



St. Mary Magdalen Catholic School Family Handbook 2025-2026

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.

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Message from the Principal

Dear Parents and Students,

Welcome to St. Mary Magdalen Catholic School. In choosing SMM, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Mary Magdalen Catholic School for the 2024-2025 school year.

The SMM Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Mary Magdalen Catholic School during the 2025-2026 school year.

The faculty and staff of SMM look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Dr. Bernadine Mahar, Ed.D
Principal

Directories

2025 -2026 SCHOOL FACULTY AND STAFF

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Paraprofessional	Vivian Valenzuela	vvalenzuela@stmarym.org

PARISH ADMINISTRATION

Pastoral Leader	Fr. Hans Olson	fathero@smmparish.org
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Business Manager	Rochelle Staley	rstaley@smmparish.org

SCHOOL COMMISSION MEMBERS

Legal	Brett Rendina
Finance	Dan Juhl
Chair/Marketing	Ashley Denk
Technology	Christian Mead
Parents Club	Andrew Morales
Teacher Representative	Nicole Martin
Teacher Representative	Houston Schmutz
Parish Representative	Rochelle Staley
Parish Finance Council	Mike Simmons
School Principal	Bernadine Maher
Parish Priest	Fr. Hans Olson
Student Representative(s)	8 th Grade Commissioners

SCHOOL PARENTS CLUB OFFICERS

President	Andrew Morales
Vice-President	Kasey Boson
Secretary	Sarah Joplin
Treasurer	Iwona Garbacz

smmparentsclub@stmarym.org

St. Mary Magdalen Information

SCHOOL LOCATION

St. Mary Magdalen Catholic School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is at 8615 7th Ave SE, Everett, WA 98208.

SCHOOL MISSION

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.

SCHOOL PHILOSOPHY

"We, the St. Mary Magdalen Parish School community, are committed to giving our students a firm academic and spiritual foundation rooted in Catholic, moral, and religious values. We acknowledge parents as the primary educators of their children. In partnership with them and in a faith filled environment, we foster a deepening of our students' spiritual development and assist them in their pursuit of academic excellence and success. Dedicated, talented teachers and staff model life-long learning by providing a well-rounded and stimulating curriculum. We value our role in preparing our students to live their Catholic faith as citizens in service to the broader world community."

HISTORY OF SCHOOL ST. MARY MAGDALEN CATHOLIC SCHOOL

St. Mary Magdalen's dynamic history began in 1960 when the Sisters of the Holy Names of Jesus and Mary agreed to staff our school. Our first principal, Sister M. Michael Francis, Superior, was joined by additional Sisters of the Holy Names of Jesus and Mary when the school year started on September 7, 1960.

That fall, St. Mary Magdalen Catholic School opened its doors to students in the first through fourth grades and chose "Irish" as the school's mascot. This was in honor of our first priest, Fr. William Lane, whose homeland was Ireland.

St. Mary Magdalen has grown over the years, adding portables in 1963 where sixth, seventh and eighth grade classes were held. In 1983 a new wing of the school was built to handle the extraordinary growth of our school, doubling its size. Kindergarten classes were added in 1987 and our preschool program started in 1999. Our sport court was enclosed to become a gym in January 2019. The summer of 2020 concluded with the remodel of our church.

While much has changed in 60 years, including the transition to a faculty and staff made up entirely of lay people, much has remained the same. We continue to offer an excellent education and remain faithful to the teachings and mission of our Catholic faith while also welcoming those who share other faiths. Today our diverse student body hails from all over Snohomish County and North King County.

St. Mary Magdalen students learn the teachings and traditions of our faith by participating in daily prayers, weekly masses, stations of the cross, May Crowning of Mary, sacramental preparation, opportunities for reconciliation, service projects, blessing of the animals, our Christmas program, and special observances on holy days. Our students are encouraged to be active participants in our faith practices and in loving service to others.

Today, St. Mary Magdalen school is thriving. The strong foundation built by the Sisters of the Holy Names of Jesus and Mary enables us to combine rigorous, 21st-century academics with a values-centered philosophy. From the first day of preschool through eighth grade graduation, we guide our students' success by helping them develop their unique strengths. A St. Mary Magdalen education transforms our students' futures and prepares them to transform our world!

Mission Statements

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE for CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

ST. MARY MAGDALEN PARISH

We are one community of faith united in our common Catholic beliefs, worship, and mission. We strive to grow in holiness and the love of Christ, embrace stewardship as a life of discipleship, and celebrate our cultural diversity. We welcome all who wish to share our faith and worship. United in the Gospel and the Universal Church we seek to grow in understanding of the Gospel in our lives, to express our unity through our Eucharistic worship, and to proclaim the presence of Jesus Christ to the world. We are a welcoming Catholic community called by God to live out the message of Christ in love and service to all people.

ST. MARY MAGDALEN CATHOLIC SCHOOL

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.

Notice of Non-Discriminatory Policy

St. Mary Magdalen Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered program. Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

Accreditation

WESTERN CATHOLIC EDUCATION ASSOCIATION

The teachers and staff of St. Mary Magdalen Catholic School have spent a great deal of time this academic year preparing for and undergoing our periodic accreditation process through the Western Catholic Educational Association (WCEA). This is an intensive process that we last underwent eight years ago. SMM now is fully accredited and will go through the accreditation protocol and process on a six-year cycle. We are currently accredited through 2029.

Covenants

COMMUNITY COVENANT

St. Mary Magdalen Catholic School community strives to be a covenant community. The teachers and staff at St. Mary Magdalen Catholic School are committed to work in partnership with all families, to live out the parent/student/teacher covenant, and to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each staff member at St. Mary Magdalen Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each faculty member further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Mary Magdalen Catholic School agree to:

- Be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- Be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship.
- Provide appropriate and challenging academic instruction.
- Embrace the diversity of their students and build bridges between all cultures.
- Set clear standards for behavior and be fair and consistent in discipline.

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Mary Magdalen Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- Behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- Respect all students and treat each one with care regardless of race, gender, or other differences.
- Obey all rules.
- Respect school property and the personal property of other students.
- Show proper manners and common courtesy.
- Assume responsibility for all their actions and not make excuses.
- Always do their classwork and homework without excuses or disrespect.

- Be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose St. Mary Magdalen Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Mary Magdalen Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore:

- I will be a Christian role model by regularly attending Sunday Mass. Catholics and share time, talent and treasure with the school and parish community.
- I will challenge my child to do his/her best every day.
- I will promote respectful behavior in my child by setting a good example in their own speech and behavior.
- I will show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- I will practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- I will follow the policies and procedures of the St. Mary Magdalen Catholic School Handbook.
- I will accept and embrace the diversity at St. Mary Magdalen Catholic School.
- I will respect the privacy of the faculty, staff, students, and their families.

