

ST. MARY MAGDALEN  
CATHOLIC SCHOOL

# Parent and Student Handbook 2019-2020 School Year

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## **INTRODUCTION**

### **St. Mary Magdalen School Mission Statement**

Our mission at St. Mary Magdalen Catholic School is to educate, model, and inspire faith, academic excellence, integrity, respect, and service within ourselves and the global community.

#### **Note**

As recommended as a best practice by from Mary Angela Shaughnessy, SCN, J.D., Ph.D., “The principal is the final recourse and reserves the right to amend this handbook. Parents and staff will be given prompt notification.”

### **Student Learning Expectations**

#### **A Faith-filled Catholic who:**

- Demonstrates knowledge of scripture, church history, catechism, prayers, and traditions.
- Participates in communal liturgical celebrations, including the sacraments.
- Applies Catholic values in the decision-making process.
- Participates in service locally, nationally, and globally.
- Demonstrates awareness and respect for the beliefs, cultures, needs, and rights of others.
- Responds compassionately to the needs and rights of others.

#### **A Learner and Communicator who:**

- Demonstrates effective and independent use of study skills.
- Meets or exceeds learning standards adopted for the school from OSPI, CCSS, and the Archdiocese of Seattle.
- Clearly and respectfully communicates through oral, written, and visual methods.
- Uses technology and the creative arts as tools for learning, communicating, and self-expression.

#### **A Person of Integrity who:**

- Develops a sense of self-discipline and responsibility that is reflected in social behaviors.
- Assesses own strengths, sets goals, persists in tasks, and evaluates progress.

### **Organization and Administration of Archdiocesan Educational Program**

The Archbishop exercises pastoral responsibility for the church of Western Washington. He is the highest authority over all areas of preaching, teaching, prayer and celebration of the liturgy, and of temporal affairs of the archdiocese. He is the chief teacher in the archdiocese. In a special way, Catholic elementary and secondary schools participate in the teaching mission of the church and are responsible to the Archbishop.

The Pastor is the policy maker for the parish school. He is the canonical administrator of the entire parish including the school. He fulfills this function within the context of archdiocesan policies and in close collaboration with the Principal and school commission. The finance council, pastoral council, and school commission are collegial bodies which are consultative to the Pastor. The Pastor exercises the highest authority in the parish and over the school. He reports directly to the Archbishop.

The Principal functions as the administrator of the school and is the member of the parish staff who works with the school commission and other parent groups. The Principal administers and supervises the school in conformity with

archdiocesan and local school policies, rules and regulations. The Principal reports directly to and is accountable to the Pastor. The Principal is responsible for hiring faculty and staff. The Catholic Schools Office approves applicants for teaching positions prior to their being hired.

The teachers are Washington State certified, many with advanced degrees, who are charged with the instruction of the adopted curriculum of the school, and who carry out the policies of the school and parish under the direction of the Principal.

The Superintendent of Catholic Schools is responsible for directing the Catholic elementary and secondary schools in the archdiocese. The Archdiocesan School Board is the chief advisory body to the Superintendent in the formulation of policies affecting archdiocesan and parish schools. Policies of this board, when approved by the Archbishop, are binding on the Superintendent of Schools and local parish school commissions' executive structures.

St. Mary Magdalen School reserves the right to revise this document as necessary during the school year so as to meet the integrity of the Mission Statement and/or Philosophy Statement.

## **Student Responsibilities**

As people of God, we believe that each of us has inherent rights and responsibilities to treat others and be treated by others with respect and dignity. Students are to model Christ's teaching about love for neighbor in all their interactions. Students are to respect others' rights to an education, be diligent in study, and help maintain an orderly learning environment. St. Mary Magdalen students will behave in a respectful and friendly manner toward all school personnel, volunteers, and visitors, and respect all property within and on the school grounds. They will obey school and classroom rules and will oppose behavior in others when it does not conform to these standards. Students will be clean and neat in personal attire, following the spirit and the letter of the uniform policy. They are responsible to their parents in going to and from school. Students will follow the guidelines provided in this handbook.

## **Parent Responsibilities**

Parents provide the greatest influence on a child's thinking and behavior. Parents will offer their active support of the school's mission and philosophy. Parental support of these principles is necessary for the well-being of their children and for the good of the whole school. Parents who are parishioners will attend Sunday Mass and participate in Sacrificial Giving. It is a parent's responsibility to foster their child's faith development, to encourage in the child a positive attitude toward learning, and to promote a Christ-like concern for others and their reputations in the school community. Parents will uphold the rules and policies of the school and cooperatively support the professionalism of school personnel and school decisions regarding their children. In addition, parents understand their commitment to promoting Gospel values when using social media on the internet. When concerns develop regarding academics or behavior, parents will follow the guidelines provided in this handbook.

## **Teacher Responsibilities**

Teachers strive to model true Christian behavior and to teach and form students in the principles of justice and love. It is their responsibility to maintain a Christian atmosphere and to educate students in a manner that not only fosters intellectual growth, but spiritual and emotional growth as well. Teachers will help students develop respect and pride for themselves and others and will provide opportunities for students to grow in responsibility. Teachers

will provide feedback to students and parents on student progress, both academically and behaviorally. Teachers will uphold the guidelines provided in this handbook.

## **Archdiocesan Parochial School Curriculum**

The curriculum functions through programs of studies, supplementary curricular activities, and other guided learning experiences to achieve established objectives for each level. The curriculum is both specific to guide educators in the school and flexible to provide for adaptation to each learner. The Archdiocesan Office of Catholic Schools provides a basic curriculum that is within state and local requirements and provides for the harmonious development of the student's spiritual, moral, physical, emotional, and intellectual growth. This curriculum is sufficiently flexible to provide for each student's individual needs.

## **CURRICULUM**

St. Mary Magdalen School offers education for students in Grades Preschool through Eight. Curriculum areas for Archdiocesan elementary schools are religion, language arts, mathematics, social studies, science, fine arts, physical education, health, and technology.

Curriculum aligns with national and state standards (Common Core, NGSS, and Archdiocesan religious standards). Teachers are expected to meet student needs by expanding and enriching the subject matter contained in the basic texts using supplementary material.

## **Religious Education**

All students participate in daily religion classes and liturgical celebrations throughout the year. Both Catholic and non-Catholic students also share the benefits of value formation, opportunities for liturgy and private prayer, opportunities for service to the community, and orientation to scripture.

## **The Sacraments**

Sacraments are celebrations of God's action and presence in our lives. Two sacraments are celebrated for the first time for elementary school age children who are baptized Catholics: First Reconciliation and First Communion. The children celebrate God's forgiveness in Reconciliation and are invited to the table of the Lord in Communion. Parents and children attend evening mini-celebrations and timely presentations in preparation for these sacraments. Parents also study the religion text with their child when assignments come home. Parental participation is necessary so children most fully experience these sacraments.

## **Liturgies**

Each Wednesday the entire student body attends Mass together. Students also participate in church liturgies and prayer services. Various classes plan and take leadership roles in these activities. The school encourages parent attendance at these celebrations. Classroom liturgical celebrations and retreat experiences can be provided for our students at appropriate times.

