



ST. MARY MAGDALEN CATHOLIC SCHOOL

ad vitam paramus

PARENT AND STUDENT HANDBOOK

and

CODE OF CONDUCT

2011 - 2012

St. Mary Magdalen School is "Christ-centered – committed to the development of the spiritual, academic and social potential of each student."

869 MAITLAND AVENUE · ALTAMONTE SPRINGS, FLORIDA 32701
PHONE 407.339.7301 · FAX 407.339.9556
www.smmschool.org

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ACKNOWLEDGEMENT

I have or will read the Parent and Student Handbook and Code of Conduct for 2011 – 2012 (a copy of which can be accessed on the school website) and our family agrees to follow all guidelines, policies and procedures as stated therein.

Signatures below also confirm a positive response for:

- Diocese of Orlando Network Acceptable Use Policy (See Appendix 1)
- Photo Video Release (See Appendix 2)

Please print family name: _____

Parent Signature: _____

Parent Email Address: _____

Student Signature: _____ Homeroom: _____

Student Signature: _____ Homeroom: _____

Student Signature: _____ Homeroom: _____

Student Signature: _____ Homeroom: _____

Please return signed form to the school office.

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”).

Mission Statement

St. Mary Magdalen Catholic School prepares students for life with a quality Christ-centered education in a safe supportive environment. Families, faculty, and parish share in the development of the spiritual, academic, and social potential of each student as a unique child of God.

Statements of Belief

- A safe and comfortable learning environment values each student as a unique child of God.
- The opportunity for success is present when students learn in a variety of ways.
- A Catholic school reflects the integration of faith and values with learning and life.
- Catholic education is an integral part of the Church’s mission to proclaim the Gospel message of Jesus.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.
- Christian formation is at the heart of Catholic education with parents as the primary educators of their children.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- Students are prepared for a life committed to learning, prayer, and service to others.

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.

Faculty and Staff

Teachers and staff are certified by the State of Florida and or the Florida Catholic Conference.

Faculty and Staff Listing
2011 - 2012

Administration		Email Address	Voicemail
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		Email Address
Mrs. Margaret Beleckas	Kindergarten	pbeleckas@smmschool.org
Mrs. Maureen Parks	Kindergarten	mparks@smmschool.org
Mrs. Amanda Hagaman	Grade 1	ahagaman@smmschool.org
Ms. Terri Miller	Grade 1	tmiller@smmschool.org
Mrs. Mary Jo Finnerty	Grade 2	mfinnerty@smmschool.org
Mrs. Kathryn Rynning	Grade 2	krynning@smmschool.org
Mrs. Cathy Larkin	Grade 3	clarkin@smmschool.org
Mrs. Faith Parker	Grade 3	fparker@smmschool.org
Mrs. Patricia Cobb	Grade 4	pcobb@smmschool.org
Mrs. Kara Enides	Grade 4	kenides@smmschool.org
Mrs. Maureen Copeland	Grade 5	mcpeland@smmschool.org
Miss Laura Mueller	Grade 5	lmuellet@smmschool.org
Ms. Gilda Brink	Grade 6 / Religion, Art	gbrink@smmschool.org
Mr. Albert Fernandez	Grade 6 / Spanish 1-8	afernandez@smmschool.org
Mr. James Dool	Grade 7 / Science	jdool@smmschool.org
Mr. William Hubbard III	Grade 7 / Social Studies	whubbard@smmschool.org
Mrs. Deborah Kelly	Grade 8 / Literature	dkelly@smmschool.org
Mrs. Julie Slebodnik	Grade 8 / Language Arts	jslebodnik@smmschool.org

Special Subject		Email Address	Voicemail
Mrs. Cynthia Dades	Technology Teacher / Coor	cdades@smmschool.org	260
Mrs. Christine Gardner	Media Specialist / Library	cgardner@smmschool.org	240
Mrs. Deborah Gordon	Gifted	dgordon@smmschool.org	
Mr. Michael Flood	Resource	mflood@smmschool.org	
Mrs. Kerrimae Hamilton	Math / Grade 7	khamilton@smmschool.org	
Mr. Jason Leinheiser	Physical Education	jleinheiser@smmschool.org	
Mrs. Carol Kent	Art	ckent@smmschool.org	
Miss Candace Travis	Music	ctravis@smmschool.org	