Admission and Enrollment Policies

GENERAL INFORMATION

It is understood that St. Mary Magdalen Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Mary Magdalen Catholic School. St. Mary Magdalen Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance, or transfer to a Level 1 or 1B Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1B Catholic School in the Archdiocese of Seattle shall be

immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at St. Mary Magdalen Catholic School.
 - b. Students of families who are registered, supporting and active in St. Mary Magdalen Parish. The family must be in good standing regarding participation in and financial support of the parish to receive consideration for in-parish tuition, if offered.
 - c. Students of families who are registered in and supporting other Catholic parishes with priority given to parish-subsidized families.
 - d. Baptized Catholics who are not covered by the above qualifications.
 - e. Non-Catholic students.
 - f. When the applicants are equal, the following will be taken into consideration:
 - i. Longevity in the St. Mary Magdalen Parish
 - ii. Children/siblings of alumni of St. Mary Magdalen School
 - iii. Grandchildren of long-time parishioners
 - iv. Results of any interviews deemed necessary by the principal.
 - g. As in all school policies, the final decision is made by the Principal and Pastoral leaders of St. Mary Magdalen Catholic School.
2. St. Mary Magdalen Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely because of the disability.
3. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
4. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school can meet the needs of the individual student are also required.
5. Final acceptance will be submitted in writing to all new families admitted for the following school year.
6. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31st immediately preceding the school year for which the student seeks to enroll.
7. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
8. All new students are accepted on a probationary basis. (Please refer to the policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
9. Registration will begin each year during Catholic Schools' Week at the end of January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Mary Magdalen Catholic School must have complete legal documentation required by the United States government to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Mary Magdalen Catholic School shall decide as to whether it can provide an appropriate education for that child considering the school's resources and staff/support capacity. Each child will be considered individually. St. Mary Magdalen School will consider:

1. The severity and degree of disability.
2. The level of support needed from special services and any special equipment or related services the student may require.
3. The school's resources, such as available support personnel, class size, and accessibility of school facilities.
4. The accommodation, if there is any necessary, and the school's ability to provide that accommodation.
5. The child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan, and
6. Any other considerations that may apply to the situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Mary Magdalen Catholic school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Mary Magdalen Catholic school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Mary Magdalen Catholic School will not discriminate against otherwise qualified individuals based on disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Mary Magdalen Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming

long-term educational plan for the student. A modified plan would be created to match each student's needs with ongoing communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the principal.**

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return The Intent to Return Form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After reviewing the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and in accordance with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Mary Magdalen Catholic School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records are released.
3. Student records will be sent at the request of the student's new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Mary Magdalen Catholic School enters covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. For St. Mary Magdalen Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full. There are no refunds for tuition or fees. Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Rights of the School and Relationships

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or videos. A parent who doesn't wish his/her child's picture to be used must acknowledge the Photo Permissions with a No on the Emergency Contact form completed and signed prior to the start of the school year.

USE OF SCHOOL/PARISH GROUNDS

St. Mary Magdalen Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

St. Mary Magdalen Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Mary Magdalen Catholic School may require parents to withdraw their children and sever their relationship with the school.

TUITION

1. The Principal and Pastoral Leader, in consultation with the School Commission, is responsible for setting the non-refundable tuition rates and fees.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

1. In-Parish Tuition Qualifications

- One or both parents or guardians must be Catholic.
- The family has an annual Sacrificial Giving Pledge Card on file with the Parish and contributes regularly.
 - Click [HERE](#) to complete the St. Mary Magdalen Parish pledge card online
 - Click [HERE](#) to complete the St. John Mission pledge card online
- Mass attendance at St. Mary Magdalen Parish or St. John Mission is part of the family's life.
- The family is exclusively registered at St. Mary Magdalen Parish or St. John Mission, and this parish is listed as their primary parish with the Seattle Archdiocese.
 - Click [HERE](#) to register as a member of the Parish

- If you are a current registered member of St. Mary Magdalen Parish/St. John Mission, to check or verify if you are registered or inactive at another parish, please email [Dr. Bernadine Mahar](mailto:Dr.BernadineMahar@stmarym.org) at [bmahar@stmarym.org](mailto:Dr.BernadineMahar@stmarym.org)
- 2. Non-Parishioner Tuition Rate
 - a. Any student who is not a parishioner at St. Mary Magdalen Parish is charged the Non-Parishioner Tuition Rate.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due through FACTS Management on the agreed payment schedule.
- B. Tuition payments are considered past due after 10 days. A late fee will be added in accordance with the FACTS enrollment contract.
- C. If no satisfactory resolution is made for late accounts, the family will be asked to withdraw from the school. The decision is left to the discretion of the principal and/or pastor.
- D. When families leave the school and owe tuition and fees, a payment plan must be on file with the business office. Report cards and other school records will not be released if accounts are not up to date. Failure to make the account current or establish a payment plan within 30 days of the exit date may result in the account being turned over to collections. See *Guidelines for Handling Delinquent Accounts Addendum* at the end of this handbook.
- E. Please refer to the St. Mary Magdalen Catholic School Enrollment Contract and FACTS agreement for further details.
- F. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. Additionally, families who have past due tuition are not eligible for tuition assistance.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Mary Magdalen Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the Enrollment Contract will be held financially responsible for all obligations. Any changes to the Enrollment Contract must occur in writing and have the principal's approval.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family

must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

St. Mary Magdalen Catholic School Financial Aid

Local financial assistance can be requested by any current school family. However, families must be a parishioner in good standing and have applied for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request a Financial Hardship Form (online as well) for St. Mary Magdalen Catholic School Financial Aid. The confidential form is processed by the principal and the In-House Tuition Assistance Committees. Awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Mary Magdalen Catholic School IHTA. Any special circumstances will be handled confidentially by the principal and pastoral leader. Families will receive notification from the principal regarding their tuition assistance award.

Financial Hardship

Life status changes occur, and St. Mary Magdalen Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit an emergency scholarship request in writing. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$265.00 registration fee per family to secure the student's placement at St. Mary Magdalen Catholic School. All registration fees are non-refundable. This registration fee is due with the St. Mary Magdalen Catholic School New Student Registration Application which has an application of \$40.00.

Re-Registration Fees:

Re-registration is held each year for families currently enrolled at St. Mary Magdalen Catholic School. The registration process is complete when the school has received:

1. Registration fee paid in March of the current academic year for the subsequent year.

Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Book fees- the cost of textbooks and consumable workbooks
2. Technology fees- the cost of updating hardware and/or licensing fees licensing.
3. Eighth Grade Graduation Fee—This covers the cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies.
4. 5th Grade Camp Fee—For full details please refer to 5th Grade Camp Policy.
5. 8th Grade Nature Bridge
6. Parents Club dues

FUNDRAISING OBLIGATIONS

Each school family will be required to volunteer, participate in SCRIP, and sell or buy out raffle tickets. All fundraising obligations must be fulfilled between May 15, 2025, and May 16, 2026. Proceeds from fundraising are not transferable to other families. Obligations are not tax

deductible. After May 16, 2026, any unfulfilled fundraising obligations will be charged to your FACTS account no later than June 1st.

VOLUNTEER SERVICE HOUR OBLIGATION

Each family must serve 30 approved service hours each school year - no more than 15 can be dedicated to the parish. Service hours are worked from May 15, 2025, to May 16, 2026. Hours and/or proceeds - each hour is equivalent to \$20.00 (\$600 annually) - from volunteering are not transferable to other families or other contract obligations.

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement for each K-through 8 family is 30 hours and 15 hours per preschool only family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$20.00 per hour due June 1st.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are required to regularly document their hours on the parent portal via our website (www.stmarym.org). A quarterly report of recorded hours is automatically emailed to all families from our website.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, recess duty, working in the classroom, working at the volunteer project table, take home projects, St. Mary Magdalen Catholic School auction, SCRIP program, gardening around the grounds, ministers for the masses, driving and chaperoning on field trips, attending the monthly Parent Club Organization meetings and MORE!

