

Parent and Student Handbook

Parents Role in Education at StMM

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

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

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

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

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

Parents as Partners

As partners in the educational process at Saint Mary Magdalene Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- o Gets to bed early on school nights;
- o Arrives at school on time and is picked up on time at the end of the day;
- o Is dressed according to the school dress code;
- o Completes assignments on time; and
- o Has lunch money or a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with an email when the student is absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes, emails, and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

As members of the St. Mary Magdalene Catholic School community, all students and parents are expected to follow all policies and procedures that are stated in this handbook. Refusal to do so could result in a student and/or family not being invited to continue at St. Mary Magdalene Catholic School.

School Mission

St. Mary Magdalene Catholic School is a community that proclaims the gospel by our dedication to quality instruction while fostering our commitment to the needs of others. We pray. We learn. We care.

Beliefs

Each of us is a child of God graced with special gifts and talents that must be recognized and nurtured in order to minister to others, bringing forth the Kingdom of God.

Each student is a unique individual who can learn.

Each student's academic and developmental needs shall be provided for through a commitment to spiritual learning and cultural awareness.

Each student has the potential for success and academic self-confidence through active learning experiences.

Varied approaches to teaching and clear goals with high expectations meet the different needs of each student.

The entire school community shall complement and support the role of one another in promoting the success of each student.

Varied learning assessments shall allow each student the opportunity to demonstrate essential knowledge and skills.

The commitment to ongoing improvement is vital to our continued success as we nurture confident, faith-filled citizens.

School Procedures and Guidelines

School Website

The school's website can be found at <http://school.stmm.net/>

The school's administrative system can be found at www.renweb.com. Individual ID's and passwords are needed to access family, student, and financial information. Contact Kathy Loeschorn with login questions, loeschorn@stmm.net or 919-657-4800 x 7298.

Social Media

You can follow StMM on Facebook and Twitter.

Facebook- Search for [St. Mary Magdalene Catholic School](#)

Twitter- StMM Catholic School @stmmnc and @PrincipalSTMM

Change of Address, Telephone Numbers, Email Address

It is the responsibility of the parents to notify the school office immediately of any changes in family information. Changes should be made in RenWeb, or could be given to the school office. In RenWeb, click on Family Information, then Family Demographics.

Daily Schedule (K-8)

7:15 – 7:45	Report to the library/lobby
7:45	Students released to classrooms
7:55	School day begins
8:00	Late bell, morning prayer and Pledge of Allegiance
8:05	Classes begin
10:40 – 1:15	Lunch
3:00	Dismissal
3:00 – 6:00	After School Program

Preschool Schedule

3 and 4 year-old morning: 8:15 am – 11:15 am

4 year-old afternoon: 11:45 – 2:45 pm

3 and 4 year-old full-day: 8:15 am – 2:45 pm

After-school care: 2:45 – 6:00pm

Note: If there is a 2 hour delay due to weather conditions or for any other reason, there will be no morning preschool. This includes both the 3 year old and 4 year old programs. Children will have school with a one hour delay, but there will not be any early arrival program available.

Early Arrival

Students arriving between 7:15 and 7:45 should report to the library (K – 2rd grade), to the lobby (3-7th grades), or to the upstairs hallway (8th grade).

Students may not arrive earlier than 7:15 unless one of the following applies: Student is participating in a school or class activity; student has a written pass from a teacher; student is with a parent that has a scheduled conference; or student is with a parent attending a meeting.

Pre-School Early Arrival is 7:30-8:00 in the library.

After School Program

The purpose of the After School Program is to provide a program in which students will be supervised in a safe recreational and academic environment. The schedule will include structured homework time, arts and crafts, outside play and quiet indoor play. The program will provide quality childcare, which parents can rely upon throughout the school year.

Registration Fee and Form

The registration fee is \$25 per family. The fee is non-refundable and must be received each year with the registration form for your child(ren) to be considered registered in our program. The form must be filled out completely. Family data must be kept current in RenWeb, so that parents can be contacted by the after school program if necessary. The program fees and registration form are on the school website and on RenWeb.

Hours of Operation

Normally, the program will operate from the time school is dismissed until 6:00pm. Occasionally, the program will close at the early dismissal time due to holiday schedules.

Location

Aftercare is located in the dining hall Monday through Friday. On special occasions, aftercare may be located in room 201 of the Academic Building.

Student Attendance

Absence

A parent/guardian is to notify the school by email giving the reason for the absence. A student who has accumulated 10 days will get an email of concern sent home. A student with 20 absences will have a meeting with the teachers and principal. The academic performance of a student with 30 or more days of absences will be reviewed by the principal. A determination will be made to retain the student, or the student may not be invited to return the following year.

Student Tardiness

If a child arrives to school after the 8:00 bell, he/she must report to the school office to check in. If a child accumulates 20 tardies the child will be put probation and a parent teacher conference will be held to discuss the situation.

Early Dismissal

If a child is leaving school early, the parent must first sign the child out in the office. An office staff member will contact the classroom, and the student will be sent to the office for dismissal. Parents are to wait in the office or lobby of the school for the child to arrive. As a courtesy to the teacher for children in PK3- 6th grade, please email the child's teacher the day before or morning of the early dismissal.

Lunch Program

StMM offers a nutritious lunch daily through My Hot Lunchbox. Parents will need to create an account with My Hot Lunchbox and will order and pay through their website. The menu will be posted at least one month in advance and parents may order food up to 24 hours in advance. Please see the school website for a link directly to My Hot Lunchbox or go to www.myhotlunchbox.com for more information.

Students may choose to bring their lunch each day or may purchase a hot lunch from the program. A supply of emergency sandwiches will be kept in the cafeteria in case a child comes to school without a lunch. If you have any questions regarding the program please call 888-894-8295 7am to 5pm M-F. Or email them at info@myhotlunchbox.com.

