



Saint Mary Magdalen School

# Family Handbook 2008

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The **Saint Mary Magdalen School's Family Handbook** is one means of facilitating communication between school and home. It is your guide in becoming familiar with Saint Mary Magdalen School's policies and procedures so that we can support one another in the educational process for the benefit of your children. As a Catholic school our purpose is to offer your children a place where they feel safe, truly cared for and intellectually and spiritually stimulated.

School policies and procedures have come from a variety of sources.

- Some policies and procedures follow State or Archdiocesan guidelines, such as how we handle medications administered at school and tracking absences and time away from school.
- Some policies are the results of thoughtful discussions by the School Board, such as absence policies and our discipline code.
- Some procedures are the result of parent and faculty committees such as our Mission statement that drives all that we do and our uniform code.

Whatever the source, the policies and procedures of the school need to be followed by all – students and parents and administration, faculty and staff – for the benefit of all.

Our school policies, this Handbook, and all of our spiritual, academic and social activities are intended to work with you in guiding your children in their faith journeys. We recognize that you as parents are the primary educators of your children. It is the mission of the Catholic Church, through our school, to support and assist you in your role as primary educators of your children.

Please read the school handbook carefully, taking special note of any revisions. Significant revisions have a revision date noted at the bottom of the revised document. Your familiarity with the Handbook and the various policies aids us in providing for your children an education that promotes intellectual, emotional, physical and spiritual growth.

Peace be with you,

Mrs. Albert and the Saint Mary Magdalen School Staff

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**WITNESS STATEMENT**  
**For Those Whose Children Attend Catholic Education Programs**

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor. . . . You will be the first teachers of your child in the ways of the faith. May you also be the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

**Regularly participate in the Sunday Eucharist [ if not Catholic, regularly participate in worship and prayer] with my family**

**Commit to speak more with my children about God and to include prayer in our daily home life**

**Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children**

**Support the moral and social teachings of the Catholic Church to ensure consistency between home and school**

**Teach my children by word and example to have a love and concern for the needs of others**

**Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion**

The Philosophy and Mission  
Of  
Saint Mary Magdalen School

We, the Priests, Parents, Administration, and Staff of Saint Mary Magdalen School believe. . .

. . . that we respect, love, and educate our children in a safe and nurturing environment.

. . . that parents, as the primary Christian role models for their children, have entrusted them to the faculty and staff to provide a Catholic education.

. . . that all programs will enhance the spiritual, academic, emotional, and physical development of each child.

. . . that our children continue to grow in their faith, respect and duty toward self and others, and in their responsibility to and in the world.

. . . that Saint Mary Magdalen School empowers the children to live lives of prayer, service, and strong moral values; thereby, demonstrating a visible Christian community.

*Just so, your light must shine before others  
That they may see your good deeds  
And glorify your heavenly Father*

Mt. 5:16

Revised Nov. 1998 by Administration, School Board, Faculty and Parents

Saint Mary Magdalen School is a Catholic community which welcomes a diversity of students into a safe, nurturing environment. Rooted in Catholic tradition, we provide a current, comprehensive curriculum that enables and challenges each child to develop to his or her potential. By living the words of the Gospel, the Saint Mary Magdalen community witness to the risen Christ, striving to be the Kingdom of God.

Revised May 1999 by Administration, School Board, Faculty and Parents

Saint Mary Magdalen School Goals

- Students will apply their Catholic values along with teachings of the Gospel in everyday life, acting with respect, reverence and love towards themselves and others.
- Students will be active participants in the liturgical life of their faith community.
- Students will model the life of Jesus by accepting, caring for and serving others.
- Students will understand their responsibility in caring for the environment and how it influences all living things.
- Students will show an interest in the written word and develop the use of their imagination and critical thinking skills.
- Students will demonstrate an understanding of and ability to apply a full range of mathematical skills and concepts.
- Students will work and play cooperatively.
- Students will acknowledge the diversity present in our school community and the world at large.
- Students will demonstrate the ability to apply problem-solving skills in daily life.
- Students will use reference tools, especially technological tools, in an ethical manner to research, analyze and display information.
- Students will apply the necessary skills to express themselves through the fine arts and creative media.
- Students will practice active and attentive listening skills.
- Students will demonstrate the ability to communicate accurately and effectively through the written and spoken word.
- Students will develop life-long study and organizational habits.
- Students will recognize the giftedness and contributions, both past and present, of different cultures in our global world.

## ACADEMIC POLICIES AND PROGRAMS

### Confidentiality

The faculty and staff of Saint Mary Magdalen School will keep confidential information entrusted to them, so long as no one's life, health, or safety is at stake.

### On-Going Grade Reporting

Saint Mary Magdalen School uses an online grade reporting system. This is done in an attempt to have more open and ongoing communication with parents. This reporting is done through the Fast Direct Website. Teachers are responsible for keeping their online grade books as up to date as possible by updating by Tuesday of each week. In return, parents are expected to access the site regularly as well. Families who do not have internet access should inform their child's teacher(s) and the school office as soon as possible so that hard copies can be provided.

### Report Cards

Report Cards are distributed quarterly for all students in First through Eighth Grades; Kindergartners receive Report Cards for Second, Third and Fourth quarters. Report Cards are a formal, permanent record of a student's academic progress throughout the school year.

#### ❖ Kindergarten through Second Grade

- + Acceptable progress is being made
- Improvement is needed for academic success

G Good

M Meets Expectations

AP Additional Practice Needed

NI Needs Improvement

No mark at all indicates the skill has not been introduced.

#### ❖ Third through Eighth Grades

100-97	A+	92-89	B+	84-82	C+	77-74	D+
96, 95	A	88, 87	B	81, 80	C	73, 72	D
94, 93	A-	86, 85	B-	79, 78	C-	71, 70	D-
69 and below	F						

#### ❖ Additional Marking Codes

T Subject is taught but not graded

P Pass

F Fail

S Satisfactory

N or NI Needs Improvement

Report Cards will be printed out by parents through the Fast Direct Website and returned to school through the Friday Folder. In accordance with Saint Mary Magdalen Parish policy, all fees must be paid and accounts up to date before parents will be given access to their child's Report Card.

### **Progress Notices**

Progress Notices are available to parents midway through each quarter using the Fast Direct Website. The purpose of the notice is to inform parents of the student's performance at this point in the grading period. Grades and teacher comments are a means of keeping parents informed and seeking parental support when a student is not progressing as he or she ought to be. Music, Computer Ed, PE, and Spanish are reported on the Progress Notice only when there is a concern about the student's effort or behavior.

Parents need to print and sign their child's Progress Notice then return it to school through the Friday Folder.

### **Parent Teacher Conferences**

Parent Teacher Conferences are held at least once each year, always in the fall at the end of the first quarter. The Parent Teacher Conference allows the parents and their child's teacher an opportunity to discuss the child's progress and any concerns either might have about the child's academic, social or spiritual progress.

It is requested that students in Grades 5-8 be present at the conference. Students are the ones ultimately in control of their achievement and we, the parents and the school, are there to support them. Therefore, it is only fitting that the students be present to give their input on their progress as well as feedback as to what may or may not be helpful goals to work on. Parents and/or teachers may ask a child to step out of the conference if they would like to discuss something confidential. In Grades K-4, the students are not asked to be present.

### **Homework**

Homework is vital to student progress and achievement as well as a tool in developing self-discipline. Homework assignments are given to reinforce class work and to challenge students to think critically and become problem solvers.

Parents can expect the following time allotments for homework:

Kindergarten	10 – 15 minutes per night
Grades 1 and 2	15 - 30 minutes per night including nightly reading and math practice
Grades 3 and 4	30 - 60 minutes as well as nightly reading and math practice
Grades 5 and 6	30 – 90 minutes

Grades 7 and 8      60 - 120 minutes

Parents should bear in mind that children work at various speeds and levels both in class and at home. However if a child is spending significantly LESS time than suggested above or regularly coming home without homework, then perhaps the child is rushing through the homework assignments and not learning what he or she might from them. Conversely, if a child is spending significantly longer than the suggested time it is imperative that the parents communicate this information to the child's teacher. Perhaps a quieter, more structured study place is needed, perhaps assistance from the teacher prior to going home to do the homework assignment, perhaps the child is not budgeting time well and leaving too much to the last minute – whatever the solution, the problem should be communicated to the teacher by the parent.