SCRIP

1. One fundraiser at St. Mary Magdalen Catholic School is the selling of SCRIP or gift/cash cards. The **rebate** received from the purchase of each card is credited to the family's SCRIP fundraising obligation of \$400.00. Families have the option to 'buy out' their SCRIP obligation for \$400 or add the derivative to their payment plan. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP Chairperson. Weekly SCRIP hours for pick up are scheduled annually by the SCRIP Chair. Families unable to pick up during scheduled hours may contact SCRIP (scrip@stmarym.org) to schedule alternate arrangements. Any rebates received over the \$400.00 obligation may be used to reduce the Volunteer hours or Raffle obligation in \$20.00 increments.
2. A family whose last child is a graduating 8th grader and who is attending a Catholic high school may forward any SCRIP profits to the Catholic high school your student has selected to attend. These profits will be sent as scholarship funds in your child's name. For the profits to be sent, a letter of designation to the selected Catholic high school must be sent to the St. Mary Magdalen Catholic School bookkeeper by June 1st.
3. A family whose last child is a graduating 8th grader and is not attending a Catholic high school may apply any SCRIP profits back to St. Mary Magdalen Catholic School or can designate a current St. Mary Magdalen Catholic School family to help with their tuition costs. For the profits to be designated to a current St. Mary Magdalen Catholic School family, a letter of designation must be sent to the St. Mary Magdalen Catholic School bookkeeper by August 1st.
4. SCRIP profits from anyone else who purchases SCRIP and not a current St. Mary Magdalen Catholic School family may go to St. Mary Magdalen Catholic School which

can be designated for a particular family or for the general fund. Please see the bookkeeper for additional details. Any designations not listed must have approval by the principal and pastoral leader.

Raffle Tickets

Each family has an annual \$500.00 Raffle fundraising obligation - 25 tickets at \$20.00 per ticket. Families have the option to 'buy out' their Raffle obligation for \$500.00 or add the derivative to their payment plan. Any Raffle tickets sold more than the 25-ticket requirement may be used to reduce a family's SCRIP or Volunteer obligation by \$20.00 a ticket.

Auction

The St. Mary Magdalen Catholic School auction is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school. The Advancement Staff and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Families donate, "procure," items for the auction. Funds raised by the auction are designated to an annual "Fund A Need" along with operational costs to close the gap between tuition and the cost of educating a child.

Fun Run

St. Mary Magdalen Catholic School hosts an annual fun run each fall, usually within the first month of school. Its' purpose is to build community, teamwork, and school spirit as we begin a new year together. Classes participate as a team, setting individual and classroom goals to help raise funds each year to bridge the gap between the cost of tuition and the operational expenses of running a school each year. The fun run starts with a kick-off meeting the week prior, allowing time for students and faculty to raise funds through sponsorship from family, friends, and others. The Fun Run wraps up on the final day with the run: students and staff celebrate their successes and parents are invited to cheer on the kids. Go Irish!

Academic Policies

St. Mary Magdalen Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Mary Magdalen Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Mary Magdalen Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and St. Mary Magdalen Catholic School's Student Learning Expectations, so that it meets or exceeds current national and state standards. St. Mary Magdalen Catholic School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available on the St. Mary Magdalen Catholic School website and/or school office.

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

The instructional program at St. Mary Magdalen Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Mary Magdalen Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Wednesday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered as integral members of the student body, expected, and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive it are available to students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Catechetical Formation in Chaste Living - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): "Catechetical Formation in Chaste Living". Family life is taught in 5th grade.

Community Service - Each student and class participate in Christian service activities.

ACRE (Assessment of Catholic Religious Education) Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE level assessment used in the school.

Mass - St. Mary Magdalen Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist, as well as Holy Days of Obligation. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

ACADEMIC SUBJECTS

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. Differentiation is provided when needed whether remedial or acceleration. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

Social Sciences/History - In social studies, PreK through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th grade the focus is world history.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Music – Music education is aligned with the Washington State standards. The music program is structured as a vertically coherent curriculum, with students learning basic music skills that transfer and build from one grade level to the next. Students work on rhythmic skills, hand-eye coordination, melodic singing, and note reading. The 3rd grade curriculum includes a xylophone unit, the 4th grade curriculum includes a recorder unit, and the 5th grade curriculum includes a ukulele unit. The 6th, 7th, and 8th grade curriculums are discussion and presentation based, with students demonstrating their musical comprehension and skills both independently and in small groups.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, team activities, and physical activities.

Technology - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Mary Magdalen Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each

year for the use of all St. Mary Magdalen Catholic School electronic devices. Any damage to an electronic device through improper use will be the responsibility of the student and their parents. Internet access is available to students for educational purposes only. St. Mary Magdalen Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – Each kindergarten through 5th grade class visits the school library once per week. Sixth through 8th grade students have Info Tech once a week for 1 trimester. Kindergarten through 8th grade students check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting, and evaluating both paper and electronic resources, and extracting information from those resources.

Foreign Language - Grade five is taught Spanish weekly while 6th through 8th are taught Spanish twice weekly.

Art - Art instruction takes place in PreK through 5th grade and is connected to subject areas, liturgical seasons, and holidays, and is facilitated by the classroom teacher.

Personal Safety - St. Mary Magdalen Catholic School uses an Archdiocesan required safety program in PreK through 8th grade (Circle of Grace). Our guidance curriculum addresses personal safety as well.

ASSESSMENT

St. Mary Magdalen Catholic School teachers use a variety of methods, formative and summative, and myriad types of assessments to monitor and ensure students are learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, including portfolios, written tests, oral tests, performance tasks, classroom-based assessments, and projects. Report cards are sent home three times a year. Parents and students in grades 4 - 8 have access to the online gradebook, PowerSchool. Students utilize Academic Coaching in grades 6 - 8 to stay on track with coursework along with challenge opportunities. Students in grades 1 through 8 take the Measures of Academic Progress (**MAP**) assessment. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

The mission of the St. Mary Magdalen Catholic School Library program is to empower students to be lifelong enthusiastic readers and learners, critical thinkers, skillful researchers, effective and ethical users, and architects of innovative ideas and information to become productive citizens in a global society.

Philosophy Statement

The school library staff are committed to providing highly responsive service to the entire school community. The staff strive to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, topical, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquire, organize, and provide a wide variety of children's literature. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Statement

It is a privilege for students to use this facility and its materials. With this privilege come the following responsibilities:

- **Students are responsible for knowing what books they have checked out and for knowing where those books are.**
- **Students are responsible for taking proper care of library books and for returning them on time.**
- **Students are responsible for learning and always demonstrating proper library etiquette to maintain a quiet, studious atmosphere.**

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder for the student and his/her parents to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a \$15.00 fine will be incurred.

Damaged Library Books: Students whose books are returned damaged beyond “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Donations of used books, paperback books, or books that do not appear on the Wish List are welcomed and appreciated. The library staff will choose to add them to the library or use them for other purposes depending on the current need.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They 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.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Mary Magdalen Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Mary Magdalen Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Carpools are the preferred transportation method to be used for any field trip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old.

2. The driver must submit a background check and show no felony, DUI, or reckless driving convictions.
3. The vehicle must be insured by the driver for the minimum limits required by the archdiocese's insurance company.
4. Effective January 1, 2020:
 - children under age 2 must be properly secured in a rear-facing car seat,
 - Children aged 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children aged 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children who are not enrolled in the school shall not be accompanied in the class field trip.

OUTDOOR EDUCATION

The Outdoor Education Program at Camp Hamilton is a part of the 5th grade curriculum and Nature Bridge is part of the 8th grade curriculum at St. Mary Magdalen Catholic School. Attendance and participation in camp and camp activities are mandatory. **They are not optional programs as they reflect directly upon the expectations and grades and encompass every subject.** Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively.

Payment for these important educational experiences is the responsibility of the parents of 5th and 8th grade children. Payment for camp must be paid to St. Mary Magdalen Catholic School in full before a student is allowed to attend camp.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in 8th grade will be required to perform 30 hours of community service per year. Fifteen of the 30 service hours need to be completed through Corporal Works of Mercy. Seventh graders must complete 15 service hours per year. Service gives one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. The students will record their hours and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third trimester.

HOMEWORK

The St. Mary Magdalen Catholic School faculty is committed to assigning homework that is authentic, relevant, and relates to the learning concepts that are taught in the classroom.

Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with a few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes is also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Preschool 4 yr. old

Homework assigned to Pre-4 students is under the discretion of the Pre-4 teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 - 30 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 40 - 50 minutes.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average daily homework assignment length is about one hour to one and a half hours.

Additional Homework Notes

- Students in 3rd – 8th grade are responsible for writing down their homework for each class in the assignment planner they receive in September.
- If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
- Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
- Middle school students (Grades 6th–8th) may periodically expect homework on the weekends, and it may be advantageous to complete assignments outside of the school week.

Late Work

Assignments will only be accepted for up to two weeks. Seventy-five percent (75%) can be earned if the assignment is turned in within two weeks. All assignments will be given a zero if turned in after two weeks.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the students to arrange all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day. The above Late Work policy does not affect absent make-up work. You will not be given an extension beyond days given to make up for absence.

GRADING

Students in the primary grades (K-3) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 4-8 are assessed on a hybrid-letter grade system aligned with their academic standards. Students' effort and personal development are also assessed. Students in grades 5-8 will be assessed via two categories: assessments (Tests/Quizzes/Projects) and non-assessments (classwork/homework). Assessments will be weighted 70% and non-assessments will be weighted 30% of their overall grade. **PowerSchool will be updated every two weeks at minimum.**

GRADING SCALE FOR GRADES K - 3:

- 4 Exceeding Standard (area of excellence)
- 3+ Beyond Standard (area of competence)
- 3 Meeting Standard (area of competence)
- 2+ Progression Toward Standard (area of development)
- 2 Progression Toward Standard (area of development)
- 1 Not Progressing Toward Standard (area of concern)
- NE Not Evaluated during this evaluation period.

GRADING SCALE FOR GRADES 4 - 8:

A	95 – 100%	C	75 – 77%	
A-	90 – 94%	C-	70 – 74%	3 = Always Meets Standard
B+	88 – 89%	D+	68 – 69%	2.5 = Often Meets Standard
B	85 – 87%	D	65 – 67%	2 = Sometimes Meet Standard
B-	80 – 84%	D-	60 – 64%	1 = Seldom Meets Standard
C+	78 – 79%	F	Below 59%	

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

HONORS FOR GRADES 6-8

Students that receive a 3.75 – 4.00 GPA at the end of each trimester will receive First Honors. Students that receive a 3.50 – 3.74 GPA at the end of each trimester will receive Second Honors.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are assessment tools used to measure a

student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading period. These conferences provide an up-to-date and personal evaluation of the students' work and progress and discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed about school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Pre-4 and Kindergarten students is up to their teachers. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher, parents must be notified by February conferences. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Mary Magdalen Catholic School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Mary Magdalen Catholic School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student are the sole responsibility of the principal.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Mary Magdalen School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The

student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject if they are not responsible for teaching them. Class time may not be used for any private lessons or practices.

Discipline and Behavioral Problems

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults, and children, are encouraged and supported in their growth toward fullness in the person of Christ. To make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and the building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

Purpose of discipline at St. Mary Magdalen School

- To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
- To provide an opportunity for the student to practice Christian ideals and attitudes.
- To assist students in the development of self-discipline, courtesy, and respect.
- To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
- To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

- We respect self and others.
- We respect and care for school and private property.
- We observe playground boundaries, lunchroom, library, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Mary Magdalen Catholic School. All school personnel exercise pastoral leadership care in a student's discipline and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that everyone be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Philosophy

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure that each student has the

maximum opportunity to learn in a positive atmosphere and safe environment. The following are in addition to the rules covered in the St. Mary Magdalen Catholic School Handbook.

Basic school-wide rules:

1. Students must always comply with every faculty and staff directive.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

Conduct of students that interferes with the climate should be kept at an absolute minimum as determined by the classroom teacher. Students must comply with rules established for the school's governing.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Time-Out

After classroom warnings have been given, the student may receive a time-out in another classroom (via a prearranged agreement between teachers). Students are to enter the assigned classroom in absolute silence, sit as directed, and continue working on the assignments they were sent with.

Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the students and the students' parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

Detention for Grades 5-8

A student gives up their lunch recess to do service under supervision of a certificated staff member. Five detentions will result in a family meeting with the principal.

Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for repeated disregarding the general good of the school.

A student may be removed from the school building for a period (not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Mary Magdalen Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARASSMENT/BULLYING

St. Mary Magdalen School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Mary Magdalen Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Mary Magdalen Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Mary Magdalen Catholic School will review and investigate such matters in a professional and timely manner.

1. St. Mary Magdalen Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Mary Magdalen Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of conflict often lead to arguments; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity,

genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- A. Physically harms a student or damages the student's property.
- B. It has the effect of interfering with a student's education.
- C. It is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- D. Or has the effect of substantially disrupting the orderly operation of the school and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes harassment involving derogatory comments, jokes, or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes harassment involving derogatory, demeaning, or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images, and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - That conduct or communication has the purpose or effect of interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **This behavior is repeated over time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and investigate the allegation. Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended, or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, people found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VIOLENT BEHAVIORS

St. Mary Magdalen Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in many ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, which is detrimental to the school's reputation.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students at St. Mary Magdalen Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how

they obtained the drug or alcohol.

2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. To return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension and loss of daily privileges. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gangs are defined as any ongoing organization, association, or group of three or more people, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal/gang-like activity shall not be tolerated on school/parish grounds or at any school/parish -sponsored activity. Students should not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary actions as deemed appropriate by the principal.

Cheating

St. Mary Magdalen Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. Leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so.
2. Writing answers on desktops, clothing, or on hands, legs, arms, and other parts of the body
3. Looking at another test paper
4. Copying another student's assignment and/or homework
5. Talking with another student during a test period

6. Writing down answers copied from others when tests are handed in.
7. Talking with students from previous class periods to get test information
8. Using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz, or test
9. Handing in a paper for credit which has already been graded in another class, without the approval of the teacher.

It is against the rules to willfully create disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly disrupt the classroom's learning environment.

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Gambling on school/parish grounds is illegal and not allowed.

Hazing in any form or of any type is not allowed at St. Mary Magdalen Catholic School and can result in suspension or expulsion from school.

Any student who is insubordinate or defies the authority of any school personnel or parent who is volunteering is subject to disciplinary consequences.

Any St. Mary Magdalen Catholic School student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions. Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material will be reduced in grades and disciplinary consequences.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all the property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is the cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from

damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students who are caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

St. Mary Magdalen Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280.

Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate, or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate, or coerce will be treated as a real weapon.

Any fireworks or explosive (including M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items. Any weapon will be confiscated and disposed of appropriately as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively

for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.

3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right to appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

School Policies

DAILY SCHEDULE

School begins promptly at 8:15 am each day and finishes at 3:00 pm on Monday, Tuesday, Thursday, and Friday and 2:00 pm on Wednesday. Children may arrive prior to 8:15 am if they are participating in school activities. Children should not come to school before 8:00 am as there is no supervision before then. Children arriving before 8:00 am or staying past 3:15 pm and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is available on the school's website no later than June 30th. The monthly calendar is also posted on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email, newsletter and through the school's website.

ATTENDANCE

Absences

St. Mary Magdalen Catholic School hours are from 8:15 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by either phoning the school office 425-353-7559, email, or complete the tardy absence form on the school's website before 8:45 AM. If there is no contact from the parents, the school will call or email for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days (two weeks) in a trimester, a parent conference will occur, and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration. Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided with an opportunity to do make-up work. Failure to make up assignments or tests may adversely affect grades.

