



Dear Parent or Visitor to Most Blessed Sacrament Catholic School,

It is with great pleasure that I welcome you to our 2020-2021 Family Handbook. The purpose of this publication is to delineate and frame the understandings between our students, parents and faculty. It serves as one of the primary means of communication between home and school.

We are a regional Catholic school, under the auspices of the Diocese of Wilmington, DE, that provides a ministry of faith and academics to eight Catholic parishes in southern Delaware and the Eastern Shore of Maryland. Our ministry began in 2003 when the school opened its doors to students and their parents for the first time. Ms. Amy Mike was the founding principal and served in that role until 2009. Ms. Mike and the founding staff members laid the “corner stone” for a faith community that proclaims the Gospel of Jesus Christ through the teachings of the Catholic Church while simultaneously challenging students to acquire and master the skills necessary for living as Catholic Christians in the 21st century.

MBS prides itself as a STREAM initiative school. STREAM is an acronym that identifies our school as emphasizing Science, Technology, Religion, Engineering, the Arts and Mathematics. Visitors to our classrooms find learning environments that are rich in Catholic values, reading and language arts, state-of-the-art technology, the fine and performing arts, along with the sciences and mathematics. Upon completion of their program at MBS, our students are very well prepared for their entry into high school. Students from MBS are consistently found on high school honor rolls, inducted into high school honor societies and are counted among the most successful students at their respective secondary schools and many prestigious colleges and universities.

Please take time to peruse our 2020-2021 Family Handbook. We are pleased to present it to you as a means of gaining familiarity with the excellence of our programs. We are sure that you will gain a feeling for the climate and culture of our Catholic School.

You are welcome to contact me at any time if I may be of assistance in any way.

**Yours in Christ,
Kathy Manns, Principal**

Mission Statement

Most Blessed Sacrament Catholic School, serving students in the eight sponsoring parishes of the region in grades pre-kindergarten to eight, is dedicated to excellence in education by developing life-long learners and leaders. We foster a faith-filled environment in partnership with families, emphasizing reverence, respect, and personal responsibility in the traditional spirit of Christian teaching.

Vision Statement

Most Blessed Sacrament Catholic School provides rigorous and technologically relevant instruction that is intentionally integrated with Catholic identity. Together, as Pastors, administrators, teachers and parents, we nurture the development of the mind, the body, and the soul, in each of our students. Our students are able to make sound decisions based upon the teachings of Jesus Christ and modeled upon the lives of the saints. As a faith and learning community, we teach students a passion for the truth and a love for discovery and knowledge. Our students are prepared to relate their Catholic faith to their culture and actively live their faith as members of the greater community.

Most Blessed Sacrament Catholic School is sponsored by the following parishes
located in Worcester County, MD and Sussex County, DE:

St. Luke/St. Andrew, Vy. Rev. Paul Jennings, VF, Pastor
St. John Neumann, Rev. Joseph MPR Cocucci, Pastor
St. Mary Star of the Sea/Holy Savior, Rev. John Solomon, Pastor
St. Ann, Rev. John Klevence, Pastor
St. Edmond, Rev. William Cocco, Pastor
St. Jude the Apostle, Rev. Brian S. Lewis, Pastor
St. Michael/Mary Mother of Peace, Rev. Robert Coine, Pastor
Our Lady of Lourdes, Rev. Steven Giuliano, Pastor

Absence/Attendance

It is necessary for scholastic achievement that a student be present regularly at school. Persistent absenteeism creates a genuine hardship for the student and is regarded as a very serious problem.

1. **Absence** – When a student is unable to attend school, a parent must call the school office before **9:00 A.M.** to report his/her absence. Parents must give the student's name, teacher's name, reason for absence and any request for homework. In most cases, homework cannot be available for pickup until the end of the school day. If a student is not physically present and not participating in a school activity, the student will be marked absent. Students who are absent must bring a written excuse upon return. Parents will be contacted if a written excuse is not returned. After an absence of five calendar days, a doctor's certificate **is required**.

* **See Appendix 1.**

At MBS, we take seriously our mission of educating each child to his or her fullest potential. Students who are frequently absent from school experience difficulty in making up missed assignments are unable to regain lost instructional time. Our school monitors student attendance each day and sends reminder letters to parents after a student has accumulated ten, fifteen and twenty days of absence. Students who are absent twenty or more days will be recommended for retention. When students experience lengthy illnesses, parents are asked to contact the school nurse.

2. **Tardiness** – Prompt arrival at school is expected. Late arrival disrupts the class and causes loss of instruction time. Any student who arrives after the doors are locked at 8:30 is tardy. A parent or responsible adult must accompany the student to the office and sign them in. A student who arrives before 10:00 a.m. is considered tardy. A student who arrives after 10:00 a.m. but before noon will be considered a morning absence. A student who arrives

after 12:00 noon is recorded as a FULL day absence. Notes do not excuse a tardy infraction although we do take into consideration car trouble, weather, accidents, family emergency, or sudden illness.

* **See Appendix 2.**

3. **Early Dismissal** – All early dismissal students MUST be signed out at the office. An early dismissal before noon is counted as a FULL day's absence; if leaving between noon and 2 p.m. it is counted as an afternoon absence. A dismissal after 2:00 p.m. is recorded as a tardy.
4. **Funerals** – Students attending the funeral of an immediate family member will be marked absent. A note of explanation is required. However, this absence will not count against perfect attendance.
5. **Retention for Excessive Absenteeism** - Absence for more than 20 days in an academic year **may** result in retention in the current grade level.
6. **Vacations** – The planning of family vacations that are not within scheduled time off is **strongly discouraged** during the school year. Please contact the **Principal directly** if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for retention or dismissal. In the event that a child does travel with the family, all work must be made up within one week upon returning to school. The teacher is **not required** to give homework in advance. Please make contact with the teacher before departure.

Academic Program

We recognize that each child has special gifts and needs. Our academic programs respond by challenging students to achieve their full potential. A fully qualified faculty provides a rich and varied academic atmosphere. Our curriculum follows the Diocesan guidelines and is designed to stimulate the intellect and

curiosity of every learner. Technology is integrated into all areas of study.

Most Blessed Sacrament Catholic School is a pre-k to eighth grade school that offers a learning environment grounded in Catholic values and based on the Gospel teachings of Jesus Christ.

Our program emphasizes the intellectual, spiritual, and physical development of every child.

Most Blessed Catholic School is an Arts Integration school emphasizing science, technology, engineering, math curricula with connections to the curricula for the arts.

Our rigorous instructional programs are integrated with state-of-the-art technology.