## **Accreditation**

Accreditation is a significant step beyond basic state approval and is a commitment to continuous program improvement. Requiring an intensive introspection into daily operations, the process continually analyzes current programs and charts future direction. Accredited schools meet standards considered essential for quality education. St. Mary Magdalen School continues to re-evaluate according to a schedule. Specific classroom and curricular guidelines reached through this process are to be followed by all staff in all classrooms.

## **ADMISSIONS POLICY**

St. Mary Magdalen School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origins in administration of its admission policies. Student disabilities will be accommodated according to the school's ability to meet those needs. Determination of admission is on a case-by-case basis through the Admissions Committee.

Priority will be given to children whose parents are registered and supporting members of St. Mary Magdalen Parish, St. John's Mission, and St. Elizabeth Ann Seton.

## **COMMUNICATION**

It is the responsibility of all members of the school community to maintain open communications and to share information appropriately. The school's main source of information to school families is contained in the Weekly Family Newsletter, the school's website, in on-going emails, and in fliers regarding activities of interest to families. Parents are required to read the posted information on a weekly basis. To submit an item to be included in the newsletter, please submit to the school secretary by the Tuesday before the newsletter is published. All information directed to parents through the school's electronic system will be sent from the school office or classroom teachers. Information directed to parents from approved committees and organizations will be sent first to the school office and then be forwarded to parents.

Classroom teachers communicate regularly with parents. It is the responsibility of parents and students alike to review these communications, and to respond in a timely manner.

Report Cards are sent home at the quarter with an evaluation of your child's progress to date. Progress Reports are sent home for all students midway through the reporting periods. Many teachers use these progress reports during the year for commendation of a child's marked improvement or for recommendations for improvement. Phone calls and emails also help maintain open communication. With regard to report cards, parent requests for consideration of a grade change in a subject area must be made within the two weeks after report cards are distributed.

### **Parent-Student-Teacher Conferences**

In November, parents will schedule a conference with the teacher by using a link to [SignUp.com](https://SignUp.com) sent to them from the school. St. Mary Magdalen School has initiated student-led conferences to promote personal responsibility and self-growth. At about mid-year, parents are invited to optional conferences. Conferences are available at other times at the request of the parent or the teacher.

There will be no school during conference time. This is your chance to meet and discuss student progress with your child and the teacher early in the year. Come prepared with your questions written down to make the most of these meetings.

Conferences are available at other times upon request. If you are anxious about a specific problem or feel the need to talk to your child's teacher before or after regularly scheduled conference times, please don't hesitate to call or write a note to the teacher or Principal to request a meeting. Parents are not to go directly to a classroom during the day to conference with a teacher without prior arrangement.



## Parent Conduct & Problem Resolution

It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school. Negative comments about the school or its members on social media will not be tolerated. The school may require parents to withdraw their children or sever the relationship with the school because of this conduct.

Parents of school age children delegate a share of their authority to teachers. It is therefore imperative that there be a genuine unity of purpose and practice between parents and teachers. Constructive criticism is welcomed when it is motivated by a sincere desire for improvement of the educational program. The administration trusts in its employees and desires to support them in a manner that frees them from undue harassment. Complaints are not to be vented to office staff or any others not directly involved.

For this reason, parents are urged to bring proper focus to any concerns regarding school by doing the following:

- **Listen** to what your child has to say, but remember it is only one side of the story.
- **Discuss** the situation honestly and calmly with the teacher and the child together whenever possible.
- **Confer** with the Principal when the situation involves more extensive decision-making or problem solving than can be done on the parent/teacher level.

There may be an occasion when the parent is not in agreement with an action taken by the teacher on behalf of the child. For this reason, individual problems should be discussed with the classroom teacher before going to the Principal. The Pastor should not be contacted by a parent regarding a problem until resolution has been attempted with both the teacher and Principal. Should the parent feel that an appeal is warranted, the following appeal process must be followed. No appeals can be considered unless this process is followed.

- The first contact must be with the teacher. The problem should be discussed calmly, and a resolution attempted.
- The Principal is the second contact if resolution is not achieved with the teacher.
- The Pastor is the final contact if the issue has still not been resolved.

Parents and teachers are not permitted to communicate via text messaging without permission from the school administration.

## Communications Expectation

Prompt communication is important. Staff are expected to check their email in a timely manner at least once a day during each school day. Supervision and instruction are a teacher's primary responsibilities therefore a teacher is not expected to check and respond to email during times when their primary focus is supervising or teaching children. Staff should let parents know that they have received a communication and what the expectation for a response is if they need time to gather information or to write a more detailed response. Staff are expected to answer communication within one school day.

## Civility

St. Mary Magdalen exists to promote a Catholic focused education which reflects the teachings of Jesus Christ and his Church. As a Christian institution we require all communications to reflect our mission and Christ centered values. Uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a

school's ability to educate its students. St. Mary Magdalen School encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school. We do not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other visitors.

The basic purpose of this policy is three-fold: 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation; 2) To provide our students with appropriate models for respectful problem-solving that reflect the teachings of Jesus Christ and his Church; and, 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

For purposes of this policy, “uncivil conduct” includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one’s voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), texting or posting information online about an individual or individuals that interferes with a school’s ability to educate its students, or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. In all cases, individuals who perceive they have been treated in an uncivil manner should resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, work site administrator, or the pastor.

Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns. This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the school’s policies against harassment, intimidation, and bullying, sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

## **STUDENT CONDUCT**

### **Student Conduct Guidelines**

All persons associated with St. Mary Magdalen School will be treated with dignity and respect. This right flows from their position as members of the family of God and carries the responsibility of treating others in a Christ-like

manner. All members, staff and students alike, will work together to create a safe physical and emotional environment which fosters learning.

St. Mary Magdalen School initiates and promotes educational and affirming programs which encourage all students to strive toward this goal. Second Step, Steps to Respect are examples of these programs. On the other hand, logical, reasonable, and clearly defined consequences are established for actions which violate the rights of others, including the right to learn.

Behaviors which are prohibited include, but are not limited to the following, while on school property or in reasonable proximity thereto or at any school-sponsored activity:

- Acts which violate laws of the State of Washington, including but not limited to the following: arson, firearms, gambling, theft, extortion, coercion, malicious mischief, possession and/or use of alcoholic beverages, tobacco products, or drugs, harassment, forgery, misuse of 911 or fire alarm, etc.
- Vandalism or misuse of school property or the property of others.
- Unauthorized entry to or use of any school facilities.
- Conduct detrimental to the reputation of the school, whether in or outside of school, or conduct causing disruption or obstruction of school functions or operations.
- Refusal to identify self to SMM staff or authorized personnel, disrespect to any staff or volunteers verbally or by actions (mocking, obscene gestures, etc.), failure to comply with school rules or directions of SMM staff or authorized personnel, or an attitude showing open, persistent defiance of rules and/or authority.
- Forgery of documents and/or the signature of parents or school personnel.
- Repeated disruption of the learning environment.
- Physical or verbal abuse, or any actions which are malicious and/or intimidating, which may include but are not limited to the following:
  - Any physical or hurtful action such as hitting, tripping, fighting, "play fighting", spitting, or throwing of objects (snowballs, pinecones, rocks, pencils, etc.).
  - "Inventive" recess games which are physically or emotionally harmful (allowed games are those approved by teachers and administration).
  - Serious put-downs or insults through notes, verbal utterances, facial expressions, mocking, name-calling (particularly target words such as gay, weird, f/s words, etc.). This includes insulting communication regarding gender, race, culture, or origin/heritage. It also includes false accusations or spread of malicious rumors.
  - Any lewd, indecent, or obscene conduct, expression, or gesture.
  - Threats of harm or violence to others or to their property.
- Possession of electronics, skateboards, headphones, trading cards, cell phones (students turn these in to the office or to the homeroom teacher each day) or valuable property. They will be confiscated.
- Being where he/she shouldn't be or leaving school grounds without authorization.