Teacher Assistants		Email Address
Mrs. Susan Englert	Cafeteria Supervisor	senglert@smmschool.org
Mrs. Heidi Leon	Physical Education	hleon@smmschool.org
Mrs. Lydia Philip	Kindergarten	lphilip@smmschool.org
Mrs. Christine Lyons	Grade 1	clyons@smmschool.org
Mrs. Peg Guiley	Grade 2	pguiley@smmschool.org

Office Personnel		Email Address	Voicemail
Mrs. Brenda East	Registrar	beast@smmschool.org	242
Mrs. Betsy Lieble	Finance	blieble@smmschool.org	244
Mrs. Karlene Rogers	Secretary	kr Rogers@smmschool.org	243
Mrs. Carol Sweet	Receptionist / Clinic Super	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://schools.orlandodiocese.org/pdf/DIOCESANTECHPLAN2009.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. See Appendix 1.

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 (1-800-96-ABUSE) 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.

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. See Appendix 2.

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.

ST. MARY MAGDALEN CATHOLIC SCHOOL



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2011 - 2012 School Year

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 the 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.

Students may be tested to determine proper placement in courses/grades.

Students and their families are interviewed as part of the application process.

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/student can renew financial agreements for the next school year. Renewal typically begins in late February of each year .

Materials fees are due in May.

Tuition is collected over 11 months, June through April.

Materials fees are non-refundable.

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.smarttuitionaid.com/ or at the school and parish offices. The application deadline to FACTS Grant and Aid Assessment is during the month of March.

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 June
- Enroll in the SMART Tuition Management Service. Payments begin in May
- All application fees, material fees and registration fees 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 \$35.00 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.

Tuition Collection Policy

In order to meet its own financial obligations, the school requires tuition payments be made in a timely manner. In order to meet these obligations, the school has established the following guidelines for tuition accounts which may become delinquent.

- Accounts 30 days in arrears will be required to place a credit card authorization on file. Failure to provide a credit card authorization may result in student withdrawal.

- Accounts 60 Days in arrears will incur a charge up to the balance owed on the previously tendered credit card authorization. Failure to collect past due tuition via credit card may result in student withdrawal.
- Accounts 90 Days in arrears will result in student withdrawal.

Every effort will be made by the school administration in consultation with the parish and pastor to work with families experiencing financial difficulty.

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.

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 Commission

The purpose of the St. Mary Magdalen Catholic School Commission 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 Commission assists the school in implement the goals and objectives developed by the St. Mary Magdalen Catholic School Strategic Planning Committee.

General Information

School Hours

Drop Off - 7:30 am

Doors Open - 7:50 am

Monday, Tuesday, Thursday, Friday - 3:00 pm Dismissal

Wednesday - 2:00 pm Dismissal

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.

Supervision of students begins at 7:30 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 185 days each school year. Excessive absences during a marking period may affect a student's grades and can 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.

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.

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 quarterly.

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 special subjects is also required.

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

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

Pope John Paul II Award for Excellence in Religion

- Grades 3 – 8 (one per Homeroom)

Criteria:

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

St. Cecelia Award for Excellence in Music

- Grades 3 – 6 (one per grade)

Criteria:

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

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

St. Thomas Moore 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
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

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

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

St. Sebastian Award for Excellence in Physical Education

- Grades 3 – 8 (one per grade)

Criteria:

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

St. Joseph Award for Excellence in Art

- Grades 3 – 8 (one per grade)

Criteria:

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

St. Clare Award for Excellence in Computer

- Grades 3 – 8 (one per grade)

Criteria:

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

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
- +Academic Achievement
(Grades 3 – 4 - S; Grades 5 -8 - A's and B's)
- +Exhibits interest in Spanish
- +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, third grade students will be evaluated for the Gifted Program. The third grade level Gifted class will begin in January.

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.

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.

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 present the program during the first quarter 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.

Students in grades 4-8 receive ongoing safety instruction during guidance class with the school counselor.

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.

Library

Library hours are Monday, Tuesday, Thursday, Friday – 7:45 – 3:15 pm and Wednesday – 7:45 – 2:15 pm (closed during 8:30 am Mass)

Loan Period:

- Grades K – 5: Books are on loan for one week and are due on the student's regularly scheduled library day.
- Grades 6 – 8: Books are on loan for two weeks and are due on the student's regularly scheduled library day. Special due dates may apply for book report books.