Our instructional programs include Religion, Fine Arts, Reading, Language Arts, Math, Physical Education, Science, Social Studies, World Languages, Technology and Library Media.

Our school is structured in grade level groupings that are either self-contained or departmentalized. Classroom assistants work with teachers and students as needed. A variety of instructional methods are implemented across the curriculum.

1. **Placement** - The principal, after consultation with parents and teachers, has the right to make the final decision on placement, including promotion and retention of students. Parents will be informed about the ability of the student and the progress being made. Each student should progress through the skill development sequence as he/she is able, and it is the teacher's responsibility to ensure parental understanding of how the student is making progress. Parent/teacher conferences are conducted in accordance with the norms established by the Diocesan office and upon request of either party. We encourage you to contact your child's teacher when you feel the need arises.

2. **Grading System**- As per the Diocese of Wilmington guidelines

Grades 3-8

Grade	Percent Range
A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Grades K-2

	Progress Codes
P	Demonstrates Proficiency
G	Very Good Progress
S	Satisfactory
I	Improvement Needed
N	Not Yet Demonstrating
NA	Not Applicable

Effort/Conduct

O-Outstanding; **G**-Very Good; **S**-Satisfactory; **I**-Improvement Needed; **U**-Unsatisfactory

- a. **Homework** – Home assignments are a vital part of our educational program. They are an extension of the learning that takes place in the school. Students are expected to **responsibly** complete their homework **every** night. Grades are given for various homework assignments, and it is imperative that these be completed. Each homeroom teacher will review his/her homework policy with parents at a "Back to School Night" early in the school year. The teacher is not required to give homework in advance of any absences. Students are expected to copy all assignments daily in their agenda books.
- b. **Progress Reports** – At the midpoint of each trimester period, an **Interim Report** will be given to each student. **Progress Reports** are issued three times a year. The **envelope** for progress reports must be

signed and returned to school within 3 school days. Parents of students in grades 3 to 8 may monitor their child's progress throughout the year by using the *Parent Access* feature of **Power School**.

- c. **Promotion/Retention** – After the successful completion of all major subject areas, students are promoted to the next grade level. If a student has a “failing” average in one or more subjects, discussion with the administration and teacher/s will be required.

Retention is usually considered as a viable alternative during the pre-K 3, pre-K 4, kindergarten, first and second grades; however, it is occasionally necessary that retention occur in the upper grades for one or more reasons. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

- d. **Academic Probation** – Students who participate in extracurricular activities including athletics, drama, choir, student council and all other extracurricular activities must maintain grades of C or higher in order to participate. Students with a current grade lower than C are considered to be on academic probation and therefore ineligible for participation until the grade is improved to a C or higher.

3. **Academic Recognition** – The following criteria have been established, in grades 6-8, for students to earn recognition for Academic Excellence, for each trimester.

High Honors - All A's in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct for the current Trimester.

Honors – A's and B's in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct for the current Trimester.

Major Subjects – Religion, English, Reading, Literature, Spelling, Mathematics, Science, Spanish, and Social Studies.

These students will be recognized at the end of each Trimester.

Admissions/Withdrawals

Most Blessed Sacrament Catholic School is Accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools. We have demonstrated to evaluators that we are effectively advancing the quality of educational experiences that we offer to our students. It is our firm belief that an excellent Catholic education can be achieved when the family, church and school are all working together.

Most Blessed Sacrament Catholic School will admit students of any race, color, nationality, ethnic origin, or sex to all rights, privileges, programs and activities generally accorded or made available to students in the School. The School will seek to primarily serve parents who want a Catholic education for their children.

Children of all faiths can be admitted with the understanding that they participate in the religion program and religious services.

MBS offers a learning environment for pre-K (3 year old) to grade 8 students that is grounded in the Gospels as proclaimed by our Catholic Christian faith. Our program truly educates the **Mind**, strengthens the **Body**, and nurtures the **Soul**.

January 1st – January 31st – Re-registration for existing families and any new siblings.

February 1st – February 15th – Open enrollment for new Catholic Applicants who are parishioners in one of our sponsoring parishes.

February 16th – February 28th – Open enrollment for “newly registered” parishioners.

March 1st – Open Enrollment for Non-Catholic/Non-Parishioners.

ALL materials in the admissions packet must be 100% complete in order to be considered for admissions.

Any family who makes the decision to withdraw their children from Most Blessed Sacrament must notify the office in writing immediately. Any tuition paid up to point of withdrawal is nonrefundable.

Priority Consideration

Priority consideration for admission to Most Blessed Sacrament Catholic School will be given to applicants who are practicing, registered and contributing members of one of the sponsoring parishes.

Criteria for qualifying as a **PARISHIONER** of one of the sponsoring parishes include:

- Completion of *Registration Form* for the parish.
- Support of the parish in **Time, Treasure, and Talent.** This involves not only use of Offertory envelopes but providing services to the various ministries of the parish, i.e., altar servers, choir, Eucharistic Minister, Cantor, Lector.
- Attendance in the “*Worship Life*” of the parish.
- Parish verification form signed by the pastor.

Practicing is defined as participating in the life of the parish and community.

Registered is defined as having completed a parish registration form. Consideration will be given to the length of time a family has been registered.

Contributing is defined as being a regular contributor to the offertory collection.

Once a family has been admitted to the Most Blessed Sacrament Catholic School community, it is expected that the family will continue to honor the terms of the admission. Families who

transfer from one parish to another are asked to contact the school office to update our records.

Arrival/Dismissal

During school activities, or at pick-up or drop off times, parents are expected to supervise students at all times. Student arrival is between 7:45 and 8:10 a.m. each day.

1. **Arrival** – School begins at 8:10 A.M. Students should not be dropped off before 7:45 A.M. If an arrival before 7:45 A.M. is necessary students will be directed to the Before Care Program and parents will be charged accordingly. Cars dropping off students should pull up to the front of the building and leave promptly after students exit the car. Students are to report to homeroom where their teacher will greet them. Morning prayer, the Pledge of Allegiance and announcements begin each day at 8:15 A.M.

* **See Appendix 3.**

School Pledge - Students will recite the following Pledge in unity each morning after prayers, as a daily reminder of Most Blessed Sacrament Catholic School’s expectations:

I will be responsible.

I will be respectful to adults, other students, myself, and our environment.

I will be reverent.

I will be ready to learn.

And I will always remember, “What Would Jesus Do?”

1. **Bus Behavior** – Students are expected to stay in their assigned seats. Students are required to follow the school pledge on the bus and display safe behavior at all times. Students must follow the direction of the driver.

2. **Dismissal** - Students departing by bus will leave by the main staircase and the front entrance where the buses are waiting, as soon as the end-of-the-day prayer and announcements have concluded.

