

REVISED November 13, 2009



**ST. MARY MAGDALEN
CATHOLIC SCHOOL
2009 - 2010**

*Parent and Student
Handbook and
Code of Conduct*

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Altamonte Springs, FL 32701
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*St. Mary Magdalen School is "Christ-centered - committed to the development
of the spiritual, academic and social potential of each student."*

St. Mary Magdalen Catholic School
Parent and Student Handbook
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PARENT AND STUDENT HANDBOOK

"Jesus said to them, 'You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.'"

Matthew 22: 37-39

St. Mary Magdalen Catholic School provides the child with the fullest and best opportunity to realize the threefold purpose of Catholic Education: message, community and service ("To Teach As Jesus Did").

Educational Goals

To broaden the student's understanding of God's love for us through the study of the Gospel and the teachings of the Roman Catholic Church. This is accomplished through religion classes, faith formation throughout the school day, attendance at Liturgy and Liturgical functions, formal morning prayer, and experiences that help our students translate their faith into service for others. In addition the Sadlier Religion Program; *Coming to Faith* provides opportunities for interaction through family oriented activities and Highlights for Home (Grades 7 & 8). More information regarding the Religious Education Program is available in the Parish/School Religious Education grade level catechetical content booklet.

To provide a safe and happy environment so that each child may grow spiritually, physically, emotionally, intellectually and socially. In each classroom, teachers strive to recognize the uniqueness of each individual child. Teachers assist students to acquire a desire for learning, using techniques and strategies to meet the learning style of each student.

To provide the students with the basic skills needed to be effective in all areas of life: language arts, including English, speaking, reading, writing and listening; mathematics; government; citizenship; history; science, including care of the environment; and technology.

To provide students with the opportunity to learn about and appreciate the fine arts through study of: art history, art appreciation, the development of artistic ability, and music including band and liturgical music.

To provide the students with the opportunity for physical development, health and safety through the physical education program and sports programs.

To provide students with keyboarding and computer application skills which will prepare them for today's technological needs in the work field.

To continue to provide ongoing education for faculty and parents on the topics of assessment, special needs and technology.

Statements of Belief

- Catholic identity is demonstrated through the integration of Catholic faith and values into everyday learning and life experiences.
- Each student is a unique child of God, with diverse cultural characteristics and distinct traditions.
- The opportunity for success is an important component of student learning incorporating a variety of teaching and learning styles.
- A healthy learning environment is a shared responsibility among pastor, principal, faculty, parents, students, and the parish community at large.
- A supportive and challenging learning environment increases a student's potential for responsible decision making, while allowing for creative expression and academic success.
- A safe and comfortable school climate fosters spiritual growth and the realization of student potential.
- Ongoing evaluation and improvement of the curriculum are crucial to the development of a sound educational program.
- A nourishing Christian atmosphere of mutual respect among the students and staff creates a welcoming community.

Mission Statement

St. Mary Magdalen School provides quality Catholic education within a safe, supportive, and challenging learning environment. The school community is Christ-centered - committed to the development of the spiritual, academic, and social potential of each student. This responsibility is shared among the parish, families, and faculty. Through daily prayer, liturgies, service to others, and religious education, students are encouraged to share their time, talent, and treasure, thus integrating Catholic faith and values with everyday life experiences.

Philosophy

St. Mary Magdalen Catholic School exists for the purpose of assisting parents in the task of preparing their children to be witnesses of their Catholic faith by living according to Christian values. The unique feature that distinguishes a Catholic school from others is its integration of human knowledge and skill.

St. Mary Magdalen Catholic School is child-centered because Our Lord was people-centered. Hand in hand with parents, the staff is committed to total development; body, spirit, mind and heart.

The Catholic school system is a private system. You request to send your child here. ***Consequently, the philosophy and discipline of our system must be accepted. It may not suit every child or parent.*** We reserve the right to request that your child pursue his/her education elsewhere if they (parents/students) refuse to accept our rules and regulations. Your child/children has/have been accepted under the condition that you worship God weekly in Church.

Accreditation

St. Mary Magdalen Catholic School is accredited through the Florida Catholic Conference of Bishops.

In September of 2006 St. Mary Magdalen Catholic School was recognized by the United States Department of Education as a 2006 National Blue Ribbon School.

History

St. Mary Magdalen Catholic School was founded in 1961 to serve the needs of the Catholic families in the Altamonte Springs area of Central Florida. Our Parish is a member Parish of the Catholic Diocese of Orlando. The School has been served by the Sisters of Notre Dame from Chardon, Ohio and the Sisters of the Holy Name of Jesus and Mary from Albany, New York, and lay men and women dedicated to the mission of the church to spread the gospel message of Love.

From an initial enrollment of 165 students, we have grown to a school of 495 students. Our facilities and programs have expanded over the years. St. Mary Magdalen Catholic School was fully accredited by the Accreditation Committee of the Florida Catholic Conference in the fall of 1972. In February 1983, a visiting committee of the F.C.C reevaluated St. Mary Magdalen Catholic School. In June 1983, the Accreditation Committee of the F.C.C. granted this accreditation without any citations. For the school year 1985 - 86, St. Mary Magdalen Catholic School was awarded the "School of Excellence" Certificate by the U.S. Department of Education. Again for the school year 1987 - 88, the U.S. Department of Education awarded a "Certificate of Merit" Certificate for excellence in education. In the 1989 - 90 school year, the F.C.C. Accreditation Committee granted reaccreditation without any citations following the completion of a self-study and on-site visit. During the 1995 - 96 school year, St. Mary Magdalen faculty, staff and administration conducted a self-study in preparation for an on-site visit by an F.C.C. Accreditation Committee. An on-site visit was conducted in February of 1997. We were enthusiastically recommended for reaccreditation. During the school years 2002 - 03 and 2003 - 04, the school community participated in a School Improvement Plan and developed a 5-year Action Plan for St. Mary Magdalen Catholic School. Reaccreditation of St. Mary Magdalen Catholic School has been granted from the Florida Catholic Conference, September 2004. In September of 2006 St. Mary Magdalen Catholic School was recognized by the United States Department of Education as a 2006 National Blue Ribbon School.

Faculty and Staff

Faculty and Staff represent many nationalities bringing with them a diversity of educational backgrounds as well as a richness of culture, Catholic values and Catholic heritage. Staff members received their degrees from a variety of colleges and universities throughout the United States. All of our teachers are qualified / certified determined by the Florida Catholic Conference which is the accrediting agency for our school and the State of Florida teacher requirements.

St. Mary Magdalen Catholic School
Faculty and Staff
2009 - 2010

		<u>Email Address</u>	<u>Voicemail</u>
Administration			
Mr. Lloyd D. Kinderknecht	Principal	lkinderknecht@smmschool.org	245
Sr. Maria Sciortino	Assistant Principal	msciortino@smmschool.org	246
Mrs. Anne Lyden	School Counselor	alyden@smmschool.org	266
Homerooms (HR)			
Mrs. Margaret Beleckas	Kindergarten Teacher	pbeleckas@smmschool.org	
Mrs. Maureen Parks	Kindergarten Teacher	mparks@smmschool.org	
Mrs. Deborah Adamson	Grade 1 Teacher	dadamson@smmschool.org	
Mrs. Cynthia Dowd	Grade 1 Teacher	cdowd@smmschool.org	
Mrs. Mary Jo Finnerty	Grade 2 Teacher	mfinnerty@smmschool.org	
Mrs. Kathryn Rynning	Grade 2 Teacher	krynning@smmschool.org	
Mrs. Catherine Larkin	Grade 3 Teacher	clarkin@smmschool.org	
Mrs. Faith Parker	Grade 3 Teacher	fparker@smmschool.org	
Mrs. Patricia Cobb	Grade 4 Teacher	pcobb@smmschool.org	
Mrs. Pamela Randlov	Grade 4 Teacher	prandlov@smmschool.org	
Mrs. Maureen Copeland	Grade 5 Teacher	mcpeland@smmschool.org	
Miss Laura Mueller	Grade 5 Teacher	lmueller@smmschool.org	
Middle School			
Ms. Gilda Brink	Gr 6 HR / Spanish, Religion	gbrink@smmschool.org	
Mr. James Dool	Gr 6 HR / Science	jdool@smmschool.org	
Ms. Mary K. Spencer	Gr 7 HR / Social Studies	mspencer@smmschool.org	
Miss Maria Elena Mundet	Gr 7 HR / Spanish, Religion	mmundet@smmschool.org	
Mrs. Deborah Kelly	Gr 8 HR / Literature	dkelly@smmschool.org	
Mrs. Julie Slebodnik	Gr 8 HR / Language Arts	jslebodnik@smmschool.org	
Mr. Edward Gallagher	Math (Grade 7)	egallagher@smmschool.org	
Sr. Maria Sciortino	Math (Grades 6 and 8)	msciortino@smmschool.org	246
Special Subject			
Mrs. Cynthia Dades	Computer Teacher / Technology	cdades@smmschool.org	260
Mrs. Christine Gardner	Library Teacher /Media Specialist	cgardner@smmschool.org	240
Mrs. Deborah Gordon	Gifted Teacher	dgordon@smmschool.org	
Mr. Jason Leinheiser	PE Teacher	jleinheiser@smmschool.org	
Miss Candace Travis	Music Teacher	ctravis@smmschool.org	
Instructional Assistants			
Mrs. Susan Englert	Cafeteria Supervisor / Instruct Asst	senglert@smmschool.org	
Mrs. Heidi Leon	PE and Art Assistant	hleon@smmschool.org	
Mrs. Lydia Philip	Spanish Culture and Art Assistant	lphilip@smmschool.org	
Mrs. Carol Sparer	Library Instructional Assistant	csparer@smmschool.org	
Office Personnel			
Mrs. Brenda East	Registrar	beast@smmschool.org	242
Mrs. Betsy Lieble	Finance	blieble@smmschool.org	244
Mrs. Karlene Rogers	Administrative Secretary	krogers@smmschool.org	243
Mrs. Carol Sweet	Receptionist / Clinic Supervisor	csweet@smmschool.org	283