Students 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. Books may be renewed as needed per the discretion of the media specialist.

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. **(checks only please)**
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 \$3.75 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 clean, neat, and in good repair at all times. ***Pants must be worn at the waist. Skirts, skorts and shorts length must fall below mid-thigh. Boys are required to wear a plain black belt. If students choose to wear a T-shirt under their uniform shirt, it must be a plain white, short-sleeved T-shirt with absolutely no writing or graphics.*** 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 company.

When purchasing shoes, adhere to the following requirements:

Shoes must be solid black, including the visible sole. Shoelaces must be black.

Note: Shoes must be tightly laced/fastened at all times.

Socks must be solid white or black crew/ankle length with **no logo**. Girls may also wear white, navy, or black knee-high socks and/or tights. Note: "No-show" style and low-cut socks are not permitted.

Cold Weather Wear – the following items are acceptable:

SMM Monogrammed Fleece jacket

Zippered hoodie with SMM logo

Pull over with SMM logo

Navy Blue Sweatpants

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

Grade 8 only: Eighth Grade Sweatshirt

Note: Outerwear, such as parkas or jackets that are worn to and from school on very cold days cannot be worn inside the classroom.

Jewelry

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.

Girls may wear one pair of post earrings (no dangles).

Boys are not permitted to wear earrings.

Personal Grooming

Altering of hair color is not permitted.

Boy's hair should not touch the collar, eyebrows, nor fall lower than the middle of the ear. Boy's and girl's hair should be neatly groomed and out of the eyes. The Administration reserves the right to judge the appropriateness of a hairstyle. The student must correct an unacceptable style/color within the timeframe set by the Teacher/Administration.

Girls may wear conservative, non-distracting nail polish.

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 (Free Dress) Guidelines

Students may wear:

- *jeans
- *tennis shoes
- *shorts, skirts and skorts (length must fall below mid-thigh)
- *sweatshirts
- *jogging suits
- *dresses (length must fall below mid-thigh)
- *slacks

Students may not wear:

- *skinny jeans, leggings and jeans with holes in them
- *tank tops
- *T-shirts with inappropriate writing
- *biker shorts
- *pajama pants
- *form-fitting apparel
- *clothing that exposes a student's midriff when moving
- *flip-flop sandals
- *open back shoes
- *tennis shoes that convert to roller skates
- *make-up
- *hats
- *dangling earrings

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, Assistant Principal, and Teachers. If appearance is judged unacceptable, the student may be sent home immediately. The students may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.

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. Please, no balloons, etc. Students are invited to come to the Principal's Office for a birthday treat.

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 parent.

Volunteers

All individuals who volunteer in the school/chaperone field trips 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 classroom teacher. Students are permitted to use the office phone 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. In the event access to the campus is denied by authorities, parents should report to Eastmont Park. Information will be brought to parents at this location.

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. Please clearly mark all student items with name and grade to facilitate their return.**

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.

Afternoon Pick-Up 1- 8

- Cars enter school property via Spring Lake Road.
- Cars are to circle the school campus in a clockwise manner.
- Kindergarten students will be picked up as usual. Parents who only have a kindergartner may exit on to Maitland Avenue. All other cars are to continue in front of the school office (on a path currently marked to flow traffic in the opposite direction).
- Cars will then make a right turn and proceed parallel to the 200 building (grades 5 – 8) and 300 building (grades 1 – 4).
- In this long queue, cars will be split into two parallel lanes.
- A staff member positioned at the end of the 300 building will direct the flow of traffic. The staff member will only release cars to leave when all cars in the queue are filled. The queue will then be filled again and the process repeated until all students are picked up.

Safety Notes:

- Please place cars in park and turn the ignition off whenever possible.
- No passing.
- No cell phone use when driving on school property.
- No cars should be moving when students are off the curb (300 building) and /or beyond the yellow lines painted on the ground (200 building).
- If the car line is asked to move and your student did not make it to your car, simply rejoin the queue and circle the buildings again.

CODE OF CONDUCT

Discipline in the Catholic School is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self discipline and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue to create a safe and peaceful atmosphere to advance the educational process.

Students have the right to:

1. a safe environment.
2. receive the best formation to meet their needs.
3. feel secure from physical, verbal, and written harassment.
4. be treated in a fair, consistent, and respectful manner.
5. receive instruction and assistance for social, emotional, and academic concerns.
6. a clean and pleasant environment.