### **Variations in Homework**

- ❖ Some assignments are ongoing, such as practicing math and nightly reading. Students and their parents are held responsible for setting up a nightly routine.
- ❖ Many homework assignments are given nightly and expected to be completed for the following day unless otherwise specified by the teacher.
- ❖ Short-term assignments are especially common in the upper grades. Short-term assignments are those assignments due in 2 to 5 days, often allowing a weekend for work time.
- ❖ Long-term assignments such as book reports or research assignments are common for all students in grades 1 through 8, but especially so for students in the upper grades. All long-term assignments are accompanied by a written explanation and due date. Likewise, they are posted on the teacher's bulletin board on our school web site.
- ❖ Some homework is not assigned as such but nonetheless expected, such as studying for tests.
- ❖ Students are expected to prepare for tests in advance. Tests are noted on the teacher's website.

### **Homework Assigned When Absent**

- ❖ In the case of a short-term illness, missed assignments, class notes, and reading are compiled by the homeroom teacher daily for each absent student.
  - A sibling or designated neighbor should go to the Homeroom of the sick child at 2:50 to pick up make-up work.
  - Parents can pick up make-up work from the green bench outside the main office any time between 3:00 and 6:00pm.
  - Students have as many days as they were absent to finish and turn in any make-up assignments due to an unplanned absence.
  - Assignments due on the day of absence must be turned in immediately upon the student's return to school.

- ❖ Pre-planned absences require that arrangements for missed work be made in advance of the child's absence from school.
  - Parents must communicate in writing or by e-mail with the child's homeroom teacher the exact dates that the child will be away from school.
  - Each subject area teacher has the prerogative:
    - to send assignments with the child before leaving for the prearranged set of days and to set due dates for all assignments
  - OR
    - to give the assignments to the child upon his or her return with due dates.
  - Due dates for long-term assignments that are due during the student's absence will be determined by the subject area teacher.

NOTE: Any assignments given when a student is absent or tardy from a class or a school day(s) must be made up. Assignments that are not made up according to the predefined timeline will incur loss of partial points and possible loss of total points. It is the responsibility of the student and his or her parents to be sure that the student has caught up with any missed assignments due to absences or tardiness.

### **Homework Notices**

Missing, late, and incomplete homework assignments will be communicated through the Fast Direct Website. Individual teachers retain the right to use paper homework notices and establish classroom policies regarding incomplete homework as needed.

### **Promotion**

Archdiocesan policy states, "Students are advanced in grades based upon satisfactory completion of the required academic work for the preceding level."

In order for a student to be eligible for promotion, they must earn passing grades in all the core subject areas. When a failing grade is earned, the student will be required to attend a summer school course in the applicable subject area or to receive 20 hours of private tutoring. Failure to do so may result in the students' inability to return to Saint Mary Magdalen School for the upcoming year.

### **Retention**

Archdiocesan policy states, "Students are not advanced in grades based on unsatisfactory completion of the required academic work for the preceding level." The decision to retain students is made at the local level. The decision, made after thorough consultation and communication between parent and teacher, is based on the following criteria:

- academic readiness
- social and/or emotional readiness
- attendance at school

In order for a student to be eligible for promotion, they must earn passing grades in all the core subject areas. When a failing grade is earned in three or more subject areas, the student will be required to attend a summer school course in the applicable subject areas or to receive 20 hours of private tutoring per subject area. Failure to do so will result in the student's retention and possibly inability to return to Saint Mary Magdalen School for the upcoming year.

When retention is a consideration, parents will be informed with the fourth quarter progress report.

### **Transfer of Student Records**

There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students, but are transferred directly from the school to the institution designated to receive them.

Only items specifically listed in Archdiocese Policy manuals will be transferred between schools. Please note this varies depending on the type of institution a student is transferring to. (A list of these records may be obtained from the school principal.)

Student discipline information is not part of a student's cumulative or permanent record file, and as such is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution will only be done with the specific written consent of the student's parent or guardian. This applies to providing both written and/or oral information.

Saint Mary Magdalen School reserves the right to withhold transfer of records if a family has unpaid tuition and/or other fees.

(Based on Archdiocese Policy 4601.1 – 4601.6)

### **Publications and Media**

In accordance with Archdiocese Policy, parent permission to use student pictures and work in the media will be obtained at the beginning of each school year. If media wish to interact with Saint Mary Magdalen students, the school will seek permission of the parents. Note: Pictures of students' faces and/or full names will not be used on the school's website.

### **Student Publications**

Student publications must be the work of students under the leadership and careful

supervision of faculty. These publications (print and electronic) should meet the requirements of good journalism and should reflect the Catholic philosophy and mission of the school. (Archdiocese Policy 5202.101)

## ADMISSION AND REGISTRATION

Saint Mary Magdalen School is owned and operated by Saint Mary Magdalen Parish. The school is dedicated to the Catholic education of the children of Saint Mary Magdalen Parish. Saint Mary Magdalen School's commitment to diversity includes warmly welcoming families from beyond the parish into the school community and our education in Catholicism.

Who is admitted to Saint Mary Magdalen School?

- ❖ Registered Parishioners
  - those families who live in the boundaries of Saint Mary Magdalen Parish and are participating, registered members of the parish
- ❖ Non-Parishioners
  - Catholic families living outside Saint Mary Magdalen Parish boundaries
  - Families from faith traditions other than the Catholic faith
  - Families who want strong Christian roots for their children but are not members of a church
- ❖ Special Needs Students

*Note: In accordance with Archdiocese Policy, Saint Mary Magdalen School should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluation and related documents should be part of a student's cumulative record.*
- ❖ Jr. Kindergarten 3 students must have turned 3 by August 1 of the year in which they are enrolling.
- ❖ Jr. Kindergarten 4 students must have turned 4 by August 1 of the year in which they are enrolling.
- ❖ Kindergarten students should have turned 5 by August 1 of the year in which they are enrolling.
- ❖ Parents wanting to enroll students in First, Second or Third Grade:
  - must interview with school Principal.
  - must provide the school with academic and behavioral records.
- ❖ Parents wanting to enroll students in Fourth through Eighth Grades:
  - must interview with school Principal.
  - must provide the school with academic and behavioral records.
  - The student must also interview with the school Principal.

Required at the time of registration are:

- Birth Certificate
- Baptismal certificate (for Catholic children)
- Immunization records
- Social Security number

Registration begins for the upcoming year around Catholic Schools Week in late January.

## ATTENDANCE

### Arrival

School starts with homeroom at 7:45 a.m.

Students enter the building at 7:35 a.m. when signaled by the first bell. As children arrive between 7:20 a.m. and 7:35 a.m. they are to wait in the assigned, supervised area on the parking lot. On rainy days and during cold weather (when the temperature is below 30 degrees) they wait in the gym for the 7:35 bell to ring.

Children who arrive between:

- 7:00 and 7:20, should enter the building by means of the front lobby entrance of the school building and must go directly to the 3-2-6 room. See Before and After School Care Program for fees.
- 7:20 and 7:45, may enter by way of the Magdalen door where they are greeted at their car doors by Seventh Grade patrol persons.

OR

- 7:20 and 7:45, may drive into the parking lot with their parents. Parents must park beyond the sectioned off play area and are responsible for their children's safe arrival to the sectioned off, supervised, safe play area.

OR

- 7:20 and 7:45, by walking to school should enter the building at the Magdalen door.

Children who arrive after 7:45 must enter the building by way of the main doors off the parking lot and check in at the main office for a late slip in order to be admitted to class.

### 3:00 Dismissal

All classes will dismiss between 3:00 and 3:05.

- Jr. Kindergarten – Second Graders going to 3-2-6, go straight to the 3-2-6 classroom; Third – Eighth Graders going to 3-2-6, go straight to the library.
- [Students walking home must have a written permission slip on file in the office and must present their walker's pass before they are released from the Saint Mary Magdalen School parking lot.](#)
- All other students go directly to the parking lot in search of parents or carpools.

Parking Lot procedure:

- All cars should enter the parking lot by way of Magdalen at the west end of the school by 2:55 p.m.
  - cars leaving east should park at the lower end of the lot
  - cars leaving west should park at the upper end of the lot
- Parents are required to be in their cars when the 3:05 bell rings.
- All cars must remain parked while students walk through the parking lot searching out their cars. Students are to go directly to their cars or remain on Charger Lane. There should be no wandering around the parking lot.
- When the children have arrived at their cars a second bell will be rung, signaling

that cars can leave the lot. (This bell will not be rung and cars will NOT move until all students and adults are in their cars.)

- cars turning east should leave by way of the drive-way east of the gym.
- cars turning west should leave by way of the double gates facing Manchester Rd.
- Cars that were not on the lot by 3:00 will be held in a late line.
  - Late Line cars will be allowed onto the lot only when all the previous cars have been dismissed.
  - Late Line cars must then pull down toward the lower end of the parking lot.
- Any child not picked up by 3:15 will go to 3-2-6 to await their parents or carpool. See Before and After School Care Program for fees.
- Some few parents may prefer to park behind the gym in available parking spots, they must walk to Charger Lane to pick up their children. For safety reasons, children are not allowed to leave the designated waiting area along Charger Lane to walk behind the gym. Please note, parking in the fire lane is illegal.