Diocese of Orlando School Policies

Acceptable Use Policy

Bishop Thomas Wenski promulgated a Diocese of Orlando Network *Acceptable Use Policy* for all parishes, schools and entities of the Diocese of Orlando. This policy is important for the protection of Diocesan intellectual property, as well as assuring the safety of the users. Parents are asked to review the entire policy at: http://www.orlandodiocese.org/doschool/pdf/DNAUPrevious9_28.pdf or by going to the Links section of our school website. Copies will be made available upon request.

There are specific parts of the policy which pertain to school parents and their children who are students in St. Mary Magdalen Catholic School. These sections have been distributed to all school families. This policy supersedes any other policy which you may have previously signed regarding the use of the internet for St. Mary Magdalen Catholic School. All school families must sign an acknowledgement that they have received the pertinent information and will abide by Diocesan policy.

Child Abuse Reporting

Any clergy, religious or lay employee or volunteer in the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures.

- Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.
- Respond to local DCF call back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.

Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. The school respects the rights of the non-custodial parents. In the absence of a court order to the contrary, St. Mary Magdalen Catholic School, will upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child.

Fingerprinting Policy

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted through the Diocese of Orlando. A background check form must also be completed. We are phasing in new fingerprint requirements as older FDLE fingerprints expire. Current requirements prevent FDLE volunteers from volunteering for certain opportunities such as driving on field trips. Instructions for obtaining and updating fingerprint status can be found on the Diocese of Orlando website or by calling the school office.

Hazardous Materials Policy

St. Mary Magdalen Catholic School is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

Inappropriate Behavior or Language Policy

The Diocese of Orlando believes that all inappropriate behavior or language (harassment and/or sexual harassment), by students is unacceptable. As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken if the harassment or behaviors continue.

Media Consent Policy

The Diocese of Orlando requires that all students must have a signed Photo / Video Release form in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by St. Mary Magdalen Catholic School and the Diocese of Orlando.

Review of Records

The school voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request to the administration must be submitted by the parent, and will be complied with by the school within 24 hours.

Safe Environment Training

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families. The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

Title IX

St. Mary Magdalen Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."



St. Mary Magdalen Catholic School
869 Maitland Avenue, Altamonte Springs, FL 32701
Telephone: 407/339-7301 Website: www.smmschool.org

August 2009

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely yours in Christ,
Lloyd D. Kinderknecht
Principal

Admission Information

Acceptance

Student records from previously attended school(s) must be received prior to acceptance. This will assist the Administration in determining whether or not St. Mary Magdalen Catholic School program will meet the student(s) needs. **All new students in grades K - 8 are accepted on a probationary status of 90 days.**

Application, Testing, Interviewing

Students applying for Kindergarten must be five years old by September 1 of the year of entrance. Students entering Grade One must be six years old by September 1 of the year of entrance.

Application for Kindergarten is made during the month of February before the anticipated date of school entry. Application for Grade One through Grade Eight begins during the month of February before the anticipated date of entry. A \$25.00 non-refundable fee is required for an application. The completed application should be returned to the school registrar.

Nondiscriminatory Policy

St. Mary Magdalen Catholic School admits students of any race, color, and national or ethnic origin 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, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Preliminary Records

Preliminary records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate (if applicable), and an emergency contact card.

Readmission

With regard to students who leave or have been asked to leave the school and subsequently desire to return, applications shall be reviewed on an individual basis. Acceptance shall be at the school's discretion and subject to conditions, including, but not limited to, a probationary period.

Registration, Tuition and Fees

Registration: All accounts must be current before a family is invited to re-register. Re-registration for students currently attending St. Mary Magdalen Catholic School is held in February of each year. At this time, a family registration deposit is required, along with a financial contract commitment. The business office will notify each family regarding the amount of tuition due May 1. The May 1 tuition payment is the first tuition payment for the next school year. The remainder of the yearly tuition is paid August 1 through April 1. **Registration and first month tuition fees are non-refundable.** [St. Mary Magdalen Catholic School Board]

If tuition is one (1) month in arrears, parents will be asked to find another educational facility for their child(ren). [St. Mary Magdalen Catholic School Board]

Financial Obligations

Tuition Schedule Kindergarten - Grade 8



St. Mary Magdalen Catholic School



TUITION 2009 -2010

Per pupil cost to educate a child..... \$ 6,084.00

Each year, the dollars raised through tuition fees, registration fees and fundraisers DO NOT cover the complete cost of education at St. Mary Magdalen Catholic School.

Partner in the Mission Tuition

Families meet all criteria for membership in St. Mary Magdalen Parish.

Number of Children	Instructional Cost	Registration and Materials Fee	Adjusted Instructional Cost	St. Mary Magdalen Partner in the Mission Tuition	GAP
1 child	\$ 6,084.00	\$ 400.00	\$ 5,684.00	\$ 5,008.00	\$ 676.00
2 children	\$ 12,168.00	\$ 650.00	\$ 11,518.00	\$ 9,415.00	\$ 2,103.00
3 children	\$ 18,252.00	\$ 900.00	\$ 17,352.00	\$ 13,790.00	\$ 3,562.00
4 children	\$ 24,336.00	\$ 1,150.00	\$ 23,186.00	\$ 16,595.00	\$ 6,591.00

Families are encouraged to pay the difference between the Tuition and the Adjusted Instructional Cost (GAP).

Partner in Transition Tuition

Full membership in St. Mary Magdalen Parish for 12 months is required. [See Criteria green sheet]

1 child	\$ 7,038.00
2 children	\$ 14,076.00
3 children	\$ 21,114.00
4 children	\$ 28,152.00

This rate may / may not be adjusted as appropriate.

Sister Parish Tuition

[See Criteria green sheet]

1 child	\$ 7,038.00
2 children	\$ 14,076.00
3 children	\$ 21,114.00
4 children	\$ 28,152.00

\$1,000 per child support may be requested from your pastor (see enclosed blue form).

Non-Partner

1 child	\$ 8,293.00
2 children	\$ 16,585.00
3 children	\$ 24,878.00
4 children	\$ 33,170.00

St. Mary Magdalen Catholic School, 869 Maitland Avenue, Altamonte Springs, FL 32701
2006 National Blue Ribbon School - Principal: Mary M. McKiernan
Telephone: 407/339-7301 Website: www.smmschool.org

Registration Fee: \$150.00 per family

Materials Fee: \$250.00 per child (due June)

Transcript Fee: Records, transcripts, recommendations, etc. are sent upon request to the school of your choice when graduating from or leaving St. Mary Magdalen Catholic School. No charge is made for this service. However, there is a charge for records sent to additional schools.

