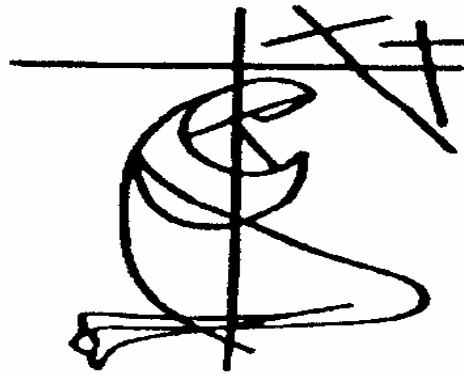


**Saint Mary Magdalen School  
2430 North Providence Road  
Media, Pennsylvania 19063**

# **PARENT/STUDENT HANDBOOK**



**2010-2011**

**ST. MARY MAGDALEN SCHOOL  
2430 N. PROVIDENCE ROAD  
MEDIA, PA 19063  
610-565-1822  
Fax 610-627-9670**

## **STUDENT-PARENT HANDBOOK**

**This handbook contains certain policies and procedures of the school. St. Mary Magdalen school reserves the right at anytime to amend or add to the policies, rules and regulations contained in this handbook, and to make changes applicable to current and new students when the situation dictates. If you have a question about a particular policy or procedure, please contact the Principal.**

**STUDENTS AND PARENTS MUST ACCEPT  
AND ABIDE BY THE SCHOOL'S POLICIES  
AND PROCEDURES IN ORDER FOR THE  
STUDENT TO ATTEND THE SCHOOL**

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# FACULTY AND STAFF

2010-2011

Pastor .....	Rev. Monsignor Ralph J. Chieffo
President .....	Miss Patricia Miniszak
Principal .....	Mrs. Barbara M. Burke
Grade 8A .....	Mrs. Eileen McDonald
Grade 8B .....	Ms. Linda Tofani
Grade 7A .....	Mrs. Mary Ellen Sedor
Grade 7B .....	Mrs. Maryanne Amalfitano
Grade 6A .....	Ms. Marissa Giunta
Grade 6B .....	Mrs. Sharon Feist
Grade 5A .....	Mrs. Theresa Hawkins
Grade 5B .....	Mrs. Susan Pennacchia
Grade 4A .....	Ms. Jessica Ruzzo
Grade 4B .....	Mrs. Deborah Otarola
Grade 3A .....	Mrs. Claire Menold
Grade 3B .....	Mrs. Shannon Melini
Grade 2A .....	Mrs. Jennifer Roehrig
Grade 2B .....	Mrs. Mary Smith
Grade 1A .....	Mrs. Lori Campitelli
Grade 1B .....	Mrs. Linda Protesto
Kindergarten A .....	Mrs. Victoria Comly
Kindergarten B .....	Mrs. Kristin Hubbard
Spanish .....	Mrs. Roseanne Calvecchio & Mrs. Lisa Carlucci
Technology .....	Mrs. Eileen Pry/ Mr. Jeffrey Braconnier*
Reading .....	Mrs. Jeanmarie Gosseaux
Math/Science .....	Mrs. Roseanne Calvecchio
Librarian .....	Mrs. Bernadette Farrell
Physical Education .....	Mrs. Gigi Hagan
Art .....	Mrs. Patricia Atkinson
Music .....	Mrs. Maryann Coughlin
Instrumental Music .....	Mrs. Marilyn Lutz & Ms. Soo Kyong Lee
Deacon .....	Deacon James DiFerdinand
School Nurse .....	Mrs. Pierina Antonello
Secretaries .....	Mrs. Sharon Higgins & Mrs. Maryann Babin
Office and Recess Aide .....	Mrs. Susan Hodlofski
Lunchroom Moderators .....	Mrs. Christine Ferro
Playground Moderator .....	Mrs. Patricia Szipszky, Mrs. Kathleen Kelly & Mrs. Nicol Verna
Custodians .....	Mr. Sam & Mr. Kiet

\*Long-term substitute

## **MISSION STATEMENT**

The mission of St. Mary Magdalen School is to partner with parents, the primary educators of their children, to spread the gospel teachings of Jesus, by educating the students toward moral awareness, academic excellence, responsible citizenship, and cultural development in a nurturing Catholic environment.