Students are expected to use good table manners during lunch. They should remain seated unless they have been given permission to purchase a snack, throw out trash, or

use the restroom. Courtesy toward other students (ie. Excluding someone from sitting with a group) and cooperation with lunch monitors are in order at all times.

Contact the cafeteria staff for more information. StMM is a nut- free school . Soda of any kind, candy, and drinks in glass containers are prohibited.

Health/Sick Child/Allergy Information

The health aide is on duty from 10:00 am to 3:00 pm. A staff member, level C adult, or responsible student will bring any child who is ill or hurt to the office. It is the responsibility of the health aide or adult to contact the child's parents. If a responsible party cannot be contacted the child must remain in the health room.

Medications

In Accordance with the Diocesan Policy and NC 115C-375.1, physician authorization and parent permission is required before school employees can administer any prescription or over-the-counter medication. The "Physician Order for Student Medication", available on RenWeb under Resource Documents and [here on Stmm.net](#), must be filled in completely prior to administration of medication.

All medications must be brought to school by the parent or guardian in the original container or pharmacy labeled bottle with identifying and administration information. A health aide or office staff member are the only personnel authorized to administer medication. Medication will be dispensed between the hours of 10:00am and 2:00pm each day. Note: It is the responsibility of the parent to dispense medication outside those hours. Wake County Public Health regulations state that it is illegal for a child to transport medication to and from school. Therefore, it is the responsibility of the parent to bring the medication to school with a completed medical form. All dispensed medications are recorded in RenWeb by the health aide/office staff.

Expired medications cannot be administered and therefore will not be accepted.

All medication orders expire at the end of the school year. New medication orders are needed for the start of each school year.

Medication must be picked up at the end of the school year. Medications left at the end of the year will be properly discarded.

EpiPens

EpiPens are dispensed as a set (2 per package) and should be brought to school as a set in the original packaging with pharmacy label intact. Students with EpiPens must have a completed Allergy Action Plan (AAP) signed by the prescribing doctor and parent. If an antihistamine (Benadryl) is ordered, the AAP has a box labeled Medications/Doses where this order can be written. However, since inhalers can be used at times other than an anaphylactic reaction a [Physician Order for Student Medication form](#) must be completed. The antihistamine needs to be brought to school with the EpiPens and AAP.

Physical Examinations/Health Assessments

First time entry into North Carolina School at any level. An examination within one year will be accepted.

Preschool and Kindergarten health assessments must be submitted prior to the start of school. Assessments from January 1st of the current school year will be accepted.

Annually prior to participation in school sports.

Nuclear Emergency: Potassium Iodine (KI) Tablets

Shearon Harris Nuclear Plant is approximately 8 miles from our school. All schools within a 10-mile radius of the plant are required to have emergency response plans that provide for evacuation and relocation of students as the first response to nuclear power plant emergency. (See Response Plan located in Part 3: Emergency Plans of this handbook.)

The school is supplied with enough KI tablets and cups for all of the students. Parents are informed through on-line enrollment and reenrollment about the tablets, if they do not want their child to participate in the program they must indicate this during enrollment or via parent preferences on Renweb. Teachers will be notified by the health room aide of any student who is not supposed to be administered the tablet.

Immunizations

All student cumulative folders will be checked for up-to-date immunization data by the school nurse. From the day of enrollment, a student's parents have 30 calendar days in which to complete the immunization requirements. If a deficiency is found please inform the administration of the names of students who are out of compliance. Additionally, any student that is not immunized must provide sufficient documentation to support their

reasons. Any student without immunization will be required to remain at home for a period of 2 weeks if there is an outbreak of communicable disease for which most students are immunized.

As of July 1, 2015 new immunizations have gone into effect.

- o Kindergarten students must have a 2nd dose of varicella vaccine before starting school.
- o 7th grade students must have a booster dose of Tdap and one dose of meningococcal conjugate vaccine.

Refer to www.immunizenc.gov for more information on vaccines.

Keeping your child home when they are not feeling well is good for both your child and the community.

- o A child should remain at home if they have a fever of 100.0 degrees or above and be fever free for at least 24 hours before returning to school.
- o A child should be free from vomiting or diarrhea for 24 hours before returning to school.
- o A child being treated with antibiotics for something like strep or pink eye should be on the medication for at least 24 hours before returning to school.
- o A child who requires crutches or any special physical accommodation must have a note from the doctor indicating the need and the length of time accommodations will be required.
- o A child who has head lice may return to school 24 hours after application of an effective pediculicide. Upon returning to school the child should be accompanied by the parent or guardian to the school office/health room and remain until the child is rechecked by school staff. The child should continue with treatments as directed and will be checked again in 7 days

When to Contact the Health Aide

Please alert the health aide when new medication or there is a change in medication, new medical diagnosis or change in health status, child has a serious illness, injury (fracture, sprain, sutures, concussion), or hospitalization. Additionally, please email or

call if your child has a diagnosis of a contagious disease (strep throat, conjunctivitis, chicken pox, flu, head lice, etc).

If a child has had an extended absence due to illness or concussion the parent should schedule a meeting with the teacher(s) to discuss makeup work.

Please be advised that StMM has a concussion policy. If your child has been diagnosed with a concussion please submit the care plan to the health aide.

Food Allergies: What is a “Nut-Free” School?

Nationally, a majority of schools have one or more children with known food allergies, and a significant percentage of children with food allergies have been accidentally exposed to a food allergen while at school.