### **Daily Schedule**

7:00 A.M.	3-2-6 available
7:20 A.M.	Children supervised on sectioned off part of parking lot
7:35 A.M.	1st Bell; Children proceed to classrooms
7:45 A.M.	Homeroom Begins Children arriving between 7:45 and 8:00 are tardy Children arriving after 8:00 are 2 hours out of school Children arriving after lunch are ½ day absent
10:55 - 11:40 A.M.	JrK3, JrK4, K, and 1 recess and lunch
11:20 – 12:00 A.M.	2, 3, 4 recess and lunch
11:40 - 12:20 A.M.	5, 6, 7, 8 recess and lunch
2:40 P.M.	All School Journaling – Monday DEAR (Drop Everything and Read) - Tuesday Hymn Practice – Wednesday Homeroom – Thursday All School Prayer – Friday
3:00 P.M.	Dismissal Children leaving school between 1:00 and 2:59 are considered 2 hours out of school 3-2-6 available, 3:00 to 6:00

Children attend Mass each Wednesday at 8:00 A.M.

### **Tardy, Absent and Time Away From School**

Saint Mary Magdalen School Policy on Absences, Tardies, and Time out of School for less than 2 Hours:

*In keeping with Archdiocesan Policy, it is necessary that careful and accurate records be maintained for each student's absences and tardies. Such records have always been kept*

*for each child and communicated to parents but have not been part of each student's permanent record, that information which follows a student from year to year and from school to school (including high school). In keeping with the new Archdiocesan Policy, absences and tardies will become part of the permanent record for each student. Also, in keeping with Archdiocesan Policy, but new for 2002, is keeping records for any time less than 2 hours that a student is away from school. Time away from school less than 2 hours will also be recorded on the permanent record.*

Saint Mary Magdalen School Board  
June 2002

### **Tardy**

A student is considered tardy if he or she arrives in the school building between 7:45 and 8:00 a.m.

- A tardy student must report to the office before going to the classroom.
- A note or verbal explanation from the parent giving the reason for tardiness is expected.
- A student who is tardy more than 3 times in a quarter may be disciplined.

### **Time Out of School For Less Than 2 Hours**

A student is considered "out of school for less than 2 hours" when he or she:

- arrives at school any time between 8:00 and 11:00.
  - When a student arrives after 8:00 a.m., a parent or guardian is expected to come into the school building with the child and to sign them in.
- leaves school any time between 1:00 and 2:59.
  - When a child arrives late or leaves early more than 3 times in a quarter (excluding medical or emergency reasons), he or she may be disciplined.
  - Parents must sign the log-book before removing a student from school.
  - Students will only be released to a parent or to those listed as emergency contacts. If it is necessary for another individual to pick up a student, parents should provide written notification to the school office.
- is away from school for a medical appointment for less than 2 hours.
  - Parents are expected to send a written or e-mailed note prior to the child's being out of school for less than 2 hours.
  - Parents must sign the log-book before leaving and upon returning.

### **Absence**

*Children should be absent from school only when they suffer from illnesses that are too severe to allow them to concentrate or when they are in danger of being contagious to other children. Occasionally children may be absent from school due to essential events*

*that cannot be otherwise scheduled. Children who are absent from school for more than 2 hours in a day due to illness may not attend after school activities on that same day, for the health of the child who has been absent and the continued health of the children who will attend the after school activity.*

Saint Mary Magdalen School Board  
March 2004

- A child is considered a full day absent when he or she is away from school for more than 6 hours.
- A child is considered a half day absent when he or she is away from school for the entire morning or afternoon.

When a child is absent for a full day or half day:

- Parents are required to call the school office before 9:00 a.m.
- Parents are required to send a written or e-mailed excuse.

Faithful attendance is key to any child's successful education. However, it is understood that there are reasons that a child must be absent from school. When a child is absent from school it is essential that the child and his or her parents are scrupulous about maintaining good communication with the child's teacher(s) and about staying abreast of assignments, class notes and reading. (Note: Policy regarding assignments from an absence can be found on pages 11 and 12.)

### **High School Visitation**

Seventh and eighth graders wishing to visit and shadow high schools are expected to schedule these visits on days in which Saint Mary Magdalen School has a scheduled day off or a noon dismissal. If this is not possible, parents must contact the principal or eighth grade teacher to make special arrangements.

### **Excessive Absence or Tardiness**

Students with excessive absences (full day, half day or 2 hours out) or tardiness are at risk for failure as a student - academically and socially. Parents of students who are excessively absent (26 days) or tardy (15 times) will be required to meet with the Principal and the child's teacher. The conference will focus on understanding the reason for such excessive absences or tardiness and planning strategies for positive change.

- A student who is absent more than 20% of the school year (35 days of the required 174 days) is required to attend summer school.
- A student who is absent more than 20% of the school year is at risk for being retained.

### **Dual Enrollment**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to

participate in specialized programs or to receive special education or remedial reading and mathematics services. (Archdiocese Policy #4204)

When it is determined that dual enrollment should be considered for a student, a meeting will be scheduled with administration, teacher(s), and parents to draw up a formal agreement outlining the purpose, time, communication procedures, and other important facets of the situation.

## CURRICULUM

### **Curriculum**

Curriculum is the planned set of experiences intended to enable and challenge each child to reach his/her potential.

Instructional Curriculum includes:

- Religion at all grade levels and Chastity Education for Fifth – Eighth Graders
- Language Arts at all grade levels [Reading/Literature, Writing, Phonics (Kindergarten through Third Grade), English, and Spelling/Vocabulary]
- Mathematics at all grade levels
- Social Studies at all grade levels, ungraded in Kindergarten, First and Second
- Science at all grade levels, ungraded in Kindergarten, First and Second
- Computer Ed at all grade levels integrated into various subject areas
- Music at all grade levels
- Art at all grade levels
- Physical Education at all grade levels
- Foreign Language at all grade levels
- Band for students in Third through Eighth Grade

A copy of the Saint Mary Magdalen School's Curriculum Guide is available upon request.

### **Religious Education**

Religious education is the foundation of the curriculum at Saint Mary Magdalen School. Instruction in the Catholic faith and opportunities for prayer are provided daily. Teachers and staff make every effort to live the Word of Gospel encouraging and supporting the children to also live the Gospel. Students participate in on-going service projects as grade level appropriate.

### **Sacramental Program**

Instruction for the reception of the sacraments of Reconciliation and First Eucharist is provided in Grade 2. Students receive Reconciliation during the first semester. The exact date is included in the school calendar. Children receive First Eucharist following Easter as the parish schedule allows. The sacrament of Confirmation will be offered in the spring of uneven years to Seventh and Eighth Graders. The exact date of the ceremony is determined by the Archdiocese of Saint Louis. Meetings are held for parent education before the children receive these sacraments.

Students in Grades 2 - 8 are invited to receive the Sacrament of Reconciliation at least once each year during school hours.

### **Mass Attendance**

Students come together as part of the parish faith community once each week at the 8:00 a.m. Mass. During the liturgy, individual students minister to the community as

servers, cantors, lectors and gift bearers.

### **Prayer**

Personal conversation with God, whether silent or oral, is necessary in developing a strong faith life and faith community. The students learn various prayers at each grade level and pray together frequently. Throughout the year, in a variety of ways, children are given the opportunity to guide others in prayer: at Mass as cantors and lectors, in the classroom as they share or initiate prayer and in All-School Prayer as students plan for and lead other students in prayer. Such opportunities prepare our students to become active adults in their faith communities. We encourage parents to pray with their children at home in order to strengthen the teachings from school and to share their children's spiritual life.

### **Standardized Testing**

All students in Grades 2-8 participate in the Iowa Test of Basic Skills in late September. This is the national, standardized test required by the Archdiocese of Saint Louis. Testing results are communicated to parents in November at the Parent Teacher Conference and as requested by parents.

Test scores are used by faculty and administration as one means of evaluation for curriculum, textbooks and overall teaching and learning success. Students' individual test scores from Sixth, Seventh and Eighth Grade are used by the Catholic High Schools as a means of evaluation when considering whether or not to accept a student.

### **Use of Copyrighted Materials**

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentation, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instruction purposes within the limits of "fair use" limitations.

(Archdiocese Policy 5202.6)

### **Field Trips**

Participation in activities that are educational and away from school is encouraged at Saint Mary Magdalen School. All field trip activities are directly related to the curriculum. Field trips are planned by the teachers and approved by the Principal. A signed permission slip from parents or guardian is absolutely necessary before a child may leave school for a field trip. The teachers are responsible for seeking proper adult supervision of students at a ratio of at least one adult per ten students.