## **HISTORY OF ST. MARY MAGDALEN SCHOOL**

On June 4, 1963, Archbishop John J. Krol established St. Mary Magdalen Parish to serve 143 families in Rose Tree - Marple Newtown area. Temporary quarters in neighborhood structures were used for the clergy and as a chapel while waiting for permanent buildings.

The construction of a rectory and a combination chapel/school began in April of 1965. The parish buildings were to be located on a 12.7 acre tract of land which was formerly part of "El Rancho", the Fetterman farm. The founding pastor, the Reverend Gilbert J. McDevitt J.C.D., announced the opening of St. Mary Magdalen School in September 1965. With the new chapel/school building still under construction, classes were held at St. Pius X and St. Kevin Schools. Children in grades one through eight were enrolled in double grade classes. Four Dominican Sisters staffed the school.

On November 8, 1965 the doors of the parish school opened. The building contained the chapel, sacristy, four classrooms and an office. The double grade situation continued until September 1968. That year, the first and second grades were divided into separate classes, and a lay teacher was employed. In September 1969, class separation continued with the third and fourth grades. In 1970, the church was completed and the entire building was for school use with all grades individualized. Facilities for a library and an auditorium were available.

Sister Mary Kathleen O.P., the founding principal, served the school in this capacity from 1965 to 1984. In 1984, Sister Mary Immaculate Doyle, O.P., became her successor. Through the years, the parish witnessed the school's religious faculty gradually replaced by lay teachers. In September 1993, Miss Patricia Miniszak became the first lay principal with a lay faculty. In September of 2008, Miss Miniszak was named the first president and Mrs. Barbara Burke became principal.

In response to parish needs, many changes and improvements have occurred since our founding in the 1960's. A Kindergarten program was begun in 1985. In 1987, the Parish Center was dedicated. This facility provided a cafeteria and gymnasium/auditorium for the school. In 1990, with enrollment increasing, two classes of each primary grade were begun. A full day Kindergarten was added in 1991. With the increase in enrollment, additional classroom and educational facilities were needed. Maria Hall was dedicated in October, 1992. The facility contains nine classrooms and a library. Three of the rooms serve as an Art Room, and Science and Computer Labs. Increased enrollment necessitated two classes of each grade level and Kindergarten and the building of Sister Kathleen Hall in November, 1998.

Our parish looks to the future with high expectations for our school. Building upon the strong foundations and high standards that have been established, our school will continue to offer the highest quality Catholic education to the children of the parish.

## ACADEMIC POLICIES

### **1. Preparation for Class**

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a demerit and will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

### **2. Class Participation - Part of the assessment for the report card grade**

Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

### **3. Homework**

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up. If a student is absent, make-up work will be assigned when the student returns to school.

#### **4. Academic Responsibilities**

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Academic probation is a designated time period of a trimester, during which evaluation of a student's progress is monitored, as follows:

- a. The teachers will note the student who is experiencing academic difficulties in either assignments or assessment scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian.

#### **5. Conditions and Consequences of Academic Probation**

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
  - parent contact
  - periodic meetings with the student
  - report cards
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

#### **6. Promotion or Retention**

Student progress is monitored throughout the school year. At the December report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In February, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the

parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

## 7. **Report Cards**

Report cards are issued three times a year to students in Grades 1 through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- homework
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

Students in the upper grades are often given long-range assignments. If a computer breaks down before a project paper is completed, the paper should be submitted in handwritten form. Help to train your child so that he/she learns to apportion the work over the period of time and not to neglect it until the last day. This is a vital training for high school.

## 8. **Standardized Testing**

The Terra Nova Test is administered each year to students in Grades K, 2, 3, 4, 5, 6, and 7. The results are communicated to parents and are utilized by the school for curriculum planning.

## 9. **Assessment Grades**

In order for parents to be aware of the academic progress their child is making with regard to weekly assessments, **assessments are to be signed by parents and returned promptly.**

## 10. **Graduation**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

## 11. **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the

student's conduct or academic or disciplinary record indicate that the privilege should not be extended.