^[1] Allergic reactions can be life-threatening and have far-reaching effects on children and their families, as well as on the schools they attend.^[2] Because no treatment exists to prevent reactions to food allergies or anaphylaxis, strict avoidance of the food allergen is the only way to prevent a reaction.^[3]

Saint Mary Magdalene is committed to offering a safe educational environment for all students, including students with food allergies, by working cooperatively with parents, students, and staff to minimize the risks of accidental exposure to a food allergen while at school. Because the severity of a previous reaction is no indication of future severity, St. Mary Magdalene assumes that all children with food allergies are at risk of developing a severe, life-threatening reaction with any exposure.^[4] Accordingly, St. Mary Magdalene prohibits parents, students, and staff from bringing any food item to school, including field trips and other school-sponsored events, that contains peanuts or tree nuts, or that, according to its label “may include peanuts or tree nuts.” Foods that do not contain these labels generally are considered safe to bring to school; however, if the food is not labeled, parents, students, and staff should avoid bringing the food to school and, if the food is at school, staff should not give the food to any child with a food allergy and should minimize the potential of an airborne exposure.^[5]

Should food labeled as containing or may contain peanuts or tree nuts, inadvertently be brought to school, the food will be sent home unopened with a note indicating that the food item contains nuts and is not allowed at school. Parents should understand that the implementation of a “nut-free” policy does not necessarily mean that there will never be food with nuts in the school setting, given that St. Mary Magdalene does not control all food items coming into the facility. Despite the “nut-free” policy, the school makes no guarantee that the premises will be completely nut-free. The school disclaims any liability for violations of the “nut-free” policy. Due to the risk of an inadvertent exposure, it is important that parents of students with allergies complete the mandatory Allergy Action Plan form and return it to the School Office.

By working in partnership with students, parents, staff, and school health professionals to (a) remove foods with nuts from the school setting, (b) educate students, parents, and staff on the prevalence and severity of food allergies, and (c) understand the symptoms related to exposure and respond swiftly and decisively to address incidental exposures, St. Mary Magdalene seeks to create a safe educational environment that minimizes the risks of inadvertent exposure and negative health consequences for students with food allergies.

Requirements for the Parent(s)/Guardian(s)

1. The parent/guardian shall complete and return the Allergy Action Plan detailing the presence of a food allergy that the child has and how the child reacts to the allergen(s).
2. The parent/guardian shall provide the necessary antihistamine and EpiPen for the student’s self-carrying, only after an individual assessment of the student’s ability to properly administer medication, or to the health aide for administration.
3. The parent/guardian shall provide or attain training for their child’s knowledge of recognizing symptoms of peanut/tree nut exposure, thoroughly washing hands, reading labels, and self-administering of antihistamine and EpiPen.
4. The parent/guardian is responsible for the student’s health care and medical care during all activities, events, or functions.

Goals for the student with a Peanut/Tree Nut Allergy

1. The student should not eat or drink anything given to them by another school mate.
2. The student should not eat or drink anything with unknown ingredients or known to contain any allergen.
3. Depending on developmental level, the student should be proactive in the care and management of their food allergies and reactions.
4. The student should communicate immediately with teachers, administrators, or other adults in charge of symptoms, reactions, exposure, etc.

For more information on food allergies, how to read food labels, and safe snacks for school please visit:

- FARE (Food Allergy Research & Education): www.foodallergy.org
- “Snack Safely” provides a safe snack guide that is updated frequently at www.snacksafely.com/snack-guide. Click the green tab to view the guide.

[1] Centers for Disease Control and Prevention, “Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs.” Washington, DC: US Department of Health and Human Services; 2013.

[2] Id.

[3] Id.

[4] Id.

[5] Federal law requires food labels in the United States to clearly identify food allergens and ingredients that are, or contain any protein derived from, common food allergens such as peanuts and tree nuts. Id.

Child Abuse Laws

Saint Mary Magdalene Catholic School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Counselor

A certified counselor serves the needs of students and parents through class and individual consultation.

School Office Hours

The school office is open on all school days from 7:30am to 3:30 pm. In order to enable the school to run efficiently and reduce classroom interruptions, the following guidelines are in place:

1. Only emergency messages will be delivered to students and staff during the day
2. Students may use the classroom telephone to contact parents if given permission by the teachers
3. Forgotten items will NOT be brought to the classroom, but can be left in the school office for the child to pick up.
4. Dismissal plans must be made before the child comes to school each day
5. Visitors, including parents picking up a student, must wait in the office waiting room or in the school lobby until the child arrives from the classroom.

School Visits

Parents and family members are always welcome at St. Mary Magdalene. In order to ensure the safety of all of our children, visitors are required to stop at the main office and sign the visitor's log. An office staff member will provide a visitor's badge. [See Safe Environment for more information.](#)

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Student Transportation

In order to maintain the highest level of safety, it is imperative that drivers are always alert and focused on activity in the parking lot. **Talking or texting on a cell phone while the vehicle is running or moving is prohibited on school grounds.**

The first parking lot (closest to the playground) is staff parking only, from 7am to 3:30 pm. Please heed the 'Do Not Enter' sign at the top of this parking lot. Enter at one of the other parking sections.

The Town of Apex Police Department has stated that Town Side Drive is no longer allowed to be a drop-off or pick-up point for our students.

An orderly arrival and departure from school each day is critical in maintaining a safe environment for all students. In order to ensure a smooth and productive arrival and departure, it is important that everyone adheres to our guidelines.

Students will gather outside the main entrance of the building where assigned staff will assist students. Teachers in grades PK -3 will wait with the students. Grades are gathered in order with 3rd grade students closest to the main doors. Older students may stand on the concrete area around the trees.

The rules we have in place are to ensure the safety of everyone at Saint Mary Magdalene Catholic School. We have babies, small children, students, parents, and grandparents on campus every morning and afternoon. It is imperative that EVERYONE follows the rules. Safety comes before being late to work or an appointment.

Please be alert and focused when driving on campus. Cell phones are prohibited while your vehicle is moving on campus.

Carpool

- 1. "Carpool line" must enter via Apex Barbeque Road**
- 2. "Park and walk" up must enter via Town Side Drive**
- 3. Cars may EXIT via Town Side OR Apex Barbeque Road**

The carpool line will enter school from Apex-BBQ Road. Follow the driveway and turn right to loop through the church parking lot. Come out the church lot and turn right to

get back on the main driveway. Turn right after the church to go down the last parking bay. Separate into two lanes (school side and island side) for drop off and/or pick up. Please refer to the attached diagrams. If you wish to park and walk your child into school you must enter from Townside Drive. Please note: There is no carpool entry via Townside Drive.

