

## 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.*

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

St. Luke, St. Andrew  
St. John Neumann  
St. Mary Star of the Sea, Holy Savior  
St. Ann  
St. Edmond  
St. Jude the Apostle  
St. Michael, Mary Mother of Peace  
Our Lady of Lourdes

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.

## **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 before **9:00 A.M.** to report his/her absence. Parents must give the student's name, teacher's name, reason for absence, and any request for homework. In most cases, homework cannot be available for pick-up until the end of the school day. Students who are absent must bring a written excuse upon return. Parents will be contacted if a written excuse is not returned. After an absence of three calendar days, a doctor's certificate **is required**.
2. **Tardiness** – Prompt arrival at school is expected. Late arrival disrupts the class and causes loss of instruction time. Any student who arrives after the doors are locked or morning prayer and reflection has begun is considered tardy. A parent or responsible adult must accompany the student to the office and sign them in. Notes do not excuse a tardy infraction although we do take into consideration car trouble, weather, accidents, family emergency, or sudden illness.
3. **Early Dismissal** – All early dismissal students **MUST** be signed out at the office. An early dismissal before noon is counted as a full day's absence; if leaving between noon and 2 p.m. it is counted as an afternoon absence. A dismissal after 2:00 p.m. is recorded as a tardy.
4. **Funerals** – Students attending the funeral of an immediate family member will be marked absent. A note of explanation is required. However, this absence will not count against perfect attendance.

5. **Retention for Excessive Absences** - Absence for more than 20 days in an academic year **could** result in retention in the current grade level.
6. **Vacations** – The planning of family vacations that are not within scheduled time off is **strongly discouraged** during the school year. Please contact the **Principal directly** if there is a need for your child to be away on vacation during the academic year. The repeated taking of vacations during school time may be grounds for retention or dismissal. In the event that a child does travel with the family, all work must be made up within one week upon returning to school. The teacher is **not required** to give homework in advance.

### **Academic Program**

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

Our school is divided into cluster groupings that are either self-contained or departmentalized. Classroom assistants work with teachers and students as needed in Pre-K through grade 5. A variety of instructional methods are implemented across the curriculum.

1. **Release of Records** – The school maintains records on all students. The information in these records may only be released with written parental consent. The school will hold records if there are any unpaid tuition, fees, or unreturned library books.

2. **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.

3. **Grading System**

**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

**Effort/Conduct**

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

a. **Homework** – Home assignments are a vital part of our educational program. They are an extension of the learning that takes place in the school. Students are

expected to **responsibly** complete their homework **every** night. Grades are given for various homework assignments, and it is imperative that these be completed. Each homeroom teacher will review his/her homework policy with parents at a “Back to School Night” early in the school year. The teacher is not required to give homework in advance of any absences.

- b. **Progress Reports** – At the midpoint of each trimester period, an **Interim Report** will be given to each student. **Progress Reports** are issued three times a year. The **envelope** for progress reports must be **signed and returned to school immediately**. Parents of students in grades 3 to 8 may monitor their child’s progress throughout the year by using the *Parent Access* feature of **Power School**.
- c. **Promotion/Retention** – After the successful completion of all major subject areas, students are promoted to the next grade level. If a student has a “failing” average in one or more subjects, discussion with the administration and teacher/s will be required.

Retention is usually considered as a viable alternative during the 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.

- 4. **Academic Recognition** – The following criteria have been established, in grades 6-8, for students who earn recognition for Academic Excellence, Academic Achievement and the Principal’s List for each marking term.

### **Academic Excellence**

All A's in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct.

**Academic Achievement** – A's and no more than four B's in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct.

**Principal's List** – B's in all subjects. Students must have S or better in Effort and Conduct.

**Major Subjects** – Religion, English, reading, literature, spelling, mathematics, science, Spanish, and social studies.

Students who earn Academic Excellence and Academic Achievement for two consecutive marking terms (3<sup>rd</sup> and 1<sup>st</sup> or 1<sup>st</sup> and 2<sup>nd</sup>) will be invited to the annual Scholastic Recognition Banquet that will be held each spring.

### **Admissions**

*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. 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 1<sup>st</sup> – January 31<sup>st</sup> – Re-registration for existing families and any new siblings.*

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

February 16<sup>th</sup>- February 28<sup>th</sup> – Open enrollment for “newly registered” parishioners.

March 1<sup>st</sup>- Open Enrollment for Non-Catholic/Non-Parishioners.

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

### **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.

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.