## **CODE OF CONDUCT**

### **Discipline Code**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

**Disciplinary Procedure for Kindergarten, and Grades 1 to 3** will be handled individually by the classroom teacher.

**Disciplinary Procedure for Grades 4 to 8** are applied through demerits and detentions.

### **Harassment**

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

**Sexual Harassment is unacceptable conduct and will not be tolerated.** Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

### **Bullying/Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the school to provide an educational environment free from all forms of improper behavior which include but are not limited to physical and social bullying, improper threats, intimidation, hostility and offensive and inappropriate behavior. Students and parents sign a **Pledge and Guidelines for "Followers of Jesus."** Any improper conduct in the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school will

not be tolerated. Unacceptable conduct either by a student or a parent/guardian includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent;
- b. insubordination;
- c. bullying, fighting, physical or verbal;
- d. bomb scares or triggering other false alarms;
- e. cheating or plagiarism;
- f. use or possession of drugs or alcohol;
- g. smoking;
- h. stealing;
- i. intimidation, harassment or threats of any kind; and
- j. possession of any weapon.

### **Bullying**

Physical and Social Bullying include but are not limited to the following behaviors:

- defacing or stealing property of others
- exclusion from group
- ethnic slurs
- gossiping, embarrassing others
- physically demeaning or humiliating others
- pushing, hitting, kicking
- threatening others
- threatening isolation from group

Because discipline can involve varying situations, and clear cut rules and regulations may not always apply, we reserve the right to exercise good judgment in keeping with the Christian standards our school promotes in conjunction with our “Followers of Jesus” program and Code of Conduct. As a result, times may arise when we need to amend or add to our policy and to make changes applicable to current and new students. The above mentioned categories do not cover every possible situation. Thus the school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

### **White Demerits**

The following infractions may warrant at least one white demerit per infraction:

- a. **Improper behavior** – including, but not limited to disturbances in class/playground/lunchroom; *i.e.* note passing, slamming books, unnecessary noises, talking to oneself or others, throwing food, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process.
- b. **Language** – any inappropriate language used on school premises.
- c. **Homework** – not having homework completed at the appropriate time
- d. **Forgery** – any school paper or handing in any paper signed by anyone other than a parent or guardian or handing in a paper written by someone else.
- e. **Invading the privacy of another's desk** – teacher or student.
- f. **Gum chewing/eating in class** – gum is not permitted on campus, including the school/church/parking lot; snacks may be eaten only at the designated time.
- g. **Out of bounds** – any student who is in the wrong place at the wrong time such as recess and lunchtime
- h. **Other** – any other behavior that warrants attention not specifically listed.

**Pink demerits** will be issued for:

- a. **Failure to return a signed demerit slip** – demerits must be returned within two (2) school days.
- b. **Failure to return test papers** within two (2) school days
- c. **Not prepared for class** – Incomplete homework or not having proper supplies or books for class repeatedly. Demerit will be issued after the first warning.
- d. **Improper care** of school materials or personal belongings
- e. **Dress code violation** – any infraction of the uniform dress code.

Three pink demerits equal one white demerit.

### **Procedure for Demerits**

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. **A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the**

**parent/guardian's permission for the student to receive the demerit. The teacher issuing the demerit and the principal already have made that decision.**

### **Detentions**

Students who repeatedly choose to ignore or oppose any of the above list plus the following reasons will receive a detention:

- a. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent and administrator or fellow student.
- b. **Damaging any school, church or personal property.**
- c. **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.

**Three white demerits will result in a detention.** Detention is usually held before school in the morning from 7:40 – 8:15 A.M. or at the school's discretion.

**Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored functions. Examples of Serious Infractions include the following:**

- a. **Truancy** – unexcused absences.
- b. **Excessive bullying**
- c. **Violent behavior** – any fighting or behavior that causes physical injury.
- d. **Blatant disrespect for authority** – to any adult in the building.
- e. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- f. **Irreverence.**
- g. **Vandalism** – destruction or defacing of parish or school property.
- h. **Profane/obscene language or gestures or engaging in immoral conduct.**
- i. **Possession of any item which may present a danger to others in school or out.**
- j. **Cutting class.**
- k. **Leaving campus without permission from a school authority.**

### **Suspensions**

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

#### **Procedures for student suspensions:**

- a. Infractions of a serious nature, as determined by the school.
- b. Parents/guardians of the student will be informed in writing of the suspension as soon as practicable.