Morning “Carpool Line” Procedures

1. **Use Apex Barbecue entrance.**
2. Be respectful and courteous at all times.
3. Use the **designated drop off lanes** that have the sidewalk on the right hand side.
4. Stay in line and wait for the cars ahead of you to move.
5. Do not pass or drive around a car ahead of you in the carpool lane.
6. If you are on the island side, please look before pulling away as this is a two lane area due to cars needing to get to the 1st parking lot for teacher, handicapped or assigned parking.

Morning “Park and Walk” up Procedures

1. **Use Townside entrance**
2. Use any parking lot except the first one to park.
3. Walk in the designated crosswalk.
4. Keep small children close to you.

Afternoon “Carpool Line” Procedures

1. Be respectful and courteous at all times.
2. Do not talk or text on your cell phone while in the carpool line.
3. Remain in your car at all times.
4. Do not pass or drive around a car ahead of you. If you are on the island side, please look before pulling away as this is a two lane area due to cars needing to get to the 1st parking lot for teacher, handicapped, or assigned parking.
5. Have a sign on your dashboard with the last name(s) of the family(ies) you are picking up.

6. Follow the signals of the teachers directing the carpool line.
7. If you are the first car in line, pull all the way up to the crosswalk.
8. Once you have everyone in your car wait to be signaled to leave.

Note: You may be asked to drive around if the children in your carpool are not loaded up in a timely fashion.

Afternoon “Park and Walk” up Procedures

1. Parents that wish to park and walk up to the building may do so. You may wait outside the building.
2. Please make sure a teacher acknowledges that you are taking your child.
3. Refrain from having a conference with the teacher at dismissal.
4. **When leaving the school please walk in the designated crosswalks.**
5. Teachers will be directing both the cars in carpool as well as the families walking to their cars. Wait for their signal before crossing a crosswalk.

When coming to or leaving the property please use your turn signal.

Note: At 3:15 any child that has not been picked up will report to the After-School Program where the parents will be contacted by a staff member. Aftercare is located in the dining hall.

Room Parents

At the start of each school year teachers will ask for volunteers to serve as room parents for the year. parents that volunteer must be level C volunteers. In order to allow everyone that wants to serve this role to serve, no parent may serve as a room parent for the same child two years in a row. In the case that the only volunteer is a parents that served last year, the teachers must bring this to the administration and the room parent coordinator for approval. Grade levels should work together to plan activities, events, parties, and teacher gifts.

Snacks, Class Parties and Non-Instructional Celebrations

No off-campus parties are permitted. The only exception is the Green across the school on Town Side Drive. Teachers may use this area for educational or celebration activities.

Snacks

Teachers may allow students to bring fruit or other nutritious snacks for a morning or afternoon energy boost. Candy is prohibited, and non-nutritious snacks are discouraged. **Water is the only beverage allowed in the classroom.** Instructional activities will continue during the snack time. Teachers may use this time to read to the students, watch an educational program, complete any unfinished seatwork, or other audio-visual activities. Snacks must comply with the [StMM Nut-Free Guidelines](#).

Birthdays

Cakes, cupcakes, brownies and other birthday-type food are not allowed in the classrooms or dining hall. The outside of lockers may not be decorated with balloons or other decorations. Parents may not have birthday items delivered to the student at the school. Birthday party invitations and thank-you notes **may not** be distributed in the classroom. Please use the school directory to obtain email addresses or home addresses to send invitations.

Class parties and Non instructional celebrations

Each grade is allowed to have two parties during the school year. Teachers will meet with grade level parents to discuss details of the celebration. StMM requests that there be healthy options are offered to students when food is involved with the celebration.

Additionally, [StMM is a nut free school.](#) **Along with the peanut allergy we have several children with milk, egg, and gluten allergies. A disclaimer will be sent home with each child that has an allergy for each event where food is involved.**

Family Trips

At times during the school year, a family may choose to take a trip and take the student(s) out of school. For such trips, staff members will not provide students class work prior to the trip other than to encourage students to continue working in the same chapter. Students may bring books home so they can use RenWeb during their trip to keep up with classwork and homework assignments. Students will have one day for each school day missed to make up all required work, including quizzes and tests.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct (demerits).
7. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are to be turned in to the supervising teacher.
8. A telephone call will not be accepted in lieu of the proper field trip permission slip.
9. Parents may refuse to permit their child from participating in a field trip by stating so on the form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. Money for a field trip should be turned in two weeks prior to the trip. Parents may send in a check made out to StMM, or cash in the exact amount of trip (we cannot give back change). Additionally, parents may pay for the trip via RenWeb. If a parent has submitted payment via RenWeb, please indicate this on the permission slip.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are non-refundable.
13. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk

management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

15. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.
17. All chaperones should refrain from smoking or drinking on a field trip.

NOTE: No student is permitted to call home for permission to go on a field trip. A FAX of the original permission slip is acceptable, but e-mail or a phone call is not. Field trip permission slips must be retained in the school office for one year.

Field trips are a privilege, not a right. Students not attending the field trip will remain at home and will be marked absent.

The following is a list of extended (overnight) field trips that **may** be taken:

Grade 8: Camp Cheerio	fall	Leadership Retreat
Grade 7: Washington, DC	fall	Social Studies / Civics

School Communication

The administration, faculty, and staff of St. Mary Magdalene use a number of methods of communication. Take Home Tuesday folders are used for returning classwork, homework, tests, projects, as well as school related forms, fliers and announcements. The Principal’s Update newsletter will be sent home via email and will be archived on RenWeb. Other communication tools are the teacher pages in RenWeb, the school website, email, parent conferences, classroom newsletters, student planners, phone calls, PSO Newsletters, church bulletins, and the RenWeb Alert system.

