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Dear Families to Most Blessed Sacrament Catholic School,

It is with great excitement and gratitude that I welcome you to the 2025-2026 school year and present this years' edition of the Family Handbook. This handbook serves as an essential guide to support the shared understanding and expectations among students, families, and staff. It is also one of the primary tools we use to maintain strong communication between home and school.

Most Blessed Sacrament Catholic school is a regional Catholic institution under the guidance of the Diocese of Wilmington, DE, serving eight parishes across southern Delaware and the Maryland's Eastern Shore. Since opening in 2003, MBS has remained committed to its mission of proclaiming the Gospel of Jesus Christ through the teachings of the Catholic Church while delivering academic excellence in a nurturing, faith-filled environment.

As a STREAM initiative school, MBS emphasizes Science, Technology, Religion, Engineering, the Arts and Mathematics. This approach provides students with a well-rounded educational experience that encourages critical thinking, creativity, and faith-based leadership. Our graduates consistently excel in high school and beyond, frequently earning academic honors and continuing their education at respected institutions across the country.

Thank you for choosing to be part of the Most Blessed Sacrament Catholic School community. We look forward to a year filled with growth, partnership, and blessings. Please do not hesitate to reach out if we can be of assistance throughout the school year.

By Name You Are Called,  
David Stofa, 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. Lance Martin, 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. Paul Kuzhimannil Mathew, Pastor

## **Attendance/Absence**

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](mailto: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 could 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 8:00 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 at 12:00 noon or later 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. ***Extended absences due to planned vacations are not considered excused and may negatively impact a student's academic progress.*** The repeated taking of vacations during school time may be grounds for retention or dismissal. ***Absences for events directly related to a student's high school or academic career exploration may be permitted with prior written notice and explanation submitted to the principal for approval.*** In the event that a child does travel with the family, all classwork and assignments must be made up within one week of returning to school. Teachers are not required to provide work in advance, nor are they obligated to reteach lessons missed during the absence.

## **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**

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

### **Grades K-2**

|    | <b>Progress Codes</b>    |
|----|--------------------------|
| 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 processed 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.* At the mid-point of each trimester, parents are encouraged to view students' progress on 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 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 5<sup>th</sup> – January 16<sup>th</sup> – Registration for returning students and any new siblings. (Discounted rate)*

*January 19<sup>nd</sup> – January 30<sup>th</sup> – Registration for returning students and new siblings. (No discount)*

*February 2<sup>nd</sup> – Open Enrollment begins.*

ALL enrollment forms need to be completed 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 7:45 a.m. School begins at 8:00 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 front doors of the school. 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 8:00 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 2:55-3:00 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 2:55 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 2:55 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 parking pass in the front dash of your vehicle. An MBS staff member will verify your parking pass and allow you to move to the designated pick-up area.
- 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, through school messaging system via texts and emails, and on social media. 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. 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. Communicate any allergies with teachers.
- \* **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](http://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.

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 with a directory. Those who complete and return the form will be included in the family directory. The directory is a valuable reference for the school community. ***We ask that family privacy be respected by all who receive a copy. Solicitation for any non-school use is not permitted.***



## **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 both 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.

**School Pledge 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.
- 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 and frequency of inappropriate behavior. Consistent failure to meet disciplinary guidelines may result in further disciplinary action.

All school personnel are committed to Christian due process and commonly accepted standards of good faith and fair dealing. 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 or items made into weapons
- Video games and related electronics
- Objectionable materials, either written or audio
- 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.

**Behavior Ownership Program (Grades 3-8)**

The Behavior Ownership Program is based on three tiers of discipline: **Preventative**, **Supportive**, and **Corrective**.

**Preventative Discipline**

- Establish classroom rules and expectations
- Includes positive reinforcement for appropriate behaviors
- Sets clear consequences for inappropriate behaviors

**Supportive Discipline**

- Used when classroom or school rules are broken
- Included verbal/nonverbal redirection, reminders, and restating expectations

**Corrective Discipline**

- Implemented when supportive measures fail or when behavior is serious
- Involves structured intervention steps to correct behavior and prevent escalation

**Progressive Discipline Process**

**1. Initial Redirection and Warning**

- Teacher provides direct and clear feedback on the behavior
- Student receives a verbal warning, allowing for immediate course correction.

**2. Reflection Activity**

- If behavior continues, student completes a Reflection Activity in a separate area of the classroom.
- The student identifies the behavior needing correction and connects it to the school pledge.
- Upon completion, the teacher has a brief restorative conversation with the student.
- Parents are notified by phone or email before the end of the school day.