Tardiness

The school day starts at 8:15 am and a student is considered tardy if he/she is not in his/her classroom at 8:20 am. All students arriving after 8:20 am must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at St. Mary Magdalen Catholic School. The classroom interaction between students and teacher, and more formal instruction, is important and cannot be replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are discouraged. The school calendar is published in advance of the following school year for planning purposes. Please refer to the school calendar prior to planning family vacations and arranging trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. Mary Magdalen Catholic School website, flash alert, KOMO and KING websites and local TV channels, Facebook, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please check for text messages and listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for St. Mary Magdalen Catholic School. Please do not send students to school until it is confirmed that the school is open. If a late arrival is called, there is no before school care or morning preschool. If the weather becomes hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time due to inclement weather and school cancellation will be made up at the principal's discretion.

UNIFORMS

Policy

St. Mary Magdalen Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in students being sent to the office during homeroom to call home for appropriate uniform apparel or provided uniform apparel from the used uniform surplus.

Where to Purchase

New uniforms are available through [Lands' End](#). Used uniforms are available for purchase through the St. Mary Magdalen Catholic School Parents Club.

Expectations

Parents are expected to help children keep the school uniform policy. At St. Mary Magdalen Catholic School, we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure, and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.
7. If students do not follow the dress code, they will receive a detention. Additional infractions will result in progressive disciplinary actions as noted in Discipline Regulations.

Student Uniform Policy:

DAILY ATTIRE

- **Tops** – Short-sleeved white blouses with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button/long sleeved button in the front with collar. All blouses and shirts must be tucked into the waistband. NO logos except SMM logo, trim or crests are permitted.
- **Jumpers, Skirts, and Skorts** – Girls in PreK - 8 wear the Douglas plaid jumper, skort, or skirt. These are available through [Lands' End](#). They must be clean, neat, modest, and fit appropriately. Shorts should be worn under the jumper and skirt but may not be visible. Leggings or footless tights in black, navy blue, and forest green may be worn with the uniform – the leggings must go to the ankle.
- **Pants** - Students in grades PreK - 8 wear plain navy-blue cotton twill long pants. Uniform pants are available through [Lands' End](#). Pants must be ankle length, straight legged, and hemmed to shoe tops. Pants must be neat, clean, and fit appropriately.
- **Shorts** – Students may wear Bermuda style shorts in plain navy blue cotton twill. They must be clean, neat, and fit appropriately.
- **Shoes** – Acceptable shoes are sneakers (PE shoes), slip on shoes with an enclosed back, and ankle lace up shoes. Sneakers without black soles should be worn for PE day. **NO**

slip-on boots, above the ankle boots, OR open-toed shoes. (i.e., UGGS/rainboots/similar designs and styles, crocs).

- **Socks** – Socks are to be solid colors that coordinate with the uniform: black, white, navy, brown, gray, or dark green. Girls may wear knee-highs, anklets, or approved color (listed above) tights.
- **SMM Sweaters, Vests, Sweatshirts or Spirit Wear** – All should be neat, clean, and fit appropriately.

CHURCH ATTIRE

- **Full uniform is expected on the days the students go to the church for mass or other occasions.**
- **Full uniform** - skort, skirt, jumper, pants, shorts, white appropriate top, sweater vest or cardigan sweater. Jumpers do not need a sweater or vest for church. Spirit wear and sweatshirts are NOT church attire.
- Boots above the ankle whether slip on or lace up AND conspicuous to the point of distraction (i.e., bright neon colors, crazy designs, etc.) are not appropriate church attire.

FIRST FRIDAY AND PEACE DAYS

Every first Friday of the month, the students are allowed to wear Be Irish Spirit Wear t-shirts and sweatshirts. In addition, the school will announce Be Irish Pep Assembly days where students are allowed to wear Be Irish Spirit Wear attire. Every fourth Tuesday of the month, students can wear Peace Day t-shirts and sweatshirts.

- **First Friday acceptable attire includes Be Irish t-shirts and hoodies or any of our Irish Spirit Wear.**
- **Peace Days acceptable attire includes Peace Day t-shirts or hoodies.**
- No holes, tears, or rips on any clothes.
- **Girls** – Jeans, shorts, skirts, fitted joggers/athletic sweatpants, and leggings; conspicuous to the point of distraction (i.e., bright neon colors, crazy designs, etc.). All are clean, neat, modest, and fit appropriately.
- **Boys** – Jeans, shorts, fitted joggers/athletic sweatpants, or shorts; conspicuous to the point of distraction (i.e., bright neon colors, crazy designs, etc.). All are neat, clean, modest, and fit appropriately.

APPEARANCE

Make-Up - Female students, whose parents allow them to wear makeup, shall wear it lightly and tastefully.

Hair - Hair must be neat, clean, and well groomed. Nonnatural hair colors are unacceptable.

Guideline for boys - Hair must be neat, clean, and well groomed. Boys must be clean-shaven.

Jewelry - Should be simple, not distracting, dangling or overly large. No jewelry should be worn,

which would impact on the students' safety. Wristbands that promote charity or health awareness are fine if they are appropriate.

Miscellaneous - No facial piercing of any kind is allowed. No visible or body tattoos are allowed. Catholic Youth Organization (CYO) or Scouting uniforms may be worn to school on days of meetings.

LOST AND FOUND

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the school's property, confidential and require a written release. Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99. Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, St. Mary Magdalen Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Record transfer is made when the receiving school requests an authorized request. All

records are mailed. All tuition and other fees must be paid in full prior to transfer.

6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Mary Magdalen Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, to ensure their children's safety.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Mary Magdalen Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want to change and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Mary Magdalen School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if they need to review an education record to fulfill their professional responsibility. Upon request, St. Mary Magdalen Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged

failures by St. Mary Magdalen Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right to access information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the custodial parent's responsibility to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status, the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any changes to the tuition contract must be made in writing and have the principal's approval.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students surrender their cell phone to their homeroom teacher upon arrival at school. They will retrieve it at the end of the day. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited unless given explicit permission by school staff.
2. Using cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The School Office is open from 8:00 AM to 3:30 PM; on Wednesdays from 8:00 AM to 2:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e., iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test will be considered and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Mary Magdalen Catholic School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a monthly paper communication envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school, and parish flyers, CYO forms, and other materials may be sent via email to every family each week on Thursday and in the first Thursday of the month communication envelope. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters. Staff are expected to answer communication within two business days.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult

the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with them and the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic

Whether occurring within or outside of St. Mary Magdalen Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Emails

St. Mary Magdalen Catholic School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Mary Magdalen Catholic School students and their parents must adhere to and sign the St. Mary Magdalen Catholic School Student Computer and Internet Agreement.

HEALTH CARE

Medication

St. Mary Magdalen Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Mary Magdalen Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Mary Magdalen Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location allowing prompt response in an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e., an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parents or guardian, and identification of staff members who may administer the medication.
2. Students needing an inhaler may carry one on their person once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services.

Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialogue with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours (about 2 days) of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS determines the severity and follow-up, depending on the information available at the time and any previous case record. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health

Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than

forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Every student shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Mary Magdalen Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Mary Magdalen Catholic School website, Constant Contact, Instagram, Facebook, Twitter, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all the children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to reach at least easily and quickly one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child is not returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concern will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student suspected of having a concussion based on the student's disclosure, observed or reported symptoms, will be removed from activities and observed until a medical provider completes an evaluation.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during drills.

Earthquakes

Instructions on what to do during an earthquake:

1. Remain calm and think through the consequences of any action you take.
2. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
3. If in a **CLASSROOM or PARISH HALL** you should: Get under desks or tables and begin counting, "One St. Mary Magdalen, Two St. Mary Magdalen, etc. up to sixty. Face away

from windows.

4. **DROP** - Crouch on knees, close to ground. **COVER** - Place head close to knees. **HOLD** - Clasp hands firmly behind the neck. Close eyes tightly.
5. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
6. If in **PARTH HALL** or **ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
7. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position (crouched down).
8. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until the "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.