- c. Suspensions will be implemented in-School or out of school, at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- h. Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

### **Dismissal**

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Parents/guardians of the students will be informed in writing of the dismissal as soon as possible.
- c. Students who are dismissed may apply for re-admission after one full year. The school will determine whether re-admittance is appropriate.
- d. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with School Policy, the good of the school community or Catholic teachings.

### **ADMISSIONS**

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The school follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date. For example: A student who is 6 years old by September 1<sup>st</sup> is eligible for first grade. The age for admission to kindergarten should be one year less than that of the first grade. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Baptismal certificate

- c. A certificate of immunization that must be updated and available for confirmation. (See “Health.”)

### **REGISTRATION GUIDELINES**

Families are accepted into the School in the following preferential order:

- a. Registered, supporting parish families with currently enrolled children in our school.
- b. Families new to our school
  - (1) Students transferring from other Catholic schools
  - (2) Families new to our school residing in our parish
- c. Families residing out of our parish
  - (1) Catholic students coming from a parish without a school
  - (2) Catholic students coming from a parish that has closed its school enrollment
  - (3) Catholic students coming from another parish school for other reasons
  - (4) Non-Catholic students

### **Registration**

Registration for kindergarten students and other students new to our school takes place in February. This registration is only for new students. Registration information is communicated through the school website, communication envelope, and the parish bulletin. There is a non-refundable fee of \$100.00 due at the time of registration.

### **Re-Registration**

Families registered in our school are required to re-register annually. Re-registration information for the following year is provided to each family in February prior to the next school year. All financial obligations must be current before re-registration can be processed.

### **ADMISSION OF NON-CATHOLICS**

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.

- c. The parents/guardians agree in writing to permit their child(ren) to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

### ASSEMBLIES

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

### ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** - The policies regarding this area are as follows:
  - (1) **A student who has been absent from school, even for one day, is required to present a written note to the teacher.**
  - (2) A doctor's certificate may be required for absence of an extended time.
  - (3) **If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message as to the reason for the absence on the voice mail. Please call the school office (610-565-1822) by 8:30 A.M.**

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
  - (4) In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
  - (5) Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
  - (6) It is the responsibility of the student to complete work and assessments that have been missed due to absence.

**b. General Supervision of School Grounds**

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

**c. Arrivals**

A child must come directly to the Parish Center between 8:00 A.M. and 8:13 A.M. Parents are asked not to leave a child at school before 8:00 A.M. **WE CANNOT ASSUME RESPONSIBILITY FOR ANY STUDENT BEFORE 8:00 A.M.**

**d. Daily Schedule**

8:13 Bell  
8:15 Prayers and Pledge of Allegiance  
8:25 Classes begin  
10:15 Recess  
10:30 Classes resume  
11:20 Morning Kindergarten Dismissal  
11:55 Lunch - Kindergarten and Grades 1-3  
12:20 Lunch - Grades 4-6  
12:40 Lunch - Grades 7 & 8  
1:00 Classes resume  
2:55 Dismissal

**e. Dismissals**

Children are dismissed from their classroom by their teachers at 2:55 P.M. No child may leave the building prior to dismissal without the Principal's permission.

**f. Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign Our Book," in order to have your child released from school.

**g. Emergency Closings**

If it is necessary to cancel classes, St. Mary Magdalen will announce such a closing on the radio on KYW. Our school number is **533**. Also, you will be advised by telephone or e-mail through Global Connect. Decision to close school will be in conjunction with Rose Tree/Media School District. In case of an emergency, which requires an early closing, please advise your child, at the

beginning of the school year, where to go if you are not at home. We will set up the chain call and e-mail but we can **not** always depend on it completely.

h. **Emergency Contact Forms**

The school requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. **Every change of address, phone number, or family name must be reported to the principal as soon as possible. Up-to-date records are needed in case of an emergency.**

i. **Lateness**

A student who arrives late for school must:

- report to school office for an admission slip which will be issued to the teacher
- present a note from his/her parent explaining the reason for the lateness

Consistent unexcused lateness will be considered parental neglect, which will be reported to Rose Tree School District for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

j. **Vacation Policy**

The planning of family vacations is **strongly discouraged** during the school year. **Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year.** The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up **when** the child returns to school.