Emergency Closings

When emergency conditions exist, the principal may direct the closing of the school under one of the following classifications:

1. Close for one or more days
2. Open one or two hours late
3. Dismiss early if unsafe conditions occur before regular dismissal time

When it is necessary to close the school, open late, or dismiss early, the school will use the RenWeb Alert system, and parents will receive a phone message on all of the phones that are listed in RenWeb.

Note: If there is a 2 hour delay due to weather conditions or for any other reason, there will be no morning preschool. This includes both the 3 year old and 4 year old programs.

Transfer of Schools

When a student transfers to another school:

1. All school property is to be returned to the homeroom teacher or the office.
2. The student's report card will be emailed to the student's home.
3. All financial obligations must be met before the student records are released.
4. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.
5. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to StMM for distribution. Completed forms will be sent via the U.S. Mail.

Academics

Accreditation and Affiliations

Saint Mary Magdalene is approved by the NC Dept of Non-Public Instruction

Saint Mary Magdalene is accredited through [AdvancED](#)

Saint Mary Magdalene is a member of the North Carolina Association of Independent Schools (NCAIS).

Saint Mary Magdalene is a member of National Catholic Education Association (NCEA).

Grades in RenWeb

For students in grades 3 – 8, grades are posted in RenWeb. Each teacher is responsible for grading work and updating RenWeb on a timely basis, but parents should expect that teachers will vary in their grading time schedules. Weekly progress reports will be sent out via an automated email system. Additionally, automated reports will be sent to notify parents of the following: a grade of 69% or below, a missing or

incomplete assignment. Report cards will be emailed at the end of each quarter. Parents will have access to the report card for 10 days and will need to print it in order to have a hard copy. Access to report cards may be restricted if library books or other materials are not returned, or fees are not paid at the end of the year.

Parent Conferences

Parent conferences will be scheduled at the end of the first quarter. Spring conferences are held as needed. **Conferences must be scheduled in advance. Teachers may refuse to meet with a parent if the parent shows up unannounced.** Teachers have many other obligations after school and may not be available to meet on short notice. Parent conferences for those students in grades 5-8 will be team conferences and will be set up by the homeroom teacher. The student is encouraged to attend. If content is not suitable for student the student should not attend. A teacher may invite an administrator or another teacher to the conference at his/her discretion.

Grading Scales

Kindergarten Grading Scale
 M ... Most of the Time
 S ... Sometimes
 N ... Not Yet

Grades 1 and 2 Grading Scale
 O ... Outstanding
 S+ ... Shows Growth
 S ... Satisfactory
 S- ... More Effort Needed
 N ... Needs Improvement
 NA ... Not Applicable

Grades 3-8 Grading Scale

Numeric grades are used for all academic subjects. Tests, class participation, class work, projects, and homework are all considered when assigning a grade. The weight of each grade may vary from teacher to teacher. The following scale is used to evaluate students:

Letter Grade	Numeric Grade (%)	Points
A+	98-100%	4.33
A	93-96%	4
A-	90-92%	3.67
B+	87-89%	3.33

B	83-86%	3.0
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2
C-	70-72%	1.67
D	65-69%	1
F	Below 65%	0

7/8 grade electives/specials will use the same grading scale as the academic subjects.

The classes will be weighted in RenWeb so that a class that meets twice a week is not weighted the same as a class that meets five days a week.

Specialists in all other grades will use the following grades:

O – Outstanding S – Satisfactory N - Needs Improvement U - Unsatisfactory

For a student to be eligible for any extracurricular activity he/she must maintain all C's or better and less than 7 demerits per grading period. Eligibility will be determined at any time.

The athletic director, club sponsor (teacher), and administration has the authority to suspend any student from an extracurricular club or team at any time, if warranted.

Grading Scale for Specials (Grades K-6)

O ... Outstanding S ... Satisfactory N ... Needs Improvement U ...
Unsatisfactory

Honor Roll

Honor roll will be awarded to 6th, 7th and 8th grade students by quarter. To be eligible for honor roll a student must have an O, S, or N in conduct. A child with 7 or more demerits will get a U in conduct and will not be awarded with any honors.

Principal Honor GPA 3.75 to 4.50; with no grade lower than a 3.00

Academic Honors GPA 3.25 to 3.74; with no grade lower than a 2.25

Honor Society

Students in 7th and 8th grade are eligible to be inducted into the St. Mary Magdalene Chapter of the National Junior Honor Society. Students must maintain a cumulative GPA of 3.75 for six quarters all classes with no grade lower than a 2.75. The student's conduct and effort must be at the highest standard. They must have no more than 3 demerits per quarter to be eligible.

Honors Classes

Students in 7th and 8th grade will be offered the opportunity to take honors classes in science, and English Language Arts. At the end of 6th and 7th grade, students will be given a placement exam. The results of the placement exam, ITBS scores in Reading and Language Arts, and science along with teacher recommendation will determine honors placement.

StMM Middle School Math Tracks

At St. Mary Magdalene we offer a number of different math tracks for middle school. Each student will be evaluated to ensure correct placement. Our goal is to find the class that will provide an appropriate challenge and at the same time, allow for success. The chart below describes the math transitions through the grades.

6 th Grade	7 th Grade	8 th Grade
Math 6	Math 7	Math 8
Math 6	Math 8	Math I
Math 7	Math 8	Math I
Math 7	Math I	Math II

At the end of 5th and 6th grades, students will be given a placement exam. The results of the placement exam, ITBS scores in Reading and Math, math grades, and teacher recommendation, will determine math placement.

At the end of 7th grade, all students will take an in-class comprehensive final exam. The results of this test, along with quarterly grades and ITBS results, will be used to determine 8th grade math placement.

Review of Student Academic and Discipline Records

The administration, with the assistance of the student's teachers will review the academic and discipline records of all students at the end of each quarter in order to determine if the student is making appropriate progress. If the student shows no progress, a letter of warning will be issued based on two or more of the following inconsistencies:

1. Inconsistent class work
2. Inconsistent homework
3. Inconsistent preparation for quizzes and/or exams
4. Violation of the school's Code of Student Expectations

Promotion and Retention

A student who receives two or more D's and/or F's at the end of a grading period will be placed on academic probation. The student has until the end of the semester to achieve passing grades in those subjects. If the student does not achieve passing grades at the end of the semester, a conference will be held in which a decision will be made on whether or not the student will be allowed to continue at St. Mary Magdalene School. Any student who fails reading, language arts and math for the year will be recommended for retention. The only exception is an 8th grade student will receive a certificate of attendance.