### **Arrival/Dismissal**

1. **Arrival** – School begins at 8:10 A.M. Students left in front of the building before 8:00 A.M. will be directed to the Before Care Program and parents will be charged accordingly. Cars dropping off should pull up to the front of the building and leave promptly after students exit the car. Students are to line up in grade order and wait in an

orderly manner for the bell to ring. When the bell rings, the students will listen to the Morning Prayer and reflection. A representative of the student body will say the prayer of the day followed by the Pledge of Allegiance and the School Pledge.

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

I will be responsible.

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

I will be reverent.

I will be ready to learn.

And I will always remember, "What Would Jesus Do?"

1. **Bus Behavior** – Students are expected to stay in their assigned seats. Students are required to follow the school pledge on the bus and display safe behavior at all times. Students must follow the direction of the driver.
2. **Dismissal** - Students departing by bus will leave by the main staircase and the front entrance where the buses are waiting, as soon as the end-of-the-day prayer and announcements have concluded.

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

50 or 90 should exit through the St. John Neumann parking lot to go **left** onto Rt. 589.

During inclement weather, students will be dismissed through the front of the school building as the car pulls up into the line. Have the family names of the students riding in your car visible on the dash.

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

3. **Release of child to anyone other than custodial parent**  
– A child will not be released to anyone other than the custodial parent without written notification from the parent. Carpools must list names and phone numbers on the emergency cards. Please inform the office of any changes as they occur throughout the year.

### **Before/After Care**

Most Blessed Sacrament Catholic School provides quality before and after school care. The center is open before school from 7:15 to 8:00 a.m. and after school from 3:15 to 5:45 p.m. **This program will operate only on the days that Most Blessed Sacrament Catholic School is in session.** Students must be pre-registered for this program. Half day coverage is from 12:10 to 3:00 p.m. An extra charge will be assessed from 3:00 to 5:45pm. On half days before holidays and on the last day of school after care will be **closed**. Please contact the office for a schedule of rates and hours for special circumstances due to weather conditions, such as fog and snow delays.

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

## **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* will be made on the local television and radio stations and School Reach. Every practical means is used to notify parents of a cancellation. In the unusual circumstance that school must be canceled during the school day, the principal will determine that all students have satisfactory transportation and supervision at home before releasing them from school. **Please be sure that all home and work phone numbers, addresses, and emergency contacts are updated when there is a change as they become necessary in certain situations.** Please do not call the school office regarding closings.

## **Change of Address**

It is necessary for Most Blessed Sacrament Catholic School to be notified **immediately of a change in address, telephone number, or if there is a change to any information recorded on the emergency card.** A change in family status affects a child in various ways, and we can better understand a child when we have this information. Please notify the school in writing when changes occur.

## **Child Abuse/Neglect Reporting Procedures**

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

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

### **Classroom Celebrations**

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

### **Communications**

An annual school calendar will be sent home as soon as possible in the beginning of the school year. In addition, a monthly calendar will be sent home at the end of the preceding month. Please keep these calendars posted in a prominent place in the home, as they are most important. You will be notified of any school news or calendar changes through the school's *Weekly Newsletter* sent out **via e-mail** or with the youngest child of each family 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-mail and school voice mail numbers. Teachers will respond at their earliest convenience.

## **Conferences**

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

Frequent communication is necessary for the academic/spiritual advancement of students. As the primary educators of their children, parents are encouraged to communicate often with teachers. Consequently, it is not necessary to wait for a regular conference time if a parent has a special concern.

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

## **Crisis Intervention Plan**

- 1. Emergency Plan** - In the event of a crisis situation, Most Blessed Sacrament Catholic School will follow the established procedures of its Crisis Intervention-Emergency 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 with emergency services. Listen for information and student pick-up instructions on 99.9 or 104.7 (Radio), WBOC 16/Fox 21 (TV), or visit the school website. **School Reach will be used to communicate with parents in these situations.**

2. **Fire Drills**- Periodic fire drills are conducted. Detailed exit plans are posted near the door of each classroom.

The following procedure is established for fire drills:

- a. Students will leave the building walking quickly and silently.
- b. Classes exit in a line to the designated exit as posted in the classroom. If a student is not with his/her class at the time, he/she should proceed to the nearest exit and report to the nearest teacher.
- c. Students remain standing in a line outside with no talking until given the signal to return to the building. Students return to the building walking silently.