Students departing by car will leave by the door closest to the first grade (grades PK-5) and the exterior gym doors (grades 6-8). Cars will pull into the side parking lot in three designated lines and wait for the child to enter. Cars cannot move until all children are inside their vehicles. A signal will indicate when cars can begin to move. Parents must remain with the vehicle at all times. If parents need to return to the building, they must drive around to a designated parking slot after picking up the child. If traffic begins to move and a child is not in the car, the parent must circle the building and return for the child. Vehicles heading toward Route 113 should turn **right** onto Rt. 589 from the front of the school while cars going to OP, OC, Rt. 50 or 90 should exit through the St. John Neumann parking lot to go **left** onto Rt. 589.

During inclement weather, students will be dismissed through the front of the school building as the car pulls up into the line. Have the family names of the students riding in your car visible on the dash. Parents will be notified via text message if conditions warrant a special dismissal.

Any students being dismissed through the office must be picked up by 3:15 or the student will be sent to after-care.

* **See Appendix 4.**

3. **Release of Child to Anyone Other Than Custodial Parent** – A child will not be released to anyone other than the custodial parent without advanced written notification from the parent. Carpools must list names and phone numbers on the emergency information form. Please inform the office of any changes in writing (email will suffice) as they occur throughout the year. The office

should be notified for any pickup changes for the day before 2:00 P.M.

Parents of children who are not transported by bus must obtain permission from the bus company and the administration before the child may ride the bus.

Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurances, and dated copies of the annual notification.

For new buildings, those completed after October 12, 1988, our "management plan" consists of the exclusion documentation including this notification. This documentation means that to our knowledge no asbestos-containing building materials were used or specified for use in this building.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan please contact Kathy Manns at 410-208-1600.

Before/After Care

Most Blessed Sacrament Catholic School provides quality before and after school care. The center is open before school from 7:15 to 8:00 a.m. and after school from 3:15 to 5:45 p.m. **This program will operate only on the days that Most Blessed**

Sacrament Catholic School is in session. Students must be pre-registered for this program. State of Maryland requires health documentation above and beyond what is required for the school. Therefore, before a child can participate in the before/aftercare program, these health forms must be received. Half day coverage is from 12:00 to 3:00 p.m. An extra charge will be assessed from 3:00 to 5:45pm. On half days before holidays and on the last day of school after care will be **closed**. Please contact the office for a schedule of rates and hours for special circumstances due to weather conditions, such as fog and snow delays.

Payments are due as stated on invoices. All accounts must be kept current. Accounts that become delinquent will result in denial of service.

* See Appendix 5.

Cancellation Policy

Cancellation of school takes place during circumstances such as extreme weather, equipment failure, or public crisis. We are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Announcements for **Most Blessed Sacrament Catholic School** will be made on the local television and radio stations and School Reach. Every practical means is used to notify parents of a cancellation. In the unusual circumstance that school must be canceled during the school day, the principal will determine that all students have satisfactory transportation and supervision at home before releasing them from school. **Please be sure that all home and work phone numbers, addresses, and emergency contacts are updated when there is a change as they become necessary in certain situations.** Please do not call the school office regarding closings. In order to avoid make-up days being added to the school calendar, students will be provided with "Blizzard Bags." Parental cooperation in ensuring that the work is completed is expected and appreciated.

Change of Address

It is necessary for Most Blessed Sacrament Catholic School to be notified **immediately of a change in address, telephone**

number or if there is a change to any information recorded on the emergency card. A change in family status affects a child in various ways, and we can better understand a child when we have this information. Please notify the school in writing when changes occur.

Child Abuse/Neglect Reporting Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse to the proper authorities in order that children may be protected from harm and a family may be helped. Most Blessed Sacrament Catholic School supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the Attorney General's office.

Most Blessed Sacrament Catholic School adheres to the policies prescribed in the Diocesan policy, ***For the Sake of God's Children.***

Classroom Celebrations

1. **Birthday** - Parents may provide a non-edible in honor of their child's birthday. **No deliveries (e.g., balloons, flowers) may be made to any student during school hours.**
2. **Party Invitations** – Please do not send party invitations to school to be distributed unless every child in the class is invited. Thank you for your cooperation.
3. **Holiday Celebrations** – All celebrations will take place under the direction of the teacher and administration.

Communications

An annual school calendar will be sent home as soon as possible in the beginning of the school year. Please keep this calendar posted in a prominent place in the home, as it is most important. You will be notified of any school news or calendar changes through the school's *Weekly Dolphin Days* sent out **via e-mail** on Thursdays. This information can also be accessed through the school web site at *www.mostblessedsacramentschool.com*. Also

on the website, you can access teacher e-mail and school voice mail numbers. Teachers will respond within 24 hours. Please refrain from calling a teacher at home.

Confidentiality

Confidentiality of student and family information is considered to be of utmost importance at Most Blessed Sacrament Catholic School. As such, parents and teachers are strongly encouraged to hold discussions regarding student progress and/or behavior in locations that assure privacy.

It is not permissible for conferences to be audio or video recorded at any time. In addition, parents must obtain permission from the school's administration in order to post on social media any photos and/or video/audio recordings taken at school activities.

Parents have the right to review their child's permanent record file, as long as 24 hour advance notice is given in writing to the school office.

Teachers and staff of Most Blessed Sacrament Catholic School will keep confidential information entrusted to them so long as no one's life, health, or safety are at stake.

Most Blessed Sacrament Catholic School provides each family who completes and returns the form, with a copy of the family directory that is updated annually for school related uses only. Please do your part and return the completed form.

Conferences

Mandatory parent-teacher conferences are scheduled each year. Conference scheduling is arranged through a communication sent from homeroom teachers. Teachers will make every attempt to accommodate parents for their requested times; however, this is not always possible and other arrangements may have to be made between parent and teacher. At other times during the year, arrangements will be made directly between a parent and teacher to schedule academic and/or behavioral conferences.

Frequent communication is necessary for the academic/spiritual advancement of students. As the primary educators of their

children, parents are encouraged to communicate often with teachers. Consequently, it is not necessary to wait for a regular conference time if a parent has a special concern.

Parent concerns and difficulties should first be directed in writing to the teacher or staff member involved. If parent concerns remain unresolved, then a conference with administration and the faculty member may be required.

Parent conferences are encouraged and may be arranged at any time during the school year. These conferences may be scheduled by sending a note, writing an e-mail, or leaving a voice mail message for the teacher. These conferences may never be scheduled during instructional time. The parking lot, athletic events, and social events are not times to approach teachers for an "informal" type of conference. Teachers will respond to phone calls, emails, notes within 24 hours. Please refrain from emailing during the school day. Please, no phone calls to a teacher at home.