Whenever possible, bus transportation by an insured carrier is provided. If there are not a sufficient number of students attending an off-campus, school-sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are required:

- ✓ Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- ✓ The vehicle must have a valid registration and meet state safety requirements.
- ✓ There must be one operable seat belt for each child in the car.
- ✓ The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- ✓ Students must be restrained or transported in safety restraints/seats as prescribed by Missouri State law.
- ✓ Drivers must be experienced drivers and demonstrate the maturity necessary to provide for those they are transporting.

Walking field trip forms are completed at the beginning of each year.

In accordance with Archdiocese policy, only those parents who have met all the volunteer compliance guidelines may attend a field trip as a chaperone/driver.

## DISCIPLINE AND BEHAVIOR

### **Policy on Discipline**

*The discipline policy of Saint Mary Magdalen School must ensure a safe and nurturing environment for each child and staff member. This is best accomplished with a discipline policy that guides each child to develop an attitude of respect for self, others and property that is reflected in each child's actions. As Catholics and Christians we are called to be the Kingdom of God, therefore it is necessary that our discipline policy both support and lead our children to that end.*

*School Board, June 1999*

Self-discipline is an essential lesson in growing up. Young or old, we are all responsible for learning to behave appropriately. Here at Saint Mary Magdalen School, faculty and staff assist parents in guiding their children in the process of learning self-discipline. We believe that a person's behavior is the outward display of that person's inner attitudes. As followers of Christ, we believe that we are called to develop inner attitudes of respect and reverence for all of God's creation because we are each called to build God's Kingdom here on earth. Attitudes of respect and reverence can be recognized in a person's actions of caring for self, others and property. Choosing to act out of an attitude of care, rather than choosing immediate gratification, is an important part of learning to be self-disciplined. It is our hope that together with the parents of our students, we will be able to lead the children to grow in attitudes of respect and reverence apparent in self-disciplined actions.

Growing up is a process; no two children grow up at the same time, in the same way. Self-discipline comes more readily to some than to others. Each child's behavior affects the learning environment and often influences the behavior of other children. The Discipline Procedure is a system used to concretely indicate to children the appropriateness or inappropriateness of their actions. The Discipline Procedure provides time for student and teacher to conference when a child's behavior is consistently disrespectful. The Discipline Procedure concentrates on rewarding respectful behavior, while guiding children whose behavior is less than respectful to an understanding of their own attitudes and actions, in hope of transforming those disrespectful actions into attitudes and actions that demonstrate respect for the rest of the school family.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Please Note: According to Archdiocese Policy 4302, conduct outside of school which seriously detracts from the reputation of the school may lead to serious disciplinary consequences.

## **DISCIPLINE POLICY**

Saint Mary Magdalen School has high standards of behavior as well as high academic standards. Students are expected to be responsible for their own words and actions. Discipline has a purpose: it provides order, builds character, and helps create a positive environment for learning.

The students of Saint Mary Magdalen School are expected to conduct themselves according to these principles of Christian behavior:

- *To respect always the rights and values of each individual on the school premises or at school sponsored events.*
- *To be honest in all dealings with teachers, school personnel volunteers, and fellow students.*
- *To cooperate positively with teachers, school personnel, volunteers, and fellow students.*
- *To be courteous to teachers, school personnel, volunteers, visitors, and fellow students at all times.*
- *To be responsible for the proper care of school property as well as the property and belongings of others.*

Students in the upper grades will be given an Accountability Card that is divided into three areas – Inappropriate Talking, Uniform Infraction, Late/Missing/Incomplete Assignment, and Misconduct. This card must be carried by the student at all times. If the student receives three (3) infractions in the same area, they will receive a detention. The Accountability Cards are being used to develop students' responsibility and show areas that the students are not fulfilling consistently.

Three Accountability Cards will be used – green, yellow, and red. All students will start with a green card. Three infractions on the green card in one area will require the student to serve detention and merit the issuance of a yellow card. Three infractions on the yellow card area will require the student, the teacher, and the parent(s) to conference, a detention, and the issuance of a red card. Three infractions on a red card will require an additional conference with the Principal in which a behavior contract will be drawn up.

Students who keep their green card will be rewarded occasionally.

**Detention** issued after consistently doing the following.

A student's actions that merit a detention are:

- *Disrespectful Behavior toward others.*
- *Excessive tardiness (administration's decision)*
- *Lack of proper uniform*

- *Being unprepared for class*
- *Disrupting the class*
- *Eating/Drinking outside of cafeteria*
- *Chewing gum*
- *Destruction of property*
- *Three infractions on the Accountability Card in one area*
- *Improper Cellular Phone Usage*

### **CONSEQUENCE**

Detentions are served once a week on Thursday until 4:00 P.M. A detention notice is sent home and must be signed by the parent/guardian and must be returned the next day. (Note: Phone calls will be made if the slip is not signed and returned). Detentions are returned signed to the homeroom teacher. The detentions are then submitted to the teacher in charge of recording the number of detentions, who will keep track of the number of detentions a student accumulates. The teacher will also report each week to the Principal the students who will be staying after school. Teachers in Grades 4-8 supervise the detention after school on a rotating basis.

Students will complete a written “Think Paper” while serving detention.

### **SERIOUS OFFENCES AND CONSEQUENCES**

An automatic detention may be given outright for the following offenses. A notice will be sent home and must be signed by the parent/guardian.

Serious offenses include:

- *Use of obscene language (written or spoken); use of obscene gestures*
- *Threatening, intimidating, or causing bodily harm to another at any time*
- *Destroying or defacing school property*
- *Dishonest behavior (lying, forging signature)*
- *Cheating, stealing*
- *Improper cellular phone usage*
- *Insubordination or disrespect shown to any school personnel or adult*
- *Physical fighting/verbal fighting and provoking, taunting, etc. another student which may lead to a fight that warrants suspension*
- *Other misconduct seriously inconsistent with the Christian values of Saint Mary Magdalen School*

### **Suspension**

A suspension is the temporary removal of a student from his/her regular school program for a specified period of time. This is a result of a serious or repeated offense.

The following qualify as suspensions: suspension out of class to some other part of the building, or suspension out of the school building to the student's home until one or both of his/her parents meet with the Principal/Pastor to discuss the problem and take action to avoid the same kind of problem in the future. These terms may be varied at the discretion of the Principal/Pastor.

The following are considered grave infractions and are subject to strict review and definite action:

- *Truancy: absenteeism without suitable notification to the school*
- *Leaving the school property without the permission of the Principal*
- *Physical fighting to the extent that an adult needs to break up the fight*
- *Vandalism – any action resulting in the destruction of school/parish property*
- *Any type of involvement with or possession of drugs or alcohol at school, at a school-sponsored event, or elsewhere*
- *Possession of controlled substance, smoking and/or drinking in uniform or at any school event*
- *Possession of weapons, laser pointers, or dangerous instruments which may do bodily harm to others*
- *Improper cellular phone usage*
- *Out-of-school conduct that seriously detracts from the reputation of the school*
- *Behavior, viewed by the administration, as detrimental to the educational process, to the safety of other persons, or to the reputation of the school.*

### **CONSEQUENCE**

Any student receiving a suspension will not participate in any extra-curricular activity or field trips during that quarter. It may also result in an Eighth Grade student's non-participation in end of the year ceremony. If a student has shown improved behavior and effort, eligibility for reinstatement into full participation in all school activities can be evaluated by the administration.

### **Withdrawal for Cause**

Withdrawal for cause is the removal of a student from the school program and suggested transfer to another school. If the serious nature of the problem warrants it, withdrawal for a cause may be the first punishment invoked against a pupil by the Pastor.

Withdrawal for cause normally comes after a period of probation during which time the student and parents are aware of the consequence of subsequent violations. However, situations that demand immediate removal of a student from the school are:

1. Possession of weapons, laser pointers or other dangerous instruments which are used to do bodily harm to others
2. Possessions, distribution, selling of drugs or alcohol

### **Special Circumstances**

In those cases where counseling is deemed necessary for the student to remain in the school setting, this may be stipulated as a requirement for the student's re-admittance to the school.

### **Pink Discipline Notice – Primary Students**

The Primary students will receive pink discipline notices. After a student receives 5 notices, the teacher and/or Principal will request a parent conference. If a student does not show improvement after the parent conference, other options may be recommended.

If a primary student warrants a detention, the primary teacher will make arrangements with the parents and supervise the detention.

NOTE: Grade 4 students will use a combination of the Discipline Slips and Accountability Cards in order to help the students transition between grades.

### **Cheating**

Cheating is always a serious matter and cannot be tolerated at Saint Mary Magdalen School. In the case of cheating, parents will be notified immediately and may be called in to meet with their child, their child's teacher and the Principal.

