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Dear Families to Most Blessed Sacrament Catholic School,

It is with great pleasure that I welcome you to our 2022-2023 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. We are 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.

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. 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.

You are welcome to contact me at any time if I may be of assistance as we partner together for the success of the students.

One Body in Christ,
Trinette Stillman, 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, 410-208-1600 before 9:00 a.m. to report his/her absence or send an email to attendance@mbscs.org. 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 should bring a written excuse upon return. After an absence of three (3) calendar days, a doctor's certificate may be required.

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. Retention for Excessive Absenteeism** - Absence for more than 20 days in an academic year may result in retention in the current grade level.

- 3. 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 8:10 a.m. 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.
- 4. 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 2:00 p.m. it is counted as an afternoon absence. A dismissal after 2:00 p.m. is recorded as an early dismissal.
- 5. Funerals** – Students attending the funeral of an immediate family member will be marked absent. A note of explanation is required.
- 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 nor are they required to reteach lessons missed during absences.

Academic Program

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.

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

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.

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	Percent Range
Grade	
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

- 3. Effort/Conduct**
O-Outstanding; **G**-Very Good; **S**-Satisfactory;
I-Improvement Needed; **U**-Unsatisfactory
- 4. 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.
- 5. 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. 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*.

6. **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.

7. **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.

8. **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, Reading, Literature, English, Grammar, Vocabulary, Spelling, Written Expression,

Mathematics, Science, Social Studies and World Language.

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.

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 9th – January 27th – Registration for existing families and any new siblings. (Discounted timeframe)

January 30th – February 10th – Registration for existing families and new siblings. (No discount)

February 13th – Open Enrollment begins.

ALL materials in the admissions packet must be 100% complete 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.

- 1. 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

Students arriving or leaving school outside of normal school hours must be signed in/out by the parent dropping off or picking up the student(s). Students may not enter or exit the school building without being signed in/out.

- 1. Arrival:** Doors open at 7:50 a.m. School begins at 8:10 a.m.
 - **Students in Grades K through 8** will be dropped at the front doors. All automobiles should enter the school property via Beauchamp Road. They will be greeted by faculty and staff who will assist them out of their automobiles. They will report directly to their classrooms.
 - **Pre-K families (including any siblings)** will drop their students off at the PK side entrance doors. This is located on the West side of the building. All automobiles should enter the school property via Beauchamp Road and proceed past the front doors. Teachers and assistants will be there to greet and to assist the families. Students will proceed to their classrooms.
 - **Bus riders** will be dropped off at the Primary grade school doors. Teachers and assistants will be there to greet and to assist students. They will then proceed to their classrooms.
 - **Late students:** Students in all grades that arrive after 8:10 a.m. will need to report to the office, with a parent, to be signed in and wait for a tardy slip.
- 2. Dismissal** School is dismissed at 2:50-3:00 p.m. each day, with periodic 12:00 noon half day dismissal. Please note that the order for dismissal will be the following:
 - **Booster students** will be dismissed after the 2:50 p.m. announcements and prayer. They will proceed to the main entrance to meet any sibling(s), then out the front doors to their ride. Booster automobiles can enter either

- Beauchamp Road or Racetrack Road.
- **Students who take the bus** will be dismissed after the 2:50 p.m. announcements and prayer. They will proceed to the front entrance to meet any siblings, then out the front doors to the bus. A faculty member will account for each bus rider as they enter the bus.
 - **Car Riders (Students, including PK3 and PK4, who are being picked up by parents or guardians)** All automobiles should enter via Beauchamp Road and proceed to back parking lot in car line. Please stop at the chain and wait until dismissed, by a faculty member, to the front of the building where you will pick up your child/children. Students will proceed to the front doors with their teachers. The oldest sibling should locate the youngest sibling and then proceed to their automobile. Teachers and Staff will help students locate their ride. Please place your family name in the front dash to help facilitate pick up. MBS will provide a sheet with the student's last name.
 - All students must be picked up by 3:10 p.m. Any student left will be sent to extended care and billed accordingly.

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 the office at 410-208-1600.

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 through school messaging system via texts and emails. 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 "virtual folder." 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

- * **Birthday** - Parents may provide an edible treat in honor of their child's birthday. No deliveries (e.g., balloons, flowers) may be made to any student during school hours.
- * **Invitations and Notes** – Please do not send invitations or notes to school to be distributed unless every child in the class is receiving one. Thank you for your cooperation.
- * **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-email address. Teachers will respond within 24-hours. Please refrain from calling a teacher at home.

Confidentiality

Confidentiality of student and family information is 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 and/or the office. 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.

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 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.

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. The Gospel values 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 suspension or expulsion.

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.

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.