### **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. ***No writing on books or pencil cases is acceptable.***

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school.

Students are expected to take care of their personal belongings, their books and their clothing. Parents are welcome to visit the lost and found located in Sr. Kathleen Hall. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

**CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES**

**Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the school unless special circumstance has been approved by the Principal. Students who are in need of cell phones due to extra-curricular activities must place their cell phones in the class basket each morning**

**COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS**

**a. Legal Custody Issues**

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition, as follows:

We are the parents/guardians who have legal custody over [\_\_\_\_\_]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [\_\_\_\_\_]. We agree that no other person is entitled to participate in the issues surrounding [\_\_\_\_\_]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [\_\_\_\_\_] may be released to me(us) at dismissal. [\_\_\_\_\_] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [\_\_\_\_\_] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [\_\_\_\_\_] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

---

Signature  
List all days of school week, and times, when you may  
pick up listed child(ren)\_\_\_\_\_

---

Signature  
List all days of school week, and times, when you may  
pick up listed child(ren)\_\_\_\_\_

---

Name of Parent/Guardian To Receive  
School Materials

**b. Conferences**

Parent-teacher Conferences are scheduled at the first trimester Progress Report period for Grades K to 8.

Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the ***teacher first*** then, the Principal, or the Pastor. The better the communication, the easier to direct your child in his/her educational endeavors.

**Teachers may not be interrupted during the school day:** lunches, messages, forgotten books, etc. should be left at the office **with the child's name and room number.**

**c. Family Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, school website, Emergency Communication System, a monthly calendar of events, newsletter, family envelopes (when necessary), parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

**d. Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court

order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

e. **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

### **Computer Policy**

a. **Purpose and Goals**

Computers are a valuable tool for education, and one of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth:

...to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology

...to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

b. **Responsibilities of User**

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

c. **General Requirements for Use of the Internet**

- a. All users are required to take simple Internet training from the computer coordinator or his/her designee.
- b. All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- c. Only students issued passes or permission and have completed training may use the school's computers to access the Internet.

- d. Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- e. Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- f. Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- g. E-mail accounts through the school are restricted.
- h. Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- i. Use of the Internet for commercial gain or profit is not allowed from an educational site.
- j. Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- k. The system operator has the right to monitor all computer activity without prior notice to the user.
- l. The school may impose additional rules and restrictions at any time.

**d. Discipline:**

Violations of these rules will be handled by the computer education coordinator and the school administration.

**e. Student Rules**

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.

- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

**Violations** of any of these rules may result in any or all of the following, the discretion of the school:

- i. Loss of Internet access privileges
- ii. Disciplinary and/or legal action by the school, law enforcement or other involved parties.

### **DRESS CODE**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Students are expected to come to school in a state of cleanliness because good grooming leads to personal self-respect and effective academic performance. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Any student not in compliance with the dress code will be subject to disciplinary action. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

### **HAIR STYLES/GROOMING**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles such as tipped or streaked are permitted. Boys' hair should not be below the ear.

### **JEWELRY**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, ankle and wrist, pins and buttons are not a part of the school uniform. This includes any and all types of wrist and ankle bands. A religious medal or cross on a chain is permitted.

### **FORMAL UNIFORM**

Girls in grades 1-5 wear a navy blue plaid uniform with a white blouse or white turtleneck and navy blue cardigan sweater. Girls in grades 6-8 wear navy blue plaid skirts, a white blouse or white turtleneck (**tucked in**) and either a navy blue sweater vest or a navy blue long sleeve V-neck sweater. Uniforms must be no shorter than **two inches above the knee cap**. Girls in grades 1-8 wear navy blue knee socks (worn at knee high height) or tights. The uniform shoes for girls in grades 3 to 8 are Olly black tied shoes and for grades 1 & 2 an Olly black strap shoe. **No make-up, artificial nails or nail polish are permitted. All girls may wear regulation khaki slacks during the winter months.**

Boys wear navy blue school regulation slacks, dark belt, white shirt (**tucked in**), navy blue tie and either a navy blue sweater vest or navy blue long-sleeve sweater. **Colored T shirts under uniform shirt are not permitted.** Boys wear ankle socks. Boys in grades 3 to 8 wear an Olly black tied shoe.. Boys in grades 1 and 2 wear an Olly black strap shoe.