Specific considerations in the case of earthquakes/emergencies:

1. Teachers must stay with their class and stay at school to assist until the principal has given permission to leave the grounds.
2. Downed power lines or objects touched by the downed power line/wires should never be touched. **ALL WIRES SHOULD BE TREATED AS LIVE.**
3. If possible, any spilled medicines, drugs, chemicals, and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
4. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
5. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs are met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
6. Do not spread rumors. They often do great harm following emergencies.
7. Keep the streets clear for passage of emergency vehicles if necessary.
8. Be prepared for additional earthquake shocks called "**AFTERSHOCKS**." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
9. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
10. Cooperate fully with Public Safety officials.

Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in an emergency. Lockdown procedures are not meant to scare the community but to

empower all members to use safety precautions.

SAFETY AT SCHOOL

St. Mary Magdalen Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Mary Magdalen Catholic School.

Drop-Off and Pick-Up Safety

GENERAL RULES

DO NOT park or get out of your car while in the drop-off/pick-up lines. For everyone's safety, only cross at designated crosswalks. Crossing guards are typically stationed for assistance. If parking to pick up your student, arrive 10 minutes early. If you need to talk to your student's teacher, please park in a parking space.

DROP OFF IN LOWER PARKING LOT

Drop off your student(s) in the lower parking lot. Pull in from 9th Avenue and drive all the way up to the cone/sign. Have your student prepared to get out of the car on the right side of the vehicle so the student does not have to cross between cars. **DO NOT** get out of your car in the drop off line. If your child needs assistance to get out of the car, park your car in a parking space.

LOWER PARKING LOT PICK UP

Pick up your students by pulling in from 9th Avenue (be kind, let in other cars that are looping the parking lot). If your student needs help getting in the car, park your car in a parking space. **DO NOT** park and get out of your car while in the pick-up line. Keep the flow of cars moving. If your student is not out when you arrive, please loop around the parking lot, or park your car in a parking space.

UPPER PARKING LOT PICK UP

Pick up your students by pulling in from 7th Avenue. Drive all the way to the last row before turning. Keep the flow of cars moving. If your student is not out when you arrive, please loop around the parking lot, or park your car. When leaving, **turn right** onto 7th Avenue. **Students in 7th and 8th grade may WALK to their cars – however, parents/adults, please make a visual connection with a school adult for safety purposes. Students are expected to tell the school adults that they are leaving.**

PICK UP UPDATES

*Lower Lot - Enter and exit on 9th Ave

***If you are a parent that has multiple students in our building, pick up students in the lower lot; unless all the siblings are in grades 4-8, then pick up is in the upper lot.**

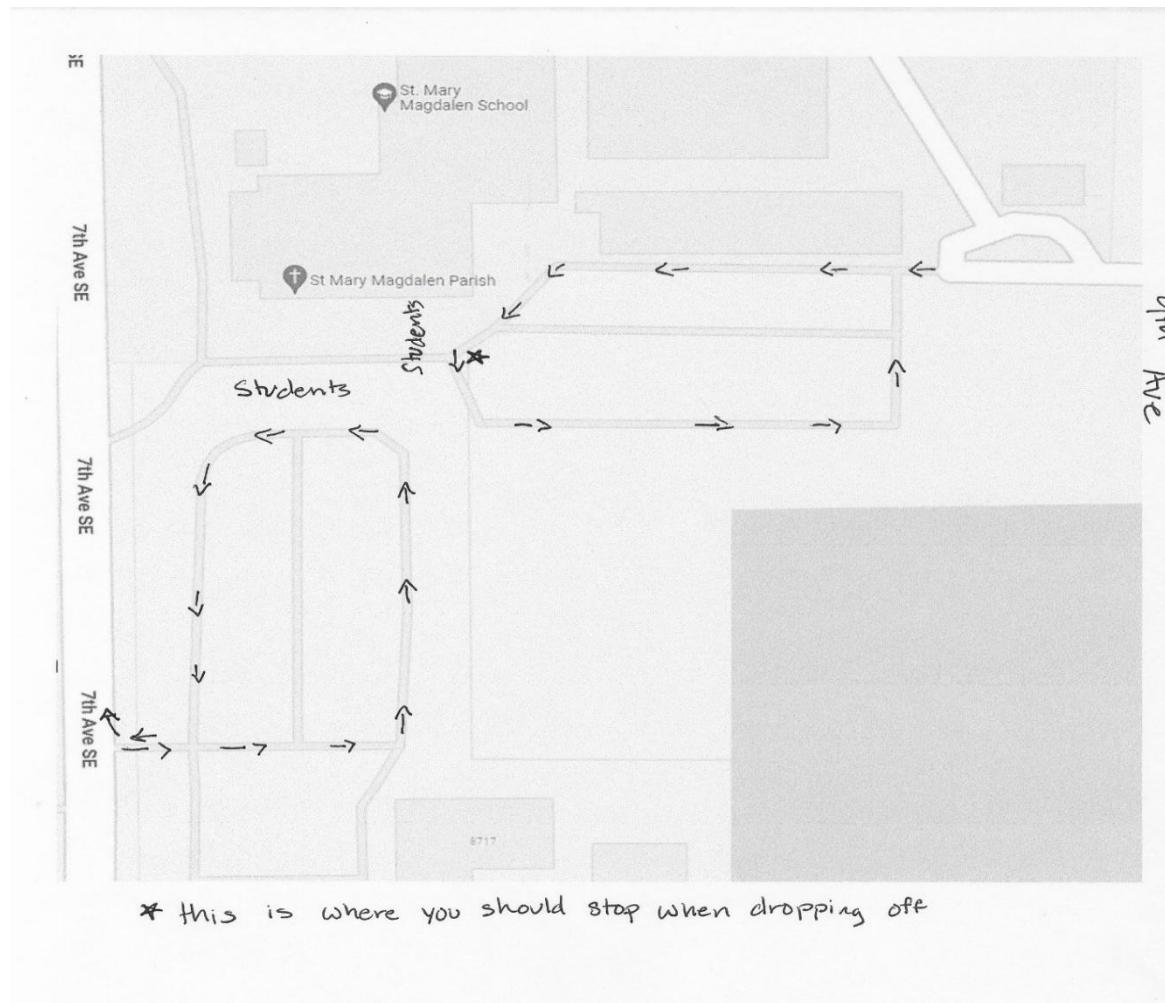
*Pre-K students will line up along the side of the portable with their teacher. Preschool students must be signed out by a parent.

***Pre-K, K, 1, 2, 3 + older siblings (4-8)** Parents may drive up and students will be loaded into the car (this is the preferred and safest option). If you arrive early, parents may park in the lower

lot. We kindly ask that you wait in your car until the students are lined up behind the cones. If you walk up, please be respectful of the staff helping you with pick up. It's all about student safety!

***Upper Lot - Enter and exit on 7th Ave**

***Students in grades 4, 5, 6, 7, 8** Parents may drive up and students will be loaded into the car (this is the preferred and safest option). If you arrive early, you may park in the upper lot. If you walk up, please be respectful of the staff helping you with pick up. It's all about student safety!



Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Touching Safety

The Circle of Grace program provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the archdiocese; however, if

you would choose to have your child opt out of the program, you must sign the *Circle of Grace Opt Out Form™*, available from the classroom teacher.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Money should be sent to the office to be held in a safe. Children should not bring money to school unless necessary.

EXTENSION

St. Mary Magdalen Catholic School offers a before and after school program, referred to as Extension. This program is in the JPII portable.

The primary focus of Extension is to provide onsite supervised care for St. Mary Magdalen Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

There is a separate charge for students attending the St. Mary Magdalen Catholic School Extension program.