In 3-8th grades, MBS utilizes the Behavior Ownership Program. This program utilizes the three types of discipline: Preventative, Supportive, and Corrective.

- **Preventative Discipline** involves community classroom rules and expectations. It includes giving positive reinforcements for good behavior and sharing the consequences for negative behavior.
- **Supportive Discipline** includes the measure taken when classroom or school rules are broken. It includes verbal and nonverbal warning, reminding the students of the rules and redirecting the student’s behavior.
- **Corrective Discipline** is utilized when supportive discipline doesn’t work, or the behavior has reached a threatening or heightened level.

The MBS Behavior Ownership Program consists of having the teacher provide verbal reminders and redirection to the student. If the behavior continues, the student is corrected and asked to place their name on the white board. This acts as a reminder the student and allows the teacher to continue with the educational plan. If negative behavior is still not corrected, the student is asked to sign the clipboard. Here the student identifies the action that needs correcting and how it relates to our school pledge. It also serves as a notification to the student that the parents will be notified, by email and will provide support in correcting the behavior.

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. 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. Regular uniform checks will take place. If a student receives a uniform infraction notice, the parents will receive a written note to be signed and returned to the office. After a student receives two infraction notices, the parents will be contacted to correct the infraction before a student may return to class.

ATTENTION: Hems on jumpers, kilts and skorts must be no more than 3" above the knee.

- **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.
- **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. Students

with hair style infractions will receive a note from school with a date for correction.

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.

- **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 fit bits that display steps and time is acceptable.

1. 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 cold weather uniform begins on November 1 and will be worn until April 14.

- Girls' skirts must be no more than three (3) 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.
- Sneakers need to be white, tan, grey, or neutral color without characters or lights. Sneakers must be worn with white socks.
- MBS logo sweatshirts can be worn, but student must have their full uniform underneath. No student may wear their sweatshirt in Mass.

2. 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, grey, or neutral color with no 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. P.E. uniform is optional for Pre-K.

3. Designated Out of Uniform Days - Please remember that appropriate dress is required. No body parts that are covered by the uniform may be showing, including the midriff. No inappropriate t-shirt logos are allowed. No mini-skirts, no flip-flops, or open-back sandals are to be worn. Any strapless or spaghetti strap dress **MUST** be worn with a sweater or jacket.

4. Uniform Chart – Please refer to this chart, on page 13, for all grades for Summer and Winter uniform guidelines.

GRADE	SUMMER	WINTER
Pre-K 3 and 4	Blue MBS Polo short or long sleeved shirt. Khaki or navy pants, shorts or skorts with elastic waist. Sneakers with white socks	Blue MBS Polo short or long sleeved shirt. Khaki or navy pants with elastic waist. Sneakers with white socks
Girls K-5	Uniform Jumper White Peter-Pan collar short or long sleeved shirt Navy knee socks or tights. Dirty Bucs, Penny Loafers, solid navy or tan Boat Shoes or Saddle Shoes. <i>(Kindergarten must wear Sneakers with white socks)</i>	Uniform Jumper White Peter-Pan collar short or long sleeved shirt Navy knee socks or tights. Dirty Bucs, Penny Loafers, solid navy or tan Boat Shoes or Saddle Shoes. <i>(Kindergarten must wear Sneakers with white socks)</i>
Boys K-5	Khaki shorts with plain brown leather belt (3-5 th required) Blue MBS Polo short or long sleeved shirt Khaki crew socks. Dirty Bucs, Penny Loafers, or solid navy or tan Boat Shoes.	Khaki pants with plain brown leather belt (3-5 th required) Blue MBS Polo short or long sleeved shirt Khaki crew socks. Dirty Bucs, Penny Loafers, or solid navy or tan Boat Shoes
Girls 6-8	Uniform skirt (plaid kilt) Blue MBS Polo short or long sleeved shirt Navy knee socks. Dirty Bucs, Penny Loafers or solid navy or tan Boat Shoes <i>(Navy MBS cardigan, pull-over sweater or vest is optional)</i>	Uniform skirt (plaid kilt) White short or long sleeved Oxford shirt Navy MBS cardigan, pull-over sweater or vest Navy knee socks or tights. Dirty Bucs, Penny Loafers or solid navy or tan Boat Shoes
Boys 6-8	Khaki pants or shorts with plain brown leather belt Blue MBS Polo short or long sleeved shirt Khaki crew socks. Dirty Bucs, Penny Loafers, or solid navy or tan Boat Shoes. <i>(Navy MBS cardigan, pull-over sweater or vest is optional)</i>	Khaki pants with plain brown leather belt Blue Oxford short or long sleeved shirt with Uniform Tie Navy MBS cardigan, pull-over sweater, or vest Khaki crew socks. Dirty Bucs, Penny Loafers, or solid navy or tan Boat Shoes.
Grades K-5 Navy MBS cardigan, pull-over sweater or vest is optional for summer or winter.		