Financial Assistance Forms: Financial Assistance forms are available online at www.factstuitionaid.com or at the school and parish offices. The application deadline to FACTS Grant and Aid Assessment is during the month of February.

EACH FAMILY IS REQUIRED TO COMPLETE A SMART TUITION ENROLLMENT FORM AND TURN IT INTO THE SCHOOL OFFICE WITHIN ONE WEEK OF RECEIVING IT. ALL INFORMATION MUST BE PRINTED IN CAPITAL LETTERS.

Tuition Payment Options

- Pay in full by May 1, 2009.
- Pay one-half annual tuition by May 1, 2009 and the remainder by December 1, 2009, or
- Enroll in the SMART Tuition Management Service. Payments begin in May 2009.
- All application fees and registration fees as well as the first month tuition are **NON-REFUNDABLE**.
- Late Fee Policy - If payments are not made on time there is a service fee of \$40.00 payable to SMART Tuition Management Services. \$20.00 of this late fee will be returned to St. Mary Magdalen Catholic School.

SMART Tuition Management Service Overview

- Brochures and enrollment forms are available in the school office.
- There is a non-refundable \$38.00 annual administrative fee for enrolling in the SMART deduction program per family. This fee will be added to your tuition collected by SMART. Please do not make this payment to the school. If you make your check payable to SMART and mail it in, your annual fee is \$42.00.

School Board Tuition Collection Policy

If tuition is one (1) month in arrears, parents will be asked to find another educational facility for their child(ren).

Withdrawal Policy

Families must notify the school in writing (complete an exit form), if a student is withdrawn from the school. **Registration and first month tuition fees are non-refundable.** For families who withdraw between September and May tuition will be prorated for services given.

A return fee of \$25.00 will be assessed to your account for any returned checks (registration, tuition, book fees, materials fee).

Parent's Role In Education

We at St. Mary Magdalen Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Mary Magdalen Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his / her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Mary Magdalen Catholic School, we trust you will be loyal to this commitment. During these formative years (K-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, it is your first step, that you as parents must make investigation of the complete story. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. Mary Magdalen Catholic School, we ask parents: to set rules, times, and limits so that your child

- gets to bed early on school nights;
- arrives at school on time (7:45 - 8:00 am) and is picked up on time (3:00 pm) at the end of the day;
- is dressed according to the school dress code;
- completes class assignments on time; and
- has lunch money or lunch every day (snack for grades K - 4).

- to actively participate in school activities such as Model Parents, Parent-Teacher Conferences, Fundraising and Volunteer Hours;
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- to notify the school with a written note when the student has been absent or is tardy;
- to notify the school office with a written note of any changes of address or important phone numbers;
- to meet all financial obligations to the school;
- to inform the school of any special situation regarding the student's well-being, safety and health;
- to complete and return to school any requested information promptly;
- to sign your child's planner every evening;
- to read school notes and newsletters and to show interest in the student's total education;
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school; and
- to treat teachers with respect and courtesy.

Parent Organizations

Home and School Association

St. Mary Magdalen Home and School Association has as its primary purpose the organization and implementation of parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is expected to contribute towards and assist in our home and school fundraising efforts. \$50,000 of the home and school fundraising proceeds is committed to the operational budget of the school.

School Board of Education

The purpose of the St. Mary Magdalen Catholic School Board of Education is to promote the value of Catholic education. It is a consultative board - a board that operates in the policy making process by formulating and advising the school principal concerning school policies, but never enacting policy. Currently, the SMMCS Board assists the school in implement the goals and objectives developed by the St. Mary Magdalen Catholic School Strategic Planning Committee 2007 - 2008.

General Information

School Hours

	Drop Off - 7:45 am / Doors Open - 7:55 am
Monday, Tuesday, Thursday, Friday	8:00 am - 3:00 pm
Wednesday	8:00 am - 2:00 pm

If an emergency should occur and parents realize that students will not be picked up on time, please notify the school office before the end of the school day since it is not safe for children to be left alone on the school grounds. Students who are not picked up on time will be sent to the After School Program in the school cafeteria.

Supervision of students begins at 7:45 am. Students must be in their classroom by 8:00 am. Students arriving after 8:00 am will be marked tardy.

Picking up students before 3:00 pm disturbs the entire class. Please refrain from doing this unless there is an emergency.

Wednesdays throughout the school year will be a 2:00 pm dismissal for faculty meetings. Please consult your school calendar for any other early dismissal dates.

The school office is open daily during school hours (7:30 am - 4:00 pm).

Attendance

Students are expected to be in attendance for 180 days each school year. Excessive absences during a marking period may affect a student's grades or may result in retention.

Absence

When a student is absent from school, a parent should call the office by 10:00 am each day of the absence. This practice is for the protection of the St. Mary Magdalen Catholic School students.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 10:00 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM - 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Excessive absence can be cause for a student to be retained in the current grade for another year if the student does not pass the grade.

Academic Information

Curriculum

St. Mary Magdalen Catholic School offers its students opportunities for growth in the following major subjects:

- ***Religion / Faith Formation***
Catholic Doctrine and Tradition, Scripture, Prayer, Service, Social Justice, Sacramental Formation (including preparation for the reception of the Sacraments of Reconciliation and the Eucharist.) Students (Grades K through 8) participate in the Celebration of the Eucharist every Wednesday, on Holy Days, and special occasions. Students also participate in other various liturgical celebrations.
- ***Language Arts / Literature***
Reading, English, Spelling, Composition, Library and Research Skills, and Appreciation of Literature; Modern Language - Spanish for Grades K through 8.
- ***Mathematics***
Mathematics skills, Pre-Algebra, and Algebra I. At the end of Grade 5 students are placed in a fast paced or moderate paced Math class determined by Teacher Recommendation; year average for the previous year; and IOWA Testing for Previous 2 Years. At the end of Grade 6 students are placed in Pre-Algebra or Math 7 determined by: Teacher Recommendation; year average for the previous year; and IOWA Testing for Previous 2 Years. At the end of Grade 7 students are placed in Pre-Algebra or Algebra determined by: Teacher Recommendation; Year Average for the Previous Year; and IOWA Testing for Previous 2 Years.
- ***Physical Education***
Physical fitness and development program appropriate for grade levels, Health.
- ***Social Studies***
History, Geography, Economics, Current Events.
- ***Science***
General Sciences, Earth Science, Physical Science and laboratory experiences.
- ***Foreign Language***
Spanish is offered to all students grades K - 8.

- **Handwriting**
Students are instructed in the Zaner Blozer method of handwriting. Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.
- **Fine Arts/Performing Arts**
Music, Music History, Band, Orff Instruments, Studio Art, Art History, Art Appreciation, Crafts, Speech and Drama.
- **Computer Literacy**
Word Processing, Data Base, Spread Sheets, Power Point and integration with curricular subjects.

Evaluation of Students

Students are evaluated for mastery of skills and content during each marking period. Each department, primary, elementary and middle school has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Students are also assessed in behavior and effort. Report cards are distributed every nine weeks. Parent/teacher conferences are scheduled once per year. However, our policy of open communication invites parents to contact teachers whenever they feel it is necessary. This should always be done through the school and never at the home of the teacher. Middle school cumulative semester exams are scheduled on the school calendar.

Grading Scale

Kindergarten, Grades 1 and 2

Developmental Progress Report four times a year.

Grades 3 - 8 will use a number scale.

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or below

The grading system for conduct and effort is

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

The grading system for Spanish - Grades K, 1, 2 will be S, N, U issued by semester.

The grading system for Spanish - Grades 3, 4, 5 will be S, N, U issued quarterly.

The grading system for Spanish - Grades 6, 7, 8 will be a number grade quarterly.

The grading system for Physical Education - Grades K, 1, 2 will be S, N, U issued by semester.

The grading system for Physical Education - Grades 3 - 8 will be S, N, U quarterly.

The grading system for Music - Grades K, 1, 2 will be S, N, U issued by semester.

The grading system for Music - Grades 3 - 5 will be S, N, U quarterly.

The grading system for Art - Grades K, 1, 2 will be S, N, U issued by semester.

The grading system for Art - Grades 3 - 5 will be S, N, U quarterly.

The grading system for Art History and Religious Art - Grades 6, 7, 8 will be S, N, U quarterly.

Technology has a high priority place in the St. Mary Magdalen Catholic School curriculum. Computer applications are integrated into a subject area on all grade levels (K - 8).