- Cheating on homework by copying or using some else's work will result in an automatic zero on that assignment without benefit of making up the assignment and a Student-Teacher Conference.
- Cheating during a test will result in an automatic zero without benefit of making up the assignment and a 1 day in school suspension.

Students who cheat do so out of a sense of desperation. The Student-Teacher Conference or Suspension time will allow the student and teacher or Principal to enter into a dialogue about the seriousness of cheating and alternative strategies for solving whatever problem brought the child to the point of cheating.

### **Falsifying Signatures**

Occasionally a child will feel desperate enough to forge a parent's signature. It is imperative that the student understand the seriousness of such actions. Depending on the circumstances of the forgery the student will:

- conference with his or her teacher before or after school as chosen by the teacher to discuss the implications of forgery

OR

- conference with his or her parents, teacher and Principal  
AND / OR
- serve an in-school suspension for 1 day.

### Search and Seizure

School officials with sufficient reasons to do so may search a student's desk.

Desks, cubbies, etc. are school property provided to students for their use and are subject to search by school officials with proper reason. A student's jacket, purse, backpack, etc. are considered personal property; however, with good reason, school officials may request that a student empty contents of pockets, purses, or backpacks. If the student refuses, disciplinary action such as suspension may be taken based on that refusal.

Use of specially trained dogs may be used as the situation warrants.

(Based on Archdiocese Policy 4303.5)

### Violence

- Violence cannot be tolerated at Saint Mary Magdalen School.
- Violence consists of words, gestures, and actions that result in or have the potential to result in serious hurt, fear or injury.
- Violence denies the possibility for respect and reverence among students and adults.
- Violence towards self, such as the possession of drugs or alcohol or leaving school without permission is always unacceptable. Violence towards others, such as bullying or fighting, is always unacceptable. Violence towards property, such as stealing or vandalism, is always unacceptable.

The Archdiocese policy on violence is as follows: **(4303.3)**

**Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.**

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

**Consequences for Acting Violently**

Students acting violently or threatening violence will be immediately removed from the situation so as not to pose a danger to others or self. Students acting violently or threatening violence will remain in suspension until a conference with the teacher and Principal is possible.

As a result of the conference

- the student will be allowed to return to class if the Principal and teacher believe that matters have been resolved and that the child is not a threat to self or others

OR

- the student will be told to remain in suspension until a conference with parents, teacher and Principal is possible and matters can be resolved

OR

- the student will be sent home with a parent and asked not to return to school until a conference with the parents, teacher, Principal and Pastor is possible and matters can be resolved.

**Note:** In some instances, a formal evaluation by a counselor may be required before a student is permitted to return to class.

### **Emergency Plan –Saint Mary Magdalen School**

There is no greater concern than the children's safety; Saint Mary Magdalen School personnel are determined to guarantee the actual and perceived safety of their students.

#### **Day to Day Security**

- ❖ Locked Doors
  - All school doors will remain locked throughout the entire school day.
  - **The only entrance into the school building is through the front entrance on Charger lane.**
  - Students NEVER open doors for visitors. Only school personnel may open a door for a visitor.
  - Gym doors remain locked except when the gym is in use in the evenings and on the weekends.
  - Utility rooms are kept locked, except when in immediate use.
- ❖ Visitors
  - A visitor is any person who is not hired personnel.
  - Upon arrival, ALL visitors are required to sign in at the main office to let the school secretary know they are in the building. At that time, visitors will be given a Visitor's Badge identifying them to staff and children as safe and welcomed into the building.
  - Any unwelcome stranger in the building without appropriate Visitor's Badge has entered the building illegally and will be told to leave for the safety of the children and staff. Police will be called immediately.
  - Parents who need to communicate with their children during the day must do so by going through the school office.
- ❖ Toxic Chemicals
  - Toxic chemicals for cleaning are kept locked away from children.
  - Toxic chemicals for science are kept locked in cabinets in the science lab.

#### **Preparing for an Emergency**

- ❖ Floor plans are located on the wall near the door of each classroom, office, other frequently used areas of the school, at the rectory and on file with the police and fire department.
  - Floor plans include the clearly marked, nearest exits.
  - Complete floor plans are posted in the main office, boiler room and kitchen indicating nearest exits, utility shut-offs, fire extinguishers, and location of emergency equipment and supplies.
- ❖ Employee Preparedness
  - All faculty and staff are familiar with Saint Mary Magdalen School's Detailed Emergency Plans.
  - Certain faculty and staff members are certified in CPR.
- ❖ Emergency Drills
  - Timed fire drills happen at least 4 times a year.
  - Tornado drills take place in the spring of each school year.

### **In the Case of an Actual Emergency**

- ❖ The Emergency Team will assess the situation and determine course of action.
- ❖ The steps in dealing with an emergency are as follows:
  - First, police or fire department will be notified
    - Emergency agencies' phone numbers are listed by every phone in the school building.
  - Second, all teachers will be clearly informed of the situation.
  - Third, the Pastor will be notified.
- ❖ As soon as everything is under control, the following notifications will happen:
  - First, parents will be notified as needed.
  - Second, the Catholic Education Office will be informed.
  - Third, the press will be informed, if appropriate.

### **In the Case of Evacuation**

- ❖ Students move quickly to the nearest safe place.
  - The Floor Plan posted in each room designates the appropriate exits.
- ❖ In order of proximity, designated safe places are:
  - The first floor hallway in the case of a tornado
  - Along the Manchester fence in the case of fire
  - The Church basement in the case of necessary evacuation
  - The Brentwood Community Center, 2348 S. Brentwood Blvd., should a more distant evacuation site become necessary
- ❖ Upon evacuation, teachers will carry their class list to ensure the presence of each child.
- ❖ The Secretary will carry the book of emergency numbers for all school families.

## **FINANCIAL POLICIES**

### **Tuition**

Tuition is established by consultation between the School Board and the Pastor.

There are five available payment plans: a single payment, 2 payments, 4 quarterly payments or 11 payments. The 11 payment option requires participating in the F.A.C.T.S. program. The F.A.C.T.S. Program has been implemented for the collection of tuition on an 11-month cycle and is withdrawn directly from one's personal bank account. Notices of payments due are not sent home, parents are expected to maintain a schedule of payments on their own.

All tuition is handled through the Parish tuition bookkeeper. Parents unable to meet the costs involved in educating a child at Saint Mary Magdalen School must initiate a conference with the Parish tuition bookkeeper.

When there is an outstanding tuition bill, parents will be notified regarding late tuition. After a second attempt to collect the past due tuition, the children of the family may not be allowed to return to school until arrangements for the tuition payment have been made.

- No family will be allowed to register for the new school year until tuition and all fees are current.
- No report cards will be issued if tuition and fees are not current.
- No school records or transcripts will be released until tuition and fees are paid.

Saint Mary Magdalen Parish is dedicated to the Catholic education of its parishioners; no parishioner will be turned away for financial reasons. Generous financial assistance is available through the Archdiocese and the parish for registered members only.

### **Books and Supplies**

Text books and workbooks are provided for all students. It is the expectation that these supplies will be well cared for by the students.

- All textbooks **MUST** be covered at all times.
- A fine will be charged for any damage to books or equipment. If something is damaged beyond use, the entire price of the item must be paid by the student/parent. The fine will be determined by the Principal according to the damage of the material.

### **Lunch Program**

Saint Mary Magdalen School continues to provide students with an optional hot lunch program. The lunch menu and the cost for lunches are sent home monthly through the Friday Folder. Lunches must be ordered and paid for in advance. A deadline date will be communicated through the Friday Folder.

**3-2-6 Program**

The bookkeeping for the 3-2-6 program is managed in conjunction with the school office. The weekly billing for 3-2-6 is sent home in the Friday Folder and expected to be paid by the due date listed on the bill. Payment may be returned to the school office through the Friday Folder. A late fee of \$3.00 is charged to those families who allow themselves to get behind with their 3-2-6 bills – NO EXCEPTIONS.

## **HARASSMENT**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

(Archdiocese Policy # 4303.7)

## **HEALTH AND HEALTH SERVICES**

### **Confidentiality**

The faculty and staff of Saint Mary Magdalen School will keep confidential information entrusted to them, so long as no one's life, health, or safety is at stake.

### **Physicals**

Archdiocesan policy requires that children entering Kindergarten, Grade 3, and Grade 6 have a complete physical examination before entering that grade level. Forms are provided by the examining physician.

### **Immunizations**

Missouri State Law requires that all children are adequately immunized against poliomyelitis, rubella, rubeola, mumps, diphtheria, tetanus, and pertussis.

Saint Louis County requires all students have two doses of the measles vaccine before the opening date of school.

Saint Louis County also requires three doses of the Hepatitis B vaccine for students in Sixth Grade and under.

Records of all required immunizations are a part of each student's health record which is filed in the school office.