### 3. Discipline Referral and Administrative Involvement

- If the behavior persists after the above steps, or if the behavior is serious or disruptive, a **Discipline Referral** is submitted to the administration.
- The referral is documented and sent home for a parent signature.
- The student meets with the principal for reflection and support.
- All referrals become part of the student's behavior record.

### 4. After the 3<sup>rd</sup> Incident

- A parent conference is scheduled with the principal to discuss ongoing behavior concerns and appropriate next steps, which may include a behavior plan or contract.
- Continued behavior issues beyond this point may result in in-school suspension, out-of-school suspension, or expulsion depending on severity and context.

### Restorative Practices and Support

Whenever possible, students will be given opportunities to restore relationships, reflect on their actions, and take responsibility for their choices. This may include: - Restorative conversations or mediation

- Written apologies
- Community service within the school
- Behavioral goal setting or planning

### Summary

Discipline at Most Blessed Sacrament Catholic School is rooted in our mission to form disciples of Christ. Through a consistent and compassionate process, students are held accountable and supported in making better choices, always with the aim of restoring peace, dignity, and growth within our school community.

### 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 notification. 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 and kilts must be no more than 3" above the knee.

- **Make-up** – Girls in 6-8 grades may wear natural/lightly applied make-up that is not a disruption to the school environment. All other 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. No perfumes/colognes.
- **Hair Styles/Grooming** - All students' hair is to be neat and clean and groomed conservatively. No extreme styles, dyed or bleached 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 1 until the end of the school year. The cold weather uniform begins on November 1 and will be worn until March 31.

- 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 and the ¼ zip sweatshirt 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 pajamas, mini-skirts, tight pants (ie: leggings worn with long tops/sweaters), flip-flops, open-back sandals, crocks, or slippers are to be worn. Any strapless or spaghetti strap dress MUST be worn with a sweater or jacket. On SPIRIT Days, students are to wear Spirit T-Shirts and P.E. shorts/sweatpants only.

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

| GRADE   | SUMMER   | WINTER  |
|---|--|---|
| <b>Pre-K 3 and Pre-K 4</b>  | Blue MBS Polo shirt.<br>Khaki or navy pants, shorts or skorts with elastic waist.<br>Sneakers with white socks   | Blue MBS Polo shirt.<br>Khaki or navy pants with elastic waist.<br>Sneakers with white socks  |
| <b>Girls K-5</b>  | Uniform Jumper<br>White Peter-Pan collar short or long-sleeved shirt<br>Kindergarten must wear plain velcro Sneakers (no lights or characters) with white socks<br>1 <sup>st</sup> -5 <sup>th</sup> grade students must wear navy knee socks or navy tights.<br><i>Shoe options below.</i> | Uniform Jumper<br>White Peter-Pan collar short or long-sleeved shirt<br>Kindergarten must wear plain velcro Sneakers (no lights or characters) with white socks<br>1 <sup>st</sup> – 5 <sup>th</sup> grade students must wear navy knee socks or navy tights.<br><i>Shoe options below.</i> |
| <b>Boys K-5</b>   | Khaki shorts with plain brown leather belt (3-5 <sup>th</sup> required)<br>Blue MBS Polo short or long-sleeved shirt<br>Khaki crew socks.<br><i>Shoe options below.</i>  | Khaki pants with plain brown leather belt (3-5 <sup>th</sup> required)<br>Blue MBS Polo short or long-sleeved shirt<br>Khaki crew socks.<br><i>Shoe options below.</i>  |
| <b>Girls 6-8</b>  | Uniform skirt (plaid kilt)<br>Blue MBS Polo short or long-sleeved shirt<br>Navy knee socks.<br><i>Shoe options below.</i>  | Uniform skirt (plaid kilt)<br>White short or long-sleeved Oxford shirt<br>Navy MBS pull-over sweater or sweater vest<br>Navy knee socks or navy tights.<br><i>Shoe options below.</i>   |
| <b>Boys 6-8</b>   | Khaki pants or shorts with plain brown leather belt<br>Blue MBS Polo short or long-sleeved shirt<br>Khaki crew socks.<br><i>Shoe options below.</i>  | Khaki pants with plain brown leather belt<br>Blue Oxford short or long-sleeved shirt with Uniform Tie<br>Navy MBS pull-over sweater or sweater vest<br>Khaki crew socks.<br><i>Shoe options below.</i>  |
| <b>SHOES:</b><br><b>Girls 1-8:</b> Oxford shoe, Dirty Bucs, Penny Loafers, Leather Sperry in solid navy or tan, or Saddle Shoes.<br><b>Boys 1-8:</b> Merrill Jungle Nubuck, Oxford shoe, Dirty Bucs, Penny Loafers, Leather Sperry in solid navy or tan.<br><b>Optional Items:</b><br><b>All Grades:</b> Navy MBS ¼ zip sweatshirt worn over complete uniform.<br><b>Grades K-5:</b> Navy MBS cardigan and ¼ zip sweatshirt worn over complete uniform. |  |   |