If a student is recommended for retention, a meeting will be held by April 30 with the parents to determine the proper course of action. The parents will have the final say on the first retention recommendation. If that student is referred for retention a second time, the child will be retained.

If a student in grades 5-7 fails reading, language arts and math for the school year, that student will be retained. If a student in grade 8 fails any of these subjects, the student will receive a certificate of attendance instead of a diploma and may move into high school.

Academic and Ability Testing

Students in grades 3 through 8 will participate in an annual standardized testing program. The results of all standardized tests are mailed to the parents. The testing program includes:

Iowa Test of Basic Skills	Grades 3 – 8	October
Cognitive Abilities Test	Grades 5	October

Homework

Homework assignments serve to reinforce and enrich learning experiences and/or provide the opportunity to apply and use research skills. Homework assignments include reading, writing, drill and practice, problem solving and analysis, observation, research, projects, report writing, and study materials for future quizzes and tests. The time allotment for homework depends on the type of assignment and grade level of the student. All teachers are expected to coordinate the scheduling of projects, major tests, and other activities. Homework assignments are posted in RenWeb, but are subject to change based on the progress of each class. The student's planner is the primary source for homework assignments.

Daily homework assignments should last approximately:

5-10 mins	Prek and Kindergarten
10-20 mins	Grades 1 and 2
30-50 mins	Grades 3 – 5
60-80 mins	Grades 6 – 8

Total time required for completing homework assignments will vary from one student to another. If a student is consistently exceeding these recommended times, parents should discuss this with the teacher. **Incomplete homework may result in a grade of a 50, if the work is not able to be made up.**

Middle School Homework Policy: Students will be given one homework pass for the first semester and one for the second semester to be used in each of his/her academic classes (first semester passes will not carry over to the second semester). Once a student has used that pass for a particular subject, no other homework will be accepted late for full credit, unless an absence is involved. Students may turn in a missing assignment, up to the point of a chapter test or completed unit lesson, for a *maximum* 50%. After this point, late assignments or missing work will be a zero.

Homework/Classwork Makeup Policy

If a student is absent from school due to illness or family emergency, he/she will have two days for every absent day to submit missing work. You may make arrangements with your child's teacher to have missed work available for you to pick up at the end of day. The administration reserves the right to make exceptions to this policy.

Additionally, if your child has an extended illness, injury, or concussion the parent should request a meeting with the team of teachers to devise a make up plan.

Tutor/Speech/OT/Other Outside Services

StMM welcomes the opportunity for students with a documented need to receive private services during the school day. We have put together a guideline to help the parents and the agencies they hire.

For Parents:

1. Student must have a documented academic* and/or physical need* for the service. Paperwork must be submitted to the school and will be kept in a confidential file. If no paperwork is on file, services should be done outside of school.
2. Payment is done through you and directly to the outside party.
3. Persons are hired through you and are not part of the StMM staff.

For Agent or Agencies

1. Must be "C" level certified.
2. Must sign in and out in office upon arrival and exit.
3. Space will be provided as available.
4. Implementation of reading programs in class: These must be approved with the parent and teachers ahead of use. StMM will incorporate reading programs (example: spelling words) as we can into the Diocesan curriculum.
5. Tutoring, OT, and Speech should be done during a student's special or at another mutually agreed upon time between parent and teacher. Students may be pulled out of a core academic with parent and administration approval. This will be approved on a case by case basis. It will be limited and will cause students work to be modified (ie.

some assignments may be shortened or excused). The modification may be noted on the report card.

6. Any recommendations/accommodations should come from a licensed therapist or the child's doctor. As with any recommendations/accommodations, StMM will meet to discuss with the parents what accommodations can be offered.

7. If time is needed to meet with teachers, therapists or tutors should email the teachers to set up times. Please be mindful of this and do not "drop in" on teachers planning or lunch time.

**Academic need refers to students with learning disabilities in need of a specialized reading or math program. We cannot provide school time for ADHD or academic coaching.*

**Physical need refers to students in need of speech, physical therapy, or OT.*

StMM reserves the right to end privileges of the space during the school day.

Expectations and Discipline

Code of Student Expectations

The Code of Student Expectations is a guide for Catholic behavior. Its purpose is to create a safe atmosphere that promotes respect for oneself, for other students, for teachers, staff, other adults, and school property. Every student has the right to learn in an environment that is conducive to his/her personal growth and fulfillment of his/her academic, emotional, social, and spiritual well-being. Every member of the school community has a responsibility to create and maintain this environment. Students will respect the authority of all adults and abide by their decisions.

Students will respect and honor the opinion and property of fellow students.

Students will be honest and forthright in all that they do.

Students will conduct themselves in a proper manner while moving about the campus.

Students will exercise self-control and conduct themselves in an appropriate manner at all times.

Students will adhere to classroom rules as well as school policies and procedures.

Students will be responsible for completing all classroom assignments.

If a student repeatedly violates the Code of Student Expectations, the student will be referred to the administration. At the discretion of the administration, the student may be suspended

from school. Any student that accumulates multiple violations of the code could face out of school suspension or expulsion.

Discipline Policy

The Discipline Policy is outlined in three levels. Level I, II, and III represent a continuum of misbehaviors based on severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency. Student expectations are at the core of this code.

The examples provided should not be considered as all the possible violations but simply as a guideline. Additionally, behavior should be documented in RenWeb. When sending a behavior notice to parents please fill out the form as if you are sending an email. The behavior notification comes to the parent as an email, not a form.

Level I (Teacher)

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level.