Counseling Services

Most Blessed Sacrament Catholic School offers counseling services to students and their families through the staffing of a part time counselor. Parents with concerns may contact the Counselor by calling the school office. In addition, the school maintains collaboration with several community counseling services. Parents desiring more information and/or referrals to these services should contact the school counselor.

Diagnostic Testing

Occasionally, the school may request or require diagnostic psychological or educational testing in order to identify special learning needs or learning disabilities of an individual child. The purpose of this testing is to give teachers more information about how to help a child learn. Parent cooperation is essential and often determines whether Most Blessed Sacrament Catholic School can or cannot continue to meet the needs of a particular child. Testing and services sites are determined by Worcester County.

Divorce/Separation/Custodial Parents

It is the policy of Most Blessed Sacrament Catholic School to remain neutral toward both parents in families experiencing divorce or separation. Parents who are separated or divorced are expected to provide the school with a copy of the custody decree or that portion of the decree that relates to custody. This allows the administrator and teachers to know the rights of the parent and other third parties with respect to access to your child. In accordance with state and federal laws and regulation, school officials will provide both parents with access to academic records and other school-related information regarding their child or children.

A parent should provide the school with a copy of any restraining order, which would restrict or prohibit parental or third party access to their child or children. For the safety of the child, the parents should apprise the school of changes in child custody and visitation orders. This should be updated as necessary.

1. **Release of Student Records** – Unless a court or custody agreement specifies otherwise, each parent/guardian is entitled to access all school records of the child. Unless school records are requested by an authorized school or by court order, parental permission for release of records must be submitted in writing.
2. **Release of a Child** – A child will not be released to a parent/guardian that does not have physical custody, without written consent of the custodial parent/ guardian. To determine the custodial parent/ guardian, all separated or divorced parents of children enrolled in the school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.
3. **Parent Conferences** – So that teachers may share the information with both parents, we allow only one conference and it is our expectation that parents attend.

Dress Code/Uniform Policy

The purpose of uniforms is to minimize distractions and to foster an atmosphere conducive to learning. Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Students are expected to wear the prescribed uniform each day and to demonstrate by their appearance, a pride in themselves and their school.

Please have **all** clothing marked with student names on the label.

Parents are urged to be conscious of the way their sons/daughters go to school. They are expected to ensure that their children are in proper uniform each day. If a student comes to school out of uniform, whether completely or partially, he/she must bring a written excuse from his/her parent. **Regular uniform checks will take place. ATTENTION: Hems on jumpers, kilts and skorts must be no more than 3" above the knee.**

Uniform Infractions – The student must be in the required uniform of the day at the beginning of class time. If a student calls home for the correct uniform or part of the uniform, the student **must be** correctly attired **by 9:00 AM**. Please refer to **N.U.T. PASS REGULATIONS** on page 11 for out-of-uniform days.

1. **Make-up** – Students are not permitted to wear make-up. No student is permitted to wear temporary or permanent tattoos. Only clear nail polish is permitted. No fake nails.
2. **Hair Styles/Grooming**
All students' hair is to be neat and clean and groomed conservatively. **No extreme styles or dyed hair is permitted.** Students are expected to come to school in a state of cleanliness.
Girls: Any hair ribbon must be blue, white, or the uniform plaid. No scarves may be worn. Hair decorations such as flowers or feathers may not be worn.

Boys: Hair must be trimmed above the top of the shirt collar, no longer than the mid-ear and not hang in the eyes.

Students with hair styles that do not conform will receive a note from the teacher or administrator with a date for correction.

Jewelry – Although jewelry is not a part of the school uniform, appropriate post earrings of a **small** and **conservative** style, earrings are permitted to be worn by the girls (one earring only in each ear). For safety reasons, girls may not wear dangling earrings. Boys are not permitted to wear earrings. Bracelets, either ankle or wrist, pins, and buttons are not a part of the school uniform. This includes all rope, yarn, and beaded neck, wrist and ankle bands. A **small** religious medal or cross on a chain is permitted. Any pins or other jewelry that are associated with Most Blessed Sacrament school groups are permitted. Students may not wear Apple watches or other similar brand Smart watches. Simple fitbits that display steps and time is acceptable.

UNIFORM REGULATIONS: Uniforms must be purchased through Flynn O’Hara Uniforms, Inc. The warm weather uniform is worn from the start of school until October 31 and from April 15 until the end of the school year. The winter uniform begins on November 1 and will be worn until April 14.

- Girls’ skirts must be no more than three inches above mid-knee.
- Girls must wear Flynn O’Hara black shorts underneath jumpers or kilts when wearing navy knee highs. Shorts must not be visible past skirt length.
- Boys’ ties must be worn neatly and tightly around the neck.
- Shirts must be tucked in.
- Students should be in correct uniform by 9:00 a.m. if a portion of the uniform has been forgotten.

Pre-K3, Pre-K4 and Kindergarten

Pre-K3, Pre-K4 and K students wear a Blue Short or Long Sleeved Polo Shirt with MBS logo. All students in Pre-K program

must wear khaki or navy pants, shorts or skorts with an elastic waist band. In Kindergarten, students must purchase bottoms from Flynn O’Hara. **No skirts allowed for girls.** Children in Pre-K and K **MUST WEAR SNEAKERS** and white socks to school. White tan or grey sneakers with no designs, characters or lights.

GRADE	SUMMER	WINTER
Girls 1-5	Khaki skort (NO JUMPER) or khaki shorts and short or long sleeved blue MBS polo. Blue knee socks or white crew socks. Navy MBS cardigan sweater is optional. Dirty bucs, penny loafers, solid navy or tan boat shoe or saddle shoes ONLY.	Uniform jumper, white long or short sleeved Peter-Pan collar shirt, navy knee socks or navy tights. Navy MBS cardigan sweater is optional. Dirty bucs, penny loafers, solid navy or tan boat shoe or saddle shoes ONLY.
Boys 1-5	Khaki shorts and short or long sleeved blue MBS polo. Khaki crew socks. Plain brown leather belt required for grades 3-5. Navy MBS cardigan sweater is optional. Dirty bucs, solid navy or tan boat shoe or penny loafers ONLY.	
Boys 1-2		Khaki pants, short or long sleeved blue MBS polo. Khaki crew socks. Navy MBS cardigan is optional. Dirty bucs, solid tan or navy boat shoe or penny loafers ONLY.