Please note, the number grade will automatically transfer into a letter grade through our Grade Quick Program.

Report Cards/Progress Reports

Report Cards are important tools for communication. Hard copies of Report Cards will be distributed in January and June. Report cards can be accessed on Edline in October and April.

Progress Reports will be posted on Edline midway between each nine-week grading period for grades 3 - 8 (3 times per year). Kindergarten, Grade 1 and Grade 2 Progress Reports will be issued to parents as needed.

Honors: Middle School students are eligible for Honors.

Principal's Honors

An average of 96% or above (no B's) in the following subjects: Religion, Math, Science, Social Studies, Language Arts, Literature, and Spanish and an S in Conduct and Effort in all subjects including specials.

First Honors

An average of 90% or above in the following subjects (all A's or B's): Religion, Math, Science, Social Studies, Language Arts, Literature, and Spanish and an S in Conduct and Effort in all subjects including specials.

All of the students, who qualify for the honors listed above, will receive a certificate of recognition from the Principal. All students may be recognized by their teachers for accomplishments.

Parent / Teacher Conferences

One parent / teacher conference is held each year. Information regarding conferences is sent to parents well in advance. If parents require additional conferences during the school year, they may make arrangements with the individual teacher.

Student Records

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the SMMCS Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing. The Iowa Test of Basic Skills is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. Middle School students (Grades 6 - 8) may be given a maximum of three quizzes or tests per day.

Awards - Catholic Schools Week Awards Ceremony

Spirit of St. Mary Magdalen Award - Student exemplifies the spirit of the mission of St. Mary Magdalen Catholic School.

- Grades K through 2: One boy and one girl in each Homeroom.
- Grades 3 and 4: One student per homeroom.
- Grades 5 through 8: One award per grade.

Criteria:

- | | |
|-------------------------------------|--|
| +Spirit of reverence | +Integrity |
| +Academic effort | +Evidence of service (willingness to help) |
| +Appropriate conduct | +Exhibits leadership |
| +Academic achievement (A's and B's) | +Goes above and beyond the norm |
| +Respect for others | |

Pope John Paul II Award for Excellence in Religion

- Grades 3 - 8 (one per Homeroom)

Criteria:

- | | |
|-------------------------------------|--|
| +Academic effort | +Exhibits interest in the Catholic faith |
| +Appropriate conduct | +Goes above and beyond the norm |
| +Academic achievement (A's and B's) | |

St. Cecelia Award for Excellence in Music

- Grades 3 - 6 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in Musical Programs |
| +Academic Achievement (S in Conduct and Effort) | +Goes above and beyond what is expected in the curriculum |
| +True love for Music performance and learning | |

St. Francis of Assisi Award for Excellence in Science

- Grades 3 and 4: (one per homeroom)
- Grades 5 through 8: (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in applied Science | |

St. Thomas More Award for Excellence in Social Studies

- Grades 3 and 4: (one per homeroom)
- Grades 5 through 8: (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Social Studies | |

St. Thomas Aquinas Award for Excellence in Math

- Grades 3 and 4: (one per homeroom)
- Grades 5 through 8: (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Math | |

St. Paul Award for Excellence in Language Arts

- Grades 3 and 4: (one per homeroom)
- Grades 5 through 8: (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (A's and B's) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Language Arts | |

St. Sebastian Award for Excellence in Physical Education

- Grades 3 - 8 (one per grade)

Criteria:

- | | |
|--|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (S in Conduct and Effort) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in applied Physical Education | |

St. Joseph Award for Excellence in Art

- Grades 3 - 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Active participation in class |
| +Academic Achievement (S in Conduct and Effort) | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Art | |

St. Clare Award for Excellence in Computer

- Grades 3 - 8 (one per grade)

Criteria:

- | | |
|---|---|
| +Displays effort and cooperation in class | +Goes above and beyond what is expected in the curriculum |
| +Exhibits interest in Computer | |
| +Active participation in class | |

Our Lady of Guadalupe Award for Excellence in Spanish

- Grades 3 - 5 (one per grade)
- Grades 6 - 8 (one per grade Advanced Spanish and one per grade Spanish)

Criteria:

- | | |
|--|---|
| +Displays effort and cooperation in class | +Exhibits interest in Spanish |
| +Academic Achievement
(Grades 3 - 4 - S; Grades 5 -8 - A's and B's) | +Active participation in class |
| | +Goes above and beyond what is expected in the curriculum |

St. Elizabeth Ann Seton Award - Teacher Award nominated by peers

Criteria:

- +Spiritual Leadership
- +Educational Excellence
- +Current Pedagogy
- +Educating the whole child intellectually, socially, and spiritually
- +Creates an instructional environment that supports diverse learning styles
- +Uses multiple instructional strategies
- +Collegial relationship with peers
- +Implements technology
- +School and community involvement
- +Continued professional development

STUDENT SERVICES

School Counselor

A certified counselor serves the needs of students, parents, faculty, and administration. This is accomplished through large and small group guidance classes, academic testing, and individual consultation.

Requests for Student Information

Parents may need information from teachers regarding their children's academic, social and/or emotional progress in school when they are seeking outside help from professionals. St. Mary Magdalen Catholic School is committed to working with parents to get necessary paperwork completed in a timely manner following the rules for privacy for all students. If you need any information for doctors, counselors, psychologists, psychiatrists, or tutoring centers please bring all paperwork to the school administrative secretary, in the school office. She will have you sign the necessary release forms and she will distribute the papers to be completed to the proper teachers. The information will then be sent to the professional you have indicated. Teachers are not permitted to complete forms unless the forms come through the school office.

Programs and Services

Cognitive Affective Psychomotor Skills (C.A.P.S.) (Gifted)

The C.A.P.S. enrichment program is designed for students in the third through fifth grades that need the stimulation of advanced critical and creative thinking skills, demonstrate abilities above regular class curricula and express interest far advanced for regular class work. C.A.P.S. is an acronym for Cognitive Affective Psychomotor Skills which are the areas of focus for class activities through the enrichment program.

Each year during the fourth quarter, third through fifth grade teachers are asked to evaluate and recommend students to be considered for the Gifted Program. A committee comprised of administration, the guidance counselor and the Gifted teacher select the students who exhibit the necessary qualifications based upon their scores in a rubric on an Enrichment Placement Tally Sheet.

The Enrichment Placement Tally Sheet is used to evaluate students for admission to the Gifted Program. The following scores are included on the tally sheets: standardized test scores from the reading, language arts and math portions of the IOWA Test of Basic Skills (ITBS), composite score from the Cognitive Abilities Test (CoGAT), and reading level scores from the S.T.A.R. test.

Teachers evaluate students' learning and motivational characteristics along with their verbal and social abilities on a Characteristic Checklist for Enrichment. This checklist is based upon a scale of the characteristics for gifted students utilized within the state of Florida. Teachers also submit portfolio class work and assignments from students which exhibit creativity and critical thinking skills listed on the Characteristic Checklist for Enrichment.

All third grade students will have a weekly class with the Gifted teacher for the first semester of school. In December, the IOWA (ITBS and CoGAT) test results will be available. At that time, third grade students will be evaluated for the Gifted Program. The third grade level Gifted class will begin in January.

Odyssey of the Mind

Odyssey of the Mind is an international educational program that provides opportunities for students to apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and world level.

Title I Program

Title I is a federally funded program intended to enhance classroom instruction in reading, writing, and math skills. The criteria for this interactive computer learning program is based on standardized test scores (IOWA and STAR), classroom assessment portfolio and teacher recommendation. In addition, Seminole County determines which of its public schools are Title I schools. Students who qualify based on test scores and teacher recommendation must also be zoned for a Title I public school. Title I instruction takes place during the school day on a small group / individual basis with a facilitator in the Student Services Building.

Drug Abuse Resistance Education (DARE)

DARE is an 18-week program offered to students in Grade 5. An officer from the Altamonte Springs Police Department is assigned to St. Mary Magdalen School to teach resistance to drugs and negative peer pressure.

Duke University Talent Identification Program (TIP)

Duke University recognizes students in Grade 7 who have scored at the 95th percentile or higher on certain sections of the ITBS. These students are invited to take the SAT or ACT college entrance exam. They also qualify to participate in higher learning programs.

Duke University 4th and 5th Grade Talent Search

Duke University recognizes students in grades 4 and 5 who have scored in the 90th percentile or higher on certain sections of the ITBS. These students are invited to take the Explorer Test of Achievement for eighth graders. Higher learning programs are also available to them.