The following list includes, but is not limited to behaviors that will result in Level I consequences:

- o disrespect towards other students
- o bullying/harassment(first offense)
- o nonconformity to dress code
- o chewing gum
- o eating or drinking at unauthorized times or in unauthorized areas
- o tardiness to class
- o missed assignments
- o any other misbehavior deemed as a Level I violation
- o violation of the Technology Agreement

Level I Consequences

- o detention
- o lunch detention
- o conference with student
- o Time out period in the office
- o extra written assignment
- o loss of computer privilege

Level 1 offense will be handled by the teacher who issued the referral. The teacher will email the parent the day of the incident using the behavior section in RenWeb. This way all behavior is documented and the administration can see the patterns in case of persistent problems.

The parent is expected to speak to the child, and follow up with the teacher. When sending a behavior notice to parents please fill out the form as if you are sending an email. The behavior notification comes to the parent as an email, not a form.

Level II (Administrators)

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of Level I misbehaviors or include new offenses. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.

The following list includes, but is not limited to behaviors that will result in Level II consequences.

- o persistent Level I behaviors
- o continuous harassment/bullying
- o cheating including plagiarism
- o defiance
- o verbal abuse
- o inappropriate physical contact including “shanking”
- o misrepresentation of parent or guardian
- o absent from class without teacher/administrative approval
- o violation of the technology code
- o lying
- o bringing/reading inappropriate material in school
- o any misbehavior that severely disrupts the “normal” flow of the class or school.
- o use of any social networking site in which the student defames another StMM student, faculty, member, administration and/or the school.

Level II Consequences

- o detention or ISS
- o 1 week loss of extracurricular privileges including participation in sports and school sponsored clubs
- o denied participation in a class field trips
- o parent/student conference with teacher and Mr. Cadran
- o loss of computer privileges

All referrals at this level are to be sent to Mr. Cadran for action. He will notify parents of the act and punishment. A second violation of a Level II offense will result in an automatic in-school (ISS) or out of school suspension (OSS). In addition, the student will lose of all privileges (sports, clubs, and field trips) for a time to be determined by Mr. Cadran.

Level III (Administrators)

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health or safety of those in the school.

Level III Behaviors

- o weapons, narcotics drugs, or alcohol
- o prescription drugs
- o defiance
- o theft
- o gambling
- o sexual harassment
- o threats
- o physical fighting
- o vulgar language

Level III Consequences

- o In school suspension

- o Out of school suspension
- o Expulsion
- o Loss of all privileges associated with school sponsored sports, clubs and field trips for the remainder of the semester or a minimum of 30 calendar days.

All referral at this level are to be submitted to Mr. Cadran. He will determine the severity of the act and the punishment. Mr. Cadran will notify the parents of the violation and punishment. A conference will be automatically scheduled with the parents and student before he/she can return to school.

Additionally, behavior should be documented in RenWeb. When sending a behavior notice to parents please fill out the form as if you are sending an email. The behavior notification comes to the parent as an email, not a form.

NOTE: Because it is impossible to foresee all problems that can arise, the administration can take disciplinary action for any behavior that violates the spirit and philosophy of St. Mary Magdalene School, even if not specified in the Code of Student Expectations/Discipline Code.

Demerit System Grades 5-8

The demerit system has been established to emphasize to students that our expectations for them will be enforced at all times. Those who receive a demerit for any of the behaviors listed above (Level 1, 2, or 3) will have an adverse effect on their participation in **all** middle school activities including, sports teams, clubs, school productions, and field trips.

The demerit system is as follows:

- 0-1 demerits.....**Outstanding Behavior**
- 2-4 demerits.....**Satisfactory**
- 5-6 demerits.....**Needs Improvement**
- 7 and above demerits..... **Unsatisfactory**

If any student that receives a "Needs improvement or Unsatisfactory" at the end of a grading period, that student will be suspended from all extracurricular activity for a period of two weeks beginning the next school day after report cards go home .

Unauthorized Cell Phone usage 1 st offense	1 Demerit
Unauthorized Cell Phone usage 2 st offense	2 Demerits
Unauthorized Cell Phone usage 3 st offense	3 Demerits
Unauthorized Cell Phone usage 4 st offense	4 Demerits
Cheating on homework	1 Demerits
Cheating on exams or quizzes or projects	4 Demerits
Chewing Gum	1 Demerit
Cutting Class	4 Demerits
Defying Authority	4 Demerits
Destruction of Property	4 Demerits
Disobedience	1 Demerit
Disrespect	1 Demerit
Disrespect to a teacher	3 Demerits
Class Disruption	1 Demerit
Dress Code Violation	1 Demerit
Drugs/Alcohol	6 Demerits
Endangering Others	4 Demerits
Excessive talking	1 Demerit
Excessive Tardy	1 Demerit
Failed to show up for detention	3 Demerits
Any Detention	2 Demerits
Hitting/Fighting	4 Demerits
Harassment/Bullying	4 Demerits
Off limits area of campus	3 Demerits
Inappropriate Language	3 Demerits
Inappropriate Behavior	2 Demerits
Kicking	1 Demerit
Leaving room without permission	2 Demerits
Lying	3 Demerit
Mischief	1 Demerit

Name Calling	1 Demerit
Work refusal	1 Demerit
Noisemaking	1 Demerit
Not Following Directions	1 Demerit
Not keeping hands to oneself	1 Demerit
Horseplay	1 Demerit
Not prepared for class	1 Demerit
Pushed a Teacher	7 Demerits
Plagiarism	4 Demerits
Poor Attention	1 Demerit
Weapons	8 Demerits
Profanity	3 Demerits
Unsatisfactory Conduct	1 Demerit
Sexual Harassment	7 Demerits
Shoving/Pinching	1 Demerit
Stealing	5 Demerits
Threatening	5 Demerits
Violation of the Technology Agreement	Varies
Misrepresentation of parent or guardian	4 Demerits
Bringing or reading inappropriate material in school	4 Demerits
Gambling	7 Demerits

For a student to be eligible for any extracurricular activity he/she must maintain all C's or better and less than 7 demerits per grading period. Eligibility will be determined at any time.