### **Significant Medical Conditions**

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. The school will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

### **Medications**

All medications, prescription and non-prescription, must be kept appropriately locked in the school office except in the case of extreme allergies (i.e. the epi pen) or extreme asthma. Students are never allowed to carry medications on their persons or in their backpacks. Medications must be delivered to school and retrieved from school by an adult.

Medications can be administered at school when:

- A Medication Authorization form has been filled out by parents and is on file in the school office.

AND

- the doctor's complete prescription is on file in the school office (doctor's orders may be faxed to school – 961-7208)

AND

- the medication is in its original container from the pharmacy or doctor.

The only exception to this policy is cough drops. A parent note is required when cough drops are needed. All cough drops will be held by the homeroom teacher and distributed as needed. Students may carry Chap Stick, Carmex, etc.

### **Communicable Disease**

For the safety of all the children, a child who appears to have a communicable disease will be removed from class and parents will be called in accord with Archdiocesan policy and recommendations.

### **Head Lice**

Head lice are easily and rapidly spread. Therefore, students' hair may be checked at the beginning of the school year and periodically thereafter as needed. Parents of students identified with head lice will be notified to pick-up their children immediately. Proper treatment using an appropriate product must be provided before a child is readmitted. When returning to school, the child will be reexamined. Proof of treatment must accompany the child.

When head lice are found during the school day other students who have the potential to be impacted will be examined for their protection. This may include, but is not limited to the homeroom class, siblings, and carpool members. Other cases of head lice that are discovered will be treated as stated above.

The presence of head lice in a classroom will also be communicated to parents by the school office.

### **Fever**

When a child is sent home from school with a fever, the child may not return to school for an additional 24 hours.

### **Illness During School**

If a child becomes ill while at school and needs to go home, every attempt will be made to notify the parents first. If immediate attention is needed and a parent cannot be reached, the person listed on the emergency information sheet will be called.

A child who has a fever or has vomited may not remain in school. Nor may they return to school for 24 hours.

### **Substance Abuse**

Under present federal and state laws, the possession of or use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana and hallucinogenic drugs is illegal. Therefore, the possession, use or transfer of prescribed or illegal drugs or the use of alcohol on school premises or at a school sponsored function will not be tolerated. Any student in possession of a controlled substance will be suspended immediately. Parents will be called in and legal authorities will be notified. Re-admission to school is contingent upon rehabilitation and counseling efforts and the consent of the Pastor/Principal.

### **Asbestos**

Materials containing friable asbestos are present in the school although contained according to law. The guidelines of the Archdiocesan Compliance Office are being followed. A copy of the guideline is available for reading in the school office. Bi-annual inspections are made.

## **INCLEMENT WEATHER**

### **Snow and Ice**

When inclement weather forces the closing of the school, every attempt will be made to post an announcement by 6:00 a.m. on local television stations.

If weather becomes dangerous during the school day and school must close early, every attempt will be made to reach parents to pick up their children. If parents cannot be reached, the person designated on the emergency form will be contacted. A child will never be sent home without reaching a parent or the designated person.

### **Heat**

If temperatures are soaring above the 90's for many days, the school becomes extremely hot. Students are encouraged to bring water bottles. If the necessity to close school or dismiss early arises, the principal will make the decision and call the room parents who in turn will develop a call chain to reach each family with the information.

## **INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT**

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the Principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

(Archdiocese Policy 4303.4)

## MISCELLANEOUS

### **Bicycles, Skateboards, Etc.**

A bicycle rack is provided for students who ride bikes to school. The rack is located by the gym doors facing Manchester Road.

Skateboards are never allowed on Saint Mary Magdalen property.

### **Birthdays**

As a special birthday “treat” students will be allowed to dress out of uniform on the day of their birthday. If a student’s birthday falls on a weekend, during a break, or on a mass day (Wednesday), they may dress out the day before or after. Students with summer birthdays may dress out on their half-birthdays. Students should follow out of uniform guidelines for appropriate dress.

Birthday treats may also be sent in. All birthday treats should be commercially prepared and should not require cutting or refrigeration/freezing unless it has been approved by the homeroom teacher. No drinks are permitted.

### **Buzz Book**

Inclusion in the Saint Mary Magdalen School Buzz Book is Optional. Custodial parent(s) are responsible for providing the school with the appropriate contact information for publication in the Buzz Book. (School Board 09/06/06).

### **Cellular Phones**

Students are strongly encouraged not to bring cellular phones to school unless they are needed for safety reasons for the trip to and from school. [In the event that a student must bring a phone to school, parents must request a permission slip from the office. The permission slip will outline specific use guidelines and request important related information. Once this permission slip has been filled out and signed, the student may begin bringing a cellular phone to school.](#)

[Students who bring a cellular phone to school should turn it off upon entry into the building, drop it off and pick it up in the school office at the beginning and end of the school day, and are not permitted to take it back out until they are off school property unless granted special permission by a school official.](#)

[Students violating this policy will have their phone confiscated, will be assigned an automatic detention \(or other necessary disciplinary action\), and may have their cellular phone privileges permanently revoked.](#)

[All confiscated phones are to be delivered to the Principal immediately and will be](#)

returned to the parent.

### **Custodial Issues**

It is a custodial parent's responsibility to provide the school with updated court certified copies of court orders related to custodial issues. The school will act in accordance with the court orders it has on file.

### **Gum**

Gum is not permitted at Saint Mary Magdalen School. Students chewing gum will be penalized via a discipline slip or their Accountability Card.

### **Lost and Found**

Unclaimed articles with no name that have been found at school are taken to the Lost and Found box in the front foyer. Clothing and lunch containers that have the child's name on them are returned to the student when found. Parents or students may check the Lost and Found box for lost items at any time. The Lost and Found box is emptied quarterly.

Saint Mary Magdalen School is not responsible for lost articles.

### **Parties**

All classes have a party at Christmas time. Grades K - 4 have parties for Halloween and for Saint Valentine's Day with room parents assisting. Grades 5 - 8 have a treat sent in by the room parents for these two occasions. Birthday celebrations should be arranged with the homeroom teacher. Parties are usually reserved for the last period of the day. In keeping with Archdiocesan Policy all food items should be commercially made and packaged to avoid contagious disease. Party foods must also follow Wellness Plan standards.

### **Telephone**

Neither teachers nor students will be called from their classes for phone calls except in the case of an emergency. A message for the student or the teacher will be taken by the school secretary and delivered.

The phone in the school office may be used by students only in the case of an emergency and with permission of the Principal. The school phone number is 961-0149. Forgotten homework assignments, lunch or gym clothes are not usually considered emergencies. Students are also not allowed to call home to arrange after school plans. These should be made prior to arrival at school.

### **Questioning of Students**

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them an opportunity to be present. (Based on Archdiocese Policy 4402.2)

### **Wellness Plan**

Saint Mary Magdalen School strives to act in compliance with Archdiocese Standards. These standards impact planning of lunch/recess, lunch menus, parties, classroom awards, etc. For an extensive list of the Wellness Plan requirements contact the school office.

## **PARENT ORGANIZATIONS**

### **Protecting God's Children**

All members of the School Board, PTO and volunteers who enter the school or work with the children in any capacity are required by Archdiocesan policy to attend a 2 hour seminar, Protecting God's Children, and to undergo police screening for history of child abuse every other year. It is **highly** recommended that all parents fulfill this requirement at the time of registration.

### **School Board**

Saint Mary Magdalen School Board is organized to advise the Pastor in formulating policies for the school. Meetings of the board are held on the first Thursday of each month.

- The first fifteen minutes is open to parents for dialogue. Advance notice must be given to the School Board president so that visitors can be added to the agenda.
- There is a suggestion box located in the school Lobby for any constructive ideas that parents or students might want to share with the School Board. All signed suggestions will be taken seriously. All suggestions will be held in confidence by the members of the School Board.

Members of the School Board are elected by the School Board from a list of nominees. Nominations for School Board members are solicited from school families and parishioners each spring. School Board members serve a 2 or 3 year term.

### **PTO**

PTO provides fun activities for families and teachers and supports field trips, classroom needs, etc. financially. PTO members are elected from amongst the school parents. All parents are encouraged to attend the 4 PTO meetings and participate in PTO sponsored events.

### **Preservation Foundation**

Preservation Foundation is a fundraising organization which earns money to assist the parish in supporting the school. Preservation Foundation welcomes membership from all parts of the Saint Mary Magdalen Community.

### **Volunteers**

Participation through volunteering helps parents stay connected to their child's education. Parent volunteers are important in helping the school offer the best possible educational environment for your child. The Volunteer Coordinator is always looking for new volunteers.

\*\* Please see requirements of Protecting God's Children.