Building Esteem in Students Today (BEST)

BEST is a school-wide program centering around nine specific character themes which change monthly. The nine themes are: Positive Classroom, Goal Setting, Courtesy, Responsibility, Caring and Sharing, Honesty, Esteem, Conflict and Feelings, and Health and Prevention.

The goals of the BEST Program are

1. Enhance school climate.
2. Build on each student's character and strengths.
3. Make a student feel valuable, competent, and worth.
4. Provide a systematic approach for building student esteem and character that enhances the present curriculum.
5. Provide methods for participation by teachers, counselors, administration, and parents.

The following activities promote the accomplishment of these goals.

1. Monthly a character theme is assigned for the entire school to work on simultaneously.*
2. Weekly the homeroom teacher conducts one classroom activity promoting the theme.
3. Daily, students recite positive messages relating to the theme. Teachers promote the unit theme through modeling and praise.

*A newsletter is distributed to parents and staff promoting the theme. Parents are encouraged to model theme related behavior at home.

Morning Meeting

Morning meeting takes place daily in each homeroom facilitated by the homeroom teacher. Morning meeting provides an arena where distinctions that define social, emotional and academic skills fade, and learning becomes an integrated experience. It sets a tone of respectful learning and establishes a climate of trust which extends beyond the meeting. It motivates children by addressing two human needs: the need to feel a sense of significance and belonging, and the need to have fun.

Morning meeting is made up of four sequential components and lasts 20 - 30 minutes. The components are: greeting, sharing, group activity, and news and announcements. The components intentionally provide opportunities for students to practice the skills of greeting, listening and responding, group problem solving, and noticing and anticipating. Daily practice of these four components gradually weaves a web that binds the class together.

Second Step: A Violence Prevention Curriculum

Second Step is a researched based prevention program that proactively teaches critical social and emotional skills to children. It is designed to promote social competence and reduce children's social and emotional problems. Students in grades kindergarten - 5, during weekly classes with the school counselor, are taught skills central to healthy social and emotional development: empathy, impulse control and problem solving, and anger management. Through the use of puppets, picture cards, and role play, learning is enhanced. Teachers reinforce learning throughout the school day at "teachable" moments. Parents are kept informed through letters sent home and are encouraged to participate also.

Talking about Touching: A Personal Safety Curriculum

The Talking About Touching program focuses on teaching children basic skills that will help them keep safe from dangerous or abusive situations. The Diocese of Orlando has mandated the program be taught to students in grades kindergarten - 3. The homeroom teachers, with the guidance of the school counselor, will present the program during the first weeks of school. The goals of Unit 1, Personal Safety, is to increase children's knowledge of and adherence to rules that will keep them safe. The goal of Unit II, Touching Safety, is to strengthen children's ability to distinguish between safe touch and unsafe touch and to increase their knowledge of safety rules about touching. The overall focus is on safety, rather than sexuality, which helps defuse the difficult nature of talking to children about sexual abuse. Letters home to parents keep them informed about what is being presented in the classroom.

Love Circle

Love Circle is an intergenerational program for students in grades 1 - 8. Students have the opportunity to relate and socialize in small groups with St. Mary Magdalen's Adult Center. The students share projects, sing songs, dance, play instruments, recite poetry and complete craft activities with the Seniors. The Seniors share wisdom and stories with the students and praise them for their accomplishments. These thirty minute visits take place in the Adult Center on Tuesdays and Fridays.

Red Ribbon Week

All students participate in the national celebration of Red Ribbon Week, a time to highlight resistance of illegal drug use / abuse. Students enter poster and essay contests to demonstrate their learning.

Promotion Policy and Retention Policy

Advancement to the next grade SMMCS is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Note: Retention usually requires a student transfer to another school.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

Homework

All students are required to use a student planner which is supplied by the school. The planner should be signed by the parent each evening. Homework is re-enforcement of instruction, research on a particular subject or project, study, or reading for enjoyment. It includes studying as well as writing. It is an important part of developing good study habits. The amount and type of homework given is appropriate to the child's developmental level and/or needs. Each teacher will distribute specific homework guidelines and grading policies for homework. The School Administration will support the teacher's guidelines and policies.

Suggested Time Allotments

- Kindergarten - 10 minutes
- Grade 1 - 20 minutes
- Grade 2 - 30 minutes
- Grade 3 - 40 minutes
- Grade 4 - 50 minutes
- Grade 5 - 60 minutes
- Grades 6 - 90 minutes
- Grade 7 - 90 minutes
- Grade 8 - 90 minutes

Library

Library Hours are 8:00 am - 3:00 pm Loan Period:

Grades K - 6 Books are due each week on the day the class is regularly scheduled in the library.

Grades 7 - 8 Varies. Books are due on the day the book report is due.

Reference books must be used in the library only. Children are taught to take proper care of library books and materials. Lost or damaged books are the financial responsibility of the parents of the students who check them out. Report cards and transcripts can be withheld for library infractions. Students should return books when they are due so that others may enjoy them too. Students pay \$0.05 per school day on overdue books until the book is returned (exceptions for days of illness). Lost books must be paid for at the cost of the book.

Field Trips

Field trips are considered part of the curriculum. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and return to St. Mary Magdalen Catholic School prior to student participation in the field trip.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. The school field trip permission slip and the letter of introduction will be sent home by the teacher sponsoring the field trip. This is the only permission form which may be used.
7. A telephone call will not be accepted in lieu of the proper field trip permission slip.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

Sacramental Formation Program

The St. Mary Magdalen Sacramental Formation Program is under the direction of the Parish Director for Religious Education. Students in grade 2 are prepared for two sacraments - Reconciliation and First Eucharist. Parents are required to be active partners in preparation of their children for these sacraments. Information about immediate preparation for these sacraments will be sent home in a timely manner through the Parish Religious Education Office.

Hot Lunch

The St. Mary Magdalen Catholic School hot lunch program is provided five (5) days a week. The cost of hot lunch is \$3.50 per meal. Parents will be required to pay the return fee for checks that do not clear. If students do not participate in the hot lunch program, they bring a brown bag lunch. Drinks, snacks and ice cream are available daily. Students are expected to use the same manners used in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are in order at all times.

Uniforms and Dress Code

Uniforms are to be worn from the first day of school. Uniforms are to be clean, neat and in good repair at all times. *Pants must be worn at the waist. Shirts must be tucked in at all times. Skirts and skorts must be worn no shorter than 2 inches above the knee, and shorts 3 inches above the knee. Plain black belts are required on clothing with belt loops. If students choose to wear a T-shirt under their uniform shirt, the T-shirt must be plain white with absolutely no writing or graphics and short-sleeved.* The Administration has the right to judge the acceptability of apparel and jewelry. The school uniform (including clothing for Physical Education) must be purchased from the uniform companies. Shoes are not available at Dennis Uniform Company. When purchasing shoes, adhere to the following requirements:

Shoes: Black shoes must be worn all year. Shoes may have a limited amount of accent color such as a small logo. Note: Shoes must be tightly laced/fastened at all times. (Loose shoes are a safety hazard.)

Socks: Solid white or black ankle/foot socks - colored stitching and sports socks are not permitted. Every day, both PE and non-PE days, students are expected to wear socks. Girls may also wear white, navy, or black knee-high socks and/or tights.

Classroom Cold Weather Outer Wear For All

Navy Blue V-Neck Cardigan or Crew Neck Sweater (Solid navy fleece outerwear)

Navy Blue Cotton Jersey Button Down

Navy Blue Monogrammed (SMM) Sweatshirt

New V-neck Windbreaker purchased through the school

Grade 8 only: Eighth Grade Sweatshirt

Plain white turtleneck shirts can be worn underneath the uniform shirt on very cold days.

Classroom Cold Weather Physical Education Outer Wear For All

Navy Blue Monogrammed (SMM) Sweatshirt

New V-neck Windbreaker purchased through the school

Navy Blue Sweatpants

Grade 8 only: Eighth Grade Sweatshirt

Jewelry

Girls: Jewelry must be appropriate for school. Earrings must be small and not dangling. Girls may wear one pair of earrings only. Earrings may be worn on the ears only. Holiday earrings may be worn on Valentine's Day, Halloween and on the last day of school just prior to Christmas vacation and Easter vacation. ***Boys:*** Earrings may not be worn on any part of the body.

