUNCHES**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a price fixed by the state and the Diocese of Lafayette. The Diocese of Lafayette has a pre-pay policy. Payment statements will be sent home the first day of school and monthly thereafter. If there are any questions concerning the lunch program, please contact Mt. Carmel cafeteria at 893-4591. Please use the white envelope provided for monthly payments.

## **DRESS CODE**

All students attending **Maltrait Memorial Catholic School** are obliged to wear the school uniform daily, beginning the first day and until the closing day of school. Uniforms must be neatly worn throughout each school day. Exceptions to this rule will be announced, i.e. Picture Day, Blue Jean Day, Field Day, Spirit Day, etc.

All clothing must be purchased from a uniform line of clothing manufacturer at a uniform clothing store. Styles not sold by uniform clothing manufacturers are not acceptable.

**\*Low rise hip hugger style pant or sagging slacks or shorts are unacceptable!**

## **GIRLS**

**Skirt** - regulation maroon/gray plaid uniform skirts (worn at a modest length). Acceptable for Mass Days.

**Skorts** - regulation plaid uniform skorts (worn at a modest length). Acceptable for Mass Days.

**Shirts** - maroon polo type uniform shirt with ***Maltrait Logo ONLY (NO***

**MONOGRAMMING**) long/short sleeve. No lace, scallops, designer labels, etc. are acceptable. A solid plain maroon, white or gray sweatshirt with the school insignia or Catholic feeder school (V.C.) may accompany the uniform shirt. A plain white undershirt or uniform P.E. shirt may be worn under the uniform maroon polo type shirt. **Optional Not Required 100% polyester (dry fit) fabric with Maltrait Logo will be available at Herpin's Shoppe in Kaplan.**

**Shorts** - regulation plaid uniform shorts (worn at a modest length). Days on which attendance of Holy Mass will take place, a regulation uniform gray slack, plaid slack, skirt or sort must be worn!

**Slacks** - This option is available and not required to wear. Only gray or plaid regulation uniform slacks may be worn. Slacks may not be worn fringed, cut or unhemmed.

**Socks** - maroon, white, black or gray knee/ crew length socks without designs or insignias. All socks must cover the entire ankle. White/gray tights with no insignia or design may be worn in cold weather with skirts/shorts/shorts. No low rise socks will be acceptable

**Shoes** - all shoes should have soft closed in heels and soles that do not mar floors. Acceptable colors and styles are black, maroon/red, white or brown leather dress shoes. All tennis or athletic shoes must compliment the uniform acceptable colors and trim colors (white, maroon/red, black or grey ). No lights, colored ties or decorations on shoes. No sandals, cowboy boots, or boots of any kind will be permitted. **No sandals, cowboy boots, or boots of any kind will be permitted.** No pink or blue.

**Sweaters/Jackets** - Maroon, white or gray windbreaker/sweatshirts with the school insignia or our feeder school (Vermilion Catholic) may be worn in the classroom. No other sweater/jacket will be acceptable. No colored piping, trim, patches, etc. may be on the uniform jackets. Only the student's initials or school insignia or feeder Catholic School insignia (Vermilion Catholic) will be allowed. Maroon, white or gray solid color sweatshirts can be worn over the uniform. Outerwear may only be worn in appropriate season.

**Caps** - under no circumstances will this be allowed, exceptions to this rule will be announced.

**Belts** - solid black, gray, brown or maroon belts must be worn with all belt loop uniform regulation slacks/shorts.

**Hair** - unconventional hair cuts will not be allowed. Dyed, colored, bleached, frosted, tinted, streaked or highlighted hair is not allowed. Please take care of this matter before the first day of school. Hair accessories are to be simple, non-distractive, and uniform colors (white, gray, maroon and black) (Bows, barrettes, head bands and ribbons, etc.)

**Jewelry** - girls may wear plain, non-dangling gold, silver or colored earrings, complimentary to regulation uniform. All earrings shall be worn in conventional pierced lobes only.

**Fingernails/Make-up** - girls may have moderate length nails. No nail polish applied to nails will be acceptable. No artificial nails are allowed!! Students are not allowed to wear make-up!!

## BOYS

**Pants** - gray regulation uniform.

**Shirts** - approved regulation uniform shirts, maroon polo style, long/short sleeve. ***Maltrait Logo ONLY (NO MONOGRAMMING) Optional Not Required 100% polyester (dry fit) fabric with Maltrait Logo will be available at Herpin's Shoppe in Kaplan.***

**Shorts** - all boys may wear solid gray uniform regulation modest length shorts. On the days on which school Mass will be held, long gray uniform regulation slacks must be worn.

**Belts** - a solid black, gray, brown or maroon belt is to be worn at all times.

**Socks** - see the section under the Girls heading.

**Shoes** - see the section under the Girls heading.

**Sweaters/Jackets** - see the section under the Girls heading.

**Caps** - see the section under the Girls heading.

**Hair** - see the section under the Girls heading.

- Boys Hair – In addition, conventional hairstyles should be clean and neatly groomed and should not fall over the collar of the shirt or cover the bottom of the ear lobe or the eyebrows.