## **INFORMAL UNIFORM**

Boys and girls in Grades 1-8 may wear a blue knit shirt (**tucked in**), regulation walking shorts, white socks, and white sneakers during the month of September and from a Spring date (determined by the Principal) until the close of school in June. **BLACK SNEAKERS ARE NOT PERMITTED. SNEAKERS MUST BE BASICALLY WHITE.**

**Kindergarten students** wear blue knit shirts, navy blue walking shorts, and white socks and white sneakers. During the colder months, they wear royal blue sweat shirts and sweat pants.

**The Physical Education uniform** for both the boys and girls consists of the following: school regulation T-shirt, gym shorts, sweat shirt, sweat pants, **white socks**, and **white sneakers**.

## **FIELD TRIPS/CLASS TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that the School deems to be high risk. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A field trip parent consent form must be signed by the parent(s)/guardian(s) and the student, in the form provided by the school.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

## **Physical Education**

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

For information regarding the gym uniform, please see Gym Uniforms, under "Dress Code."

## **Immunization**

### **a. Regulations**

#### **a. Legal Requirements**

- b. No Child in grades kindergarten through twelve may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Section 1303A-Immunization-PA Public School Code.**

**PENNSYLVANIA DEPARTMENT OF HEALTH REQUIRES:**

**FOR ATTENDANCE IN ALL GRADES in 2010/2011 children need the following:**

- **4 doses of tetanus\***
- **4 doses of diphtheria\***
- **3 doses of polio**
- **2 doses of measles\*\***
- **2 doses of mumps\*\***
- **1 dose of rubella (German measles)\*\***
- **3 doses of hepatitis B**
- **2 doses of varicella (chickenpox) vaccine or history of disease**

\*Usually given as DTP or DTaP or DT or Td

\*\*Usually given as MMR

**Children ATTENDING 7<sup>th</sup> grade in 2010/2011 need the following:**

- **1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)**
- **1 dose of meningococcal conjugate vaccine (MCV)**

Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization)

**b. Nurse**

The parish provides a certified school nurse four days a week. The public school district provides a registered nurse one day a week.

The district nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records. All students are screened yearly under the State-mandated program.

Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

**c. Accident/Illness at School**

Accidents or unusual illness occurring at school are reported immediately to the administrator. When a student becomes ill or meets with an accident, the parent(s)/guardian(s) should be contacted immediately. In the event of serious injury, 911 should be called and emergency personnel be contacted. An insurance form should be provided to the parent(s)/guardian(s) of the injured student requiring treatment. A follow-up incident report must be written and kept on file in the school office.

## **d. Medications**

### **I. Non-Emergency Administration of Student Medication**

A. Teachers and other non-administrative school employees, except a certified school nurse, shall not be required to administered medication to students. Parent(s)/guardian(s) are responsible for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

B. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

1. Prescription medication means any medication prescribed by a licensed physician or dentist.

2. Non-prescription medication means any medication that can be obtained over-the-counter.

### **II. School Medication Authorization**

A. No school personnel shall administered to any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form.

B. The form shall be completed by the student's parent(s)/guardian(s) and physician and shall be on file at the local school. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and appropriate dosage.

### **III. Personnel Authorized to Administer Medication**

A. All student medication shall be left with the school nurse or the district's health aide during the school day. If there is no school nurse or health aide in the building, then the medication shall be left with the person designated by the administrator.

B. All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.

C. All such medication will be administered by the school nurse whenever possible.

D. Teachers, other certified school personnel, and secretaries designated by the building administrator may administer student medication (if the school nurse is not available).

### **IV. Field Trips**

A. Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization form.