## **Anti-Bullying and Anti-Harassment Policy**

Bullying behavior is defined as any word, look, sign, or act that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or property. To make our school violence-free and safe from bullying, we tolerate no bullying in our school, intervene in bullying behaviors and strictly enforce rules against bullying, and empower staff and students to report bullying behavior and treat one another with respect.

Harassment is defined as repeated behavior toward an individual or group which would be offensive to a reasonable person, conduct which contains sexual matter or suggestions, or conduct threatening to impose adverse sanction on a person.

Disciplinary action will be taken for the following, but is not solely limited to these specific behaviors:

- Intentional exclusion of others or stalking.
- Verbal conduct such as epithets, gossiping, name calling, mocking, mimicking derogatory jokes or comments, racial or gender-based slurs, or unwanted sexual advances, imitations, intimations, or jokes or comments about sex or explicit invitations to have sex. This includes remarks about a person's body by actions such as whistling, gawking or commenting on body parts, pro or con, including obscene gestures or comments.
- Visual displays such as derogatory, racially oriented, gender or sexually oriented, or insulting or threatening posters, photography, cartoons, drawings, or gestures, and displaying threatening, personally insulting, or sexually suggestive objects, photos, or cartoons.
- Physical contact such as pushing, shoving, tripping, assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of gender, race, sexuality, or attempt to intimidate.
- Threats and demands to take actions or to submit to requests, sexual or other, as a condition of friendship or some benefit or to avoid some loss, including any offer of any benefits in return for favors, including any form of intimidation.
- Retaliation for reporting or threatening to report harassment or bully actions.

Reporting of harassment or bullying will be held confidential to both the student reporting and to the student accused. Reports may be made by the student or any person on the student's behalf. Our school feels strongly that any means of intimidation, whether of a verbal, physical or emotional nature, can be equally harmful/damaging to the inherent dignity of any individual and will not be tolerated.

### **Cyberbullying Policy**

Cyberbullying is defined as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

St. Mary Magdalen School does not tolerate any bullying behavior directed at a member of the SMM Community that is communicated through electronic technology on campus or off. Any behavior of this nature will result in the suspension and possible expulsion of the student(s) engaging in this behavior.

### **Weapons Policy**

Since one of the greatest threats to the safety of our children is the presence of firearms and other weapons, it is very important that our students and members of our school community understand the consequence of violating the law.

Bringing dangerous weapons to school property will result in suspension or expulsion. Dangerous weapons include air guns (such as BB guns), knives (including pocket knives), nun-cho-ka sticks, throwing stars, pepper spray, etc. Objects used in a dangerous or threatening manner, objects that could cause harm and/or replicas of dangerous weapons such as toy guns, toy knives, etc. are prohibited. (See RCW 9.41.28D). Any verbal or written threat of violence or harm will be taken seriously and will result in suspension or expulsion.

### **Cell Phone Policy**

Cell phone use by students is prohibited on campus. This includes smart watches, etc. Students can use the office phone to contact parents/guardians with permission from the office personnel. All cell phones should be put away

once students enter the school building. This include waiting while waiting in the parish hall prior to the start of school. Students in grades k-8 are required to turn in their phone to their homeroom teacher at the beginning of the school day. It is each student's responsibility to collect their phone from their homeroom teacher at the end of the school day. Phones that are not turned in properly will be confiscated and returned only to a parent or guardian.

## **DISCIPLINE POLICY**

The following discipline policy and procedure applies to any action that has taken place on the St. Mary Magdalen School campus and at school sponsored functions.

### **Terminology**

**Detention:** Detention involves keeping a student in the classroom under supervision for a set period of time. Students do not miss class time in serving detention.

**In-school Suspension:** This practice is used for cases when a student needs to be removed from the classroom for a set period of time. The student will do assigned class work at a designated place in the school, separate from other students.

**Home Suspension:** This practice is used for very serious cases and then only when the Principal thinks it is imperative to remove a student from contact with fellow students. Parents will be informed that their child is to remain away from school for a definite number of days, during which time appropriate faculty and parent action is planned.

**Probation:** Probation is a formal warning that unless set conditions are met, more serious action will be taken. During the probation period, the child will be evaluated on his/her ability to conform to school expectations, whether academic or behavioral. All new students remain on academic and behavioral probation for their first year.

**Expulsion:** Expulsion is the permanent removal of a student from the school and is the most serious disciplinary act taken. Expulsion may result from a single, very serious infraction or from an ongoing pattern of misbehavior.

### **Principals:**

- Every person deserves to be respected and treated with Christ-like action.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

### **Behavior Expectations:**

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will act with integrity and respect for the St. Mary Magdalen School community.
- I will always be in the proper place.
- I will walk in the building always.
- I will use all materials and equipment properly.

## Discipline Plan

Inappropriate behaviors at SMM fall into 3 categories or levels of offenses. Each level is addressed either by the classroom teacher or the school administration. Multiple offenses in one level can result in elevating offenses to higher levels.

### Examples of (but not limited to) Level 1 Offenses:

Level 1 and 2 offenses will be handled by the teacher. Documentation of behavior will be made.

Level 1 Offenses	
<ul style="list-style-type: none"><li>● Not following directions</li><li>● Running or jumping in hallways</li><li>● Excessive talking out of turn</li><li>● Inappropriate laughing/sneering</li><li>● Derogatory notes/pictures</li><li>● Teasing/put downs</li><li>● Eye rolling</li><li>● Interrupting</li><li>● Inappropriate language</li></ul>	<ul style="list-style-type: none"><li>● Name calling</li><li>● Misuse of materials</li><li>● Wandering the hallway</li><li>● Mocking</li><li>● Not keeping hand, feet, and objects to myself</li><li>● Chewing gum</li><li>● Tardiness within the school day</li></ul>

### Examples of (but not limited) Level 2 Offenses:

Level 2 offenses will be handled by the teacher with documentation of the behavior and action. Parents will be contacted.

Level 2 Offenses	
<ul style="list-style-type: none"><li>● Back talking/arguing</li><li>● Inappropriate gestures/language Taunting</li><li>● Refusing to work</li><li>● Open defiance</li><li>● Lying</li></ul>	<ul style="list-style-type: none"><li>● Throwing objects</li><li>● Hitting</li></ul>

### Examples of (but not limited to) Level 3 Offenses:

Level 3 offenses are handled by the administration. There will be a direct office referral with an accompanying referral form. Parents will be contacted.