Boys 3-5		Khaki pants, short or long sleeved blue Oxford shirt, uniform tie, Navy MBS sweater vest or cardigan, plain brown leather belt, khaki crew socks. Dirty bucs, solid tan boat shoe or penny loafers ONLY.
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GRADE	SUMMER	WINTER
Girls 6-8	Uniform skirt (plaid kilt), short or long sleeved blue MBS polo, Navy knee socks. Navy MBS cardigan or pull-over sweater or vest is optional. Dirty bucs, penny loafers or solid navy or tan boat shoe ONLY.	Uniform skirt (plaid kilt), white short or long sleeved Oxford shirt, Navy MBS sweater vest or cardigan, Navy knee socks or navy tights. Dirty bucs, penny loafers or solid navy or tan boat shoe ONLY.
Boys 6-8	Khaki pants (NO SHORTS), short or long sleeved blue MBS polo, plain brown leather belt, khaki crew socks. Navy MBS cardigan or pull-over sweater or vest is optional. Dirty bucs, penny loafers or solid tan boat shoe.	Khaki pants, short or long sleeved blue Oxford shirt, uniform tie, Navy MBS cardigan or pull-over sweater or vest, plain brown leather belt, khaki crew socks. Dirty bucs, penny loafers or solid tan boat shoe.

ALL GRADES:
No sweatshirts or jackets are to be worn during the school day.

P.E. Uniform – The warm weather uniform consists of a grey t-shirt with the MBS logo and blue shorts. The winter uniform is a grey sweatshirt or t-shirt and grey sweatpants with the MBS logo. Blue shorts allowed UNDERNEATH ONLY (optional). Students

must wear white socks that can be seen and **traditional** sneakers. Sneakers must be white, tan or grey with no designs, characters or lights. Students cannot participate in P.E. without a uniform. P.E. uniforms must be ordered from Flynn O'Hara. There are two options for shorts on the Flynn O'Hara website. A track suit is also available, to middle school students only, on the Flynn O'Hara website

N.U.T. Pass and/or Tag Days Please remember that appropriate dress is required. No body parts that are covered by the uniform may be showing, including the midriff. Make sure that tops are long enough. No inappropriate t-shirt logos are allowed.

NO MINI-SKIRTS, NO FLIP-FLOPS, NO OPEN-BACK SANDALS ARE PERMITTED. ALTHOUGH DISCOURAGED, ANY STRAPLESS OR SPAGHETTI STRAP DRESS MUST BE WORN WITH A BOLERO SWEATER THAT IS BUTTONED IN THE MIDDLE. NO SHAWLS.

Students who violate these guidelines will be kept in the office until appropriate clothing arrives.

Electronic/Communication Devices

- 1. Cell Phones** – Students are strongly discouraged from bringing cell phones and any electronic communication devices to school. Cell phones must remain off in their homeroom with their teacher. No phone should be in a locker, book bag or desk. No access until end of the day. If a call is to be made home, a student will be sent to the office.
- 2. Telephone** – The telephone in the school office is for business only. A student may use the phone only with the permission of the homeroom teacher. If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. **Urgent messages** for the students will be relayed to them from the school office. Messages may be left for the teachers and will be returned as soon as possible but not necessarily before the end of the school day on which you called.

Extracurricular Activities

Most Blessed Sacrament Catholic School offers a variety of co-curricular and extracurricular activities that are designed to support the school's mission of Educating the Mind, Strengthening the Body, and Nurturing the Soul. Parents and visitors are encouraged to visit the school's website for a listing of activities that the school offers. Participation in extracurricular activities is a privilege and may be denied for academic or disciplinary reasons.

* **See Appendix 6.**

Field Trips

The classroom teacher may schedule field trips throughout the year. The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. Prior to going on a trip, a written field trip consent form will be sent home and must be signed by the parent(s)/guardian(s) and returned to school for the child to participate in the trip. A fee is requested from each student to help defray transportation or facility costs. Parents with cleared and updated background checks may be asked to chaperone field trip outings. They will be responsible for the children under their supervision and are expected to enforce Most Blessed Sacrament Catholic School rules and regulations. Chaperones may not bring any other children on the trip. Parents should be aware that the school assumes no responsibility for accidents or injuries that occur while on field trips unless school personnel are found to be negligent.

A class trip is a privilege which can be taken away if a teacher deems it appropriate. If a parent/guardian does not wish a child to attend the trip for any reason, he/she must notify the school. A child not attending the field trip must be kept home and will be marked absent. Payments made for field trips represent a reservation and no refund will be made.

* **See Appendix 7.**

Family Involvement Program (FIP)

The FIP program is a required 20 hours of VOLUNTEER service to be completed each year (7/1/20-6/15/21) per family. The program was designed to encourage all families to actively participate in the education of their children. There are many opportunities to attain your 20 hours each year. These hours may be attained both during the school day, as well as outside of school. Ten (10) hours of the 20 hours may be completed through service at your church parish. Contact your parish office for ongoing opportunities. If 20 hours are not satisfied by year end, there will be a \$20 assessment for each hour not completed. Updated hour reports will be sent home to each family in November, February and June. Parents with clearance are welcome to volunteer at lunch, recess, library, etc.

Harassment/Bullying

Most Blessed Sacrament Catholic School follows the Diocese of Wilmington policy, ***For the Sake of God's Children***, which prohibits harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Sexual harassment is unacceptable conduct and will not be tolerated. Any teacher, student, or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action. Instances of bullying or harassment should be reported to the teacher or administration as soon as possible.

As a ministry of the Catholic Church, our school expects and promotes Christian behavior from staff, parents, and students. In doing so, all members of our faith community are expected to be the face of Jesus to others and to see the face of Jesus in others. As such, bullying behavior is not tolerated at any level or in any circumstances. Parents may log on to the school website and follow the link to the full version of ***For the Sake of God's Children***.

Health Service/Nurse

Most Blessed Sacrament Catholic School strives to have a fully qualified nurse on staff to cover crucial times in the daily schedule. Any student who becomes ill or injured in class, during lunch period or at recess, must first report to the teacher or the playground supervisor for permission to go to the Health Suite. If the nurse is not on duty, the student will report to the office. Each student will be individually assessed and treated as necessary in accordance with Worcester County and Maryland State Guidelines. Parents are notified in the event that follow up care is necessary or a student is referred to their physician or other health care professional for further evaluation. In general, the goal is to help students maintain a favorable level of comfort, safety, and health in school for optimal learning.

Parents are encouraged to inform the school of any special individual needs or concerns that will help to better understand and assist your child.

Student Illness

The following guidelines are provided by the school nurse and are to be used to determine if your child should be at school or home.