## **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 – 7:50 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 to help defray transportation or facility costs. Parents with cleared and updated background checks may be asked to chaperone field trip outings. Please contact Anna Hoge at [ahoge@mbscs.org](mailto:ahoge@mbscs.org) to obtain



instructions on how to complete a background clearance. Chaperones 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 (7/1/25-5/15/26) 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 January. Parents with cleared background clearance are welcome to volunteer at lunch, recess, library, etc. Please contact HSA at [HSA@mbscs.org](mailto:HSA@mbscs.org) for information on FIP hours.

### **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. Medication Administration Policy** – To ensure the health and safety of all students and in congruence with the rules and regulations of Worcester County Department of Health, the following procedures must be followed regarding the administration of medications during the school day:

Parents/guardians **MUST** complete the "Medication and Permissions" section in PowerSchool to authorize the school nurse to administer over-the-counter (OTC) medications, including:

- Acetaminophen (Tylenol)
- Ibuprofen (Advil)
- Hydrocortisone cream
- Diphenhydramine (Benadryl)
- Triple antibiotic ointment
- Antacids (Pepcid)
- Lubricant eye drops
- Oral pain relief gel (Orajel)
- Cough drops

If permission is not provided in PowerSchool, a written prescription from the student's pediatrician, along with the parent/guardian's signature on the Maryland State School Medication Administration Authorization Form, is required for the school nurse to administer any medication.

**Please note:** No medications will be administered without proper authorization.

**Prescription Medication Policy** - For any **prescription medication** to be administered during the school day, parents/guardians must submit a completed **Maryland State School Medication Administration Authorization Form**. This form must be:

- **Fully completed by the student's pediatrician**
- **Signed by the parent/guardian**

The physician's order must include:

- Date of the order
- Student's full name
- Name of the medication
- Exact dosage to be administered
- Time(s) the medication should be given during the school day
- Expected duration of administration (e.g., 5 days, until end of school year)
- Reason for administration
- Possible side effects
- Physician's signature and contact telephone number

All prescription medication must be:

- **Current (not expired)**
- **Properly labeled by a licensed pharmacist**
- Delivered to the school by a parent/guardian in the **original pharmacy-labeled container**, students are not permitted to carry medication in school.

At the end of the school year, or when the medication is no longer needed, **parents/guardians are responsible for picking up any unused medication. Any medication not picked up will be discarded by school staff according to health and safety guidelines.**

Medications cannot be administered at school without a properly completed authorization form and appropriately labeled medication.

**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 - 7<sup>th</sup> 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 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. This includes devices utilized by the Lease Chromebook policy for middle school students.

## **Artificial Intelligence (AI) Usage Policy**

### **Purpose and Educational Value**

At Most Blessed Sacrament Catholic School, we are committed to preparing our students to be responsible, ethical, and faith-filled digital citizens. As technology continues to evolve, we recognize the growing role of Artificial Intelligence (AI) in education and daily life. While AI tools can serve as valuable aids for learning and creativity, their use must align with our school's academic integrity and Catholic values.

### **Acceptable Use**

Students may use AI tools:

- To support brainstorming or idea generation.
- To check grammar or improve sentence structure.
- To explore new concepts or gather factual information.
- As a supplement to, not a replacement for, their own original thinking and work.

All AI-assisted work must be clearly cited or acknowledged as instructed by the teacher.

### **Unacceptable Use**

Use of AI tools to:

- Generate essays, assignments, or responses in place of original student work.
- Paraphrase or reword content without understanding or attribution.
- Misrepresent AI-generated material as one's own thinking or effort.

Such actions are considered academic dishonesty and fall under the school's existing Plagiarism Policy.