Level 3 Offenses	
<ul style="list-style-type: none"><li>● Fighting</li><li>● Cheating</li><li>● Ethnic slurs</li><li>● Obscene gestures</li><li>● Inappropriate touching</li><li>● Damaging property</li><li>● Direct and willful disobedience of school rules and policies</li><li>● Disruptive clothing</li><li>● Disrespect for authority</li></ul>	<ul style="list-style-type: none"><li>● Bullying behavior and intimidation</li><li>● Threatening/taunting</li><li>● Threatening bodily harm</li><li>● Stealing</li><li>● Biting</li><li>● Use of profanity</li><li>● Pulling fire alarm</li><li>● Harassment</li><li>● Failure to turn in your phone to your teacher at the beginning of the school day</li></ul>

<b>Zero Tolerance Offenses</b>	
<ul style="list-style-type: none"> <li>● Drugs</li> <li>● Weapons/facsimile of a weapon/dangerous instrument or threat of contraband</li> <li>● Leaving school without permission</li> <li>● Assault with intent to fight with another student</li> <li>● Sexual harassment</li> </ul>	

**Discipline Procedures**

**Classroom**

**Level 1 and Level 2 behaviors are handled by the teacher.**

- The teacher will follow individual classroom procedures of behavior management.
- The teacher must contact a parent/guardian regarding the offense for level 2.
- The teacher will document the incident.
- When an inappropriate Level 1 or 2 behavior occurs in the classroom or at recess, the teacher or supervisor will have the student(s) fill out a Think Sheet.

**Level 3 behaviors are handled by the school administration.**

- Results in a direct office referral.
- An administrator will contact the student’s parent.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted, and an administrator will come to the classroom and remove the student.

**Detention**

A level 3 offense will result in a detention at a minimum. For kindergarten through fourth grade, detention will be served during recess. For fifth through eighth grade, detention will be served after school from 2:45-3:45 p.m.

**Suspension/Expulsion Protocol**

Suspensions will be administered as in-school suspensions. Students are required to report to the office at the start of the school day and will serve their suspension with the school administration.

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other safe school violations). These incidents may immediately result in an out-of-school suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to the SMM administration.

**Mediation and Conflict Resolution:**

Students are also encouraged to meet with the counselor as needed. Students should fill out the counselor form found in each classroom and drop it the box outside of the counselor’s office. The teacher is also able to fill out this form for a student and give it to the counselor.

## **HOMEWORK**

Homework given to students at St. Mary Magdalen may serve any of the following purposes:

- To practice skills being taught in the classroom
- To extend the school experience through related home activities
- To develop good study habits
- To acquaint parents with the subject matter their children are studying in school.

Homework may take various forms other than written work, including reading books and newspapers, studying for tests, viewing special television programs, gathering materials for projects, interviewing, preparing and practicing for oral reports, and other activities.

Interest of parents is essential, but students should be able to do their assignments independently most of the time. Parents can promote good study habits by encouraging their children to study at a regular time and place. If your child, applying full effort, is not able to complete homework within a reasonable time, please contact the teacher.

## **UNIFORM POLICY**

### **Purpose of Uniform Policy**

The uniform policy addresses issues of learning, safety, and self-esteem. School uniforms remind students and parents that we are part of a Catholic school community with certain expectations in standards of social conduct and academics. St. Mary Magdalen Catholic School also seeks to establish an environment where children are known for who they are inside, rather than for the appearance they project on the outside. Social barriers and distractions that are created by fashion damage children, damage their relationships at school, and may deflect attention away from their primary occupation - getting an education. The uniform policy levels the playing field and provides a sense of unity among children from all situations. Uniforms also provide a tangible means of allowing teachers and staff to instantly identify outsiders who may or may not belong on the school grounds.

### **School Community Expectations**

Students at St. Mary Magdalen School are required to wear the school uniform as outlined in this policy. We expect all parents and students to support and comply with this policy. Time spent by school staff addressing school uniform compliance is time taken away from teaching. Therefore, out of fairness to others in the school community, parents are asked to carefully supervise what their children wear to school. Questions concerning specific aspects of this policy should be addressed to the Principal before sending students to school. Failure of students to follow the school uniform policy will cause them to be subject to discipline in accordance with the school's policy.

### **General**

As the uniform is a symbol of a student's pride in him/herself and school, uniform items must be clean, in good repair, and appropriately sized and worn. Students should reflect good taste, modesty, neatness, and cleanliness when on school and parish grounds. All uniform items should be labeled with the student's name. Brands (logos and characters) on jackets, backpacks, lunch boxes and supplies need to be appropriate for our school environment.



## Uniforms Options by Grade-Level

Grade Level	Required	Optional
PreK-3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Uniform sweater vest</li> <li><b>Boys:</b> Navy blue uniform shorts or pants</li> <li><b>Girls:</b> Navy blue uniform shorts, pants, jumper, or skort</li> <li>White uniform polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>Green uniform crew neck sweatshirt</li> <li>Green uniform cardigan</li> </ul>
4 <sup>th</sup> -5 <sup>th</sup>	<ul style="list-style-type: none"> <li>Uniform sweater vest</li> <li><b>Boys:</b> Navy blue uniform shorts or pants</li> <li><b>Girls:</b> Navy blue uniform shorts, pants, jumper, skort, or skirt</li> <li>White uniform polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>Green uniform crew neck sweatshirt</li> <li>Green uniform cardigan</li> </ul>
6 <sup>th</sup> -8 <sup>th</sup>	<ul style="list-style-type: none"> <li>Uniform sweater vest</li> <li><b>Boys:</b> Navy blue uniform shorts or pants</li> <li><b>Girls:</b> Navy blue uniform shorts, pants, or skirt</li> <li>White uniform polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>Green uniform crew neck sweatshirt</li> <li>Green uniform cardigan</li> </ul>

**Sweater:** Sweaters are to be worn by all students on Mass days and on all days designated as full uniform day. Sweaters may be worn on other days, if desired. The uniform sweater is a hunter/forest green cardigan, V-necked pullover sweater, or V-necked vest. The sweater must be from DENNIS School Uniforms. The school logo is acceptable on the school sweater, but not required. Only uniform sweaters or logo wear sweatshirts may be worn during class time.

**Sweatshirts:** Students in grades pre-k through 8 may wear the hunter green sweatshirt with the exception of Mass days, on which a sweater must be worn. No other outerwear is permitted during class.

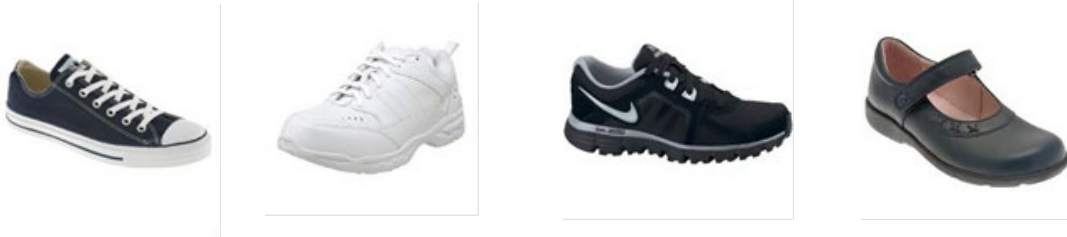
**Shirts:** The uniform shirt for both boys and girls is (1) a plain, white, cotton or cotton-polyester, short or long-sleeved polo with two or three buttons. Embellishments such as ruffles, lace, extra trim, or non-school logos are not permitted. Shirts must be worn tucked (not rolled up) into pants, shorts, skirts, or skorts.