**Earrings** - will not be allowed for Boys

## PHYSICAL EDUCATION

### **Uniforms**

Grades 5th - 8th will be required to wear gray uniform t-shirts/maroon mesh uniform - long walking shorts.

### **Blue Jean Spirit Day**

Spirit T-Shirts - purchased from school

Non uniform closed shoes are acceptable

Capri or long blue jeans

Non uniform socks are acceptable

Uniform shorts are acceptable on Spirit Day

Blue/jean leggings or jeggings are NOT acceptable

It would be impossible to anticipate all problems which may arise in the future, yet each year a few distracting “fads” and circumstances show up on our school grounds. Anything that distracts the spirit, education, philosophy or dignity of ***Maltrait Memorial Catholic School*** will be held unacceptable even though not explicitly set forth in any policies. The Principal makes the final decision as to what is acceptable. If questions should arise about the appropriateness or acceptability of any style or item, please contact the Principal where final decisions are made.

**Help your school to maintain the proper environment for learning and avoid needless attention to the dress issue by adhering strictly to the above dress code.**

## **ENRICHMENT ACTIVITIES**

### **SCHOOL MASS/ADORATION**

Once a week, Maltrait students prepare the liturgy of a Mass and the entire student body attends the Mass. Different grade levels prepare and participate in the liturgy every week.

Once a week 1<sup>st</sup>- 8<sup>th</sup> grade students will attend Adoration.

### **4-H CLUB**

Any boy or girl, 9 to 19 years of age, who is willing to follow the 4-H ideals and standards may join 4-H at the beginning of the school year. Members may enroll in one or more projects in which they learn by doing the activities in the project book. Various activities occur during the year which are announced in the 4-H newsletter and/or school newsletter.

### **JR. BETA CLUB**

The purpose of this organization shall be to encourage effort and reward merit among students, to develop initiative and leadership and to promote those qualities of character that make for good citizenship. All students in grades 5-8 with a 3.0 average and of outstanding character may join Beta Club.

### **SCIENCE AND SOCIAL STUDIES FAIRS**

The school's science and social studies fairs are open to students in grades 4-8. These fairs allow students to research topics which they find interesting. This increases thinking skills.

### **READING REMEDIATION/ INTERVENTION**

Chapter I is a federally funded remedial program available to students. Students who rank below the 49<sup>th</sup> percentile in Language Arts on the Standardized test or who in the judgment of their teacher needs remedial work are eligible to attend Reading Intervention. With the parent's written consent, the child is allowed to leave the regular classroom for individualized /small group instruction. This does not take the place of reading, it reinforces it.

### **PUPIL APPRAISAL SERVICES**

The purpose of these services is to assist students who have learning problems, adjustment problems, or other special needs by providing services to students, parents, teachers, and other school personnel.

### **SPEECH THERAPY**

These services are rendered to those students holding a current multi disciplinary evaluation, who require rehabilitative attention in the areas of speech, language, and/or hearing therapy. The speech pathologist serving Maltrait holds a valid Louisiana teaching certificate and is licensed by the Louisiana Board of Examiners for Speech Pathology and Audiology.

### **GIFTED PROGRAM**

A parish-wide program for gifted and talented students provides enrichment experiences which enable qualified youngsters to pursue learning in a manner consistent with their own interests and preferred styles of learning in itinerant and resource center settings.

### **LIBRARY CLUB**

Maltrait provides a well-rounded selection of books and educational materials in our Library. Students are encouraged to make good use of the library time provided.

### **MINI COURSES**

Maltrait offers mini courses which provide enhancement in various disciplines. In these courses students will be evaluated in these subjects through our regular standard grading. Failure will not warrant retention, however, students are required to meet the criteria for eligibility in Beta and all Sport activities.

### **ATHLETIC PROGRAMS**

A player must have an absolute D (1.0) average or better in school work to be in the athletic program. Any player having one (1) "F" in any subject during any marking period will be placed on probation, for the remainder of that particular marking period. Probation means a player may participate in practice but cannot play in any games until failing grades are improved to passing marks. This will be determined by the mid-nine week report or the nine-week report, whichever is the next consecutive marking period.

**It is our priority to exhibit good sportsmanship and respect toward MMCS, as well as our visiting teams.**

Any player having two (2) or more "F's" in any subjects during any marking period will be ineligible to practice or play until all failing grades are improved to passing marks. This improvement must occur during the next consecutive marking period or students will remain ineligible.

Any player not present during the school day should not participate in after school athletic events that same day, this includes practice.

Note: Marking periods will be the end of Mid-Nine weeks or Nine Weeks. Maltrait Memorial Catholic School follows all policies of the Acadian Catholic League.

### **TRUST FUNDS**

#### **SCHOOL ENDOWMENT TRUST**

A school endowment fund may be set up by anyone. These monies are placed in interest and the interest from the funds are used for the operation of the school. Parents may start a fund as a donation or in memory of someone. School endowment trust documents are to have the signature of the Bishop of Lafayette. A copy of the document is then sent to the Office of Catholic Schools for filing.

#### **FUND RAISERS**

Class time is not to be used for fund-raising activities.

