



**St. Mary Magdalen School  
Parent-Student Handbook  
2017-2018**



**St. Mary Magdalen School  
6421 W. Metairie Ave.  
Metairie, LA 70003**

**Administration  
2017-2018**

<b>Pastor</b>	<b>Rev. Christian DeLerno, Jr.</b>
<b>Parochial Vicar</b>	<b>Fr. Vincent Phan</b>
<b>Principal</b>	<b>Mrs. Valerie Rodriguez</b>
<b>School Office Secretaries</b>	<b>Mrs. Dianne Hughes</b> <b>Mrs. Caren Favaloro</b>
<b>School Office Phone</b>	<b>733-1433</b>
<b>School Office Fax</b>	<b>736-0727</b>
<b>School Office E-mail</b>	<b>stmarymag@archdiocese-no.org</b>
<b>School Cafeteria</b>	<b>733-6580</b>
<b>Before/After School Care</b>	<b>733-4768</b>
<b>Rectory Office Phone</b>	<b>733-0922</b>
<b>Rectory Office Fax</b>	<b>733-0869</b>
<b>School Website</b>	<b><a href="http://www.smmcougars.org">www.smmcougars.org</a></b>

## TABLE OF CONTENTS

Letter to Parents/Guardians.....	1
Mission, Vision, Philosophy, Goals, and Beliefs.....	2
Profile of a St. Mary Magdalen Graduate.....	3
Accreditation.....	3
Curriculum and Instruction.....	3-5
Organizations.....	6
Admissions and Tuition Policies.....	7-8
Academic Policies:	
Parent Portal, Homework, Grading, Report Cards, Conferences.....	9
Promotion, Summer School, Retention, Probation.....	10
Awards.....	11
Scholarships.....	12
Eligibility for Extra-Curricular Activities.....	13
Discipline.....	13
Student Expectations, Bullying, and Consequences.....	13
Detention, Suspension, Probation, and Expulsion.....	14-15
Prohibited Materials and Search and Seizure.....	15
Child Protection Policies.....	15
Custody Notice.....	16
Asbestos.....	16
Internet Use Agreement.....	16
Dress Code and Uniforms.....	17-18
Attendance, School Hours, Arrival, and Dismissal.....	19-20
Traffic Regulations and Bus Rules.....	21
Before and After Care.....	21
Miscellaneous:	
Cafeteria, Calendars, Emergency Cards, Faculty Meetings, Field Trips.....	22
Health, Insurance, Library/Textbook Fines, Lost and Found.....	23
Medication, Parties, School Reach, Summer Camp.....	23
Student Property and Materials, Telephone Use, Textbooks and School Property.....	24
Weather Related Emergencies, Withdrawal Procedures.....	24
Counseling Program Professional Disclosure Statement.....	25
Medication Policy.....	26
Special Education Acknowledgement.....	27
Authorization and Release.....	27
Athletic Eligibility Policy.....	28
Science Laboratory Student Safety Guidelines.....	29-30
Conduct/Effort Code.....	31

**Dear Parents and Guardians:**

**We are happy to present to you this handbook explaining the philosophy, policies and regulations of St. Mary Magdalen School. It is the product of the many caring people who have invested their time, prayer and efforts in the life and spirit of the St. Mary Magdalen community. We hope that you take time to consider this handbook well. Please read it with your children and discuss it with them. Then, after you have discussed it, please sign the handbook agreement form to indicate your consent to its content. Keep this handbook as a helpful reference until a new one is issued.**

**It is our firm belief that cooperation between home and school is an essential key to your child's success. Only by working together can we expect to impart values that are the foundation of all education. Let us strive to keep the channels of communication open so that our children, like Jesus, may grow in age, wisdom and grace.**

**Thank you for entrusting us with the most precious gift you can give your child—a Christian education.**

**–St. Mary Magdalen School Administration, Faculty and Staff**

**IN THE INTEREST AND SAFETY OF ALL**

EVERYONE—parents, visitors, workers, etc.—entering the school building before, during or after school hours, other than faculty and staff, must first report to the school office to sign in and obtain a visitor's pass, which must be worn at all times while on campus. Upon the completion of one's visit, each person is to sign out in the office and return the visitor's pass. All visitors on the school premises must be dressed neatly and modestly.

NO ONE may go to the classroom to talk to any teacher during the hours the teacher is on duty (7:45 a.m.-3:20 p.m.) To make an appointment to meet with a teacher, please call the office and follow the procedure for visitors on campus.

NO ONE is permitted to solicit or sell anything on school grounds.

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

Our mission is to empower each child to fulfill his/her God-given potential by educating the whole person in a Christ-centered and challenging environment to become a lifelong-learner, able to think independently, work cooperatively, serve wholeheartedly, and participate fully in the life of the larger community.

### **VISION**

Walking together with Christ, igniting the Spirit within, living God's Call.

### **PHILOSOPHY, GOALS AND BELIEFS**

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded. Through education, the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass the twin purposes of personal sanctification and social reform in light of Christian values.

– “To Teach As Jesus Did”

#### **This is our goal:**

- to THINK, to FEEL, to LOVE as Jesus did;
- to ACT and to SPEAK as He did;
- in a word, to conform our whole life to His, to put on Christ.

The aim of our schools is none other than to form Christ in the minds of our students through instruction and in their hearts by means of education.

–Saint Henry de Ossó, Founder of the Teresian Sisters

#### **We, the Faculty and Staff of St. Mary Magdalen School, believe:**

1. Each person is made in the image and likeness of God and is a valued individual with unique physical, social, emotional, intellectual and spiritual needs.
2. Creating a Christ-centered environment promotes an attitude of respect for the dignity of all persons, and fosters a love of life, love of family and love of country.
3. Our understanding and practice of the traditions, doctrines and values of the Catholic Church help to foster a personal relationship with Christ and positive relationships with others in the school and community.
4. All students can learn and achieve their fullest potential at every stage of their development.
5. Students learn in different ways and must be provided a variety of approaches to learning and assessment.
6. Teachers, administrators, parents and the community share the responsibility for advancing the school's mission, especially by being good role models and by working closely with the home in educating children toward the fullness of Christian life.
7. Commitment to continuous improvement is imperative for our school to empower students to become competent, self-directed, life-long learners.

## **PROFILE OF A SAINT MARY MAGDALEN GRADUATE**

### **A Saint Mary Magdalen Graduate is:**

#### **A Christ-centered person who is**

- loving, kind and compassionate
- honest and responsible
- respectful of self and others
- welcoming and appreciative of diversity
- committed to justice, peace and the sacredness of human life

#### **A faith-filled and faithful disciple of Christ who**

- has a personal relationship with Jesus and is prayerful
- actively participates in the Sacramental life of the Church
- makes decisions with a conscience formed by the Church's teachings
- witnesses to his/her faith by gladly serving God and others in mission with Jesus
- generously contributes his/her "time, talent and treasure," especially to those in need
- is a community builder

#### **A lifelong learner who is**

- dedicated to reaching his/her full potential
- eager to explore and learn, open to challenges
- a creative and critical thinker and problem-solver
- an effective communicator
- an informed and active citizen
- technologically literate

## **ACCREDITATION**

St. Mary Magdalen School, administered and staffed by certified/state approved personnel, is accredited by the State of Louisiana and AdvancEd, formerly Southern Association of Colleges and Schools (SACS).