Deficiencies in the above need to be reported to teachers and administration so that change can be affected.

Students have a responsibility to:

1. share experiences in safe and pleasant surroundings.
2. regular and punctual attendance.
3. act safely in everyone's interest.
4. practice good health habits.
5. be honest and polite.
6. not interfere with the teacher's teaching nor other student's learning.
7. show respect for the rights, feelings, and property of others.
8. adhere to rules at all times.
9. work with teachers and staff to learn from mistakes.
10. respect ethnic, racial, religious, gender, intellectual and physical diversities of all people.
11. report inappropriate behaviors to staff.

Failure in the above will result in disciplinary action.

Student Conduct

General 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. ***Tardiness is disruptive to the learning environment.***

Consequences: Grades 3- 8

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

Consequences: Grades K - 2

In cases of excessive tardiness, students may be denied entry to class until lunch period.

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.

II. SCHOOL GROUNDS 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.
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, 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. 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 (cyber bullying).

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

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

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

Third: The next time, report the incident.

Teachers and staff will take immediate action to combat bullying behavior. All incidents of bullying will be documented and forwarded to the administration for appropriate action.

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

IV. CONDUCT / RULE INFRACTIONS

Grades K- 2: Rules

- Respect teachers, peers, and the learning environment.
- Listen carefully and follow directions.
- Make safe choices.
- Work quietly.
- Do your best.

Grades 3 – 5: Rules

- Respect teachers, peers, and the learning environment.
- Listen carefully and follow directions.
- Raise your hand to speak or leave your seat.
- Work quietly and avoid disturbing others.
- Keep your hands, feet, and materials to yourself.

Grades 3 – 5: Consequences

Consequences may include

- Verbal Warning
- Loss of Privilege
- Behavioral Alert
- Teacher Review
- Administrative Review

Grades 6 – 8: Rules

- Respect teachers, peers, and the learning environment.
- Listen carefully and follow directions.
- Raise your hand to speak or leave your seat.
- Be prepared with required materials.
- Put forth your best effort.

Grades 6 – 8: Consequences

Consequences may include

- Verbal Warning
- Behavioral Alert
- Teacher Review
- Administrative Review

Spanish Classroom Rules

Reglas del Salón

- Respetar a los profesores, los compañeros, y el salón de clases.
- Escuchar con atención y seguir a las reglas.
- Levantar la mano y esperar permiso para hablar.
- Venir preparados y traer los materiales.
- Usar tu mejor esfuerzo.

Las Consecuencias incluyen

- Aviso verbal
- Aviso de conducta
- Evaluación con los maestros
- Evaluación con la administración

Library Classroom Rules

- Respect teachers, peers, and the learning environment.
- Listen carefully and follow directions.
- Raise your hand and wait to be called on.
- Keep your hands, feet, and materials to yourself.

Consequences for breaking a rule may include

- Verbal Warning
- Behavioral Alert
- Teacher Review
- Administrative Review

Art Classroom Rules

- Respect teachers, peers, and the learning environment.
- Listen carefully and follow directions.
- Raise your hand and wait to be called on.
- Keep your hands, feet, and materials to yourself.

Consequences for breaking a rule may include

- Verbal Warning
- Behavioral Alert
- Teacher Review
- Administrative Review

Cafeteria Reminders

- Respect adults, peers, and the cafeteria environment.
- Listen carefully and follow directions.
- Raise your hand to leave your seat.
- Use inside voices and appropriate language.
- Use your best table manners.

Computer Lab Rules

- Respect teachers, peers, and learning environment.
- Listen carefully and follow directions.
- Raise your hand and wait to be called on.
- Keep your hands, feet, and materials to yourself.

Consequences for breaking a rule may include

- Verbal Warning
- Behavioral Alert
- Teacher Review
- Administrative Review

Definitions

Verbal Warning - Primary method to correct student conduct.

Behavioral Alert - Formal note home which must be signed by parent.

Teacher Review - 1 hour assigned (Thursdays after school) session which includes a self reflection and meeting with a teacher panel to address conduct deficiencies.

Administrative Review - Formal meeting between school administration, teachers, students, and parents to address repeated and or serious conduct deficiencies.