**Pants:** The uniform pants are plain, but tailored, in dark navy-blue twill. Pants are expected to be very similar to a standard uniform pant style. They should be ankle length and straight-legged. Baggy pants, overly tight pants, short Capri-style pants, or pants with cargo pockets are not permitted. Embellishments, including accent colors or logos, are also not permitted. Royal blue and black are not allowed.

**Jumpers, skorts and skirts:** Length should be no shorter than two inches above the knee. Shorts must be worn under jumpers and skirts on PE days and should not be visible beneath the hem of the jumper or skirt.

**Shorts:** The uniform short is a plain, solid dark navy blue, twill, walking short in style and length. Gym shorts, bike shorts, long shorts below the knee, shorts with cargo pockets, and short-shorts are not permitted. Royal blue and black are not allowed.

**Shoes:** Athletic shoes are required and must have “non-marking” soles that do not leave marks on the school floors. Students must also have a second pair of non-marking shoes to be used for PE class. This is required to preserve the new gym floor. Shoes must be comfortable, practical and neat in appearance. Those with laces must be tied. Girls may also wear “Mary Jane” style shoes. Slip on flats, sandals, flip flops, open toe shoes, open heel shoes, shoes with heels or built-in heels (such as a wedge heel) and boots are not allowed. The following are examples of appropriate shoes:



**Socks:** Socks must be worn and visible for boys and girls. Socks must be plain, solid white, navy, black, or dark green in color. Athletic socks with a single, small logo are permitted. Girls may wear plain, solid navy, white, black, or dark green knee-highs or tights. Mid-length or ankle length tights/leggings are not allowed. Patterns, lace, and other embellishments are not permitted.

**Makeup:** Mascara and lip gloss are allowed in middle school only. Nail polish must be a single, solid color. No designs are permitted.

**Jewelry:** Earrings cannot extend below the earlobe. No other body piercing is permitted. Watches and religious jewelry are permitted but for safety reasons, all jewelry worn around the neck must be worn inside the shirt during PE and recess. All other jewelry is discouraged.

**Hats:** Hats, hoods and scarves may not be worn in the school building or church with the exception of certain “spirit week” celebrations.

**Hair:** Hair should be a natural color and styling should be modest and appropriate for school. Boys’ hair length should be short enough to not touch the collar or eyebrows. Girls’ hair must be worn away from the eyes.

## PE and Track Meets

Students in Grades K-8 are not required to change for PE but must come to school wearing appropriate shoes on PE days. Students are encouraged to bring a change of clothes. Any color sweats are allowed in cold weather. Offensive logos and spandex are not permitted. Yoga pants are not allowed. SMM logo T-shirts are required at the end of the year track meets for Grades 1-8. Grades 4-8 are also required to wear either plain green shorts or plain black shorts.

## Special Days

**Free Dress:** Free dress days require good taste, modesty, neatness, and cleanliness. Free Dress includes jeans with no holes or frays, dresses, walking shorts, and other tailored attire, but does not include sweats, yoga pants, tops that show midriff, tank tops, T-shirts with offensive logos, flip-flop sandals. No sleepwear is permitted. For field

trips, all students must wear full uniforms or dress as directed by the staff. Guidelines for earrings/hair color/polish/makeup/skirt and short length as well as the shoe and sock policy apply to free dress days.

**Service Clubs:** Boy Scouts, Girl Scouts, and other service club members may wear their full-dress uniform in place of the school uniform on meeting days.

**Spirit Week:** Eighth Grade Student Commissioners, under the guidance of school staff, will announce special dress days which might include but are not limited to “Inside-Out Day”, “Crazy Hat Day”, and “Green and Gold Day”. Written dress guidelines will be given to the parents and students.

**Other Special Days:** Non-uniform occasions such as Halloween, Christmas, and Valentine’s Day may be announced by the school. Guidelines will be given to the parents and students for appropriate dress.

## **Compliance**

Parents will be advised by email when students are out-of-uniform. The parents are required to reply to the email within 24 hours. Students are expected to return to school, in compliance, the next school day. If a student is significantly out-of-uniform, the student will be required to change and wear an appropriate uniform provided by the office staff. Repeated violations of the uniform policy are considered serious and will lead to appropriate consequences. If special circumstances necessitate a student being out of uniform, a note must be brought from home. The school Principal is the final authority on uniform compliance.

## **Sources**

All school uniform items are available at DENNIS School Uniforms store, 12608 Interurban Avenue South, Tukwila, WA 98168; (206) 431-2000; [www.dennisuniform.com](http://www.dennisuniform.com); and the SMM School code is XTM435. Used uniforms at very reasonable prices are also available for purchase; please check with the office.

## DAILY SCHEDULE

Elementary School Schedule							
Period	M, T, Th, F		Period	Wed		Period	2 HOUR DELAY
HR	8:25-8:35		HR	8:15-8:25		HR	10:25-10:35
1	8:40-9:20		Mass	8:30-9:30		1	10:35-11:05
2	9:20-10:20		1	9:30-10:10		2	11:05-11:35
Recess	10:20-11:00		2	10:10-10:50		Lunch	11:40-12:10
4	11:00-11:40		3	10:50-11:40		Recess	12:10-12:30
Lunch	11:40-12:10		Lunch	11:40-12:10		3	12:30-12:55
Recess	12:10-12:30		Recess	12:10-12:30		4	12:55-1:20
5	12:30-1:10		5	12:30-1:05		5	1:20-1:45
6	1:20-2:00		6	1:05-1:45		6	1:45-2:15
7	2:00-2:45					7	2:15-2:45

Middle School Schedule							
Period	M, T, Th, F		Period	Wed		Period	2 HOUR DELAY
HR	8:25-8:35		HR	8:15-8:25		HR	10:25-10:35
1	8:40-9:30		Mass	8:30-9:30		1	10:40-11:10
2	9:35-10:25		1	9:30-10:10		2	11:15-11:45
3	10:30-11:20		2	10:10-10:50		3	11:50-12:20
4	11:25-12:15		3	10:50-11:30		Lunch	12:20-1:00
Lunch	12:15-12:55		4	11:30-12:10		4	1:05-1:35
5	1:00-1:50		Lunch	12:10-12:50		5	1:40-2:10
6	1:55-2:45		5	12:55-1:45		6	2:15-2:45

## ATTENDANCE

### **Absence from School**

Washington State Law requires that all children between the ages of eight and fifteen attend school. It is the parents' obligation to see that children are in attendance regularly. In the interest of safety, parents are to call the school at 425-353-7559 before 9:00 a.m. on a day when a student will be absent or late. The school will call parents of students who are absent without previous notification.