## **CURRICULUM AND INSTRUCTION**

St. Mary Magdalen School follows the Non-Public School Standards as established by the State of Louisiana and the Archdiocese of New Orleans. The primary goal of the curriculum in the Catholic Schools of the Archdiocese is to provide those learning experiences most conducive to instilling in students virtues, knowledge, understanding and skills necessary for the students' spiritual, intellectual, social, cultural and physical development. St. Mary Magdalen School is committed to educating the whole person through a progressive curriculum and creative learning processes, including enrichment programs and cooperative learning. In accordance with the Archdiocese of New Orleans, the school follows a standards-based education curriculum program, including the Common Core State Standards. The essential components of a classroom are curriculum alignment to content standards, assessment, instruction and student learning. Beginning with the desired results in mind, assessment results are used to drive instruction through the use of unit design. High expectations are established that demand hard work and effort from students, parents and teachers.

## **Religious Education**

The Archdiocesan Office of Religious Education prescribes the religious education program. St. Mary Magdalen School cooperates with home and parish to provide opportunities for all students to experience the Christian message through:

- Daily religion classes (PK - 7)
- Eucharistic celebrations (K - 7)
- Prayer services (PK - 7)
- Adoration (PK - 7)
- Sacramental preparation for students and parents (First Reconciliation and First Communion)
- Education in family life and human sexuality (5-7)
- Service Learning Program (5-7; 5 hours of service required of 5<sup>th</sup> and 6<sup>th</sup> graders and 10 hours of service required of 7<sup>th</sup> graders)

## **Pre-Kindergarten**

Pre-Kindergarten is a developmental program within the total school. There is a half-day program and a full day program. All levels of Pre-Kindergarten are planned to meet the formal and informal developmental needs of young children. From these needs stem teacher-directed and student-directed activities.

## **Kindergarten**

The Kindergarten program continues the developmental process and begins building a foundation for the basic skills of reading, writing and math. It is also a time for social adjustment and an introduction to school life.

## **Grades 1-4**

The core curriculum for grades 1-4 is a continuous developmental program of language arts, math, and social sciences. Through varied teaching methods and the use of "hands-on" materials, students are engaged in the learning process and are encouraged to develop a solid understanding of the concepts presented.

## **Middle School (Grades 5-7)**

St. Mary Magdalen Middle School is an educational response to the needs and characteristics of youngsters during their early adolescent years and, as such, deals with the full range of intellectual and developmental needs of pre-adolescents and adolescents. The middle school offers an environment conducive to differences in class schedule, a curriculum that offers a variety of courses, and activities that respond to the students' needs. All subjects (Religion, Math, Science, Social Studies, Reading and English) are departmentalized.

## **Enrichment/Activity Classes**

- Library
- Math Lab
- Physical Education
- Art/Music
- Computer
- Spanish

## **Sports and Other Extracurricular Activities**

Students in grades 3-7 have a variety of extracurricular activities from which to choose. A student must have written permission from a parent or guardian to come before school or remain after school for any activity. He/she must also maintain appropriate grades in all academic subjects, activity classes and conduct/effort, as established by each activity coordinator with the approval of the principal, in order to participate. Each student's eligibility for extracurricular activities will be reviewed at specific times throughout the year.

- Academic and Athletic Competitions (local, state and national)
- Altar Servers
- Band (Beginner and Advanced)
- Catholic School Athletic League and Metro League (Girls/Boys' Football, Volleyball, Basketball, Girls' Softball, Cross Country, Bowling; Boys' Baseball, Soccer)
- Cheerleading
- Chorus and Chorale
- Drama and Speech Club
- Duke University Talent Identification Program (TIP)
- Garden Club
- Guitar (Beginner and Advanced)
- Jr. Beta Club (National Honor Society)
- Liturgical Club
- Newspaper
- Quiz Bowl
- Safety Patrol
- Student Council

## **Library**

St. Mary Magdalen's Library and Media Center, open full-time, is fully automated, with computers providing network and internet access. Students are encouraged to use the library as frequently as possible. All students, PK – 7th, have a weekly scheduled library period; grades 1--7 also participate in the Accelerated Reader Program. The library provides each student the opportunity to check out reading materials, to do research or to quietly read. Students with library passes may use the library for research outside of their scheduled time.

## **ORGANIZATIONS**

### **Professional Organizations**

St. Mary Magdalen School maintains membership in the National Catholic Education Association (NCEA), National Association for Supervision and Curriculum Development (ASCD), National Middle School Association (NMSA), National Council of Teachers of Mathematics (NCTM), National Science Teachers Association (NSTA), Louisiana Federation of Citizens for Educational Freedom (CEF), Louisiana Middle School Association (LMSA), Louisiana Association of Computer Using Educators (LACUE), Louisiana Association of Teachers of Mathematics (LATM), Louisiana Science Teachers Association (LSTA), Louisiana Association for the Education of Young Children (LAEYC), the Archdiocesan Association of Early Childhood Educators (AAECE) and the Archdiocesan Association of Coordinators of Religious Education (ACRE).

### **School Organizations**

#### **Parents' Club**

Parents' Club meetings are held on the first Wednesday of most months at 7:00 p.m. in the school cafeteria. All parents and guardians of St. Mary Magdalen students are invited and encouraged to be active members of the Parents' Club. Its goals are to support the school's efforts in providing quality Catholic education through cooperation between home and school. The Parents' Club strengthens the school and enhances its atmosphere through involvement in academic, civic and spiritual activities and special events, including:

- Homeroom Parents
- Fund Raising
- Coupon Redemption
- Student Activities
- Teacher Appreciation
- Receptions

#### **School Board**

The St. Mary Magdalen School Board is an advisory board established to assist the school to fulfill its mission. The pastor presides over the school board meetings, which are convened periodically throughout the school year.

## **POLICIES**

### **Admissions Policy**

St. Mary Magdalen School admits students of any race, color, 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, admission policies, scholarships, athletics or other school-administered programs.

Furthermore, in compliance with Title IX of the Civil Rights Act of 1964, no person shall, on the basis of sex, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under the educational program or activity except as permitted under said Title IX.

Admission is based on the family's active participation of their Catholic faith, being a registered member of St. Mary Magdalen Parish, and financially supporting the Church through the use of church envelopes.

The priority for admission is as follows:

1. All currently enrolled students (if registered by deadline)
2. Siblings of currently enrolled students
3. Catholic children of families who are registered, active and supporting members of SMM Parish
4. Supporting members of parishes without a Catholic school
5. Supporting members of parishes with a Catholic school
6. Non-supporting Catholic families
7. All others (Non-Catholics)

A student applying for a grade other than Pre-K or Kindergarten must present a copy of the most recent report card. A review of the academic and behavioral information by the administration and admissions committee will determine whether or not the student will be admitted to St. Mary Magdalen School. If accepted, the student may be placed on probation for one year to ensure that academic and conduct standards will be met.

### **Admissions Requirements**

Pre-Kindergarten 3	A student entering Pre-Kindergarten 3 must be three (3) years old before September 30 <sup>th</sup> and be completely "potty trained."
Pre-Kindergarten 4	A student entering Pre-Kindergarten 4 must be four (4) years old before September 30 <sup>th</sup> and be completely "potty trained."
Kindergarten	A student entering Kindergarten must be five (5) years old on/before September 30 <sup>th</sup> .
First Grade	A student entering First Grade must be six (6) years old on/before September 30 <sup>th</sup> .

### **The following documents are required of all students at the time of application:**

- Birth Certificate and Baptismal Certificate (if applicable)
- Completed St. Mary Magdalen School Immunization Record conforming to the State Department of Health and Human Resources.

New students entering grades 1-7 must also present all records, report cards, and standardized test scores from all previously attended schools.