B. In the event the time of trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

### **School Wellness Program**

In response to the 2004 Child Nutrition Reauthorization Act, Nutritional Development Services and the Office of Catholic Education partnered to create a School Wellness Policy for Archdiocesan schools. The Archdiocese and St. Mary Magdalen School recognize that student wellness, proper nutrition, and regular physical activity are related to a student's physical well-being, growth, development, and readiness to learn. They also recognize that schools can provide an environment in which students can learn about and participate in positive dietary and lifestyle practices. The Archdiocese and Saint Mary Magdalen School are committed to providing a healthy school environment that promotes these concepts as part of the education of the whole child. St. Mary Magdalen School is a member of the Pennsylvania Advocates for Nutrition & Activity (PANA) and the National Dairy Council, part of the Wellness Program.

### **LUNCH AND SNACKS**

All students stay for lunch during the school year. The 40-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Please include in your child's lunch **a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box.** This is most appreciated as a means of helping with the clean-up at the end of each lunch period. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the parents who supervise and assist during this time.

### **LIBRARY**

The school library is staffed by a librarian and is available to the students during the school day. Books may be taken out once a week. A fine will be levied on overdue books. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times in the library.

### **INVOLVEMENT OF PARENTS/GUARDIANS**

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the Parent Association.

The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the school, including dismissal of the student.

### **SAFETY**

#### **a. Fire, Shelter in Place, and Lock Down Drills**

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. Also, **Shelter in Place** and **Lock Down Drills** are conducted throughout the school year.

#### **b. Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office. A security system has been installed at the main front door and the door between Sr. Kathleen Hall and the main building. Please ring bell to enter school and go to the office to sign in and obtain a badge. All other doors will be locked.

### SMOKING

**The school premises are a smoke-free environment.** No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

### STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. During the school year, stationery items can be purchased in the school office during the morning activity period.

### TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal. **Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.** Please do not request that a child phone home during or after school for any reason.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

### TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school.

### TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

#### **a. Bicycles**

Fifth to eighth grade students are permitted to ride bicycles to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of appropriately sized helmets.

#### **b. Bus**

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. **Misconduct on the bus will affect report card conduct mark and students could be denied the privilege of riding the bus.** Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. The insurance of the school districts will not permit students from other school districts riding on their buses.

**c. Car Pick-up**

In the morning, students who are **car riders** are to enter the school through the **back walkway between the two buildings. We ask drivers to move to the end of the building and have the children walk on the sidewalk to the door.** The front driveway is for school buses only.

At dismissal, we ask parents to be prompt and in the parking lot by 2:55 and **do not move until all students** are in their respective cars. Parents who pick up students must park their cars in the back parking lot and walk to the sidewalk to meet their children. Teachers will oversee car pick-up procedures daily. We do not assume responsibility for students on the playground after 3:05.

**d. Crossing Guards**

Crossing guard is provided by the local public school district. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guard or for insuring that crossing guard is posted as scheduled.

**TUITION**

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The school also may impose fees for other items, such as extracurricular activities, field trips, and registration. This information is communicated to the school parents/guardians through the weekly communication envelope.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Pastor and Administration review the tuition records. The student report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Pastor. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

## FINANCIAL RESPONSIBILITIES

**TUITION FEE** (PLUS \$20.00 per week in collection)

Active Parishioner: Grades 1 to 8                      Non Active Parishioners – double tuition

**Total tuition for the school year 2010-2011**

**GRADES 1 TO 8**

**1 child \$2,800.00                      2 children \$4,800.00                      3 children \$6,300.00**

### **Payment Schedule:**

	1 child	2 children	3 or more
Due: 5/7/10	\$ 1000	\$ 1,600.00	\$2,100.00
10/1/10	\$ 900	\$ 1,600.00	\$2,100.00
1/7/11	\$ 900	\$ 1,600.00	\$2,100.00

**Registration Fee of \$100.00 per family**

**Late Fee: \$ 25.00 each payment period**

**KINDERGARTEN TUITION FEE: \$2,950.00**

### **Kindergarten Payments Schedule:**

\$1000 is due on May 8, 2010; \$1000 on October , 2010; \$950 on January 7, 2011.

**Registration Fee of \$100.00 per child**

**Late Fee: \$ 25.00 each payment period**

Each parent is expected to do playground duty. If unable to do this duty, you are obligated to pay \$25.00.

## VISITORS

Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office.

Parents coming to school to bring forgotten articles or to relay messages should come to the **school office**. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8:10 A.M. and 3:10 P.M., unless the Principal gives permission for such a visit.