Necklaces shall be religious in nature and will be worn tucked in at all times.

One (1) bracelet and/or watch may be worn on the wrist.

Personal

Any altering of hair color is not permitted. Hairstyles must be of a conservative fashion.

Boy's hair should not touch the collar or eyebrows. Hair should be neatly groomed. The Principal reserves the right to judge the appropriateness of a hairstyle and altered color. The student has 24 hours to correct an unacceptable style/color. The student will not be allowed on campus until the problem is corrected. All time out of class will be unexcused.

Conservative /non-distracting nail polish may be worn by female students.

Any permanent marking of the skin is not acceptable.

Make-up may not be worn to school or during the school day.

Out-of-Uniform Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *nail polish
- *jewelry
- *dresses
- *slacks
- *crocs

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

All uniform regulations and guidelines are subject to the discretion of the principal and assistant principal. The Administration reserves the right to have students call home for a change of clothes if shorts or skirts are not of appropriate length.

Field Trip Dress Code will be the St. Mary Magdalen Catholic School dress school uniform.

Medication

Administering Medication to Student Guidelines

1. Prescription and over the counter medications require proper written authorization.
2. The "Student Medication Authorization" form (SCPS form 157) must be completed, signed by both a parent / legal guardian and the prescribing physician. This form needs to be returned to the School Nurse at the beginning of each year or at the time the students needs the medication during school hours. The form must to be filled out for each medication that your child needs to receive during the school day. Any change in physician's information, in medication, dosage or directions will require the completion of a new medication authorization form.
3. Children under prescription of Epi - pen will be required to fill out additional and specific forms.
4. The authorization form and the medication must have the child's full name, name of medication, directions/ dosage / route, time of day to be taken, physician's and parent's name, signature , and phone number. The medication must have a current expiration date.
5. All medication must be administered by school personnel, **not** by students.
6. The clinic of the school will only store medications for students that have a completed written authorization on file.
7. The parent / legal guardian will be notified in writing when unused / discontinued medication is left at school. If not picked up within five days of notification, the medication will be destroyed.
8. Any questions or concerns regarding the administration of medication should be directed to the School Nurse, who will determine the appropriate action.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Parties

Students are permitted the following parties a year: Halloween, Christmas, Valentine's Day. Room parents may assist the classroom teacher with these three parties.

Birthday Observances

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. In addition, birthday treats may be brought to school if individually wrapped. Students are invited to come to the Principal's Office for a birthday treat.

Conduct

See Code of Conduct Handbook.

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:30 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:30 PM without a teacher, face detention, suspension, or expulsion.

Volunteers

All individuals who volunteer in the school must have cleared fingerprints through the Diocese of Orlando and participate in Safe Environmental Training through the Diocese of Orlando. All families are required to complete the Volunteer Sign Up Sheet Annually.

Home-School Communication

School to home email is used for communication. Families of children whose parents reside in separate households, must notify the school secretary if they would like to receive information via the email system.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Student Directory

Within the first month of the school year, a school directory will be posted on the school website in a secure place where parent login is required to view or print the directory. The directory will include student and parent names, addresses, home telephone numbers and email addresses. The school directory should be used to acquaint parents with the names of their children's classmates and parents. These directories are not to be **used** or **sold** for other purposes.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Crisis Plan

St. Mary Magdalen Catholic School has developed a "crisis plan" in case of a lockdown or emergency evacuation.

Weather Emergencies

For school closings due to weather, we will always follow Seminole County Public Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to the local television and radio broadcasts regarding school closures.

St. Mary Magdalen Catholic School reserves the right to re-open St. Mary Magdalen Catholic School depending on our local campus situation. Please use the following communications regarding the status of St. Mary Magdalen Catholic School:

1. St. Mary Magdalen Catholic School website opening page - www.smmschool.org.
2. St. Mary Magdalen Catholic School telephone system, 407/339-7301 and 407/830-6245.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Sports

Sports Program

St. Mary Magdalen Catholic School is a member of the Catholic Middle School Athletic Conference (CMAC). The after-school sports program includes the following:

- Boys (Grades 5 - 8) Soccer, Basketball, Volleyball and Track
- Girls (Grades 5 - 8) Soccer, Basketball, Volleyball and Track

At the Athletic Director's discretion, younger students may participate in the above sports. Students may try out for as many of the sports activities as they wish.

Sports Philosophy

We believe that the sports program should compliment and work directly with the teachings and Catholic philosophy of St. Mary Magdalen Catholic School to promote the overall education, growth, and development of our students. Individual responsibility is taught and expected of all involved. This is achieved through the cooperation and involvement of students, parents, coaches, faculty and parish. While having winning teams is an important part of any sport, the primary goal is to develop students who put forth a winning attitude toward life and school. Victory will come as a natural result of this attitude. Success is knowing you have done your best!

Sports Fees and Standards for Participating

The following criteria must be met to participate in the sports program:

1. Pay a nonrefundable fee for each sport which is payable when a child is accepted on to a team.
2. The child must maintain a "C" average on his/her report card in the major subject areas - Religion, Math, Social Studies, Science, Literature, Language Arts, and an S in Conduct and Effort.
3. The team coach is responsible for discipline at practice and games.
4. It is a privilege to participate as a member of a St. Mary Magdalen sports team. The Principal reserves the right to remove a student, temporarily or permanently, from a team. See the *Code of Conduct Handbook*.

Insurance

Every child at St. Mary Magdalen Catholic School is covered by the Diocesan insurance plan for the hours he / she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

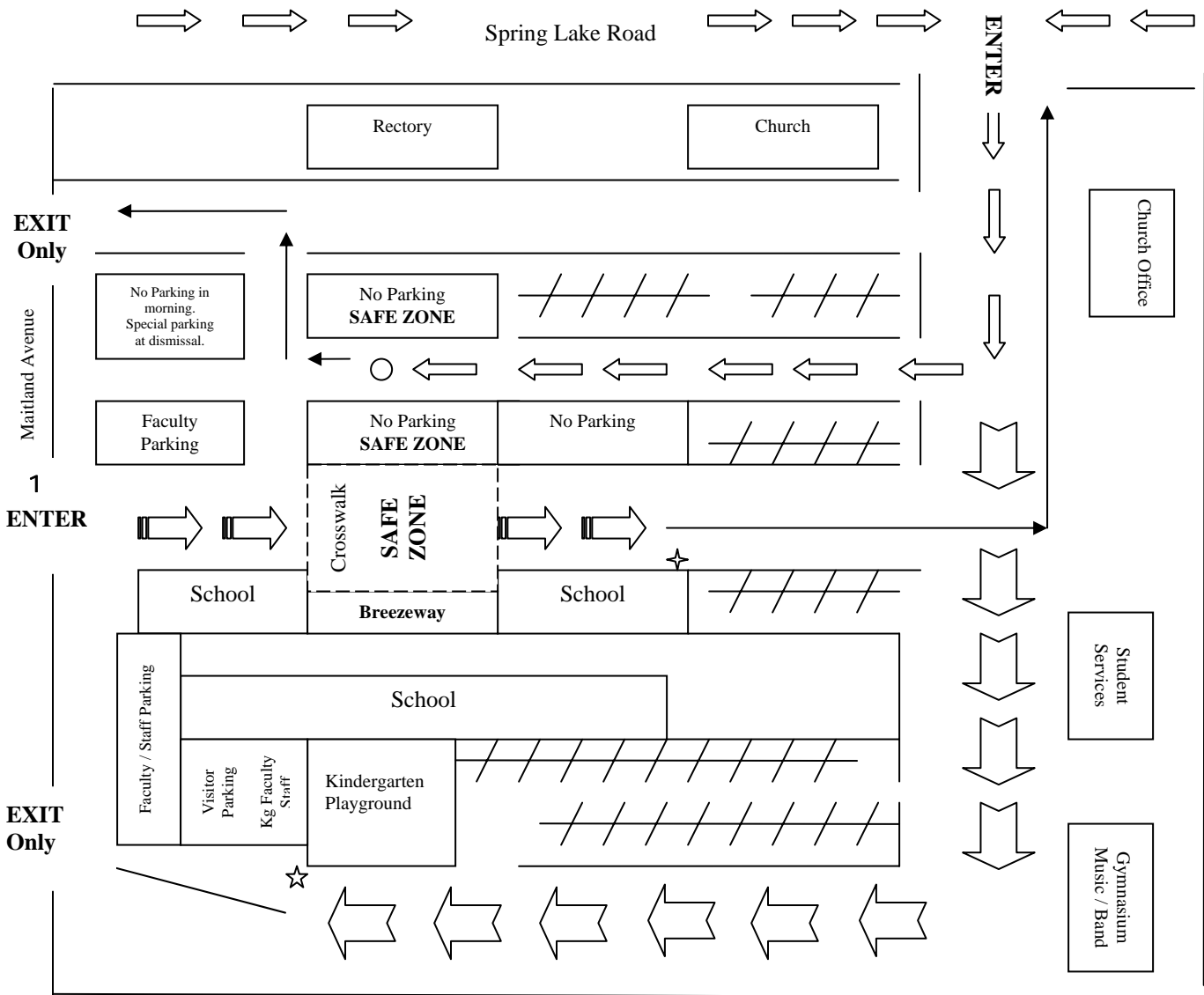
Parking Lot Procedures

Morning Drop Off

We will be using these *Procedures Daily*.