## Tuition Policy

1. Conditions for registration:
  - a. Registration for the coming academic year occurs in February. No re-registration will be accepted from families whose tuition account is overdue. **No exceptions will be made.**
  - b. The registration fee must accompany the registration form. A family on the waiting list who is not placed in school by August will have their registration fee refunded. **No other registration fees are refundable.**
  - c. A late fee of \$25 will be assessed if a student is not registered by the stated deadline.
2. Tuition rates are set in accordance with the school budget each December with the approval of the School Board. Registrants will be notified of their tuition rate prior to registration for the upcoming year. In accordance with Archdiocesan policy, the school board will set a non-Catholic tuition rate.
3. Students' families qualify for supporting parishioner tuition rates by regular support of St. Mary Magdalen Church through the offertory envelope system.
4. The criteria for regular support is contributing a minimum of \$350 during the past year and meeting the service requirements to the parish.
5. The contribution record of families submitting registration will be reviewed.
6. School families who are participants at another Catholic parish may apply at their own parish for payments of subsidy by voucher.
7. Families who do not qualify for church support will be required to pay additional fees.
8. Tuition for the current school year must be paid in full by May 15<sup>th</sup> of the same year.
9. Refunds on tuition and fees will be prorated on a 10-month basis. **Registration fees are not refundable.**
10. Tuition and fees for the coming school year may be paid in the following ways:
  - a. Tuition and fees may be paid in full to the school by May 15<sup>th</sup> of the current school year.
  - b. Tuition and fees may be financed through a prepaid tuition program with a financial institution.  
Those signing up for the prepaid tuition program will be subject to all terms, rates and penalties of the program.
  - c. Tuition and fees may be partially financed and partially prepaid. The part financed must be financed through the financial institution selected by the board; the part prepaid must be paid by May 15<sup>th</sup> of the current school year.

All financial obligations must be met by May 15<sup>th</sup> of the current school year in order for a student take final exams and to participate in any end-of-year activities, including promotion in 7<sup>th</sup> grade and in Kindergarten.

## Default

1. Any loan that is two months delinquent is considered in default. The financial institution returns this loan to the school for collection.
2. Any family who finances their tuition and defaults on their loan will have to meet with the school's administration. Should this occur, the following policies will come into effect:
  - a. The school reserves the option to drop any student from enrollment if that student's tuition becomes delinquent.
  - b. All delinquent tuition must be paid by May 15<sup>th</sup> or the registered student will be removed from the school rolls for the upcoming year. St. Mary Magdalen School reserves the option to place any overdue accounts with a collection agency.

If a family defaults on a loan any two years, they may become ineligible for the prepaid tuition program, and the student(s) will only be accepted for the following school year if the remaining balance and the tuition for the upcoming year are paid in full by May 15<sup>th</sup> of the current school year.

## **ACADEMIC POLICIES**

### **Parent Portal**

This portal is an online program that enables parents/guardians, teachers and students to stay up-to-date with class news, homework, tests, grades, extra-curricular activities, and general school and calendar information. Communication with teachers via e-mail is also available.

It remains the responsibility of the students to record daily assignments. The parent portal is a supplemental tool; information provided to students in the classroom overrides information posted on the portal.

### **Homework**

Homework is an integral part of a child's education. Besides reinforcing schoolwork, it also helps develop essential study skills. In addition to written work, homework assignments may include reading, studying for tests and long-range projects. Every student in grades 3–7 must purchase and use the official St. Mary Magdalen agenda.

Please help your children with this important aspect of their learning by:

- Having a fixed study time and place, with no access to TV, radio, electronic games or other distractions.
- Checking assignments daily. The interest you show will pay big dividends in motivating your children to do their best.
- Reading to your children every day. Nothing improves reading skills more than listening to a fluent reader, even if for just a few minutes a day.

### **Grading**

Letter grades are assigned according to the following scale:

A 94-100      B 86-93      C 78-85      D 70-77      F Below 70 (Failure)

In addition, the following letters may be used for certain subjects/courses:

O Outstanding      G Good      S Satisfactory      N Needs improvement      U Unsatisfactory

### **Report Cards**

Report cards are issued at the end of each nine-week period for grades K-7. Students in Pre-Kindergarten 3 and Pre-Kindergarten 4 will receive their first progress report at the end of the second quarter. It is important to keep in mind the individuality of each child, so that a child's scholastic achievement is not compared with that of classmates or siblings.

### **Conferences**

Parents may contact teachers or schedule conferences through the school office or through e-mail. For classroom problems, whether academic or behavioral, please contact the teacher first, either by e-mail, a written note or by phone. Teachers will make every effort to respond within 24 hours to all parental requests for conferences. Return calls will routinely be made during school hours during the teacher's planning period.

Teachers and parents can usually find common ground on which they can work out a solution to the student's problem. When such a solution does not seem possible, the principal should be consulted. Please call the school office during school hours to make an appointment to meet with the teachers or the principal.

### Promotion, Conditional Promotion and Summer School, or Retention

A student who has made satisfactory progress at one level will be promoted to the next higher level. A student who has not made satisfactory progress may be conditionally promoted to the next level or retained at the same level. A final average of "D" or "F" constitutes a "D" or "F" in that subject. (See chart.)

Grade	Conditional Promotion/Mandatory Summer School	Retention
1 <sup>st</sup>	For each "D" final average in Language Arts and/or Math	"F" final average in Language Arts and/or Math
2 <sup>nd</sup>	For each "D" final average in Language Arts and/or Math	"F" final average in Language Arts and/or Math
3 <sup>rd</sup>	For each "D" final average: Reading, Math, English	"F" final avg. in 1 or more subjects: Reading, Math, English
4 <sup>th</sup> -7 <sup>th</sup>	Only 1 "F" final average in a major subject and/or 3 or more "D" final averages in a major subject: Reading, Math, English, Science and Social Studies	"F" final average in 2 or more major subjects: Reading, Math, English, Science and Social Studies

**Students who are promoted conditionally must attend a remediation/credit recovery program or summer school approved by the St. Mary Magdalen School Administration. Students must also receive a passing grade in order to be promoted. Summer school is highly recommended for those students in grades 4-7 with a final average of "D" in any major subject and is required for those students in grades 4-7 with a final average of "D" in three or more major subjects. Parents/Guardians will be notified in May if summer school is needed.**

### Academic Probation

A student experiencing serious academic difficulties may be placed on probation and given a set of specific expectations that must be met within a definite time period in order to continue at St. Mary Magdalen School. New students entering grades 1-7 may be placed on academic probation based on their previous scholastic record.

## **Awards**

### Quarterly Awards

- (Gr. 3-7) Conduct/Effort**
  - “A” average in conduct/effort
  - No detentions or suspensions during the quarter
  
- (Gr. 3-7) Alpha Honor Roll**
  - “A” average in conduct/effort
  - “A’s” in all academic subjects
  - “O’s” in all activity classes
  
- (Gr. 3-7) Beta Honor Roll**
  - “A” or “B” average in conduct/effort
  - “A’s” and/or “B’s” in all academic subjects
  - “G’s” or “O’s” in all activity classes

### End-of-Year Awards

- (Gr. 1-7) Perfect Attendance**
  - No absences, tardies, early dismissals, or checkouts
  
- (Gr. 3-7) Superior Conduct/Effort Award**
  - “A” average in conduct/effort each and every quarter
  - No detentions or suspensions during the year
  
- (Gr. 3-7) Alpha Honor Roll**
  - Final “A” average in conduct/effort
  - Final “A” average in all academic subjects
  - “O’s” in all activity classes
  
- (Gr. 3-7) Beta Honor Roll**
  - Final “A” or “B” average in conduct/effort
  - Final “A” and/or “B” averages in all academic subjects
  - “G’s” or “O’s” in all activity classes
  
- (Gr. 3-7) Principal’s Honor Roll**
  - “A” average in conduct/effort each and every quarter
  - “A’s” in all academic subjects each and every quarter
  - “O’s” in all activity classes each and every quarter

## **Scholarships**

Scholarships may require an application that would be requested in the spring.