All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

## VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers may sign up for the various activities on Back-to-School Night

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us.

Every student is expected to show courtesy and respect to all volunteers.

### AUXILIARY SERVICES

#### **DELAWARE COUNTY INTERMEDIATE UNIT**

#### **NON-PUBLIC SCHOOL SERVICES DIVISION**

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, guidance and counseling services, speech, and psychological services to a non-public school student in Delaware County. These services are provided to all students who have a need in any of these areas.

### IST

Saint Mary Magdalen's IST (Instructional Support Team) provides support to students who may be experiencing difficulty in the classroom due to consistent academic, social-emotional, or behavioral problems. IST is a problem solving process that develops partnerships between the school and parents in their effort to improve a child's school performance. The IST is made up of: the parent of the referred student, the child's classroom teachers, school principal, two specially trained faculty members, and personnel from the Delaware County Intermediate Unit. **Parents seeking this assistance should contact their classroom teachers for a referral.**

### HOME AND SCHOOL ASSOCIATION

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. Membership dues are \$20.00. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office. The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

## **APPENDIX A**

### **STUDENT INTERVIEW RELEASE**

By indicating my permission and signing the release form, found on school website, I, as a parent/guardian of a student(s) in St. Mary Magdalen School, and hereby give the St. Mary Magdalen School, Parish, and Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to permit my child(ren) to participate in a supervised interview with the news media. This authorization and release covers the use of said interviews in any form and by any media of advertising publicity.

I also understand that the school may be identified by name and I fully understand that this is a complete release of all claims against St. Mary Magdalen School, Parish, and Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such interviews.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

## **APPENDIX B**

### **PHOTO RELEASE**

By indicating my permission and signing the release form, found on school website, I, as a parent/guardian of a student(s) in St. Mary Magdalen School, hereby give St. Mary Magdalen School, Parish, and Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child(ren) produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertised publicity.

I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against St. Mary Magdalen School, Parish, Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

## APPENDIX C

### ACCEPTABLE USE POLICY FOR TECHNOLOGY

#### ***Catholic Schools of the Archdiocese of Philadelphia*** **Student Internet Access Contract**

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*

Student Name/ID \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent or Guardian:** We ask that you review this policy with your child and sign below:

#### **Student Access Contract**

I hereby release \_\_\_\_\_ and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that as outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for \_\_\_\_\_ (school name). I

hereby give my permission for my child to use the Internet and will not hold \_\_\_\_\_ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Revised May 2009*

### **STUDENT COMPUTER ACCESS**

By signing the Acceptable Use Policy for Technology contract, found on the school website, I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, the Archdiocese of Philadelphia and St. Mary Magdalen School and Parish.

My signature of the contract and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of this Acceptable Use Policy for Internet access at all Catholic schools.

**Parent or Guardian:** We ask that you review this policy with your child(ren) and sign the Student Internet Access contract form found on the school website.

## **APPENDIX D**

### **ST. MARY MAGDALEN SCHOOL DAILY SCHEDULE GRADES: KINDERGARTEN TO 8**

- 7:55**    **Teacher Preparation**
- 8:13**    **Beginning Bell**
- 8:15**    **Morning Prayers and announcements**
- 10:15**   **Recess**
- 10:30**   **End of Recess**
- 11:50**   **Angelus**
- 11:55**   **Lunch - Kindergarten to Grade 3**  
**12:10**   **Recess - Kindergarten to Grade 3**
- 12:20**   **Lunch - Grades 4 to 6**  
**Recess - Grades 7 & 8**
- 12:35**   **End of Lunch - Kindergarten to Grade 3**  
**12:40**   **Recess - Grades 4 to 6**  
**Lunch - Grades 7 & 8**
- 1:00**    **End of Recess for Grades 4 to 8**
- 2:50**    **Prayers**
- 2:55**    **Dismissal for Students**
- 3:15**    **End of the Day for Personnel**

## **APPENDIX E**

### **ASBESTOS EMERGENCY RESPONSE ACT**

St. Mary Magdalen School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA.) A copy of the plan is available for your inspection at the school office during regular office hours. ACRES Environmental Management, Inc. is the school's asbestos program manager.