## RESOURCES

### **Learning Consultant/Resource Teacher**

The role of the Learning Consultant/Resource Teacher is to guide students who struggle in one or more areas of study to better comprehend the subject matter and to uncover methods for successful approaches to learning. This teacher advises and assists the classroom teacher in alternative methods useful to students for achieving success in their studies. Finally, this teacher will work with the classroom teacher in identifying those students who will be best served by further testing through Special School District.

The Learning Consultant is primarily responsible for students who have an official learning disability or diagnosis from Special School District or a medical professional (as appropriate). Services will also be given to students with academic concerns as time allows.

### **Guidance and Counseling**

Growing up is not always easy and some children struggle emotionally, socially and intellectually during their elementary years. If the parents, teacher and/or Principal agree that a child is having difficulty and needs special assistance, the following resources are recommended:

Catholic Family Services  
968-8010

Catholic Guidance Center  
533-3454

Special School District  
569-8100

### **Saint Mary Magdalen School Library**

The Saint Mary Magdalen School Library is open daily from 7:45 a.m. to 3:00 p.m. Each class has a scheduled time to visit the Library to borrow books or return books. Students also use the library frequently for research activities.

Students are required to return books to the library one week after they checked the books out. If a student forgets to return a book, a 5 cent fine will be charged daily until the book is returned. The student does not need to wait until his/her class's scheduled Library day to return the late book. The book can be returned with the fine to the school office. The student will not be allowed to borrow another book until the late book is returned. A student may renew a book only once. If a book is lost, the student will be required to pay the full price of the book. Those students with unpaid fines or fees will be reported to the Principal and will not receive Report Cards until fines or fees are paid.

### **Before and After School Child Care**

The 3-2-6 Program serves parents by providing before and after school care for children enrolled in the school. Child-care begins on the first day of school. The morning program begins at 7:00 a.m. and the after school care extends until 6:00pm.

#### Payment Schedule:

- Rates are established yearly and are available through the school office.
- Payment for the 3-2-6 Program is due weekly.
- Payments are made on the Monday following each week that the child attended the 3-2-6 Program.
- There is a \$3.00 late fee assessed if payment is not made on time.
- If a check is returned for any reason, a fee of \$10.00 will be charged. If a second check is returned, the child(ren) will not be allowed to remain in 3-2-6 Program.
- Parents who arrive after 6:00 p.m. are charged \$1.00 per minute, per child.

### **Extended Learning Program**

The Extended Learning Program allows students opportunities to get involved in extra-curricular activities from which to learn and have fun. The Extended Learning Program is the result of very dedicated staff members and parent volunteers who give freely of their time for the benefit of the children of Saint Mary Magdalen School. These programs may include, but are not limited to:

- ❖ Art Club is an opportunity for Fourth – Eighth Graders to study art and artists while creating their own masterpieces with the guidance of local artists.
- ❖ Bellarmine Speech League is an Archdiocesan sponsored competition for Sixth – Eighth Graders. Students select and practice speeches with the guidance of a teacher(s). They meet four Saturdays during the school year to perform their pieces in competition with other students from across the Archdiocese of Saint Louis.
- ❖ Cantors are those students from Third through Eighth Grade who serve the rest of the school by leading us in song during school Masses. These students work with a teacher to practice and prepare to lead the rest of the student body at Mass.
- ❖ Lectors are those students from Fourth through Eighth Grades who have been specially selected for their gift of proclamation. The students minister to the rest of the student body at Mass as they proclaim the Scriptures.
- ❖ Video Club is an opportunity for students in Sixth, Seventh and Eighth Grades to study and practice the process of creating high quality videos.
- ❖ Writers' Club provides opportunities for students in Fifth through Eighth Grade to further explore creative writing techniques.

### **Athletic Association**

All students are invited and encouraged to participate in team sports offered through the Athletic Association. Basketball, soft/baseball, soccer and volleyball are offered variously for children from Kindergarten through Eighth Grades. Sign-up for teams

takes place through the Athletic Association.

All policies related to the Athletic Association are determined by the Athletic Association Board in conjunction with the Pastor.

## SCHOOL AND COMMUNITY RELATIONS

### **Friday Folder**

This is our primary means of communication between home and school. It is essential that parents ask for the Friday Folder each weekend, examine its contents and return it on Monday.

- ❖ The Friday Folder contains upcoming dates, current school events, lunch orders, 3-2-6 bills and notification of parent responsibilities. The folder will be sent home on Friday with the oldest child in the family.
- ❖ The Friday Folder should be returned on Monday with any messages, responses, lunch or 3-2-6 money, etc.
- ❖ The majority of all Friday Folder communications will be sent electronically. If a family is in need of hard copies of their communication, they must contact the school office and special arrangements will be made.

### **How Students' Work is Sent Home**

In order to avoid confusion and aid students in their organization, in Grades 5 – 8, graded projects will only be sent home to be signed on Fridays. Students have two days to have all tests signed and returned. A handwritten note is not an acceptable substitute.

In Grades 1-4, graded work and behavior sheets will be sent home together. Parents are required to sign the behavior sheet and return the entire packet by Monday. At the end of the quarter, some of this work will be selected for the students' working portfolios and the rest will be sent home.

### **Saint Mary Magdalen Website: [www.stmmlab.com](http://www.stmmlab.com)**

The school website is second only to the Friday Folder as a means of communication between home and school. The Friday Newsletter is posted weekly, the teachers' bulletin board is updated every other week, the lunch menu is posted monthly, the yearlong calendar is posted and updated as needed, and more.

### **Fast Direct Website: [www.fastdir.com/stmarymagdalen](http://www.fastdir.com/stmarymagdalen)**

The Fast Direct Website is the school's main method of communicating the students' academic standing to parents. As stated under "Academic Policies," teachers are responsible for keeping their online grade books as up to date as possible by updating by Tuesday of each week. In return, parents are expected to access the site regularly as well. Families who do not have internet access should inform their child's teacher(s) and the school office as soon as possible so that hard copies can be provided.

### **Visitors**

Teachers, staff and administration warmly welcome all those who wish to visit our school. However, for the safety of the children, visitors are required to:

- ✓ sign in at the main office
- ✓ wear a Visitor's tag while in the building

### **Address and Telephone Changes**

Anytime there is a change of address or home phone number, a parent's change of employment or change in emergency or work numbers, the school must be notified in writing. This will enable the school to keep student records current and, most importantly, make it possible to reach the parents in the case of an emergency.

### **Conflicts Arise**

Responsibility for effective communication in the school setting belongs to all members of the school community: Pastor, Principal, teachers and staff, parents, and students. For accurate and clear communication to occur all parties must be:

- willing to respect the individuals involved,
- willing to speak honestly,
- willing to listen actively.

Resolution of concerns, questions and problems can only happen when those in discussion work together as one for the benefit of the child.

At Saint Mary Magdalen School the following procedure has been established for the purpose of promoting effective communication. If a problem, concern or question arises regarding a student's academic performance or conduct or the school's policy in a particular area, parents are asked to follow these steps:

- ❖ Contact the teacher by note, e-mail, or phone. Telephone messages will be delivered to the teacher the day they are received. Notes from home are to be delivered by the student to the teacher or to the office to be put in the teacher's mailbox before the first morning class. Each teacher's e-mail can be accessed through the school's website and the teacher's bulletin board. Teachers will respond within 24 hours of receiving the message.
- ❖ The Principal may be present at parent/teacher meetings when necessary.
- ❖ If the teacher and parents are unable to resolve the problem or the issue is beyond the scope of the classroom, parents are asked to contact the Principal by phone, note or e-mail to set up an appointment to meet in person. It is the teacher's prerogative to request to be present.
- ❖ If the solution is unsatisfactory to the parents, parents are asked to contact the Pastor for a conference with the Principal in attendance.

### **Use of School Facilities**

School Facilities are only available for use on Tuesday evenings or the first Thursday of every month. If your group would like to request use of the facilities you must contact Mrs. Albert and/or Mrs. Shroff in writing for approval.

## **UNIFORM CODE FOR STUDENTS KINDERGARTEN THROUGH EIGHTH GRADE**

It is the policy of Saint Mary Magdalen School that all personnel and students will dress according to their specific codes, developing habits of good hygiene and personal healthcare out of respect for themselves and each other, thus maintaining a safe and nurturing environment.

Specifically the students' dress code must be one that presents an appearance that empowers each student to dress and behave with respect and dignity. Yet the dress code must be comfortable and versatile, enabling students to do the work of learning – spiritually, intellectually, emotionally, and physically. Finally, the dress code must offer uniformity, yet provide for enough flexibility to accommodate the diversity of students welcomed into Saint Mary Magdalen School.