### **Diagnostic Testing**

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

### **Divorce/Separation/Custodial Parents**

It is the policy of Most Blessed Sacrament Catholic School to remain neutral toward both parents in families experiencing divorce or separation. Parents who are separated or divorced are

expected to provide the school with a copy of the custody decree or that portion of the decree that relates to custody. This allows the administrator and teachers to know the rights of the parent and other third parties with respect to access to your child. In accordance with state and federal laws and regulation, school officials will provide both parents with access to academic records and other school-related information regarding their child or children.

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

1. **Release of Student Records** – Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child/ren may be disclosed only upon written consent of the parent/guardian with legal custody.
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.

### **Dress Code/Uniform Policy**

The purpose of uniforms is to minimize distractions and to foster an atmosphere conducive to learning. Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Students are expected to wear the prescribed

uniform each day and to demonstrate by their appearance, a pride in themselves and their school.

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

Parents are urged to be conscious of the way their sons/daughters go to school. They are expected to ensure that their children are in proper uniform each day. If a student comes to school out of uniform, whether completely or partially, he/she must bring a written excuse from his/her parent. **Regular uniform checks will take place.**

**Uniform Infractions** – The student must be in the required uniform of the day at the beginning of class time. If a student calls home for the correct uniform or part of uniform, the student **must be** correctly attired **by 9:00 AM.** Please refer to **N.U.T. PASS REGULATIONS** on page 18 for out-of-uniform days.

1. **Make-up** – Students are not permitted to wear make-up. No student is permitted to wear temporary or permanent tattoos. Only clear nail polish is permitted.

2. **Hair Styles/Grooming**

All students' hair is to be neat and clean and groomed conservatively. No extreme styles or dyed hair is permitted. Students are expected to come to school in a state of cleanliness.

**Girls:** Any hair ribbon must be blue, white, or the uniform plaid. No scarves may be worn. Hair decorations such as flowers or feathers may not be worn.

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

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

**Jewelry** – Although jewelry is not a part of the school uniform, appropriate post earrings of a **small** and **conservative** style, watches and rings 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 but may wear watches. 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.

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

- Girls’ skirts must be no more than two inches above mid-knee.
- Boys’ ties must be worn neatly and tightly around the neck.
- All students must tuck in their shirts.
- Students should be in correct uniform by 9:00 AM if a portion of the uniform has been forgotten.

**Pre-K3, Pre-K4 and Kindergarten**

Pre-K3, Pre-K4 and K students wear a Blue Short or Long Sleeved Polo Shirt with MBS logo. All students must wear **KHAKI PANTS** or shorts purchased from Flynn & O’Hara, according to weather conditions. **No skirts allowed for girls.** Children in Pre-K and K **MUST WEAR SNEAKERS** and white socks to school. White, tan or grey sneakers with no designs, characters or ligths.

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

<b>GRADE</b>	<b>SUMMER</b>	<b>WINTER</b>
<b>Girls 6-8</b>	Uniform skirt (plaid kilt), short or long sleeved blue MBS polo, Navy knee socks. Navy MBS cardigan or pull-over sweater or vest is optional. Dirty bucs, penny loafers or Sebago Docksidess Navy Blue ONLY.	Uniform skirt (plaid kilt), white short or long sleeved Oxford shirt, Navy MBS sweater vest or cardigan, Navy knee socks or navy tights. Dirty bucs, penny loafers or Sebago Docksidess Navy Blue ONLY.
<b>Boys 6-8</b>	Khaki pants (NO SHORTS), short or long sleeved blue MBS polo, plain brown leather belt, khaki crew socks. Navy MBS cardigan or pull-over sweater or vest is optional. Dirty bucs, penny loafers or Sperry Top-siders Mako 2-eye canoe moc boat shoe in Amaretto.	Khaki pants, short or long sleeved blue Oxford shirt, uniform tie, Navy MBS cardigan or pull-over sweater or vest, plain brown leather belt, khaki crew socks. Dirty bucs, penny loafers or Sperry Top-siders Mako 2-eye canoe moc boat shoe in Amaretto.

**P.E. Uniform** – The warm weather uniform consists of a grey t-shirt and blue shorts with the MBS logo. The winter uniform is a grey sweatshirt or t-shirt and grey sweatpants with the MBS logo. Blue shorts allowed UNDERNEATH ONLY (optional). Students must wear white socks that can be seen and **traditional** sneakers. Sneakers must be white, tan or grey with no designs, characters or lights. Students cannot participate in P.E. without a uniform. P.E. uniforms must be ordered from Flynn & O'Hara.