### **Tardy Policy**

It is imperative that all students arrive to class on time. Students arriving late cause a disruption to the learning of all other students in the class. Additionally, tardy students miss valuable instructional time. Students who do not enter their classroom by 8:25 a.m. are considered tardy. Tardiness is unexcused with the exceptions being medical appointments or extenuating circumstance that are excused at the discretion of the school administration. A student must have a note from a doctor for his/her tardiness to be excused for a medical appointment. Students will be considered tardy for a class if they are not in their seat and ready to work when class is scheduled to start.

If a student has been tardy 3 times, excused or unexcused, within a trimester, a message will be sent home reminding the parents/guardians of the importance of being on time for school and classes.

If a student has been tardy 5 times, excused or unexcused, within a trimester, a meeting will be scheduled with the administration to create a plan and contract to address the tardiness and prevent any further tardiness.

If a student continues to be tardy after the plan and contract have been implemented, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

## **Absence Policy**

All absences, excused and unexcused, are recorded on each student's personal record. Absences from school will be excused for illness or injury of a student. An absence will also be excused for serious illness or death of a family member. Absences for medical appointments will also be excused with a note from a physician. All other absences will be considered unexcused. Any illness that results in an absence of 4 or more consecutive days will require a note from a physician to excuse absences after the 3<sup>rd</sup> consecutive day a student is absent from school. An excused absence remains an absence on the student's record.

If the school office is not informed by a parent/guardian of a reason for absence by 2:30pm of the day of the absence, it will be recorded as unexcused. Acceptable forms of notification include a written signed note, phone call, or email.

If a student has 5 or more absences in a year beyond those for appointments or illnesses that have been excused with a note from a physician, a meeting will be scheduled with the administration to address the pattern of absences. A plan and contract will be created to ensure that acceptable attendance is achieved for the remainder of the school year.

If the plan and contract are not adhered to, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

The student or parent is responsible for the make-up work arrangements. Make-up work is allowed, but it must be recognized that absences have a negative effect on student success in school. A student who is absent misses the material, the instructional time, and the discussions that contribute to the learning process. Attempts to "make-up" the work will fall short of attending class. Thus, any absence may be reflected in student grades depending on the course and number of absences. For unexcused absences, acceptance of make-up work is at the discretion of the teacher or administration.

Please check your school calendar and ensure your children are present for all standardized testing sessions. Test results are an important part of your child's permanent records, which are forwarded on to your child's high school.

## **Release of Students During the School Day**

Archdiocesan policy states: "No teacher or Principal shall release any pupil to any person who calls at the school to pick him up unless the release is to the child's parents or their delegate and is verified in writing." To comply with this policy, your Family Emergency Form must be on file in the office. Changes should be submitted on the form provided in the appendix. When picking up your child during the day, go directly to the school office to sign them out and the office will send for the student.

Divorced parents are required to furnish the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the student and/or the student's records can be released to the non-custodial parent.

## **ARRIVAL & DISMISSAL PROCEDURES**

Please list all carpool drivers on the family emergency form and inform the school if you expect to be late.

### **Extension Program**

An Extension Program is offered before and after school. Registration information and fee schedules are available in the school office. Children who are not picked up by 3 p.m. are brought to the Extension portable and parents must personally sign out their children there. Parents/guardians will be assessed the extension fee for the time spent in the program.

### **Safety Patrol**

Boys and girls in the Fifth Grade serve as patrols and their teachers are the supervisors. Our Safety Patrol is part of the Everett Junior Safety Patrol and is affiliated with the Everett Police Department. Drivers are required to stop when the patrol is using crossing flags at crosswalks. All children are expected to use the school crossing and to obey the patrol person on duty.

### **Parking**

Please drive slowly and observe our parking plan. A few cars in the wrong places or drivers moving too quickly endanger the children and create hazards and inconvenience for other drivers.

For drop off drivers enter through 7th avenue and drop student off in front of the church in our "kiss and go" lane. Parents who need to park may use the upper lot off 7th avenue and walk their student to the school's front entrance. Please do not cut through the church as morning mass is being conducted during drop off. The lower lot will be off limits for drop off and pick up for the duration of construction.

We ask that any parent using the "kiss and go lane" only enter from 7th Ave. using a right turn and "exit the "kiss and go" drop off lane with a right turn. This is to keep traffic flowing along 7th and may necessitate driving around the block to access a connecting street.

At dismissal time, students must wait by the church with staff supervision until their carpool arrives. Students are not allowed to walk through the lot until their own vehicle has arrived.

The parking lot outside the school office is reserved for parish and school staff only. Please do **not** drop off or pick up your children in the faculty lot.

## **SNOW & OTHER EMERGENCY CLOSURES**

The St. Mary Magdalen School website, plus radio and television announcements are the primary source of emergency closure information. Please listen to public media for reports of possible school closures, particularly during inclement weather. We are aware that some families live a distance from the school or would have to take a possibly hazardous route to get to the school. In such cases, we advise you to not attempt to drive to school. Your

children will be given excused absences and teachers will see that these students will have the opportunity to catch up on missed assignments. On those days when school is closed, the Extension Program is also closed.

In conjunction with Snohomish County Emergency Management and the Archdiocese of Seattle, St. Mary Magdalen School has specific policies and procedures which will be followed should an earthquake or other emergency occur during the school day. Parents are required to send suggested supplies on the first day of school for their child's emergency kit.

If school must be closed early due to weather or any other unforeseen crisis, parents will be notified primarily by FlashAlert. An email will be sent out through your FlashAlert account as early as possible to announce school closure. Radio and television announcements are be a resource. Students will be released from school only to their parents or to persons designated in writing on the family's Emergency Form kept on file in the office. Please contact the school immediately to submit any changes. School personnel will stay with the students until parents are able to come for them.

St. Mary Magdalen School will always follow the Everett School District's decision to close or to delay the start of school for inclement weather. If Everett Schools are closed, St. Mary Magdalen School will also be closed.

All parents are recommended to sign up for FlashAlert (<https://www.flashalert.net/signup/>) and subscribe to St. Mary Magdalen's emergency closure notification communications. These can be received via email or as a text message.

Late arrival times are published through the school website. Please refer to the information posted to schools' site for information about school start times on late arrival days.

## **STUDENT HEALTH**

### **Serious Illness or Injury**

All accidents that are reported to the office will be treated by school personnel. If a child is seriously injured or becomes ill while at school, parents will be notified immediately and, if necessary, parents will obtain further treatment for the child. The school will call 911 in a serious emergency. Your emergency names and phone numbers submitted on the first day of school are kept on file in the school office. Please notify the school immediately if there is a change in your emergency contacts and phone numbers. Children will not be sent home unless an adult is available to care for them. When coming to pick up a child, parents should come directly to the school office to sign out the student. Parents are responsible for making sure all contact information on file at St. Mary Magdalen is updated and accurate.

### **Recess/Illness**

If a child is not well enough to be with the group and to go outdoors as the weather permits, he/she should be kept at home until the normal schedule can be followed. There is no provision for adequate supervision inside the building at times when the whole class is outside. Please refer to "Attendance" for further guidelines regarding absences.