## **FINANCIAL OBLIGATIONS**

***MALTRAIT MEMORIAL CATHOLIC SCHOOL*** has adopted a pre-paid tuition plan. All tuition is due at the time of registration. A local bank provides low-interest loans (Bank Notes) for those who prefer paying tuition monthly. Loans that are 90 days delinquent are canceled by the bank. In such instances, parents are expected to pay the delinquent balance in full when contacted by a school representative, in order for the student to remain in school. Failure to comply will result in the child being dropped from the school enrollment. All other financial obligations including payment of lost textbooks, lost library books, lost or damaged equipment and uniforms, cafeteria payments or any other assessments must be current to receive report cards and records for students.

### **DEBT COLLECTION**

MMCS will be entitled to recover “collection cost” in the event that outside resources are used to collect a debt.

### **WITHDRAWALS**

Tuition is established on a semiannual basis (½ year). Beginning with the first day of class, any student who is in attendance on the first day of school or the first day of mid-term and has not communicated his or her withdrawal or resignation from school to the school principal, full tuition for that ½ year will be due to the school upon withdrawal.

### **New Diocesan Financial Obligation Policy**

In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgement of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

**THREATS OF VIOLENCE \*Please refer to “Crisis Plan” Handout found on website\***

**IMMEDIATE DANGER OF VIOLENCE OR POSSIBLE HARM TO STUDENTS/FACULTY \*Please refer to “Crisis Plan” Handout found on website\***

**SAFE ENVIRONMENT TRAINING**

On June 14, 2002, the United States Conference of Catholic Bishops approved a “Charter for the Protection of Children and Young People:”. The charter addressed the Church’s commitment to deal appropriately and effectively with cases of sexual abuse of minors. Bishop Michael Jarrell decreed on June 1, 2003, that the Diocese of Lafayette would recognize this new charter. Bishop Jarrell mandated that the Superintendent of Catholic Schools train all Principals to implement the Safe Environment program to their school families. Each Principal has trained his/her own staff and teachers. Each school hence named a Coordinator for the program. Mrs. Renee’ C. Meaux is coordinator for Maltrait Memorial Catholic School. Mrs. Meaux is responsible for all files on each person who attends the program. The program consists of Initial Training and Continuing Education which will be given on an annual basis.

**Persons interested in attending field trips, substituting or volunteering for school activities must attend this training. This a mandated from the Bishop of the Diocese of Lafayette.**

Parents and volunteers are encouraged to attend these training sessions annually. The Initial Training is approximately two hours and the Continuing Ed training is now online through Virtus at [www.virtus.org](http://www.virtus.org). The Continuing Ed will be an on-going annual training. Information on the Virtus program may be obtained in the school office. All files of your training will be kept on location and forwarded to your church parish if needed.

**Update by the Diocese of Lafayette – February, 2016**

Safe Environment Background Checks will be rerun every five (5) years for all who are currently Safe Environment certified. The cost for rerunning these background checks are currently \$7.00 for Parents/Volunteers. Cost is subject to change.

**MALTRAIT MEMORIAL CATHOLIC SCHOOL**

**NETWORK USER AGREEMENT AND PARENT PERMISSION FORM**

The Internet is a vast global computer network which provides access to major universities, governmental agencies, school systems, and companies throughout the world. Maltrait Memorial is now offering Internet access to all students. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. While our intent is to make Internet access available to further educational goals and objectives and a filter has been placed on our Internet access to restrict most of the inappropriate areas, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.



### **DISTRICT INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom on the school campus. Communications on the network are often public in nature.

All school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be given only to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege — not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communication over those networks. It is expected that users will comply with district standards and will honor the agreements they have signed. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

### **USER RESPONSIBILITIES**

Users of the Maltrait Memorial Network must conduct themselves in accordance with all school policies and rules as outlined in the student folders. Student use of the network is further governed by the Acceptable Use Policy which may be accessed on the Maltrait Memorial Home Page. In keeping with these policies and rules, the following are NOT allowed:

- Attempting to bypass the monitoring, filtering, or security system
- Revealing personal information about yourself or other people
- Sending or displaying offensive messages or pictures
- Using obscene, profane, lewd, vulgar, rude, threatening or disrespectful language
- Harassing, insulting or attacking others
- Intentionally accessing material which is inappropriate for school settings
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password or allowing others to use your password
- Trespassing in another's folders, work or files or any restricted area
- Accessing or using non-educational network resources which effects the educational use of others (i.e. downloading large non-educational files or videos, playing video games, etc)
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.



**PARENT COOPERATION, SOCIAL MEDIA POLICY, and ANTI-BULLYING AND HAZING POLICY ACKNOWLEDGMENT**

This is to certify that I have read, understand and commit to abide by the guidelines of the Parent Cooperation and Social Media Policy set forth by The Diocese of Lafayette and Maltrait Memorial Catholic School.

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

**HANDBOOK ACKNOWLEDGMENT**

This is to certify that I/we have received the Parent and Student Handbook and have read, understand and commit to abide by the guidelines set forth by Maltrait Memorial Catholic School.

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Parent/Guardian)

\_\_\_\_\_  
Date