### **Consequences for Misuse**

Any misuse of AI tools that violates this policy will be treated as plagiarism, and students will be subject to the same academic and disciplinary consequences as outlined in the Plagiarism Policy. These may include:

- Receiving a zero on the assignment.
- Parent/guardian notification.
- Additional consequences as determined by school administration.

### **Ongoing Education and Review**

Most Blessed Sacrament Catholic School will continue to educate students, families, and faculty on the evolving role of AI in education. Teachers will provide age-appropriate guidance, set clear expectations for assignments, and model ethical use of these tools.

### **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 MBSCS 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. Lunches are to be eaten in cafeteria only, unless otherwise planned. No 3<sup>rd</sup> party deliveries are allowed.

### **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.

### **School Safety and the "I Love U Guys" Foundation Program**

At Most Blessed Sacrament Catholic School, the safety and well-being of our students, faculty, and visitors is our highest priority. In alignment with best practices in school safety, we proudly utilize the "I Love U Guys" Foundation's Standard Response Protocols (SRP) to ensure a clear, consistent, and shared language for emergency response.



These protocols—Lockout, Lockdown, Evacuate, Shelter, and Hold—are designed to be age-appropriate, easy to understand, and highly effective during critical incidents. This system is also used by Worcester County Public Schools and is formally acknowledged and supported by local law enforcement, fire departments, and emergency services.

By implementing this nationally recognized program, we ensure that our safety practices are aligned with those of surrounding schools and first responders, enabling a more coordinated and effective response in the event of an emergency. Regular drills, training, and community partnerships help us maintain a safe, prepared, and faith-filled learning environment.

### **Standardized Testing**

Standardized tests are administered four 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*. A tuition contract must be signed by the parents and returned to the school each year 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 1<sup>st</sup> for the new school year.

To centralize and simplify the billing and collecting of fees, during the school year, MBSCS uses incidental billing in *FACTS*. Each family will need to have a working *FACTS* account. Cash or check payments can still be made directly to MBS (by grandparents, donations, etc.) and will be posted as soon as possible to your *FACTS* account. When fees are added to your account, you will receive an email notification from *FACTS*. Families with more than one party responsible for payment will need to inform MBS how much to bill each party.

### **Types of Fees**

**Monthly Fees** – These fees are added to and due with your monthly tuition invoice. You must have a monthly tuition payment contract to add these as monthly fees. These fees include bus, Chromebook, and field trips fees.

**One-Time Fees** – These fees are invoiced separately by FACTS and will have at least 10 days from the invoice date before being due. If you have automatic payments turned on, these invoices will be automatically paid on the due date. These fees include bus, Chromebook, field trip, extended day, milk, ice cream, piano, drama, sports, and other one-time fees.

### **FACTS Payment Options**

**FACTS Monthly Tuition Billing Customers (one-time \$55 FACTS Fee)** – Nothing is changing regarding your monthly tuition billing. The monthly fees are added to your tuition agreement and paid at the same time as your tuition payments. The one-time fees will be added to your account when incurred as separate invoices from your monthly tuition invoices.

**FACTS Pay-In-Full Billing Customers (one-time \$25 FACTS Fee)** – FACTS has added a fee for all pay-in-full customers. Any fee posted to your account must be paid in full by the due date to avoid late charges.

If you have questions about your FACTS account or need help setting one up, please contact Mrs. Christa Gunther, Director of Admissions, at [cgunther@mbscs.org](mailto:cgunther@mbscs.org). Questions regarding fee amounts can be sent to Mr. Doug Wright, Finance Manager, at [mbsfinance@mbscs.org](mailto:mbsfinance@mbscs.org).

### **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 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.

## Md. Code, Educ. § 26-704

Current with changes from the 2022 Legislative Session  
Section 26-704 - Prohibited conduct

**(a)** This section applies to:

- (1)** A county board;
- (2)** A public prekindergarten program;
- (3)** A public primary or secondary school;
- (4)** A nonpublic prekindergarten program that receives State funds; and
- (5)** A nonpublic primary or secondary school that receives State funds.

**(b)** An entity listed under subsection (a) of this section may not:

- (1)** Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
  - (2)** Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
  - (3)** Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.
- (c)** An entity

listed under subsection (a) of this section shall print in its student handbook the following statement:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

**(1)** Title VI of the federal Civil Rights Act of 1964; and

**(2)** Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not

**(i)** Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

**(ii)** Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

**(iii)** Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

*Md. Code, ED § 26-704*

Added by 2022 Md. Laws, Ch. 739, Sec. 1, eff. 7/1/2022