### **Immunizations**

The State of Washington has made it mandatory that diphtheria, tetanus, pertussis, polio, rubella, and mumps immunizations be required of each child in school. As of 1992, the Washington State Department of Health requires that all students entering Sixth Grade have the second dose of MMR (Measles-Mumps-Rubella). Effective 1997, students entering Kindergarten must receive the Hepatitis B vaccine. Effective 2006, students entering

kindergarten and sixth grade are required to get a chickenpox vaccination before school opens in the fall. Children 19 months to kindergarten age who are in preschool or license child care also must get the shot. Children don't need to get the shot if they have already had chickenpox. Every child's state immunization form must be on file in the school office. Students who do not have current immunizations or who do not have an immunization form on file in the office are not allowed to attend school. In the event a parent wishes to obtain a waiver concerning this regulation, the Principal should be contacted.

## **Medication**

All medication is dispensed through the school office. No medication (including "over the counter" drugs) may be kept in the classroom except in special circumstances (epi-pen, inhaler). Teachers are not permitted to dispense medication. Medications must be sent to the school in their original containers (not in baggies or other bottles). A physician's signature on an Authorization to Administer Medication Form (see appendix) plus a prescription label on the container are required for the office to dispense any medication, including "over the counter" drugs. If your student needs to take any medication on a field trip, you must make special arrangements with the office and the child's teacher.

## **Specific Health Needs**

Parents of currently enrolled students with a special medical issue (allergy, hearing difficulty, vision impairment, etc.) are to notify the school office and the classroom teacher at the beginning of each school year and include the information on the Emergency Form.

## **Head Lice**

When one case of lice has been reported and checked by school personnel, that student is sent home with instructions for treatment. He/she must stay home from school until treatment has been obtained and the student is determined to be non-contagious. The parents of every student in that class will receive an email and/or letter noting detection of one case, what to look for, and instructions for treatment.

## **OFFICE PROCEDURES**

### **Phone Messages**

Classes will not be disturbed except in case of emergency. If a need arises to contact your child, please call the school office. Since the school phone is needed for school business, students will be allowed to use it only with a note from their teacher. Students are not allowed to carry cell phones. They must be turned in at the office or with the teacher each day. If you bring lunch for your child after the school day has started, mark it with the student's name and classroom and bring it to the office (not the classroom, please).

### **Publications**

Parents are required to notify the office in writing if they do not wish a student's name, picture, and/or comments to appear in the newspaper, on television, or in school and church publications and marketing materials. This information is collected on every family emergency form.

It is imperative that all notices, announcements, and bulletins be submitted to the school office for approval by the Principal before distribution to classrooms or school families. Refer to the Communication section in this handbook for further information.



The Development Director may publish an Alumni Bulletin with news of note for all SMM graduates and the wider community. Please submit to the school office any information of interest.

## **Lost and Found**

Lost and found articles are kept in the Security Office (lower parking lot entrance) where they may be reclaimed. Articles left unclaimed will be donated to the St. Vincent DePaul Society. For easy identification, it is important that all belongings be marked with the student's name and grade.

## **Student Records**

Educational records are available to parents and others as provided by the Family Educational Rights and Privacy Act of 1974 and by the Federal Law Title 45, Code of Federal Regulations, Part 99, "Privacy Rights of Parents and Students" (known as the Buckley Amendment). The school will accordingly grant non-custodial parents or legal guardians the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file with the Principal. The school agrees not to permit any other party access to such information without the consent of the student's parents or guardian. Parents may request a copy of the information to be released by calling the school to make an appointment with the Principal or may ask that records be forwarded to a school.

## **Last Day of School Requirements**

All school records including report cards, diplomas, transfer records, etc., will be given to the appropriate parties only when all accounts are paid in full. This includes tuition, but is not limited to, contract obligations, service hours, library and book fines, hot lunch money, and Extension fees.

## **GRADUATION**

To graduate from St Mary Magdalen with a diploma a student must satisfy the following:

- Complete the required number of academic core classes and meet the minimum G.P.A.
- Have tuition paid in full.
- **Have all fines and fees paid in full.**

**Note:** That when a student graduates or has been withdrawn from the school for 1 school year their Google Drive account will be deleted. A student is recommended to download all files they wish to keep prior to leaving the school. All materials will be not be recoverable removed when the student's Google Drive account is deactivated.

## **MATCHING FUNDS PROGRAM**

Many businesses and industries participate in Employee Matching Gifts programs. Under this mutually beneficial arrangement, an employer matches employee contribution. Contributions will not be matched if they are for tuition or for required fees such as the school's fundraising obligation. Matching funds can be used for donations to the Annual Fund, the Endowment, the Orange Ruler Fun Run, Fund-a-Need at the Shenanigans, and other money above the fundraising obligation. If you work for one of the following companies or know someone who does who will be contributing to our school, please ask the personnel or community relations office about Matching Gifts and instructions on how to complete a donation. The following are examples of local companies who match donations: Boeing, Microsoft and Nintendo.

## **STUDENT TUITION ACCOUNT**

All families are required to have FACTS management account for tuition payments and other fees. Parents are expected to keep their account in good standing and to maintain regular scheduled payments. All accounts must be current. Any requested changes to scheduled payments should be sent to the Finance Manager in advance. Missed payments may be grounds for withdrawal of student from the school.

## **TUITION ASSISTANCE**

The Seattle Archdiocese has a Tuition Assistance Grant through the Fulcrum Foundation that supports St. Mary Magdalen School students. All families who seek tuition assistance must complete the online Fulcrum Foundation by the end of December. There is an application fee.

St. Mary Magdalen School uses the same Fulcrum Foundation application for our in-house tuition assistance. St. Mary Magdalen School will notify families of the amount of their tuition assistance grant in early Spring, prior to the registration period for the following school year.

### **Tuition Assistance Expectations**

Your student/s attendance must be in good standing and you must stay current on monthly payments or tuition assistance will be revoked.

## **VOLUNTEERS**

Volunteers are essential to St. Mary Magdalen School. Please volunteer in ways you will enjoy and keep track of your hours on our website under "Parents" and "My Volunteer Hours". Your time will be credited toward your contract obligation. Hours and/or proceeds from volunteering or fundraising are not transferable to other families or to other contract obligations such as book fees, etc.

### **Volunteer Hour Requirements**

30 hours per family with K-8 students

15 hours per family with a preschool student (only)

1. Only approved and published volunteer opportunities will count for hours. Anything not on the list will not count towards your hours. Our online portal will have a dropdown list of approved volunteer opportunities to choose from.
2. Only 15 approved and published hours can be worked in the Parish. The other 15 must be fulfilled within the school. Our online portal will have a dropdown of approved Parish opportunities. If it is not on the list, it will not count towards your obligation.
3. All hours must be logged through the new online portal.

### **Before Volunteering**

The Archdiocese of Seattle has had a long commitment to the protection of children, youth and vulnerable adults. For more than 25 years, the Archdiocese has taken steps to assure the safety of those who serve in our parishes, schools and agencies. Sexual abuse, sexual misconduct and sexual harassment are abusive and harmful actions that have no place in

the Church community or in society. The Archdiocese of Seattle deeply cherishes the bond of sacred trust between its members. The Archdiocese of Seattle requires all **Church and School Personnel and Volunteers** to take part in our Safe Environment Program.