Diarrhea and Vomiting - Repeated episodes, accompanied by fever, rash, or general weakness, require your child remain at home. If these symptoms occur at school, your child will be sent home for a minimum of 24 hours or until symptoms cease without medication. This will mean the student must stay home from school the next day.

Fever - Most Blessed Sacrament has a **48-hour FEVER FREE policy**. A temperature of 100 degrees or more requires that your child remain home. Your child must be fever free without fever medication for a minimum of 48 hours before returning to school. Children with fevers will be sent home from school and the student will stay home from school the next 2 days.

Head Lice – When a child has been found to have head lice, the child may not return to school until treatment is completed and

the school nurse has examined the child and found the child to be nit-free.

Strep Throat and Scarlet Fever – **Children must** remain home for at least 24 hours after the onset of antibiotic treatment and must be free of any fever for 48 hours before returning to school. Please inform the health nurse if your child is being treated for either of these infections. You must have a doctor's note to return to school.

Conjunctivitis or "Pinkeye" - If your child is diagnosed with this highly contagious eye irritation, he/she must remain home until he/she have received at least 3 doses of eye drops. Please inform the health nurse if your child is being treated for this condition. You must have a doctor's note to return to school.

1. **Accident/Illness at School** – Accidents or unusual illness occurring at school are reported immediately to the principal or office personnel. When a student becomes ill or meets with an accident and it is necessary for the child to leave school, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine **of any kind** may be given to the student unless there is a prescription already on file in the health office. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.
2. **Personal Hygiene** – Students are expected to demonstrate pride and to be clean and neat in appearance.
3. **Medical/Dental Appointments** – Parents are encouraged to schedule doctor appointments after school hours. However, if an appointment must be made during school hours, a written note must be sent to the teacher. Teachers keep the notes on file. Students are signed out in the Office by parents. If the student is returning to school after the appointment, the student must stop by the Office and sign in.

4. **Medications** – In congruence with the rules and regulations of Worcester County Department of Health, no over the counter or prescription medication will be administered in school without a written prescription from the physician and a parent’s signature. The school secretary or nurse will provide the necessary “Physician’s Instructions for Giving Medication in School” form. These forms may also be downloaded from the school website. Some physicians have these forms in their offices upon request.

The following guidelines apply to prescription and over-the-counter (OTC) medications:

- a. It is the responsibility of the parent to obtain the physician’s written order.
- b. The order must include: date of order, name of student, name of medication, dosage, and time to be given in school, expected duration of administration, reason for administration, and possible side effects, physician’s signature and telephone number.
- c. It is the responsibility of the parent to submit in writing from the physician any **change** in dosage or time of giving the medication.
- d. The parent must also sign the physician’s order.
- e. Prescription medication must be current and properly labeled by a pharmacist. Upon request, the pharmacist will label a duplicate bottle to be used in school.
- f. Under no circumstances will a medication be administered that has been brought to school by a student in a plastic bag without a physician’s written order
- g. Over The Counter (OTC) medication must be in the original container or package.
- h. The parent must give the first dose of any new prescription or OTC medication at home, due to possible side effects or adverse reactions.
- i. All medications must be **hand-delivered** to the school **by the parent. Students are not allowed to carry medication.**

- j. All medication will be kept in the health suite under lock and key.
- k. The parent must pick up any unused medication after the order has expired or at the end of the school year. Medication that is not collected by the parent will be discarded.

5. **Emergency Information** – At the beginning of the school year, parents are asked to fill out and review a *Student Information Form* for their child/ren. The information on these forms is to be kept current. It is imperative that the School is informed immediately of any change in address, telephone number, emergency contact, or other pertinent information.

6. **Immunization Cards** - Maryland has mandated that all children, upon original entry into a school, have a complete dental and medical examination. Children must present documented proof that the following immunizations have been received:

DPT (DtaP) X 4 doses – one on or after the fourth birthday
MMR X 2 doses
Hepatitis B X 3 doses
Varicella (required) X 2 doses – chickenpox or has had active disease documentation available for the school health office

New: 2014-2015

7th Grade – Tdap (1) dose & Meningococcal (1) dose
Dental and Physical examinations are also required as follows:

Kindergarten – Dental and Physical
Grade 3 – Dental only
Grade 4 – Physical only
Grade 7 – Dental

Student health history form and emergency forms must also be made available to the nurse and will be kept strictly confidential.

* **See Appendix 8.**

Internet Access Policy

Students have the opportunity to access and use the Internet. Our goal in providing this service is to support high academic standards, enhance and expand learning environments, and strengthen the ability to analyze, synthesize, evaluate, and use information effectively. The Internet is a vital tool when used to support units of study, promote collaboration among faculty, students and their peers, and provide a wider spectrum for inquiry.

With access to computers and social media there is always the possibility that information that is not conducive to the educational objectives may be available. Most Blessed Sacrament has taken precautions to restrict access to controversial materials. In addition, students are not allowed in the Computer Lab, or on a classroom computer unless a staff member is present. Although Internet access and activities in the School are strictly limited to educational use and are teacher supervised, it is impossible to limit/control access to all materials available on a global network.

All Most Blessed Sacrament students are expected to exercise responsible and moral behavior when using the internet. Any digital communication that occurs outside the school day which causes a disruption to the normal operation of the school will be reviewed by the administration for possible action. The following regulations are in effect at the school:

1. All Internet use must support educational research projects and curriculum outcomes and provide opportunities for collaborative work.
2. Access to web sites that are appropriate for students.
3. Respect copyright laws and other people's work.
4. Download files and software with teacher approval.
5. Any and all chat rooms are prohibited.
6. Instant Messaging is forbidden.
7. All other Social Media is forbidden.

A full list of regulations is available in the Most Blessed Sacrament Catholic School Acceptable Use of Technology Policy located on the MBS website.

All students and their parents must sign the Diocesan Acceptable Use Agreement annually in order to have access to all technology available at the school.

VIOLATIONS OF THE ABOVE GUIDELINES MAY RESULT IN THE STUDENT LOSING HIS/HER NETWORK PRIVILEGES AND REQUIRE FURTHER DISCIPLINARY ACTION.

Library Procedure

Each student is responsible for any materials borrowed in his/her name. Report cards will not be released to students until materials are returned or paid for.

If library materials are damaged, destroyed or lost, the borrower is responsible for the cost of replacement. If an item is returned to any library other than Most Blessed Sacrament, the borrower is responsible for retrieving the material and returning it to Most Blessed Sacrament Catholic School. If the item does not come back to Most Blessed Sacrament Library, the borrower is responsible for replacement costs.