### **Grade 7**

#### **Parents' Club Scholarship**

Awarded to a maximum of two 7<sup>th</sup> grade students who have an outstanding academic record, who have been of service to SMM, who have been involved in extracurricular activities, and who will attend a Catholic high school in 8<sup>th</sup> grade. At least one parent of the recipient must be an active member of the Parents' Club.

#### **Men's Club Scholarship**

Awarded to a maximum of two outstanding 7<sup>th</sup> grade students who exhibit Christian values and academic achievement and who offer service to both the school and the community. The application process for this scholarship is open to all 7<sup>th</sup> grade students.

#### **Father Carrico Award**

Awarded in honor of the founding pastor, the highest award given at St. Mary Magdalen School is presented to a maximum of two 7<sup>th</sup> grade students who best exemplify the ideals and values of Catholic elementary education as demonstrated by academic excellence, service, and involvement in extracurricular activities, and who will continue their education in a Catholic high school.

## **Eligibility for Extracurricular Activities**

A student must have written permission from a parent or guardian to come before school or remain after school for any activity. He/she must also maintain appropriate grades in all academic subjects, activity classes and conduct/effort, as established by each activity coordinator with the approval of the principal, in order to participate. Each student's eligibility for extracurricular activities will be reviewed periodically throughout the year.

Students dropped off before an activity is scheduled to begin (a.m.) or who are not picked up at the time the activity is scheduled to end (p.m.) will be sent to Before/After School Care and will be charged accordingly.

A student who is absent from school may not participate in any extra-curricular activities on that day.

## **Discipline**

The purpose of discipline in Catholic education is to enable students to move from externally imposed discipline to discipleship. Children first learn appropriate behavior through others – through example and the consequences mandated by authority. In order that they may live responsibly, however, young people need to begin to govern their own conduct as soon as they are sufficiently mature. Ultimately, they need to be challenged to look beyond themselves to principled living, as exemplified by Jesus Christ.

At St. Mary Magdalen School, we believe a Christian environment is the crucial ingredient of our disciplinary system. The entire community – faculty, staff, parents, students, pastor and principal – sets the tone of the school. Only in an atmosphere of mutual caring, freedom and joy can true discipline be fostered.

Corporal punishment is prohibited. Cruel, severe, unusual or unnecessary punishment shall not be inflicted on children. Derogatory remarks shall not be made about family members of the children or about the children themselves. No child or group of children shall be allowed to discipline another child. No child shall be deprived of meals or any part of meals for disciplinary reasons. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.

We also believe that the ultimate responsibility for student behavior belongs to the child. Students must learn that they are responsible for their actions and must accept the consequences of their behavior. The school and the home must cooperate and support each other in teaching this responsibility.

## **Expectations of Students**

All students are expected to:

- Make a commitment to creating quality work and striving for excellence
- Cooperate with faculty and staff
- Be courteous to others—students, staff, faculty and visitors
- Follow the rules and regulations of this handbook and of the individual classrooms

## **Bullying**

St. Mary Magdalen School believes that any and all forms of bullying are unacceptable behaviors, and therefore adheres to the Archdiocese of New Orleans Anti-Bullying Policy. The policy can be found in the Safe Environment section of the Archdiocese of New Orleans website, [www.arch-no.org](http://www.arch-no.org).

## **Consequences**

Approved disciplinary action for failure to abide by the rules of St. Mary Magdalen School may range from the loss of recess or detention to suspension or expulsion, which may occur any time and anywhere during school or school-sponsored activities, on-campus or off-campus. (Refer to Conduct Code in the appendix.) Students are not allowed on campus when school is not in session without parental or school/parish personnel supervision. School rules of conduct apply at all times.

## **Detention and Probation**

Students in grades 3-7 whose weekly conduct grade is "D" / 77 or below will be required to serve a detention before school or at the discretion of the administration. Parents will be notified in writing each time a student must serve a weekly detention. The administration reserves the right to issue an automatic detention, and, in extreme cases, suspension or expulsion, when the situation warrants, in order to safeguard the well-being of all.

Tardy Detentions (K-7): For each 9-week period, a student who is tardy 5 times will receive a tardy detention. An accumulation of 3 tardy detentions within the 9-week period will result in a weekly detention (K-7) and a deduction of 25 points in the student's conduct/effort grade in the agenda (grades 3-7.)

A student who fails to report to detention will be required to serve it the following week and may receive additional consequences. If an additional detention is missed any time during the semester, the student will be required to serve an in-house suspension.

Any student who receives a fourth detention within a semester will serve an in-house suspension. The principal may also place a student on probation for any serious misconduct or for repeated misbehavior over the course of a semester or year. A student on probation will be given a set of specific expectations that must be met within a definite time period in order to continue at St. Mary Magdalen School. Failure to observe the terms of probation may result in expulsion.

Students may be barred from school functions and/or field trips at the discretion of the administration due to disciplinary action.

## **Suspension and Probation**

A student who is suspended may receive either an in-house or at-home suspension and is barred from all school activities. All assigned work must be completed during the suspension. At the discretion of the principal, only tests may be made up for partial credit. A student will not receive credit for class work or homework. The student's agenda will be signed to reflect the suspension in the conduct/effort grade. Students may be removed from extra-curricular activities, teams, clubs, etc. The student and parents must have a conference with the principal.

At the discretion of the administration, grounds for suspension include but are not limited to:

- Disregard of school rules
- Receiving 4 or more detentions in a semester
- Failure to serve an assigned detention
- Disrespect to faculty, staff or students
- Altering a school document
- Inappropriate use of the Internet/cell phone on or off campus (bullying, vulgarity, obscenity, etc.)
- Leaving school grounds without permission
- Disregard of any school rule, including but not limited to those stated in the Conduct Code, especially extreme disrespect or vulgarity, fighting, forgery, cheating, plagiarism, stealing or vandalism
- Immoral practices (dishonesty, obscene gestures/language/actions, possession of pornographic materials, etc.)
- Any behavior deemed inappropriate by the administration

Students may be barred from school functions and/or field trips at the discretion of the administration due to disciplinary action.

## **Expulsion**

After consultation with the administrative team and the pastor, the principal may expel a student from school.

Grounds for expulsion include but are not limited to:

- Violation of the terms of one's probation
- Disrespect and/or defiance deemed inappropriate by administration
- Multiple suspensions
- On/Off Campus behavior or actions detrimental to the physical, moral or spiritual welfare of self or others or to the reputation of the school, including habitual violation of school regulations
- Possession, use, sale, distribution, or being under the influence of tobacco/alcohol/drugs or other controlled substances on or off campus
- Possession of dangerous or prohibited materials (i.e., fireworks, firearms or a weapon of any kind)

**All disciplinary actions are at the discretion of the school administration.**

**Prohibited Materials** – Any materials that may be detrimental to the welfare of self or others or to the reputation of the school (including but not limited to: tobacco, alcohol, drugs, etc.).

**Firearms:** Act 197:61 of the 1992 Louisiana Legislature has made it a crime for anyone to carry a firearm on or near school property. The crime, defined as the intentional possession of any firearm within 1000 feet of a school campus or on a school bus, carries a penalty of up to five years of imprisonment at hard labor.

**Electronic Devices:** Students may not bring electronic devices of any kind to school (this includes but is not limited to cell phones, iPods, E-Readers, and cameras, etc.) Failure to comply may result in disciplinary action.

## **Search and Seizure**

Students' desks or belongings may be searched to maintain discipline, order, and safety as the situation warrants.

## **Child Abuse and Child Protection Policies**

**Summary of Louisiana Law 14:403:** Any persons who are responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principals, and social workers, who suspect that a child's physical or mental health or welfare is or has been abused, are **REQUIRED** to report in accordance with Louisiana Law 14:403.

Abuse or suspicions of abuse can be reported anonymously. Persons who report in good faith are granted immunity from court action.