**N.U.T. Pass** (No Uniform Today) Please remember that appropriate dress is required. No body parts that are covered by the uniform may be showing, including the midriff. Make sure that tops are long enough **removed words**. No inappropriate t-shirt logos are allowed. **NO MINI-SKIRTS, NO FLIP-FLOPS, NO OPEN-BACK SANDALS ARE PERMITTED. ALTHOUGH DISCOURAGED, ANY STRAPLESS OR SPAGHETTI STRAP DRESS MUST BE WORN WITH A BALLERO SWEATER THAT IS BUTTONED IN THE MIDDLE. NO SHAWLS.**

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

### **Electronic/Communication Devices**

1. **Cell Phones** – Students are strongly discouraged from bringing cell phones and any electronic communication devices to school. **Cell phones must remain off and not be used on school premises without the permission of a staff member.**
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.

### **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 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.

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 will be marked absent.

### **Harassment**

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.

### **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.

## **Too Sick For School**

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

**Diarrhea and vomiting** - Repeated episodes accompanied by fever, rash, or general weakness requires your child remain at home. If these symptoms occur at school, your child will be sent home.

**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 for 24 hours before returning to school. Children with fevers will be sent home from school.

**Strep Throat and Scarlet Fever** - Your child needs to remain home for at least 24 hours after the onset of antibiotic treatment and must be free of any fever before returning to school. Please inform the health nurse if your child is being treated for either of these infections.

**Conjunctivitis or “Pink Eye”** - If your child is diagnosed with this highly contagious eye irritation, they must remain home until they have received at least 3 doses of eye drops. Please inform the health nurse if your child is being treated for this condition.

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. **Accident/Illness at School** – Accidents or unusual illness occurring at school are reported immediately to the principal or office personnel. When a student becomes ill or meets with an accident and it is necessary for the child to leave school, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. No medicine **of any kind** may be given to the student unless there is a prescription already on file in the health office. Only basic first aid may be administered. Parents will be contacted immediately if there is any question regarding an injury.

2. **Personal Hygiene** – Students are expected to demonstrate pride and to be clean and neat in appearance.
3. **Medical/Dental Appointments** – Parents are encouraged to schedule doctor appointments after school hours. However, if an appointment must be made during school hours, a written note must be sent to the teacher. Teachers keep the notes on file. Students are signed out in the Office by parents. If the student is returning to school after the appointment, the student must stop by the Office and sign in. Please note that these appointments will affect the student’s Perfect Attendance record.
4. **Medications** - In congruence with the rules and regulations of Worcester County Department of Health, no medication will be administered in school without a written prescription from the physician and a parent’s signature. The school secretary or nurse will provide the necessary “Physician’s Instructions for Giving Medication in School” form. These forms may also be down-loaded from the school website. Some physicians have these forms in their offices upon request.

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

- a. It is the responsibility of the parent to obtain the physician’s written order.
- b. The order must include: date of order, name of student, name of medication, dosage, and time to be given in school, expected duration of administration, reason for administration, and possible side effects, physician’s signature and telephone number.
- c. It is the responsibility of the parent to submit in writing from the physician any **change** in dosage or time of giving the medication.
- d. The parent must also sign the physician’s order.

- e. Prescription medication must be current and properly labeled by a pharmacist. Upon request, the pharmacist will label a duplicate bottle to be used in school.
  - f. Under no circumstances will a medication be administered that has been brought to school by a student in a plastic bag without a physician's written order
  - g. Over The Counter (OTC) medication must be in the original container or package.
  - h. The parent must give the first dose of any new prescription or OTC medication at home, due to possible side effects or adverse reactions.
  - i. All medications must be **hand-delivered** to the school **by the parent**. **Students are not allowed to carry medication.**
  - j. All medication will be kept in the health suite under lock and key.
  - k. The parent must pick up any unused medication after the order has expired or at the end of the school year. Medication that is not collected by the parent will be discarded.
5. **Emergency information** – At the beginning of the school year, parents are asked to fill out and review a *Student Information Form* for their child/ren. The information on these forms is to be kept current. It is imperative that the School is informed immediately of any change in address or telephone number or other pertinent information.
6. **Immunization cards** - Maryland has mandated that all children upon original entry into a school, have a complete dental and medical examination. Children must present documented proof that the following immunizations have been received:

DPT (DtaP) X 4 doses-one on or after the fourth birthday  
MMR X 2 doses  
Hepatitis B, 3 doses

Varicella (required) – X 1 dose – chicken pox or has had active disease documentation available for the school health office

Dental and Physical examinations are also required as follows:

Kindergarten - Dental and Physical

Grade 3 – Dental only

Grade 4 – Physical only

Grade 7 – Dental

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

### **Internet Access Policy**

Most Blessed Sacrament students have the opportunity to access and use the worldwide electronic network called 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 people all over the world 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 behavior when on the network. The following regulations are in effect at the school:

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

A full list of regulations is available in the Most Blessed Sacrament Catholic School Acceptable Use **of Technology Policy**.