Lunch and Snacks

The lunch time is divided into approximately twenty minutes for lunch and twenty minutes for play. Please include in your child's lunch box plastic utensils when necessary. Students are expected to clean their places after eating, to pick up papers, to dispose of them in the trash containers, and to follow the directions of their teacher or classroom assistant when dismissed. Respect, courtesy, and a spirit of cooperation are to be shown to ALL adults who supervise and assist during this time. **Parents are asked not to drop off fast food for their children at the lunch period.** However, you are welcome to bring your child a fast food lunch, stay and enjoy eating together. **MANY PARENT VOLUNTEERS** are needed to ensure that lunch and recess time run smoothly.

Off-Limit Areas

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off limit areas where students are

not allowed. These areas include the boiler room, storage areas, teachers' lounge, any area under construction, kitchen, maintenance, the loading dock, the trash collection compound, and the administrative area, unless given permission by an adult. Students are expected to cooperate and refrain from playing in or visiting in these areas.

Parking

Visitors are asked to park in the designated areas. Handicap parking cannot be used at any time for arrival and dismissal purposes without the proper designation on your vehicle. Visitors are not permitted to park in fire lanes at any time.

Playground Rules/Recess

Children are to leave and enter the building quietly. Students must respect and follow directions of any designated playground monitor. Rough play, fighting, and disrespectful language are never permitted. The playground monitor and teacher will handle any discipline problems that may arise. Failure to follow regulations will result in the loss of playground privileges.

Safety

Children or siblings cannot be left **unattended** in the school office or anywhere on the campus. School personnel will not monitor or be responsible for unattended children after school hours. These children must report to after care.

School Safety Plan

1. **Emergency Plan** - In the event of an emergency situation, Most Blessed Sacrament Catholic School will follow the established procedures of its School Safety Plan, which is on file in the school office and posted in every room. Please remember to keep the telephone lines to the school free for communication. School Messenger will be used to communicate with parents in these situations.
2. **Fire, Lock Drill and Weather Drills** - Periodic drills are conducted. Detailed exit plans are posted near the door of each classroom.

Students will be instructed on procedures for various drills.

Standardized Testing

Standardized tests are administered three times each school year. The Diocese of Wilmington uses the **Renaissance Star** testing program. Test results are used to strengthen individual needs and for curriculum planning.

Textbooks

Textbooks for the use of students in appropriate subjects are to be covered and kept in good condition. The fee for textbooks is included in the tuition fee. If a book is lost, misused, or damaged beyond reasonable wear, the student will be charged a replacement fee.

Transfer of Students

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to share the reason for departure. The parent/guardian must make suitable arrangements to settle any financial debt due to the school. Books must be returned to the school.

Tuition

All students attending Most Blessed Sacrament Catholic School are charged tuition which is published each spring for the following school year. Parents must make **ALL TUITION PAYMENTS** through the third-party program administered by *FACTS*. The option of **FULL TUITION MUST BE PAID BY SEPTEMBER 1ST** with no banking fee attached. Another option for payment is monthly for 12 months (July through June). There is an annual "banking fee" for this option provided is monthly for 12 months (July through June). There is an annual "banking fee" for this option provided. A tuition contract must be signed by the parents and returned to the school each year.

If a tuition payment is thirty (30) calendar days overdue, MBS will assess a \$25.00 late fee per month through *FACTS Management*. Tuition accounts that are not kept up-to-date may warrant notice that your child may not attend school after a certain date. It is the parent's/guardian's responsibility to meet with the Principal and or their Pastor to develop an agreement to

bring their account up-to-date. If the parent/guardian fails to make an appointment, a registered letter will be sent to the parent/guardian with a notice that a recommendation will be made to the Board that their child may be withdrawn from school. Parents who withdraw from MBS and are delinquent in tuition payment will be held responsible for reconciling all accounts. Tuition is not reimbursed in cases where students withdraw from school before the end of the year or after July 1st for the new school year.

Visitors/Volunteers

The safety and security of our children are always the highest priorities for the staff of our school. Creating a safe environment is a non-negotiable tenet that guides our programming and planning of activities. The diocesan policy, ***For the Sake of God's Children***, requires that adults must have a cleared criminal background check completed in order to volunteer in the

school throughout the school year. This includes field trip chaperones. In addition, the background clearances must be updated every five years. Applications for background checks are available in the school office.

Visitors must use the main entrance and are to report to the school office upon entering the building. All visitors during regular school hours must sign in and out and will be given a visitor's tag. Parents or responsible adults bringing lunches or any other forgotten item must leave the items in the office. **DO NOT GO TO THE CHILD'S CLASSROOM.** Parents/guardians need not adhere to this policy when making specific appointments to confer with teachers **before** and **after** school hours. Visitor records are kept for security purposes. Parents and visitors are asked to remain on the visitor side of the office counter.

The work area of the office is **off-limits** to all visitors.

Discipline Program

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that student actions promote the Christian development of each member and thereby enhance the school community. It is the responsibility of the parents and the school to help develop self-control. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of the school. It is maintained not only by supportive parents, teaching and effective administration, and excellent educational programs, but also by the development of rational self-control in the child.

Philosophy of Discipline

At Most Blessed Sacrament Catholic School, we believe our behaviors, individually and as a community, are a sign of Christian witness to the broader society. Therefore, our discipline program is meant to help students develop as Christian disciples, who seek to live a life modeled after Jesus Christ. Gospel values, including the Eight Beatitudes, guide our discipline policies, which are designed to foster growth in self-control and socially responsible behaviors. Students will develop self-discipline, enabling them to make good choices when presented with challenges. Students are expected to conduct themselves in a manner that reflects our Catholic beliefs, practices, and moral values, as articulated in the school pledge. Students are reminded that when in uniform and off-campus, they represent MBS, exhibit proper behavior at all times, and follow the school pledge as follows:

- I will be responsible.
- I will be respectful to adults, other students, myself, and our environment.
- I will be reverent.
- I will be ready to learn.
- I will always remember, "What Would Jesus Do?"

When student actions fail to meet these expectations, consequences will follow. Consequences are determined by the severity of the inappropriate behavior. Consistent failure to meet disciplinary guidelines may result in the parents being asked to find another placement for the student.

All school personnel are committed to the requirements of Christian due process and commonly accepted standards of good faith and fair dealings. This commitment means that the student is told what he or she did wrong and is given a chance to be heard.

The **level of authority** in discipline cases follows in this order:

- First, the classroom teacher or responsible adult on site
- Second, the principal

The **method** of progressive discipline includes:

- (1) Teacher provides a non-verbal warning.
- (2) Teacher provides a positive verbal warning in the classroom, calling student back to appropriate behavior.
- (3) Teacher meets with student outside the classroom and calls parent.
- (4) Referral to the Administrator for further action.
- (5) Behavior that presents continual or egregious disruption to the faith and academic programs of our school may result in suspension or expulsion.