Extension is open in the morning from 6:45 am and in the afternoon from 3:15 to 6:00 pm Monday, Tuesday, Thursday, and Friday; 2:15 to 6:00 pm Wednesday.

- Parents must sign in their student(s) in the morning session of Extension.
- For the afternoon session, the Extension staff will sign in with students. Parents must sign out their child when picking up for the afternoon session.

Students are expected to treat each other and all Extension staff with respect. This program is an extension of the school day, and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal.

A copy of the student's emergency form is kept on file in Extension. If you send someone new to pick up your student, please notify us either in writing that morning, or by phone directly to Extension.

Extension is available during designated early dismissal days. No Extension is available when students are not in attendance.

Fees

Extended Care bills monthly. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current report cards and records may be withheld. Extension is \$12.00 per hour and calculated to the quarter hour.

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines

may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it. No cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

RELEASE OF STUDENTS

Release of Students to Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Mary Magdalen Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Mary Magdalen Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students to Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If, in the administration's opinion, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through St.

Mary Magdalen Catholic School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are asked to keep them closed and not to open them to anyone.

Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging classroom parties with the teacher.
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring cakes or other types of treats that take more time and need utensils. Birthday treats are served at lunch time under the guidance of teacher/principal and/or administrative assistant. Adhere to all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult the directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up

children from the carpool for parties where the whole class is not included.

The principal, at least a week before the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Mary Magdalen Catholic School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Mary Magdalen Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal, who will decide on accommodation.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse homeschooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as orchestra, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

Special Policies and Information

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Mary Magdalen Catholic School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical

talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e., volunteering and for offering a mechanism for parent education.

Article I: St. Mary Magdalen Catholic School Parents Club

The name of this organization shall be the St. Mary Magdalen Catholic School Parents Club, part of the Archdiocese of Seattle. The Parents Club is unincorporated.

The Parents Club is affiliated with St. Mary Magdalen Catholic School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. Mary Magdalen Tax ID #91.068.74812 upon approval of St. Mary Magdalen Parish.

Article II: Purpose

The Parents Club is organized for community, education, religious and charitable purposes. To this end, the Parents Club shall assist in the support and maintenance of St. Mary Magdalen Catholic School (hereinafter SMM) and to encourage the parents and guardians attending SMM in their role of Catholic educators.

The Parents Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school (i.e., volunteering), and for offering a mechanism for parent education.

All funds raised by the Parents Club shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the Parents Club, Principal, and the School Commission. If a problem arises, the principal will make the final decision.

The Parents Club will be an advocate for the school. They will promote the school for the parish and parents.

Article III: Membership and Participation

Membership of the Parents Club shall consist of all parents and guardians of children attending

St. Mary Magdalen Catholic School and all adults subscribing to the purposes of the Parents Club. The management and affairs of the Parents Club shall at times be under the direction of the Parents Club Board, which is composed of Parents Club members in good standing and appointed into office. The Parents Club Board shall consist of voting members ("Executive Board) and non-voting members ("Advisory Members"). Members of the Parents Club Board who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities, or obligations of the school.

Each family is expected to volunteer time to the school and/or parish community, attend Parents Club meetings, and support activities sponsored by Parents Club. In order to cover the net cost of all activities, each family is expected to meet their dues commitment.

Article IV: Meetings

Parents Club -Board

1. The Parents Club Board shall hold monthly meetings from August to June of the school year, typically the first Monday of each month at 7:00 PM in the school library, unless otherwise specified.
2. Robert's Rules of Order shall be the procedural authority for conducting the meetings.
3. The meetings shall serve as a forum for discussion and planning of social events, and other School and parish activities.
4. The Parents Club Secretary shall record the meeting minutes and submit a draft for review to the Parents Club, Principal, and Pastoral leader within five business days of the meeting. Minutes shall be approved by the Parents Club Board at the subsequent meeting and incorporated into the school's official records.
5. The dates of the meetings shall be posted on the school's monthly calendar and on the school's website.
6. All Parents Club members are welcome to attend the Parents Club Board meetings to address the Parents Club Board with specific ideas or areas of concern.
7. The Parents Club Board may continue a meeting in a closed, executive session to consider security, personnel, financial and legal matters. At such time, the presiding officer shall inform the honored guests.

Parents Club - General Meetings

1. The Parents Club shall hold quarterly meetings from September to May of the school year, typically on the second Wednesday of each month at 7:00 PM in the Parish Hall.
2. The meetings shall serve to conduct the regular business of the Parents Club, raise awareness of any school issues, vote on official matters, present informative materials, inform the members of the school's progress and achievements, and promote fellowship and a spirit of unity among members.
3. The Parents Club Board Secretary shall record the meeting minutes, which shall be approved by the principal, distributed to the Parents Club members via the school's website and shall be incorporated into the official records of the school.
4. The dates of the meetings shall be posted on the school's monthly calendar and on the website.

5. All Parents Club members are strongly encouraged to attend the general meetings.

Article V: Parents Club Board Composition, Voting Rights and Quorum

The executive members shall consist of the current Pastoral leader of St. Mary Magdalen Parish and the current principal of St. Mary Magdalen Catholic School.

Executive Board Members

There shall be the following Executive Board Members:

1. President
2. Vice President
3. Secretary
4. Treasurer

Duties of the Parents Club Board

1. Duties of the Parents Club Board include, but are not limited to, the following:
 - a. Setting the agenda for the monthly Parents Club meetings.
 - b. Making recommendations for and implementing budget, and future goals of the Parents Club.
 - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
 - d. Ensuring that information and opportunities are available for all Parents Club members to actively participate.
2. An officer or committee chair that does not comply with their assigned responsibilities may be relieved of their position by a two-thirds majority vote of the other executive board members.

Article VI: Duties of Elected Officers

A. President

The President shall:

1. Fulfill a two-year term for a maximum of two terms.
2. Preside at all meetings of both the Parents Club Board and Parents Club.
3. Make interim appointments as needed; oversee the recruitment of Parents Club Board members for vacant positions.
4. Serve as Ex-officio member of all committees and oversee coordination of projects taken on by the Parents Club.
5. Call any special meetings and manage correspondence as required.
6. Be responsible for carrying out the progress of the organization and be the official spokesperson for The Parents Club Board and Parents Club.
7. Work with the principal on calendaring all Parents Club Board and Parents Club meetings.

B. Vice President

The Vice President shall:

1. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
2. Perform duties of an absent president and perform such duties as assigned by the president.

3. Work with the principal on preparing agendas for monthly Parents Club Board and Parents Club meetings.

C. Secretary

The Secretary shall:

1. Prepare true and accurate minutes of both the Parents Club Board and Parents Club meetings.
2. Provide a draft of the minutes to Parents Club Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.
3. Track Parents Club Board members' Parents Club Board binders including the assignment of binder information as deemed appropriate by the Parents Club Board.
4. Fulfill a two-year term, for a maximum of two terms.

D. Treasurer

The Treasurer shall:

1. Maintain financial records by keeping a true and accurate record of Parents Club revenues, expenses and balances and also keep general ledger up to date.
2. Provide a monthly reconciled report at every Parents Club Board meeting and Parents Club meeting, a quarterly reconciled report for the Principal, if requested, and a yearly reconciled report to the Parents Club Board at the end of the school year.
3. Upon demand of receipts or prior authorization, prepare check requests for Parents Club expenses.
4. At the end of the year establish the required amount for start-up for the upcoming school year.
5. Fulfill a two-year term, for a maximum of two terms.