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

### **Library Procedure**

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

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

### **Lunch and Snacks**

The lunch time is divided into approximately twenty minutes for lunch and twenty minutes for play. **Removed words**. Please include in your child's lunch box plastic utensils when necessary. Students are expected to clean their places after eating, to pick up papers, to dispose of them in the trash containers, and to follow the directions of their teacher or Classroom Assistant when

dismissed. Respect, courtesy, and a spirit of cooperation are to be shown to ALL adults who supervise and assist during this time. **Parents are asked not to drop off fast food for their children at the lunch period.** We need **MANY PARENT VOLUNTEERS** to insure that lunch and recess time run smoothly.

### **Off-Limit Areas**

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off limit areas where students are not allowed. These areas include the boiler room, storage areas, teachers' lounge, any area under construction, kitchen, maintenance, the loading dock, the trash collection compound, and the administrative area, unless given permission by an adult. Students are expected to cooperate and refrain from playing in or visiting in these areas.

### **Parking**

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

### **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. These children must report to after care.

## **Standardized Testing**

Standardized tests are administered in March to grades **2-8**. The Diocese of Wilmington uses the **TerraNova** testing program published by McGraw-Hill. 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. Records are not forwarded to another school until an official transfer form has been signed by a parent and, in the discretion of the school, the parent/guardian have made suitable arrangements to settle any financial debt due 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 *Tuition Management Systems (TMS)*. The option of **FULL TUITION MUST BE PAID BY SEPTEMBER 1<sup>ST</sup>** with no banking fee attached. Other options for payment include quarterly (July, October, January, and April) or monthly for 10 months (July through April). There is an annual “banking fee” for the options provided.

Tuition accounts that are not kept up-to-date may warrant notice that your child may not attend school after a certain date. It is the parent’s/guardian’s responsibility to meet with the Principal and or their Pastor to develop an agreement to bring their account up-to-date. If the parent/guardian fails to make an appointment, a registered letter will be sent to the parent/guardian with a notice that a recommendation will be made to the Board that their child may be withdrawn from school.

Tuition is not reimbursed in cases where students withdraw from school before the end of the year.

## Visitors

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.

## Volunteers

We strongly encourage parents and other adults to participate in our school. Volunteers generously sharing their time and talent lend to building a strong learning community. Parents are encouraged to help in all classrooms, programs, and extra-curricular activities. **A *Family Involvement Program* has been initiated by the HSA which requires parents/grandparents to offer at least 20 hours of service annually between May 1<sup>st</sup> and April 30<sup>th</sup> of the following year to support the school. Those not meeting the requirement will be assessed a fee of \$20 for each unmet hour.** ALL VOLUNTEERS must first complete and submit a *Background Screening Form* in compliance with diocesan policies regarding child safety and protection as promulgated in **FOR THE SAKE OF GOD'S CHILDREN.** Volunteers are asked to review the policies of **For The Sake of God's Children** on the Diocesan website: [www.cdow.org](http://www.cdow.org). Please call the office for a form if you have time or skills you can share to make our school a better place for students to learn and grow. Please do not arrive unannounced when visiting classrooms. Visitors must be cleared through the school offices. Professional behavior requires that you refrain from personal conversations with the teacher, your child, or other volunteers while in your child's classroom. Lunch volunteers are essential to the hot lunch program. Lunch and recess volunteers are to assist ALL students and maintain order in the cafetorium and on the playground.

**Removed word**

## 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 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 a good teaching staff, efficient administration, and good educational programs, but also by the development of rational self-control in the child.

### **Philosophy of Discipline**

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

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

When student actions fail to meet these expectations, consequences will follow. Consequences are determined by the severity of the inappropriate behavior. Infractions result in demerits and consequences follow.

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

- First, the classroom teacher or responsible adult on site

- Second, the appropriate level representative from the disciplinary board (primary, intermediate, middle school or enrichment)
- Third, the principal

The **method** of progressive discipline includes:

- (1) Teacher provides a non-verbal warning.
- (2) Teacher provides a positive verbal warning in the classroom, calling student back to appropriate behavior. Teacher will contact parent by e-mail or by phone.
- (3) Teacher meets with student outside of the classroom.
- (4) Referral to the Administrator for further action.

**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.

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