Items not permitted at MBSCS include:

- Weapons of any kind.
- Items made into weapons.
- Video games, etc.
- Any objectionable materials either written or listening.
- Any items restricted by state or federal law.
- Digital devices unless needed for classwork.
- Smart watches

Neither students nor parents are permitted to post pictures or recordings of staff members that may shed a negative face on the school. Principal reserves the right to revise, add or delete.

Most Blessed Sacrament Catholic School is not responsible for any loss or damage of any student owned electronic device.

APPENDIX

1) Modified Attendance

Since we are encouraging parents to partner with us to monitor health closely, the grading of attendance has changed. Children will be marked as attending in person or attending virtually. Only when a student cannot or does not participate in any of the virtual lessons, will they be marked absent.

2) We have extended our arrival time and changed our drop off locations.

- a) Students may arrive anytime between 7:45 a.m. and 8:25 a.m. Any arrivals after is tardy.
- b) Grades pre-K3, pre-K4, 6, 7 and 8 will be dropped off at the back doors near the pre-K pod. Grades 6, 7 and 8 will enter the stairwell door and proceed upstairs.
- c) Grades K, 1, 2, 3, 4 and 5 will enter via the Primary pod doors. K, 1 and 2 enter the window door and 3, 4 and 5 enter via the stairwell door and proceed upstairs.
- d) Buses will enter via the front doors.
- e) Morning care enters via front doors.

3) Students shall report directly to homerooms. No parents or visitors are to enter the building. If it is absolutely necessary to enter school as a parent, drop children off at designated spots, pull around to the front and enter the office. All students must arrive by 8:25 a.m. The pledge and morning prayer begin at 8:30 a.m.

4) Dismissal will begin at 2:40 and continue until all classes have been called. Dismissal will be spread out. Children will be called by class to exit their rooms. A teacher will walk their class out to the lot. We ask parents to remain in their cars with the engine off.

Any student not picked up will wait at the picnic tables for their ride. At 3:05, if not picked up they will be sent to after care.

5) Children will arrive in the café where safe-distancing is paramount. Registered students will be given an MBS sack to fill with items from home to play with.

Students will be given plenty of outdoor time.

Students are to bring their own snacks to eat as well as drink.

Their sacks will be left in after care all day and taken home each night.

6) All extra-curricular activities have been suspended for Trimester I. This includes play practice, field trips, clubs, etc. Hopefully as we move forward these restrictions will be lifted.

7) Currently no field trips will take place during Trimester I.

8) Please see directives sent regarding temperature checks during Covid-19.

Dear Parents,

It is imperative that we all work together in keeping everyone safe and healthy this school year. Please, if you feel your child cannot wear a mask all day, begin to practice now, extend the time longer and longer or wear while watching tv or playing video games.

Please review the following:

A revision to the Family Handbook addendum under the heading “Sick Procedures”

*Students who are sent home with a fever will be asked to return only after they are **48 hours fever free** without using fever-reducing medications.*

A daily assessment evaluation sheet. Please read, keep handy and use to assess your children daily before leaving for school. We are asking parents to take on this responsibility. It is important we support each other and do our part, for all involved.

The Maryland Department of Education and Maryland Department of Health and Social Services’ Division of Public Health have requested that we provide you information regarding practices related to COVID-19.

We request that students and/or their families complete a health assessment consisting of a self-screening every morning before leaving for school.

Additional considerations:

Please answer the following questions:

- In the past 14 days, have you been near (within 6 feet for at least 5 minutes) a person who has a lab-confirmed case of COVID-19, or have you had direct contact with their mucus or saliva?
- In the last 48 hours, have you had any of the following symptoms?
 - Fever of 100.4 F or above (or symptoms like alternating shivering and sweating)
 - New cough
 - New trouble breathing, shortness of breath or severe wheezing
 - New chills or shaking with chills
 - New muscle aches
 - Sore throat
 - Vomiting or diarrhea
 - New loss of smell or taste, or a change in taste
 - Nausea
 - Fatigue
 - Headache, congestion or runny nose (with no known other cause such as allergies)

If you answered **YES** to any of the questions above, do NOT send your child to school today. Instead, contact your child’s primary healthcare provider and school nurse.

(This screening tool was adapted from the Mayo Clinic’s online COVID-19 Self-Assessment. To use the Mayo Clinic’s tool online, visit <https://mayoclinic.org/covid-19-self-assessment-tool>)

- Students must stay home if they are exhibiting any symptoms of COVID-19 or have been confirmed to have COVID-19 or if required by DPH to isolate or quarantine.
- Keep children who are sick at home; do not send them to school. Do not send children to school with a fever of 100.4° or greater.
- Teach your children to wash their hands frequently with soap and running water for 20 seconds.
- Students in grades K-8 must wear cloth face coverings in the school building.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to practice physical and social distancing by staying at least six feet away from people other than your family.

If you have questions, please contact your school nurse or child’s primary healthcare provider. You can also call your school at (410) 208-1600.

In the event your child stays home, a return to school guideline for parents.

RETURN TO SCHOOL – GUIDELINES FOR PARENTS

Date: _____ Student Name: _____

Parent/Guardian: _____

School Nurse: _____

Individuals with COVID-19 can experience a wide range of signs and symptoms that may vary from very mild to severe. Symptoms may appear **2-14 days after exposure to virus**. Students experiencing COVID-19 like illness during the school day must be excluded from school.

Your child has exhibited or complained of the following symptom(s):

_____ Fever (100.4 or greater) or chills	_____ Cough
_____ Nausea	_____ Sore throat
_____ Vomiting	_____ Difficulty breathing or shortness of breath
_____ Diarrhea	_____ Muscle or body aches
_____ Congestion or runny nose	_____ Fatigue
_____ New loss of taste/smell	_____ Headache

***This list does **not** include all possible symptoms.
 ***MBS will continue to update this list based on CDC guidelines

According to CDC guidance and Maryland Division of Public Health:

Your child will need to stay home for:

- at least 2 days **after** fever has resolved (without medication like Tylenol)

AND

- all other symptoms have improved

AND

- it has been at least 10 days since the **onset** of symptoms.

Students may return in fewer than 10 days after meeting one of these conditions:

- With verified medical documentation of alternate diagnosis as reason for symptoms

OR

- With documentation of negative COVID-19 test.

We have added a designated new email address strictly for attendance and communication with the nurse. attendance@mbscs.org Please use this email to report any absences and the reason.

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