Grades 1 - 8: In the morning, a faculty member will be at the breezeway crossing. In addition, a faculty member will be standing in the safe zone assisting with the students being dropped off in that area.

Kindergarten: Kindergarten students may be dropped off in the morning outside kindergarten classrooms starting at 7:30 am. Please enter the parking lot from Spring Lake Road and drive around to the kindergarten area. Patrols will be available to escort your child from your car to the classrooms. Please do not get out of your car as we need to keep the traffic moving. Do not enter from Maitland Avenue as this causes a traffic hazard and safety issues. We will follow the same procedure during dismissal. If your child has an older sibling or is in a carpool, you may pick-up your kindergartener before or after you go through the car line in the main parking lot.



1 = Entrance 1. Drop off students in the morning from Maitland Avenue. Proceed all the way to the stop sign (★) at the end of the school building.

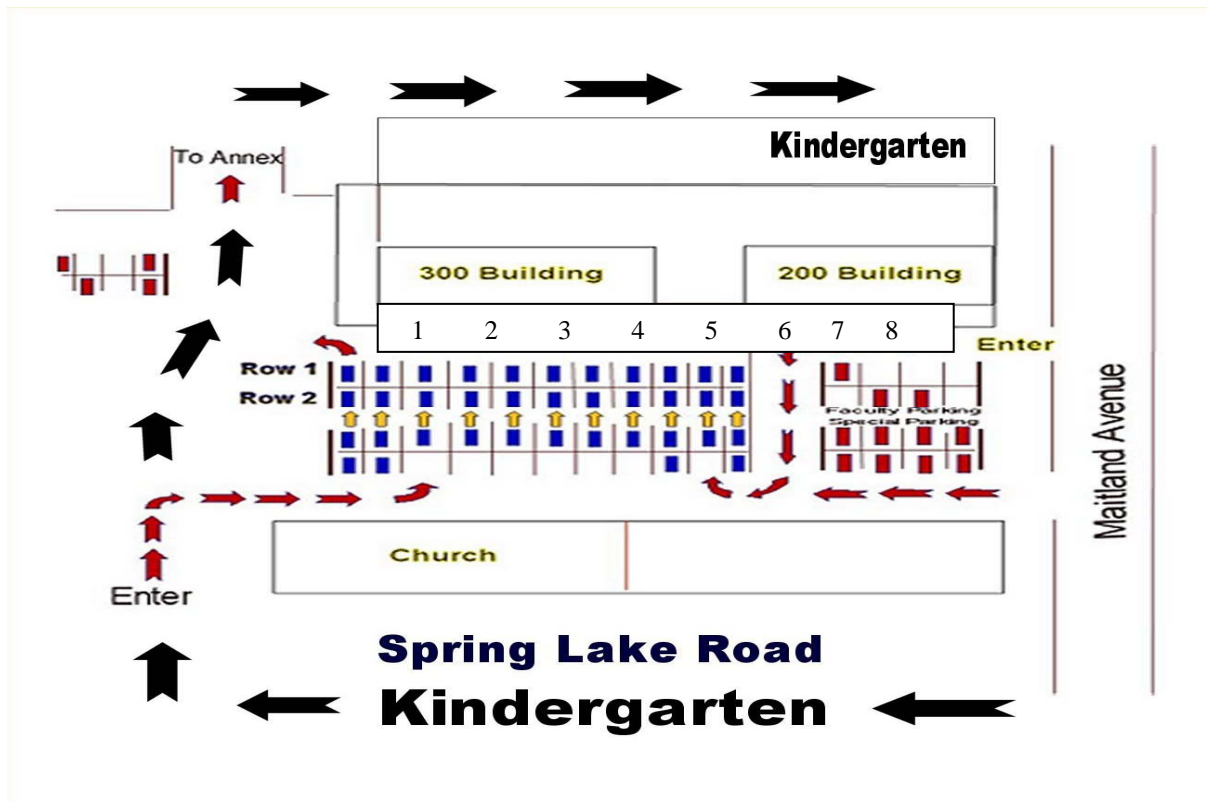
2 = Entrance 2. Drop off students in the morning from Spring Lake Road. Proceed all the way to the safe zone (○). If you only have a kindergartener to drop off, use the same Spring Lake entrance but follow the larger arrows to the end of the Kindergarten playground (★).

Afternoon Pick-Up 1-8

At afternoon dismissal, we will be dismissing **one row at a time**. Children whose parents are in the **FIRST ROW ONLY** will be dismissed to their cars. Once all cars in the first row are fully loaded, first row cars will be given the signal to pull out. As the first row pulls out, the second row moves forward to be loaded in the same manner as the first row. This process will continue until all children have been dismissed.

To expedite this process, we ask parents to please stand outside their car if their child is not moving towards the car. Parents are not to go get their child. Also, there is to be no parent - teacher conferencing or the passing of messages between parents and faculty during dismissal. Faculty has been advised of this mandate. This practice jeopardizes the safety of our children.

Kindergarten parents follow the same procedure as they do for arrival in the morning.



Special Parking Area

Spaces are limited. This parking area is intended for parents who pick-up on their lunch hour or special occasion/needs appointments only. Please do not park in this area unless your needs **honestly** require that you do so. Your car should be facing north so that you can leave immediately using the Maitland Avenue exit from the parking lot. Please do not walk up to take your child from his/her class.

Right to Amend

St. Mary Magdalen Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent via the Thursday Envelope System.

CODE OF CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other actions which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Introduction

Every form of organization be it family, a club, or a school, needs to have a set of rules by which it conducts itself. Orderly conduct, as prescribed by rules and regulations, is needed if any organization is expected to maintain its existence, and preserve its '*raison d'état*', or reason for being. Here at St. Mary Magdalen Catholic School, we want our students to realize that rules are created not as a means of punishment or forced behavior, but rather as a means of providing an atmosphere that will nurture happiness, and a Christ-like peace among all people involved, be they students, faculty, staff, and even outside visitors. At St. Mary Magdalen Catholic School, we strive to create an environment of controlled and responsible freedom and safety. The school is very much dependent upon the parents to uphold and support our Code of Conduct. It is desirable and expected that each student learn to exercise self-discipline and to conduct him / herself in a Christ-like manner conducive to a scholastic, athletic and social environment.

St. Mary Magdalen Catholic School Board

STUDENT CONDUCT GUIDELINES

I. TO AND FROM SCHOOL

A. PARKING LOT

1. Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles, dropping off and picking up students.
2. Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or others' safety.

B. ARRIVAL AT SCHOOL

1. Students may be dropped off according to *Parking Lot Procedure* found in Parent and Student Handbook and Calendar.
2. Students should not be on the school premises before 7:30 am since there is no supervision provided before this time.
3. Students arriving at the classroom after 8:00 am are considered tardy. Students who are tardy will be given a tardy pass in the breezeway between 8:00 - 8:05 am. Students who arrive after 8:05 am must be escorted to the school office by their parent and receive a tardy pass.

Consequences:

3 unexcused tardies = After school detention

6 unexcused tardies = Second after school detention

9 unexcused tardies = Saturday School

For every 3 unexcused tardies after 9 = Saturday School

4. For the safety of the students, parents are respectfully asked not to use their cell phones in car lines during arrival at school.