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. All cell phones must be turned into the homeroom teacher at the beginning of the day and will be returned at the end of the day. No contact with phones is allowed during school hours. Students will not be allowed to bring phones to school if policy is violated. If a call is to be made home, a student will be sent to the office.

- Students who are in the extended day program must keep their cell phones in their backpacks, turned off.
- Students who ride the bus must keep their cell phones in their backpacks, turned off.

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.

3. Copiers/Equipment – Students may not use copiers, printers, or other equipment unless supervised by a faculty member.

4. Chromebooks – Middle School students must have completed and signed school issued device agreement on file for Chromebook use.

Extended Day Program

Most Blessed Sacrament Catholic School provides quality before and after school care. The extended care is open before school from 7:15 - 8:00 a.m. and after school from 3:00 - 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 extended day program, these health forms must be received. Half day coverage is from 12:00 - 3:00 p.m. based on school calendar.

All accounts must be kept current. Accounts that become delinquent will result in denial of service.

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.

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.

Family Involvement Program (FIP)

The FIP program is a required 20 hours of Volunteer service to be completed each year (7/1/22-6/15/23) 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 Catholic 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 cleared background clearance are welcome to volunteer at lunch, recess, library, etc. Please contact HSA at HSA@mbscs.org for information and status of clearance.

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.

1. **Student Illness** - Sometimes parents send their children to school to have them evaluated by the school nurse before they take them to the doctor for an illness or injury. Please do not send your child to school with a known illness or injury and request that the school nurse examine him/her and prescribe treatment. Only a licensed physician can legally do this function. Parents should keep the child home from school and have him/her evaluated by the doctor.

To prevent the spread of germs, please keep your child home from school if she/he shows any of the following symptoms: unusual skin eruptions, diarrhea, vomiting, fever over 100 degrees, persistent cough or headache, chills, swollen glands, discharge or redness of eyes, or sore throat. Please check your child for signs of illness before sending him/her to school. A child who is ill will not be able to learn, may infect other children and will not be happy. Your child must be fever-free (without the use of fever-reducing medications), and free from vomiting and/or diarrhea for 24 hours before returning to school.

- **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 24-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 24 hours before returning to school. Children with fevers will be sent home from school and the student will stay home from school the next day.
- **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 24 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 condition, he/she must remain home until he/she has received at least 24 hours of their prescription eye drops/ointment, until cleared by their pediatrician to return to school, or until symptoms have fully resolved. 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.

2. 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.

3. Personal Hygiene - Students are expected to demonstrate pride and to be clean and neat in appearance.

4. 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.

5. 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 office manager or nurse will provide the necessary "Medications Administration Authorization" form. This form 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:

- It is the responsibility of the parent to obtain the physician's written order.
- 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.
- It is the responsibility of the parent to submit in writing from the physician any change in dosage or time of giving the medication.
- The parent must also sign the physician's order.
- 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.
- 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
- Over The Counter (OTC) medication must be in the original container or package.

- The parent must give the first dose of any new prescription or OTC medication at home, due to possible side effects or adverse reactions.
- All medications must be hand-delivered to the school by the parent. Students are not allowed to carry medication.
- All medication will be kept in the health suite under lock and key.
- 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.

6. Emergency Information – At the beginning of the school year, parents are asked to fill out and review a *Student Health History and Emergency 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.

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

- DPT (DtaP) X 4 doses – 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
- Polio X 3 doses
- New: 2014-2015 - 7th Grade – Tdap (1) dose & Meningococcal (1) dose

Dental and Physical examinations are required for entry into MBS and it is highly recommended that you have your children examined annually for continued wellness checks.

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

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:

- * All Internet use must support educational research projects and curriculum outcomes and provide opportunities for collaborative work.
- * Access to web sites that are appropriate for students.
- * Respect copyright laws and other people's work.
- * Download files and software with teacher approval.
- * Any and all chat rooms are prohibited.
- * Instant Messaging is forbidden.
- * 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 devices 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

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 trash in the 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.

Students interested in purchasing hot lunch from the school cafeteria must register for an account on hotlunch.com or on the Hot Lunch app. There is an annual registration fee that will be added to your first order. Please contact the office for more information.

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, resource rooms, 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 the Extended Day Program.

1. **School Safety Plan**

- a. **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.
- b. **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 a monthly payment for 12 months (July through June). There is an annual "banking fee" for this option. 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 in order for your child to be fully enrolled.

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 or come to an agreement with administration on payment options, notification will be sent for notification of child(ren) to 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.