Everyone must complete the following:

1. Set up a profile on the Virtus website. (<http://www.virtus.org/virtus/index.cfm>)
2. Successfully undergo a criminal background check every three years, completed electronically on the Virtus website
3. Complete the Protecting God's Children course (one time in person class) and online video refresher courses every three years in conjunction with Background Check renewal.
4. Read and sign the Archdiocesan Polices of Conduct, completed electronically on the Virtus website.
5. Complete an Archdiocesan Driver Form (if driving on field trips) and submit current Proof of Insurance.

Volunteers and employees will not be eligible to work or volunteer in any capacity until these requirements have been satisfied.

## **FIELD TRIPS**

### **Permission and Release Form**

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. An archdiocesan permission and release form must be signed before your child goes on any school sponsored field trip, program, Outdoor Education, etc. The form will be sent home with an explanation of the activity. Please sign the form and return it the next school day. A phone call or handwritten note is insufficient.

### **Parent Drivers**

At times, parents may drive for field trips or special events. In these cases, the driver must be 21 years of age or older and the vehicle must be insured. Recommended insurance: \$100,000 per person and \$300,000 per occurrence. The Field Trip Driver Information Sheet, which is supplied by the archdiocesan insurance company, must be filled out each year and kept on file in the school office. This form must be submitted a week prior to the field trip. Drivers for any school-sanctioned event also must undergo archdiocesan background check and must have participated in the archdiocesan "Safe Environment" class a week prior to volunteering. Drivers will carry copies of permission slips and emergency forms for their student passengers. Parents must remember that the students they drive have permission from their parents only to do the things listed on the permission slip. **Stopping for treats or other activities is prohibited.**

## **SENDING MONEY TO SCHOOL**

If you send money to school with children, please direct them to bring it to the main office. Teachers should not collect any funds. All monies should be handled by the office. Please send money in a sealed envelope or baggie with the following information:

- Student name and classroom
- Amount enclosed in the envelope
- Exactly what the money is for and to whom it should be directed

## **ELECTRONIC COMMUNICATION & MEDIA**

We are very grateful to the many parents who have contributed both time and money to provide the level of technology we have available to our faculty and students. Use of our great variety of electronic and communication media is a privilege not a right.

### **General Information**

Students will be given access to electronic tools. Instruction in technology is offered to students in all grades.

Internet access is available to further the educational goals and objectives of St. Mary Magdalen School. This access is provided for students to communicate and conduct research. Internet content is screened for student security and safety. However, families should be warned there is always a risk of students locating items that are illegal, defamatory, inaccurate, pornographic, or potentially offensive to some people. We believe that the benefits to students in information resources and opportunities for collaboration exceed any disadvantages. This entails responsibility as well as parental permission.

All students must sign a contract before they are able to use electronic devices at school. Students are responsible for keeping their password secure and not sharing it with other students.

Consequences for even seemingly innocent changing of a computer or inappropriate use of technology will be according to the developmental level of the student. Minimally, students will lose the privilege of using these educational tools for a period of time based on the action taken by the student. More serious consequences will also be considered.

### **Regulations for Student Acceptable Use of School Technology Resources**

St. Mary Magdalen School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in St. Mary Magdalen School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be of educational value in context of the school setting. St. Mary Magdalen School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

### **Use of St. Mary Magdalen School's Technology Resources**

Improper use of the St. Mary Magdalen School Technology Resources is prohibited.

Uses of the St. Mary Magdalen School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.

5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the Internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system. Similarly, the school has the right to place reasonable restrictions on material that is generated outside of the school and is then accessed using the school's technology and/or posted on the internet.

The school provides Internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions despite adult supervision. Therefore, the school encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of privileges.
- Monitor related concerns. . . privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of school's Internet resource sources.

The student and parent/guardian must sign an Internet Use Agreement before the student is given access to the school's Internet resource. School personnel or the parent/guardian may withdraw student Internet access at any time.

### **Sanctions**

The developmental/grade level of the student will be taken into consideration. However, behaviors of serious consequence will be dealt with by immediate suspension or expulsion. Damage or destruction of equipment is defined as vandalism and, as such, is an illegal action which can result in immediate expulsion. In addition, the parent is responsible for the value of the object vandalized.

Violations of any of the above policy guidelines may result in an immediate and/or permanent loss of access to the equipment.

Additional disciplinary action may be determined in accordance with existing rules regarding inappropriate language or behavior or vandalism. (Please also refer to the anti-bullying and anti-harassment policy.

## **Social Networking Policy**

It is the responsibility of each St. Mary Magdalen School student and his/her family to know and understand responsible social networking use and application. St. Mary Magdalen School will not police student social media accounts such as Instagram and Snapchat. However, if content from one of those sites is inappropriate, disparaging to the school or any other student, threatening or harassing, the school will hold students accountable and students will receive appropriate consequences. Please know that postings, pages, emails, and texts are often printed immediately and brought to the school's attention when they contain inappropriate content. Students are encouraged to be appropriate at all times with social networking technology to avoid severe consequences.

## **LIBRARY**

St. Mary Magdalen School has a central library for the use of all grade levels. The library is staffed by a librarian and parent volunteers. Besides the traditional resources, SMM library houses several multi-media computers with a filtered Internet access system. An interactive whiteboard is available for teachers and their classes to enhance learning. Excellent software is linked by the servers to all our classrooms, including a highly acclaimed reading incentive program. Students read books selected according to several criteria and take "quizzes" on the computer. A system of points allows students to see their progress and allows teachers to oversee students' outside reading more efficiently and effectively. We are very pleased to have this resource for student advancement.

## **ACTIVITIES**

**Outdoor Education:** The outdoor education program involves fifth and eighth grade students and their homeroom teachers. A well-trained staff works with our students during this intensive learning activity.

**Speech Team:** This program is designed to aid students in the development of their general confidence and their ability to speak before groups, and for competitions during the year.

**Drama Club:** Seventh and eighth grade students may be offered this activity as an elective. Productions are held throughout the year.

**Student Government:** Training and experience in leadership are provided to student representatives in Grades Four through Eight. Eighth Grade Student Commissioners are elected into office at the end of seventh grade. To be eligible the seventh grader must:

- Have a grade point average of 3.0 or higher by the end of 3rd quarter.
- Be involved in various school-related activities during seventh grade; these may include seventh grade activities as well as school activities (assemblies, Service Club, etc.).
- Show leadership ability in a positive way.
- Practice Christian social values.
- Have participated in fundraising or demonstrated support for the school in some identifiable manner.

**Math Club:** Each year Math Club is coached by an SMM teacher and volunteers. The team participates in competitions at the local, regional, and state levels.

**Robotics Club:** The Robotics Club is coached by the SMM Junior High Science teacher along with volunteers. The team participates in competitions in the Everett/Seattle area.

**Track:** Each spring students compete with neighboring parochial schools in a track meet at the Everett Memorial Stadium for grades four through eight and on our lower field for students in grades one through three.

**CYO Sports:** CYO is a Parish sports Program. Students participate in a variety of sports throughout the school year.

## **HOME PARTIES**

While home parties can be fun and build community, it is important that they be conducted with sensitivity. We ask that there be no parties where only a few children in a class are invited. We have no problem with parties where an entire class is invited or where all the boys or all the girls are given invitations. If only a small group will be invited, invitations must be sent outside of school.