C. DISMISSAL FROM SCHOOL

1. Students will be dismissed from their classroom at 3:00 pm on Monday, Tuesday, Thursday and Friday. Students will be dismissed from their classroom at 2:00 pm on Wednesday.
2. Children should remain seated in their assigned areas while waiting for their ride home.
3. Please see after school care guidelines.
4. For the safety of the students, parents are respectfully asked not to use their cell phones in car lines during dismissal at school.

II. SCHOOL GROUND BEHAVIOR

A. IN TRANSIT BETWEEN CLASSES, TO THE CAFETERIA, GYMNASIUM, MUSIC ROOM, ART ROOM, ADULT CENTER, RECESS AREA AND CHURCH

1. Students must walk at all times.
2. Students must show consideration for others by avoiding loud, inappropriate talking, shouting or any form of unruly behavior.
3. When using the drinking fountains, students are expected to refrain from pushing others or placing foreign objects in the fountain.

B. CAFETERIA

1. Students are expected to wait on line in an orderly manner.
2. While in the lunchroom, the students are expected to show respect and be courteous to other students and all adults.
3. Students are expected to use proper manners while eating (i.e., not throwing food, keeping area clean).
4. Students are required to ask permission to use the restroom.
5. Students are expected to leave the lunchroom in an orderly manner.

C. RESTROOMS

1. Loitering in the restroom is not permitted.
2. Students must use the restroom located in the area of the building where they are in class.
3. Students are to properly dispose of paper towels. Vandalism is unacceptable.
4. Students using restrooms during class time are required to follow the procedures of the individual teacher.

D. OUTDOOR RECESS

1. Students are required to behave in such a manner that their actions are not harmful to themselves or others.
2. Body contact sports are not permitted (other than tag type games): no pushing, tackling, piling, etc.
3. Unnecessary roughness is forbidden along with teasing, harassment, bullying or making mean comments.
4. Proper use of the playground equipment is expected.

E. SCHOOL GATHERINGS (ASSEMBLIES)

1. Students will enter and exit assemblies in an orderly manner under the supervision of a teacher.
2. Booing, yelling, whistling or talking during assemblies is not permitted.
3. Kicking the bleachers in the gymnasium is not permitted.

F. CHURCH

1. While at Mass or other times of worship, students are expected to show respect for the Blessed Sacrament. Talking and / or fooling around with classmates is unacceptable.

III. PARENT / VOLUNTEER RESPONSIBILITIES

Parents / volunteers who observe student inappropriate behavior should make the supervising employee aware of the situation. Volunteers may not reprimand a child.

GRADING SCALE

Quarter 1:	60% (Tests) / 40% (Homework / Classwork)
Quarter 2:	60% (Tests) / 40% (Homework / Classwork)
Semester Grade:	40% (Quarter 1) / 40% (Quarter 2) / 20% (Exam)
Quarter 3:	60% (Tests) / 40% (Homework / Classwork)
Quarter 4:	60% (Tests) / 40% (Homework / Classwork)
Semester Grade:	40% (Quarter 3) / 40% (Quarter 4) / 20% (Exam)
End of the Year Grade:	50% (Semester 1) / 50% (Semester 2)

BULLYING POLICY

As a member of the body of Christ and part of the community of St. Mary Magdalen Catholic School, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way that will cause physical or emotional pain. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms, such as hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by email (cyberbullying).

If a student feels that he/she is being bullied, he/she should follow these three steps:

First: Tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying), please stop" or report the incident to the teacher or adult supervisor.

Second: If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying) to me. Please stop" or report the incident to the teacher or adult supervisor.

Third: The next time the same student bullies you, report the incident to the teacher or adult supervisor.

Teachers and assistants will follow these steps:

1. Each reported incident of bullying will be documented in writing and signed by a supervising teacher, student and parent.

2. If a second incident involving the same offender occurs, the offender will be sent to the office and a conference will be held immediately with administration, parent and student. The student will not attend school until the conference has taken place. Administration reserves the right to take additional disciplinary actions as they deem appropriate, which may include expulsion from St. Mary Magdalen Catholic School.

Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level on which they occur. These lists are samples and are not all-inclusive.

Examples of Bullying by Grades (not all-inclusive)

Primary Grades K - 2

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Taking and/or hiding another student's possessions
- Invading personal space
- Starting or spreading rumors / gossip
- Hitting, pushing, biting
- Writing unkind notes / pictures
- Disrespect to another person's belongings
- Falsely accusing another student

Examples of Bullying by Grades (not all-inclusive)

Intermediate Grades 3 - 5

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Pushing, poking, belittling, put downs
- Writing and/or passing unkind notes
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening - not necessarily on school property
- Lying about another student
- Negative gestures and facial expressions
- Insults of any kind
- Starting or spreading rumors / gossip
- Retaliating
- Falsely accusing another student
- Demanding another's possessions, food or money

Middle School Grades 6 - 8

- Name calling / teasing (This includes reference to grades, appearances or any other topics which are offensive.)
- Lying about another student
- Starting or spreading rumors / gossip
- Physical threats
- Intimidation
- Writing and/or passing unkind notes
- Electronic messaging that is disrespectful, hurtful, vulgar, and/or threatening - not necessarily on school property
- Negative gestures and facial expressions
- Insults of any kind
- Demanding another's possessions, food or money
- Sarcasm with intent to hurt another
- Taking and/or hiding another student's possessions
- Falsely accusing another student

UNACCEPTABLE BEHAVIORS

There are two types of offenses:

- **PROHIBITIVE OFFENSES:** These are offenses which affect oneself or other people in the learning environment.
- **UNACCEPTABLE OFFENSES:** These are offenses which are of a less serious nature but need to be addressed to the student or students in helping to form moral Christian-Catholics.

PROHIBITIVE OFFENSES

- Disrespect for teachers and / or other adults assisting in the school.
- Disruptive classroom behaviors. [This includes all subject areas such as homeroom, BEST, morning meeting, art, music, PE, Spanish, guidance, computer, library, electives, clubs, assemblies, church and study hall.]
- Stealing / cheating or any other form of copying from another student, books or other materials and plagiarism.
- Foul language either spoken or written.
- Sexual harassment in the form of inappropriate verbal or physical conduct.
- Physical or verbal abuse or violence of any form including fighting.
- Bullying behavior towards another student(s) / making fun of an individual, name calling, put downs, invading personal space, spreading rumors, intimidation.
- Possession of intoxicants or illegal drugs.
- Possession or use of any weapon, or any device or instrument that could be used as a weapon.
- Personal electronic devices, such as, but not limited to, cell phones, PDAs, Game Boys, I-Pods, etc., are not permitted on campus during regular school hours.
- Inappropriate use of technology - internet, and cell phones.
- Forgery of another person's name.
- Defacing property / books / materials.
- Students may not publicly challenge a teacher on a reprimand and/or consequence given to him/her or another student.

CONSEQUENCES

First Offense

- Infraction Report
- Saturday School: 7:45 - 9:45 am (\$20.00 fee)
- U in conduct (U in conduct disqualifies a student from participating in NJHS for that school year. In addition, for 4 weeks from the issuance date of the infraction, the student will be ineligible to receive honors, participate in special classroom activities, field trips, field day, drama, and sports).

Second Offense

- Second Saturday School.
- Immediate conference and possibility of out of school suspension.
- Additional disciplinary actions will be taken at the discretion of Administration.

UNACCEPTABLE OFFENSES

- Gum chewing / eating in the classroom without permission.
- Failure to follow the dress code.
- Tardiness to class.
- Snacks may not be eaten after school in the dismissal area.
- Failure to take proper care of books and materials / lost books.
- Failure to be prepared for class (materials, homework, tests not signed).
- Failure to follow teacher directions.

CONSEQUENCES

First Offense

- One after school detention

Second Offense

- One after school detention (N on student report card)

Third Offense

- Saturday School (U on student report card)
- U in conduct (U in conduct disqualifies a student from participating in NJHS for that school year. In addition, for 4 weeks from the issuance date of the infraction, the student will be ineligible to receive honors, participate in special classroom activities, field trips, field day, drama, and sports).

Fourth Offense

- Saturday School and Conference with Administration, Parent and Student (U on student report card)

*Detentions must be served on the assigned date. If a detention is not served on the assigned date for any reason, a Saturday School will be assigned. Attendance at a Saturday School is recorded as a U in conduct on the report card.

**Items taken away from students will be returned
to the parent(s) / guardian(s).**

**School (Administration and Faculty)
reserves the right to amend this policy
dependent on circumstances.**