### **Archdiocesan Policy**

The Archbishop has mandated that all students be taught about child abuse in the manner and to the extent they can understand. Safe Environment Training is divided into three levels: Preschool-Grade 1, Grades 2-4, and Grades 5-8. The Archdiocesan Office of Religious Education has developed the lessons as well as trained and certified St. Mary Magdalen staff members to teach them. Each grade is taught one lesson during the fall semester as mandated, which is reviewed in May.

Faculty, staff and school volunteers are required to attend a Safe Environment Training session and complete all necessary forms as mandated by the Archdiocese of New Orleans.

## **Custody Notice**

The custodial parent must furnish the school office with a copy of the custody section of the divorce decree to be placed in the student's file. In the absence of this decree, students will be released to either parent. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school office with an official copy of the court order to be placed in the student's file.

## **Asbestos**

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a Management Plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for review in the school office during regular school hours.

## **Internet Use Agreement**

St. Mary Magdalen School, in conjunction with the Archdiocese of New Orleans' firewall system, provides supervised Internet access at school for our students, faculty and staff to access and utilize the Internet's global information. However, there are still unacceptable and controversial materials and communications on the Internet that a student could possibly access. It is not possible for us to provide direct supervision of every student at all times or to filter all material posted on network-connected computers around the world.

Responsible use of the Internet commits all to:

1. Comply with federal, Louisiana and other applicable laws; all archdiocesan/school rules and policies; and all applicable contracts and licenses.
2. Use only authorized information resources and in the manner and to the extent authorized.
3. Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
4. Refrain from stating or implying that they speak on behalf of the archdiocese/school and from using information symbols and logos without authorization to do so.
5. Use with due care all hardware/software and peripherals as equipment belonging to St. Mary Magdalen School, the Archdiocese of New Orleans and/or the State of Louisiana. Care and use is to be directed by and with a supervising adult who understands, along with the user, that use of the Internet and equipment is a privilege.
6. Demonstrate at least minimum basic skills necessary to use a computer in order to be authorized to use the Internet.

**NOTE:** Students will not be allowed to access their personal e-mail accounts at school.

Violation of this policy will result in student discipline, subject to referral to the administration, archdiocesan officials and/or law enforcement authorities. Since use of the Internet for educational purposes is a privilege, any person who violates these guidelines may be denied future use for a defined period of time.

### **Student Section**

I have read the St. Mary Magdalen Internet Policy. I agree to follow the rules contained in this policy. I understand that if I violate any of these rules, my access to the Internet can be terminated and I may face other disciplinary measures.

### **Parent or Guardian Section**

As a parent or legal guardian of a St. Mary Magdalen School student, I have read this Internet Use Agreement and grant permission for my child to access the Internet. I understand that the school's computer resources are designed for educational purposes. I also understand that it is not always possible to prevent access to controversial materials, and I will not hold St. Mary Magdalen School or its employees responsible for materials encountered on the network.

## DRESS CODE AND UNIFORMS

### Dress Code

Students must be neatly dressed at all times. All clothing is to be in good condition and worn properly, i.e., shirts/blouses tucked in, pants/skirts worn properly around the waist. Skirts must be moderate in length (within one inch of the floor when kneeling).

T-shirts worn under the uniform blouse or shirt must be solid white only.

Hair must be styled neatly and be its natural color; highlighted, dyed or colored hair is not permitted and must be returned to its natural color within the time frame required by the administration. Boy's hair must be above the collar, ears and eyebrows. No facial hair is allowed. Neither fad haircuts nor false hair is permitted.

No make-up of any kind is allowed. Only clear nail polish may be used (except 7<sup>th</sup> grade privilege). A single ring may be worn. Necklaces may be worn, but must be on a single necklace on a simple chain. No bracelets may be worn, other than a religious bracelet. Boys may not wear earrings. Girls may wear simple, non-hanging, single earrings on the earlobe. No other piercings are allowed.

Girls may wear simple scrunchies, bows, headbands, ribbons and barrettes, preferably consistent with the school uniform colors. During the week prior to a holiday, colors and prints appropriate for the holiday may be worn as stated by the administration.

Note: The school uniform blouse or shirt must be worn under all uniform sweatshirts and the special 7<sup>th</sup> grade T-shirt. Shirts, blouses and T-shirts must be tucked in at all times, even when layered. Students who improperly wear these or any other special shirts may forfeit the privilege of wearing them.

**Students must be in full compliance with the dress code in order to participate in special school events.**

### Standard Uniform:

#### Pre-Kindergarten:

Pre-K has a special uniform consisting of a red gingham check smock dress for girls, red knit short-sleeve polo with SMM logo and grey pull up shorts for boys, SMM or white socks. In cold weather girls may wear red or white tights under the dress; boys may wear grey pull up pants. PK sweatshirt or the red SMM cardigan sweater may be worn.

Shoes – Boys: Black Velcro; Girls: White Velcro.

#### Kindergarten – Seventh Grade:

**Boys** Shirt: White knit, short-sleeved, with SMM logo  
Pants: Gray, "School Apparel" brand, short or long, worn with required belt  
Belt: Gray web or black belt with buckle  
Shoes: All-black lace-up tennis shoes that can be polished

**Girls** Blouse: "Tulane" brand, white, pointed collar, short-sleeved, with SMM logo  
(Logo not required on blouses worn under jumpers.)

(K-2) Jumper: Plaid, pleated (*required*)

(3-7) Skirt: Plaid, pleated; skirt length must be modest, i.e., when the student kneels upright on the floor, her skirt must be within one inch of touching the floor.

(K-7) Shorts: Plaid; worn with required belt  
Belt: Black or red (worn only with shorts)  
Shoes: Black & white saddle oxfords that can be polished

- ALL** Socks: SMM logo socks; no other type of socks may be worn.
- (K-4) Sweatshirt: Red sweatshirt with SMM logo, no hood
- (5-6) Sweatshirt: Gray SMM Middle School sweatshirt, no hood
- (7) Shirts: SMM 7<sup>th</sup> Grade T-shirt or sweatshirt

- In Cold Weather** SMM sweatshirts must always be worn under non-uniform coats and jackets.  
 Non-uniform outerwear may not be worn in the school buildings.
- (Girls) Black or White stockings, tights or leggings (must completely cover the legs)
- (PK3-7) Red windbreaker with SMM logo may be worn over SMM sweatshirt
- Red Cardigan Sweater with SMM logo.
- White long sleeve blouse/polo knit shirt with SMM logo

**PE Uniform**

- PK 3 & 4 School uniform with uniform shoes
- Boys: (K-7) School uniform with uniform all-black tennis shoes
- (5-7) Boys may bring lace-up, athletic-style tennis shoes to use during PE only
- Girls: (K-7) Uniform blouse and choice of Schumacher's red PE shorts worn to school under uniform skirt/jumper OR uniform plaid school walking shorts. On PE days, girls may wear all-white tennis shoes or uniform saddle oxford shoes to school.
- (5-7) Girls may bring lace-up, athletic-style tennis shoes to use during PE only.

Uniforms are available at Schumacher Uniform Company; their phone number is (504) 454-0427.

**T-Shirt Days and Dress-Down Days**

On designated t-shirt days, students may wear the following:

- Appropriate shirt for the type of t-shirt day (fair t-shirt, Saints shirt, etc.)
- SMM school uniform bottoms (girls - skirt/jumper, boys - grey school shorts/pant)
- School uniform shoes and SMM uniform socks

On designated full dress-down days, students may wear the following:

- Any appropriate non-uniform shirt
- Any appropriate non-uniform long pants or SMM P.E. shorts or SMM athletic shorts
- Non-uniform tennis shoes and non-uniform socks (no wedges or heels of any type)

**If the above guidelines are not followed, students may lose the dress-down privilege.**

## GENERAL INFORMATION

### Attendance

Regular and punctual attendance have immeasurable benefits in ensuring success in school, building confidence and fostering habits which will serve your child well throughout life. In accordance with Louisiana State law, any student who misses 17 or more days of school per year may not be given credit for the year. Exception can be made only in the case of extended illness of the child as verified by a physician.