School Board 2000

### **All Students in Kindergarten through Eighth Grade Shirt**

- plain, white collared shirt tucked in at all times
- options: turtle neck, Saint M.M. logo, short or long sleeves

### **Pants for all Students**

- solid navy blue with straight legs, inside pockets, and no trim
- denim or jean-like material is not permitted; corduroy is permissible
- belts of any dark color must be worn with pants that have belt loops
- pants in which the belt loops have been cut off or are cargo style may not be worn

### **Girls in grades Kindergarten through Fourth**

- Saint Mary Magdalen plaid jumper with split bib
- knee length or longer
- wearing shorts under jumpers is highly recommended

### **Girls in grades 5 through 8**

- Saint Mary Magdalen plaid skirt
- Saint Mary Magdalen plaid skirt with triple buttons, flaps in front and back
- knee length or longer
- wearing shorts under skirts is highly recommended

### **Sweatshirts and Sweaters for all students**

- navy, gray or green sweatshirts with approved Saint Mary Magdalen logos are available through the school office and at the school's Spirit Shop
- navy or green cardigan sweaters
- Eighth Grade sweatshirts may be worn upon approval by administration

### **Shorts for all students**

- navy blue walking shorts that touch the top of the knee may be worn during the months of August, September, April and May or in other months when the temperature is forecasted to be above 80°.
- no cargo shorts

### **Shoes for all students**

- safe, fully covering the foot, with rubber soles
- athletic shoes are encouraged all the time and required on PE days
- athletic shoes may not be backless, have lights, make noise, or have wheels
- athletic shoes with shoelaces must be TIED at all times. Shoelaces must be white or black. Only colored shoelaces purchased through the Spirit Shop are permitted.

#### **Socks for all students**

- solid white or navy (no stripes, no logos)
- options for girls: white or navy tights, navy leggings under jumper/skirt in very cold weather.

#### **All Students**

- white undershirts with no writing or graphics may be worn
- no jewelry is to be worn, exceptions are:
  - a religious necklace
  - an inconspicuous watch
  - small, post-type earrings, 1 per ear (worn by girls only)
  - “special” jewelry purchased through the school’s Spirit Shop
- make-up, acrylic nails, nail polish may not be worn
- students’ hair should be neatly groomed and its natural color
- hair ornaments should be inconspicuous
- hats, scarves may not be worn

#### **Gym Uniform**

- Saint Mary Magdalen gym t-shirt or white uniform shirt
- green, navy, or black athletic shorts without logos
- green, navy, or black sweatpants without logos during winter months
- shorts and/or pants with the Saint Mary Magdalen logo are permitted
- athletic shoes are required for PE class
- shorts must be an appropriate length

#### **Uniform Infractions**

The first time a student comes to school “out of uniform”:

- he or she will be reminded to dress according to dress code
- if the item can be removed, i.e. hair ornament, nail polish, undershirt with visible picture, the student will be told to remove the item in order to be “in uniform”
- a student may be disciplined if the “out of uniform” item appears again

Subsequent times that a student comes to school “out of uniform:”

- the student will be supplied with a substitute uniform piece when possible
- when a proper piece of clothing is not available at school, parents will be called to bring the appropriate uniform to school for the child, so that the child can return to class
- a demerit may be earned

If a child does not have the proper gym uniform on PE day:

- absence of a PE uniform will affect a child’s PE grade
- children without athletic shoes will not be allowed to participate in gym

### **Torn Uniforms**

Torn uniforms are not acceptable and should not be worn to school. When a student arrives at school with a torn uniform, contact will be made with the parents so that the uniform can be repaired or replaced in a timely manner.

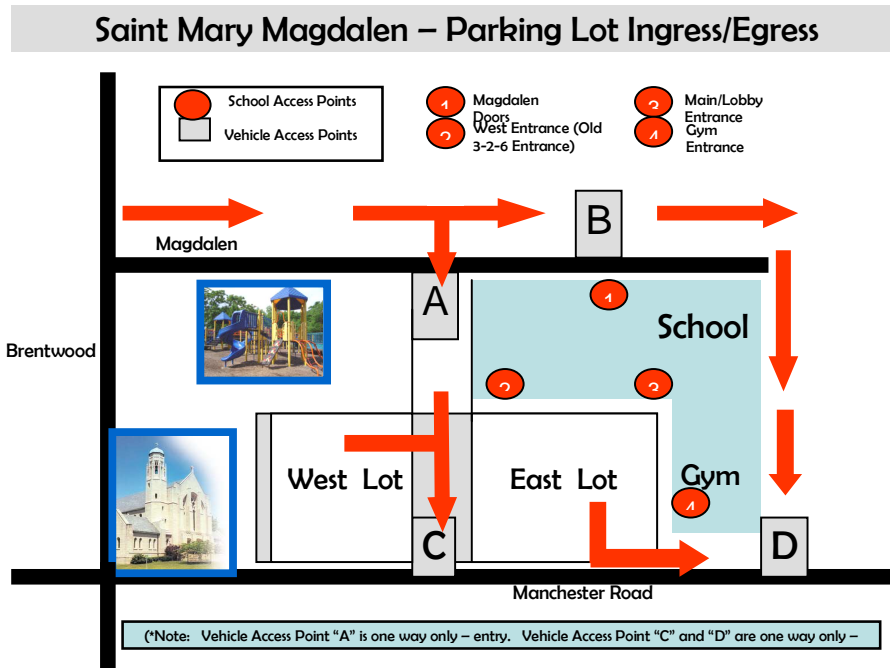
### **Out of Uniform:**

As a general rule of thumb students should wear clothing on out of uniform days that covers as much of their skin as their uniform. Therefore:

- Shorts may only be worn during August, September, April, and May or in other months when the temperature is forecasted to be above 80°.
- Skirts and shorts should be an appropriate length.
- Pants and jeans must be worn at the waist. Undergarments may not be visible.
- Shirts should be long enough to cover the entire torso, must have sleeves, and may not be low cut. Pictures and sayings printed on t-shirts should be school/age appropriate and respectful.
- Flip flops and sandals are never appropriate for safety reasons. Birkenstocks and Crocs will be allowed. However, if a student has gym they should remember to bring tennis shoes.
- Hats are only allowed on a themed “Hat Day.”
- Make-up, nail polish, and colored hair are not allowed on dress out days.

If a student comes to school and is dressed inappropriately, they will be sent to the Principal’s office to call home for a change of clothing.

## Appendix – Parking Lot Procedures



### Saint Mary Magdalen Parking Lot Ingress/Egress

Vehicular ingress/egress during the hours of 7 a.m. – 3:15 p.m. is critical to the safety of all students at Saint Mary Magdalen. In order to accomplish this goal, all parents and caretakers are asked to follow these guidelines.

- All vehicle operators are asked to be alert while driving on the parking lot and to navigate at a slow, safe speed. Do not leave your vehicle running and unattended for any reason.
- All vehicular traffic entering the St. Mary Magdalen parking lot must do so through point "A". This is the only entry point into the West/East parking lot between 7 a.m. – 3:00 p.m. Point "A" is an entrance point only. It is a one way drive (no egress/exit).
- Point "C" and "D" are exit points only. They are one way drives (no ingress/entry). Entry into the parking lot during the above noted time frame is NOT permitted.
- If you wish to drop off your child(ren) on Magdalen, you may proceed to point "B". At point "B" you will stop and all child(ren) must exit towards the passenger's side (closest to the north school doors). To exit you will simply proceed east and turn right - follow the access road on the east side of the school and you will arrive at point "D". From point "D" you have the option of turning east or west on Manchester Road.

- When picking up your child(ren) from St. Mary Magdalen, you will again enter point “A” and proceed to park on the west (upper) or east (lower) parking lot. When driver’s are given the all clear to exit the parking lot, those in the west lot must exit point “C” while those on the east lot will exit at point “D”.
- Reminder - Point “C” exits on to westbound Manchester only. Point “D” permits you to access west or eastbound Manchester. Again, Point “A” permits entry only and point “C” permits exit only.
- Thank you for your cooperation as our utmost concern is for the safety and security of all St. Mary Magdalen students. Please share these guidelines with any family members or caretakers who are tasked with the responsibility of caring for your child(ren).

**Parent and Student Agreement Form, 2008-2009**

It is essential that each of our families be familiar with the Saint Mary Magdalen School Family Handbook. The Handbook is a guide for administration, faculty, staff, students and parents. Please read the Handbook carefully and discuss and/or read it with your child(ren). Having done so, remove this page from the Family Handbook, sign it, and return it no later than the first day of school.

By doing so you are agreeing that your family understands the procedures set forth in the Family Handbook and agrees to abide by them for the 2008-2009 school year. You also recognize the authority of the school administration to deal with unexpected situations and unforeseen issues.

Note: Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this handbook as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner and this will include a statement about when the change will take effect.

Father's Signature \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_