Off Campus

Students may be disciplined for conduct off of school grounds and outside of school hours which discredits St. Mary Magdalen as a School or the individual. Some examples may include inappropriate internet postings, e-mail, or phone calls. Students represent the school at all times.

Right to Search

In order to protect the safety and well being of all students and staff, St. Mary Magdalen School reserves the right to search all items brought on school campus. These items may include, but are not limited to, back-packs, duffle bags, purses, etc.

Confiscation

Items of a dangerous or disruptive nature may be confiscated from students. Items will be returned to parents as appropriate.

**School (Administration and Faculty)
reserves the right to amend any and all policies and procedures as necessary.**

Appendix 1

Diocese of Orlando Network Acceptable Use Policy for All Parishes, Schools and Entities of the Diocese of Orlando Parent Addendum

5.3 Unacceptable Use

1. A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies which offer such database opportunities. This type of database can also compromise a person's identity and/or place an individual in danger, if the database is mis-used or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given e-mail addresses to communicate with other subscribers. This does not apply to instructional technology or methodology which includes approved subscriber access for a specific instructional purpose and is monitored for this purpose. This instructional technology should not offer chat or chat rooms separate from the monitored purpose. In addition, the database should NOT:

- a. Offer Chat or Chat Rooms
- b. Allow Blogs
- c. Require or Request Photos of Subscriber
- d. Ask for Age or Gender of Subscriber
- e. Display Subscriber E-Mail Addresses
- f. Allow Subscribers Access to Other Subscriber Information

2. The following activities are, in general, prohibited. Authorized users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

a. Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal or international law while utilizing the Diocesan entity-owned resources.

b. Authorized users are prohibited from attempting to circumvent or subvert any system's security measures. Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control information.

c. When an authorized user becomes "unauthorized" by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges or information for which he/she has not been authorized.

d. System and Network Activities: The following activities are strictly prohibited, with no exceptions:

- 1.** Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocesan entity.
- 2.** Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner's authorization is prohibited.
- 3.** Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- 4.** Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 5.** Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- 6.** The installation or use of Instant Messaging is prohibited.
- 7.** Using a Diocesan computing asset to access inappropriate or offensive material or to engage in the procuring or transmitting of material that violates Diocesan anti-harassment or hostile environment policies.
- 8.** Making fraudulent offers of products, items, or services originating from any Diocesan entity account.
- 9.** Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
- 10.** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the authorized user is not an intended recipient or logging into a server or account that the authorized user is not expressly authorized to access, unless these duties are

within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, creating or propagating viruses, hacking, network sniffing, spamming, pinged floods, packet spoofing, password grabbing, disk scavenging, denial of service, and forged routing information for malicious purposes.

11. Port scanning or security scanning is expressly prohibited unless prior notification to Diocese of Orlando is made.

12. Executing any form of network monitoring which will intercept data not intended for the authorized user's host, unless this activity is a part of the authorized user's normal job/duty.

13. Circumventing user authentication or security of any host, network or account.

14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

5.4 Email and Communications Activities: Diocesan entities maintain electronic mail systems. These systems are provided by the Diocesan entity to assist in conducting business within the Diocese.

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.

2. Unauthorized use, or forging, of email header information is not allowed.

3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is not allowed.

4. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam) is not allowed.

5. The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.

6. The e-mail system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal e-mail through such networks as AOL, Yahoo, Gmail, should be accessed on a limited basis.

7. The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.

8. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.

9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.

10. Notwithstanding the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any e-mail messages that are not sent to them.

11. Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user's messages without the latter's permission.

12. All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.

13. The appropriate authority should be notified if a user becomes aware of e-mails which violate this policy.

10.0 How to Comply With The Children's Online Privacy Protection Rule In order to provide interactive service, Diocesan entities might collect personally-identifiable information from the users the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando on-line privacy policy. The privacy policy is posted on the Diocese of Orlando website, http://www.orlandodiocese.org/outreach/child_youth/online_policy.html.

Appendix 2

PHOTOGRAPHY AND IMAGE ASSIGNMENT, WAIVER, AND RELEASE

2011 - 2012

As you review this photo release form, please do so with regard to any particular considerations of photos of your child being available on-line or in print.

I, _____, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to St. Mary Magdalen Catholic School and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property. This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature _____ Date _____

Witness: _____

If applicable, name(s) of minor children / wards _____