Parents/guardians are asked to notify the office between 7:45 a.m. and 9:10 a.m. on the day of their child's absence. Parents/guardians may call the school office before 9:10 a.m. to make arrangements to pick up his/her assignments in the office between 3:00 p.m. and 3:20 p.m.

Upon returning to school, the child must bring a note from a parent or guardian explaining the reason for his/her absence. Any child absent for more than four consecutive days or with a communicable and/or contagious disease (e.g., measles, mumps, chicken pox, fifth disease, conjunctivitis/pink eye, ring worm, etc.) cannot return to school without a doctor's release. The child's parent/guardian must, without exception, obtain a letter from a physician stating that the child can be readmitted to school, which will be placed in the child's official folder.

**Students may not participate in any sports/extracurricular activities on the day of their absence.**

The following definitions are used in recording attendance:

**Absent** A student misses the whole day, or attends one full period or less during the school day, or checks out at/before 9:10 a.m. and does not return to school.

**Tardy** A student arrives after 8:10 a.m. and at/before 9:10 a.m.

**Half Day** A student arrives after 9:10 a.m., or a student attends more than one full class period but also misses more than one full class period at any time during the day.

**Early Dismissal** A student checks out between 2:10 p.m. and the dismissal time for his/her grade level.

### School Hours

Regular and punctual attendance is required. The school day begins at 8:05 a.m. and ends at 3:10 p.m. (2:55 p.m. for PK3, PK4 and K). Children who arrive before 7:45 a.m. or remain after 3:20 p.m. (3:10 p.m. for PK3, PK4 and K) must report to Before/After School Care, since the school does not provide supervision on the school grounds before 7:45 a.m. or after 3:20 p.m., and a fee will be charged accordingly.

At the beginning of the school year, parents or guardians must fill out a form indicating their child's usual method of dismissal. Options include whether a child will stay for After School Care, walk, bike, ride the bus or be picked up. If your child's usual method of dismissal changes, please notify his/her teacher in writing on that day.

### Arrival (7:45 a.m. - 8:05 a.m.)

Students may ONLY be dropped off in the morning in the Airline Park lot. PK3-K students will be escorted by a patrol student to the "B" building entrance off the Airline Park lot and proceed directly to their classrooms. Students in grades 1-4 must go directly to the paved area behind the "B" building. Students in grades 5-7 must go directly to their designated area between the "A" and "B" buildings.

The West Metairie lot is reserved for bus traffic and faculty parking only.

The Cardinal Street lot is reserved for parents who wish to park and escort their children to the main entrance of the building. Adults are not allowed to enter the buildings.

## **Tardiness and Early Dismissal**

Absences, tardiness or early dismissals can affect a child's academic progress and attitude toward education. Arriving late or leaving early can be very disruptive to the child as well as to classmates. Help your child to begin each school day prepared, relaxed and ready to cope with the day's demands.

The first bell rings at 8:05 a.m. Any student arriving at the classroom after the 8:10 a.m. tardy bell has rung must obtain an admission slip from the school office before being admitted to class and will be counted tardy. All absences, tardies and early dismissals are recorded on the student's report card and permanent record. Students with absences, tardies or early dismissals cannot receive a perfect attendance award.

Tardy Detentions (K-7): For each 9-week period, a student who is tardy 5 times will receive a tardy detention. An accumulation of 3 tardy detentions within the 9-week period will result in a weekly detention (K-7) and a deduction of 25 points in the student's conduct/effort grade in the agenda (grades 3-7.)

To check out a student from school, a parent or guardian must complete the information in the sign-out/sign-in book in the office

Parents, grandparents or guardians who come for a special activity are strongly urged not to take the children home early or to lunch.

## **Dismissal**

PK & K students may be picked up in the W. Metairie horseshoe drive between church & school.

Students in grades 1-7 whose last names begin with A-J must be picked up in the Airline Park lot.

Students in grades 1-7 whose last names begin with K-Z must be picked up in the Cardinal Street lot.

Siblings with different last names go to the designated area of the youngest child.

Note: Cars must display a family name sign in the window. If your child's usual method of dismissal changes, please notify his/her teacher in writing on that day. For safety reasons, all those picking up children need to remain in their cars and follow the Traffic Attendant's directions and please refrain from using a cell phone in the car pool line. The courteous cooperation of all is greatly appreciated by our teachers and staff on duty.

### **Regular Dismissal: PK and Kindergarten**

**2:55** • PK & K riders without older siblings are dismissed in the West Metairie horseshoe lot.

**3:10** • PK & K riders with older siblings are escorted to meet them in the appropriate parking lot.

• K bus riders and teachers' children are escorted to the cafeteria.

• All remaining PK & K students are escorted to After Care.

### **Regular Dismissal: Grades 1-8**

**3:10** • After Care students in grades 1-4 are escorted by After Care personnel to designated area.

• All 1<sup>st</sup> – 7<sup>th</sup> grade students riding cars report to their designated parking lots.

• All 1<sup>st</sup>-7<sup>th</sup> grade bus riders, walkers, bike riders, teachers' children and students in extra-curricular activities report to cafeteria.

**3:20** All walkers are dismissed to designated areas.

All remaining students in grades 1-7 are escorted to After Care.

Students who are not "regulars" of Before/After School Care will first be taken to the office to call a parent or guardian and to obtain a copy of their emergency information card.

### **Indoor dismissal**

An indoor dismissal schedule will go into effect depending upon weather conditions at 2:30 p.m. or as needed due to construction in the area. A prearranged signal will be visible from each parking lot to indicate that the "indoor" dismissal is in effect. Walkers or bike riders will not be allowed to walk/ride home in the rain without parental permission.

### **Traffic Regulations**

To ensure the safety of the students, everyone is asked to observe the proper arrival and dismissal times, to use the designated entrances and exits in the Airline and Cardinal parking lots, and to follow the directions of the traffic coordinators. Cell phone use is prohibited by law while in the carpool lines for the safety of all.

### **Before and After School Care**

St. Mary Magdalen School offers Before and After School Care for all SMM students from 6:45 a.m. -7:45 a.m. and from dismissal to 6:00 p.m. Parents or guardians must register for this service, whether for full-time, part-time or occasional use. All students must have an emergency information sheet on file. Drop-ins, those students not registered for School Care but who are dropped off before 7:45 a.m. or are left after 3:10 p.m. (PK & K) or 3:20 p.m. (1<sup>st</sup>-7<sup>th</sup>), are taken to Before/After School Care and charged the drop-in rate.

Students dropped off before an extracurricular activity is scheduled to begin in the morning or who are not picked up at the time the activity is scheduled to end in the afternoon will also be sent to Before/After School Care and a fee will be charged accordingly.

Although the School Care program is part of St. Mary Magdalen School, all business matters and fees are handled separately from school business. Before and After School Care begins on the first full day of school.

**Before and After School Care is only provided on full days of school. It is not provided on days when school is not in session or on half-days of school. Only Before Care is provided on days when a school holiday begins, including the last day of school. After Care is not provided on early dismissal days (other than 2:20 dismissals) or on days when a school holiday begins.**

### **Bus Rules**

Bus transportation is provided through the Jefferson Parish Public School system and the Archdiocese of New Orleans following the JPS calendar. Bus transportation is not provided when JPS schools are neither in session nor in the afternoon on JPS early dismissal days. Please check the monthly school calendar for the dates and times when bus service is not available. PK students are not allowed to ride the bus to and from school. PK3 & PK4 students are allowed to ride the bus on field trips.