Article VIII—Parent Club/Organization Board Member Selection and Removal

A. Parent Club/Organization Board Member Selection

1. Vacancy in the office of President shall be filled by the Vice President.
2. Vacancy in the office of SCRIP Chair shall be filled by the SCRIP Vice Chair.
3. For all other vacancies, recruitment for open Parents Club Board positions shall begin in April.
4. The vacant positions, job descriptions, and their respective terms shall be announced via the Thursday communication envelope and the School's Website.
5. A Parents Club member who is interested in becoming a Parent Club/Organization Board member can initiate the process of application by:
 - a. nomination by another Parent Club/Organization Club member, or
 - b. Self-nomination.
6. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the Parents Club Board members present during the Parents Club Board meeting dedicated to the same.
7. The eligibility criteria include the following Parents Club member:
 - a. is in good standing.
 - b. possess leadership skills.
 - c. possesses expertise and willingness.

B. Parents Club Board Member Removal

1. The Executive Board members and principal are required to attend and participate in the monthly Parents Club Board meetings. Three unexcused absences may be deemed as non-performance and may serve as grounds for removal by the Executive Board. Executive Board members may be removed by the Executive Board for non-performance of their duties.
2. The Advisory Board members are required to attend specific monthly Parents Club Board meetings as determined by the Parents Club Board as necessary for reporting and event planning and may only be removed by the Executive Board for non-performance of their respective duties.

C. Continuity

1. The selected, incoming Parents Club Board members shall attend the June Parents Club Board meeting to meet the current Parents Club Board members, to familiarize themselves with Parents Club Board processes, to receive their respective Parents Club Board binder, and to obtain necessary training in the process of taking over certain functions from outgoing Parents Club Board members.
2. The incoming members to the Executive Board shall not have voting powers until June 1st, which is the official start of the new school year.
3. year and establish an annual budget by June 15th for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the Principal and the Parents Club.
4. The annual budget must be presented and explained to the incoming Parents Club Board members.
5. Any extraordinary expenses, outside of the stated annual budget, must be approved by the Principal and the Parents Club.

C. Expense Reimbursement

1. The Treasurer shall prepare check or cash requests for reimbursement for Parents Club expenses within 5 business days of submission.
2. All reimbursement requests for Parents Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event.

Article XI – Amendment to the Constitution and By-laws

A. Minor Changes

1. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, and the like, shall be made upon approval of the Executive Board.
2. Upon Executive Board approval, the revised Constitution and By-laws shall supersede the prior Constitution and By-laws.
3. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parents Club Board binders and school records.

B. Material Changes

1. Material changes with significant impact to the School or Parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the

principal.

2. Upon approval by the Principal, the Executive Board shall seek the ratification of the changes by most of the Parents Club members.
3. Only upon approval by the Principal and ratification of the Parents Club members, shall the revised Constitution and By-laws supersede the prior Constitution and By-laws.
4. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the Parent Clubs Board binders and School records.

C. Compulsory Review

1. The Parents Club Board shall review the Constitution and By-laws every two years to determine whether changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes

Article X – Parents Club Revenue, Budget, Revenue Allocations and Expense

Reimbursement

A. Parents Club Revenue

1. All funds raised by the Parents Club shall be recorded by the Treasurer.
2. No part of the Parents Club revenue shall benefit an individual Parents Club member or a private person except solely for reasonable compensation for services rendered or goods sold.

BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought by the principal to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

SCHOOL COMMISSION CONSTITUTION & BY-LAWS

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school..

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

Article I: St. Mary Magdalen Catholic School of the Organization

The name of this body shall be "St. Mary Magdalen Catholic School Commission." Henceforth, the body will be referred to as the School Commission.

Article II: Purpose and Functions

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

A. Purpose

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

B. Governing Bodies

The consultative School Commission shall act with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

C. Responsibilities

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
 - a. The School Commission shall advise, and support plans and means to finance school programs including tuition, development, and fundraising.
 - b. The School Commission provides consensus on the annual school budget.
 - c. The principal shall provide to the Parish Finance Council the annual school budget for review
- 4. Communications**
 - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
 - b. The School Commission will also assist with recruitment of students and promote the school to the St. Mary Magdalen Parish as well as other parishes and parents.
 - c. The School Commission will maintain regular communication with the principal about the direction, state and health of the school, and the future plans for the school.
- 5. Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

Article III: Relationship with Other Groups

- 1. Archdiocese Relationship** - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.

2. **Parish Finance Council Relationship** - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.
3. **Parents Club Relationship**
 - a. The Parents Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
 - b. The School Commission works closely with the Parents Club officers to better understand parent needs and concerns.
 - c. The School Commission uses the school newsletter and the Parents Club meetings to report to school families about School Commission activities and decisions.

Article IV: Membership

1. **General Organization** - The School Commission membership shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, Parents Club Liaison, and the Bookkeeper. One member of the School Commission will serve as a liaison between the School Commission and the St. Mary Magdalen Parish Finance Council.
2. **Members**
 - a. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and works on a consensus model.
3. **Terms of Service**
 - a. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
 - i. **Resignation**
 1. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
 - ii. **Removal**
 1. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The members may resign prior to this meeting.

- b. Vacancies
 - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
 - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
- c. Term Limits
 - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

Article V: Appointment of Members

1. Selection Criteria

- a. A prospective School Commission member will complete an application with emphasis on the following criteria:
 - i. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
 - ii. Be available to attend meetings and periodic in-service programs and to participate in committee work;
 - iii. Ability to maintain a high level of integrity and confidentiality;
 - iv. Deal with situations as they relate to the good of the entire school community;
 - v. Demonstrate public support of the school and parish and their leadership;
 - vi. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves.

2. Appointments

- a. The principal will recommend to the School Commission and pastoral leader new members using the criteria identified above.

Article VI: Executive Officers

The commission's Executive board shall consist of three officers: the chair, vice-chair, and secretary.

1. Nominations

- a. The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present, and voting shall be sufficient for the election of officers.

2. Duties

- a. Chair
 - i. The chair shall preside over all regular and special meetings of the commission.
 - ii. The principal prepares the agenda for each meeting after consultation with the chair.
 - iii. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.

- b. Vice-Chair
 - i. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act.
 - ii. The vice-chair will assume the duties of chair at the beginning of the next term.
- c. Secretary
 - i. The secretary shall maintain a written record of all acts of the commission.
 - ii. The secretary shall conduct, receive, and dispense all correspondence as directed.
 - iii. The secretary shall preserve all reports and documents

Article VII: Meeting

1. Structure

- a. The full School Commission meets every month, as determined by the principal.
- b. Standing committees meet at other times which best suit the committee members.
- c. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all School Commission members one week before each regular meeting. Agendas will also be sent to the pastoral leader.
- d. Complete minutes are available from the school office or from the School Commission secretary upon request.
- e. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.

2. Quorum

- a. A majority of all members must be present for the purpose of conducting official business.
- b. Business will be conducted as a consultative model and in support of the principal and pastor. Dissenting opinions would be noted in the minutes.

3. Implementation of Policies

- a. To provide the best consultation, the consensus method of decision-making shall be used.
- b. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

4. Meeting Record

- a. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school office.
- b. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

Article VIII: Committee Structure

1. General Guidelines

- a. The commission committees are divided into two groups: Standing Committee(s) and Ad Hoc committees. The Standing Committee(s) are continuous committees

with specific duties.

- b. Ad Hoc committees are formed for short-term studies of issues and/or policies.
- c. Each committee will have clearly defined goals, plans, and responsibilities.
- d. Each committee will provide, as needed, a report of progress at each commission meeting.

2. Standing Committee(s)

- a. Endowment Committee - The function of the Endowment Committee is to oversee the financial development of the St. Mary Magdalen Catholic School Endowment Fund (see Endowment Committee's by-laws)

3. Ad Hoc Committees

- a. The Ad Hoc committees are generally formed as needed.

Article IX: Amendments

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.