Bus transportation is also used for field trips. Good conduct is required at all times, whether on the bus or at the bus stop. Any student reported for disorderly conduct is liable for disciplinary action, which may include temporary or permanent suspension from the bus, beginning with the first offense. The following rules apply:

**While the bus is in motion, all students must be sitting properly in their seats. No student may:**

- put hands, feet, head or objects, etc., out of the bus window
- throw objects inside or out of the bus
- eat or drink on the bus

## **Cafeteria**

The school's hot lunch program is open to grades PK3-7. At the beginning of the school year, a letter from the cafeteria manager is sent home explaining costs, billing and payment procedures. Free or reduced lunches are available to students who qualify. Application forms may be obtained from the cafeteria office.

All students enrolled in the full-day program must eat lunch at school. Menus are available on the parent portal. Students not eating lunch prepared at school may bring one from home. For safety reasons, cans, bottles and glass thermoses are not allowed in the cafeteria. **In accordance with Archdiocesan regulations, soft drinks, candy, and similar non-nutritious snacks may not be brought into the cafeteria. No one is permitted to bring fast-food meals to a student for lunch.**

## **Calendars: Yearly and Monthly**

At the beginning of the school year, every family will be given a calendar indicating the days St. Mary Magdalen School is in session, as well as holidays and other important dates. A monthly calendar listing all the significant events for each month will be available either on the parent online portal or in the school office. Any necessary adjustments of the annual calendar will be shown on the monthly calendar.

## **Emergency Cards**

Cards will be sent home the first week of school. A parent/guardian must fill out a card and return it within two (2) days. Since school authorities must be able to contact you or someone responsible for your child, notify the school office immediately of any change of telephone, address or pick-up instructions.

## **Faculty Meetings**

To foster professional growth and unity in our educational efforts, faculty meetings are held on a regular basis. These are ordinarily held on the first and third Wednesdays of each month but may also be scheduled on additional Wednesdays as needed. Meetings will either begin at 2:30 or at 3:30 p.m. depending on the dismissal. Additional special faculty meetings may be scheduled with a 1:00 p.m. early dismissal. Please check the monthly school calendar for dates and times.

## **Field Trips**

Educational field trips may be arranged during the school year. Permission slips are to be signed by the parents or guardians and returned at the designated time before each trip, along with the required fee, if applicable. Unless otherwise noted, complete school uniforms are to be worn. Field trips are privileges and students can be denied participation if they are on behavior probation or as stated by the administration. Parent/guardian chaperones are strongly urged not to take children home early after field trips. In addition, parent chaperones may not bring other siblings to the field trip. All students are required to ride the bus back to school following a field trip; no student will be dismissed from the field trip with a parent/guardian.

## **Health**

On entering St. Mary Magdalen School, an immunization record must be completed, signed by a physician, and returned to the office. A health record for each student is kept on file. Any child found to have a communicable and/or contagious disease (e.g. measles, mumps, chicken pox, fifth disease, conjunctivitis/pink eye, ring worm, etc.) will be sent home immediately, according to state requirements. The child cannot return to school without a doctor's release. The parent or guardian must obtain a letter from a physician stating that the child can be readmitted to school. There can be no exceptions.

Students with head lice will be sent home and will be required to be treated. At the discretion of the administration, a doctor's note may be required before the student may return to school.

## **Insurance**

The Archdiocesan Insurance Commission has secured medical coverage for all students who may be injured on the way to and from school, at school and/or at school-sponsored events.

## **Library and Textbook Fines**

Students will be issued notices of overdue library books and will not be allowed to check out any materials while books are overdue. Fines will be charged for damaged or overdue library books or textbooks; lost books must be paid for in full.

## **Lost and Found**

Lost and found articles are kept in the stairwell by the office. All unlabeled items not claimed within a reasonable amount of time will be given to a charitable organization.

## **Parties**

In accordance with school directives given by the administration, the teacher, in coordination with the room parents, may plan a small class celebrations for selected holidays. No invitations to individual parties may be distributed to a select group. A child may distribute invitations to the entire class or a girl to every girl/a boy to every boy.

## **School Messenger**

St. Mary Magdalen utilizes the School Messenger Program, which enables the administration to send a personalized phone/text message/email to all parents and staff members. This program is used to communicate important information, such as school closures, early dismissal reminders, etc.

## **Summer Camp**

St. Mary Magdalen Summer Camp is open from 9:00 a.m.–3:00 p.m. Before Care is available from 7:00 a.m.–9:00 a.m. and After Care from 3:00 p.m.– 6:00 p.m. for an additional fee.

### **Student Property and Materials**

All clothing/other personal property should be clearly labeled with the student's name and grade. All textbooks must be covered. Workbooks may be covered with contact paper at the teacher's discretion. Correction fluid/tape and permanent markers may not be used in school or for any homework assignment. Rolling schoolbags are not allowed.

**Students are responsible for bringing all needed items to school daily. Only eyeglasses, lunch and medication may be delivered to students after 8:20 a.m., which is the beginning of 1<sup>st</sup> period. Students who have been dismissed, including those in After School Care, may not return to the classroom to pick up forgotten materials. Items needed for extra-curricular activities must be brought to school or may be delivered to the student after 3:00 p.m.**

### **Telephone Use**

With the permission of the secretary, a student may use the office telephone for emergency calls only. In case of an emergency, a message will be delivered to a student.

### **Textbooks and School Property**

Students are responsible for the condition of school property, including textbooks, computers, etc. All damaged items must be replaced at the expense of the parents. Destruction or damage to school property may result in disciplinary action.

### **Weather Related Emergencies**

In case of flood or other disaster, St. Mary Magdalen School will close when the Archdiocesan Office of Catholic Schools decides. Radio stations WWL-AM 870 and WWL-TV channel 4 are the official broadcast media for announcements concerning emergency closing of Archdiocesan schools. Please do not call the school office. When possible, a School Reach phone message will be sent. Note that bus transportation is not provided when Jefferson Parish Public Schools are closed.

### **Withdrawal Procedure**

In the event that you should wish to withdraw your child before the end of the school year, please inform the office at least two school days in advance. Records will be released after all obligations to St. Mary Magdalen have been met.

## **St. Mary Magdalen Counseling Program** **Professional Disclosure Statement**

St. Mary Magdalen offers the services of one part-time counselor to assist students and families. The counselor helps to identify, assess, and St. Mary Magdalen hopes to resolve spiritual, social, emotional, behavioral, and academic difficulties that may interfere with attendance, achievement and adjustment in school. All information shared by students, parents and teachers is kept confidential consistent with applicable law, i.e., only to the extent that it is legally privileged, such as a health care provider-patient privilege, and except in certain situations where there is an ethical and/or legal responsibility to limit confidentiality and reveal information or records. Such situations include but are not necessarily limited to circumstances where the child reveals information about harm or possible harm to himself or herself or to another person or where the child reveals information about abuse. The school counselor will act at all times in a professional manner that is consistent with the legal and ethical standards that all school counselors uphold.

Counseling services at St. Mary Magdalen include:

- Individual sessions to address personal, social and academic issues related to school
- Small group sessions to address conflict resolution
- Classroom lessons related to positive personal growth and development
- Parent and teacher consultations to address personal, academic and social issues pertaining to school
- Referral assistance to other services and programs in the community
- Provision of resources to parents, students and teachers
- Liaison with other mental health professionals and agencies
- Coordination of evaluations for possible student exceptionalities
- Crisis intervention and prevention
- Coordination of various guidance programs and speakers

Reasons for referral: Loss of a loved one or pet, family change or difficulty, friendship problems, academic difficulties, new student concerns, difficulty coming to school, anger management, or conflict resolution

Unfortunately, I am not able to provide the following services to your child or to the parents:

- Testimony in court in child custody matters other than as to facts and then only if subpoenaed.
- Intensive long-term counseling services when they are needed by a child or family

Your child will be participating in the school counseling program on a regular basis. Please contact me if I can assist you or your child. I look forward to work with you to help empower your child to achieve their best spiritually, academically, socially and emotionally.

Bronwyn Myer, M.Ed., NBCC, LPC

## **Medication Policy**

In compliance with the policy mandated by the Archdiocesan Insurance Commissioner, "In order for the office staff to administer prescription medicine, the child's completed parental permission to dispense prescription medicine must be on file and a current letter of prescription from a physician must be given to the office. No other faculty/staff member may issue medication of any kind."

To ensure the greatest degree of safety for the child, we strongly urge that, whenever possible, parents arrange the child's medication so that all of it can be administered at home. When this is not possible, please note that only the office staff may administer medication under the following conditions:

\*Two forms must be on file in the office: a signed Archdiocesan Medication Request form, *available in the school office*, and a signed statement from the attending physician.

\*Only medications which have been prescribed by a physician may be administered by office staff.

\*If a child needs to take medication that has not been prescribed by a physician, a parent or guardian must come to school to administer the medication.

\*Parents must label all medicine with the student's name, grade, dose, and time to be given (generally during lunch time, between 11:40-12:30), and bring it to the school office.

\*Pills, especially chewable ones, are preferred to liquids. If liquid form is necessary, it should be sent in a pre-measured dose.

\*Students may not bring any kind of medicine to the class room, not even cough drops. If a student has medicine at school, the parent will be called to come pick it up.

We know that you will appreciate these measures for the safety of your children.

**Acknowledgement of the Official Policy of the  
Archdiocese of New Orleans Regarding Special Education**

St. Mary Magdalen School endeavors to the full extent of its capability to provide a quality education for your child. At the same time, St. Mary Magdalen School does not offer special education. The undersigned, the parents and/or legal guardians of a student presently enrolled in St. Mary Magdalen School, acknowledge that this school does not provide special education services or facilities.

Because St. Mary Magdalen School does not offer special education, it is not required to make general accommodations for your child but only what are called “minor adjustments.” The undersigned further acknowledge that St. Mary Magdalen School, its principal, faculty, and staff are only required to make minor adjustments in the education program at St. Mary Magdalen School in an attempt to serve the needs of their child/student and that the nature and extent of such minor adjustments are within the sole discretion of the principal of the St. Mary Magdalen School. The undersigned further acknowledge that, should the principal of St. Mary Magdalen School determine in his/her own discretion that the minor adjustments put in place by the school have not resulted in satisfactory service of the needs of their child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the undersigned to withdraw their child/student from St. Mary Magdalen School. Alternatively, the child/student may be prohibited from attending St. Mary Magdalen School and/or not allowed to re-enroll for the next school year.

**AUTHORIZATION AND RELEASE**

As the parent/guardian of a student enrolled in St. Mary Magdalen School, I hereby authorize any school previously attended by my child, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records of my child to St. Mary Magdalen School. The foregoing authorization also applies in the event that St. Mary Magdalen School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, St. Mary Magdalen School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration, I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and/or receive the aforementioned records, The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and/or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

## Athletic Eligibility Policy

The intent of this athletic eligibility policy is to put the academic success of a student first and foremost during the school year. Participation in the extra-curricular team sports will be allowed to continue only if the student demonstrates their ability to successfully complete their academic schoolwork at or above the levels shown below.

1. To be eligible to tryout for any sport, the student athlete must earn no grade lower than a "D." in major subjects. The student must also earn a minimum of Satisfactory (S) in all activity classes and a minimum grade of "C" in conduct/effort.
2. Grades will be checked each nine weeks when Report Cards are issued. If a student does not meet the criteria stated above, then he/she will be deemed ineligible to participate in that sport for the remainder of that sport's season.
3. This grade review process will continue throughout the school year and athletic eligibility must be maintained in order to participate on any of the school teams.
4. Detentions: Per each 9-week period, the first detention may result in a one-week ineligibility period (no practice and no play) at the discretion of the athletic director and administration. The second detention per duration of a sport will result in ineligibility for the remainder of the sport being played.
5. Suspension: A suspension may result in the student being declared ineligible to participate in school athletics for the remainder of the semester/school year at the discretion of the athletic director and administration.

## Cougar Award Eligibility Policy

At the end of the school year, the School Athletic Staff will select a single boy and girl athlete (7<sup>th</sup> grader) for the Cougar Award, who has accomplished the following:

1. Participated in at least three team sports in the school year
2. Maintained eligibility requirements for academics and conduct/effort
3. Received no detention at any time during the school year
4. Received no suspension at any time during the school year
5. Demonstrated outstanding sportsmanship, as judged by the School Athletic Staff
6. Must participate in any SMM championship playoff games that may extend a season into other extra-curricular sports programs.

Note:

These requirements will be sent home with the student athlete when he or she is selected for a team sport. The parent/guardian is required to sign and return the Athletic Eligibility Requirements sheet at that time. Failure to return the signed copy will disqualify the student for participation in the sport.

# Archdiocese of New Orleans Science Laboratory Student Safety Guidelines

*TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING AGREEMENT.*

## **Overview**

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

## **General Rules**

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.
12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
  
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

## **Clothing**

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

## **Accidents and Injuries**

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

## **Handling Chemicals**

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.

26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the laboratory to another.

#### **Handling Glassware and Equipment**

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

#### **Heating Substances**

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

**This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.**

<i>Points Deducted</i>	<i>Conduct-Effort Code</i>	<i>Infraction</i>
2	A1	No homework / incomplete homework
2	A2	Unsigned papers / unsigned agenda
2	A3	As stated by administration / faculty / staff
5	B1	Repeat of an "A" offense
5	B2	Inappropriate hallway / restroom behavior
5	B3	Inappropriate talking / distracting others (in class)
5	B4	Inappropriate cafeteria / recess behavior
5	B5	Lack of class material / class work
5	B6	Not being in the right place at the right time
5	B7	Not on task / not following directions
5	B8	Uniform violation
5	B9	Chewing gum / eating candy or food
5	B10	Forgotten agenda (in another class)
5	B11	As stated by administration / faculty / staff
10	C1	Repeat of a "B" offense
10	C2	Improper behavior on campus
10	C3	Not keeping hands, feet and / or objects to oneself
10	C4	Forgotten agenda (at home)
10	C4	Lack of cooperation
10	C5	As stated by administration / faculty / staff
15	D1	Repeat of a "C" offense
15	D2	Improper behavior on campus
15	D4	Misconduct at special assemblies / school events
15	D6	Disrespectful words, body language, notes, etc.
15	D7	As stated by administration / faculty / staff
20	E1	Repeat of a "D" offense
20	E2	Dishonesty (lying, copying homework, etc.)
20	E3	As stated by administration / faculty / staff
25	F1	Repeat of an "E" offense
25	F2	Violation of electronic / prohibited materials policies
25	F3	Inappropriate use of Internet or electronic device
25	F4	Bullying / harassment
25	F5	Missing class without permission
25	F6	Lost agenda
25	F7	Extremely disrespectful (rude, vulgar, etc.) words, body language, notes, etc.
25	F8	As stated by administration / faculty / staff
Points assigned by principal	G1	Extreme disrespect or vulgarity, fighting, forgery, cheating, plagiarism, stealing, vandalism
	G2	As stated by principal
Points assigned by principal	H1	Suspension

**\*Please note: The agenda serves as an integral part of the communication between home and school. Please review it daily. A parent's signature is required at the end of each week.**



***Our Goal in  
Education***

*To empower each child*

*to think*

*to feel*

*to love*

*to act*

*to speak*

*...as Jesus did*

Saint Henry de Osso  
Founder of the Teresian Sisters