The athletic director, club sponsor (teacher), and administration has the authority to suspend any student from an extracurricular club or team at any time, if warranted.

Preschool Behavior Policy

Goals for Student Behavior

The mission of the Catholic Schools and Early Childhood Centers of the Diocese of Raleigh is to engage our communities in creating quality education within a Catholic environment that fosters the current and future development of the whole child.

St. Mary Magdalene Preschool aims to provide a safe, nurturing, engaging, enriching, and

healthy learning environment for all children in our program.

With parents as our partners, we strive to maintain a program where children learn how to interact appropriately in a classroom environment, cooperate in group learning, and develop the social skills needed to establish and maintain friendships. We want to help children learn positive behaviors, respect the property and feelings of others, begin to control impulses, develop empathy, respect adult authority, and begin to take responsibility for their actions.

Managing Behavior in the Preschool Classroom

The teachers and staff at St. Mary Magdalene are committed to fostering and encouraging positive behavior among our young students.

Teachers and Staff Will:

- Establish a classroom environment that is interesting, challenging, and age-appropriate.
- Set reasonable expectations based on the child's developmental level and individual differences.
- Implement clear and consistent classroom rules, routines and transitions.
- Work to form strong, supportive, nurturing relationships with children.
- Become familiar with each child's needs and unique abilities.
- Give children opportunities to experience success in social relationships.
- Teach children about respect for themselves and others.
- Emphasize kindness and forgiveness as part of our Catholic faith.
- Notice and praise positive behaviors.
- Model and practice appropriate conflict resolution skills.
- Provide guidance and discipline that nurtures acceptable behaviors.
- Use established best practices to learn about and implement a variety of approaches to dealing with behavioral concerns.
- Promote each child's social-emotional and behavioral health by appropriately addressing challenging behavior.
- Enlist family participation and support in efforts to address behavioral concerns.
- Collaborate with community-based service providers for additional services and support as needed.

We believe that when children receive positive, non-violent, and understanding guidance, they are more likely to develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, the teachers and staff of St. Mary Magdalene Preschool will use only positive approaches to discipline and the following discipline strategies are prohibited.

Teachers and Staff Will Not:

- Use corporal punishment to discipline children. Corporal punishment is defined as physical force to the body including, but not limited to, spanking, hitting, shaking, pinching, or slapping.
- Use any strategy that ridicules, belittles, humiliates, or is otherwise verbally or emotionally abusive to children.
- Shame or punish children when bathroom accidents occur.
- Deny food, water, or rest as punishment.

- Deny children light, warmth, clothing, or medical care as punishment.
- Leave children alone, unattended, or without supervision.
- Allow discipline of children by other children.

Addressing General Behavioral Concerns:

At this age, children are still learning how to behave appropriately. We understand that many preschoolers may exhibit misguided behavior because they have not yet learned what is acceptable. Many of the things they may do are normal for their stage of development, and we will work to help them distinguish between appropriate and inappropriate actions and encourage them to make positive choices in their behavior.

The preschool teachers will address misbehavior with techniques that include, but are not limited to:

Proximity:

- Being physically near where students are playing or working and being prepared to help or intervene as necessary.
- Moving closer to a child whose behavior seems to be escalating so that he/she will realize that supervision and assistance are at hand.
- Gently touching a child's shoulder or back to send a message of support and comfort when the child appears to be frustrated.

Redirection:

- Offering other activities and/or materials to a child when a problem is developing.
- Encouraging the child to interact with different children when he/she is experiencing social difficulties with one child or group of children.
- Talking with a child about personal interests or experiences in order to take his/her mind off of their frustration or disappointment with a situation.

Verbal Intervention:

- Asking each child involved to explain the situation.
- Explaining the inappropriate behavior and teaching the children the appropriate way to handle the situation.
- Giving the children specific, age-appropriate words to use with each other to resolve problems.
- Involving the children in problem-solving.
- Providing strategies to support turn-taking and cooperation.
- Recognizing, acknowledging, and explaining feelings to encourage empathy.

Logical Consequences:

- Helping the child understand logical consequences of his/her actions. Example: She cannot play with the toy anymore because she threw it across the room.
- Helping the child to think of solutions to put things right. Example: He will help rebuild the block tower that he knocked down.

Removal From the Situation:

- Giving the child time to work on a quiet, individual activity away from the situation to allow the child the opportunity to calm down before talking things through. Examples:

reading, coloring, or puzzles.

- Providing a safe space away from the main activity centers for a child to sit while he/she is actively upset so that child can work through his/her frustrations until he/she is calm enough to rejoin the group. Examples: bean bag chair, rocking chair, or pillows.
- Time out from all activity: The child is separated from the main group and must sit in a designated time-out/thinking chair within the classroom for no longer than 5 minutes per episode. Time out will be used only when all other forms of intervention listed above have been used unsuccessfully and/or the child's behavior is harmful to other students.

Addressing Persistent Inappropriate Behavior:

Persistent inappropriate behaviors are those that continue after the developmentally appropriate guidance and corrective actions noted above have been used and include any behavior that:

- Interferes with children's learning development and/or success at play.
- Threatens the health or safety of other children or staff.
- Shows a continuous inability to conform to the rules and guidelines of our program.

Such behaviors may include prolonged tantrums, physical and verbal aggression, disruptive vocal and motor behavior, property destruction, self-injury, noncompliance, defiance, discrimination, bullying, and withdrawal from participating in regular activities.

The following guidelines will be followed when addressing persistent challenging behaviors:

1. The classroom teachers will consult with the parents about the behavior and the efforts being made to change the pattern of behavior. The teachers will invite the parents to help develop additional interventions to help manage the behavior.
2. The classroom teachers will consult with the Preschool Director regarding the problem behavior. The Director will offer input and possible additional ideas for managing the behavior.
3. The classroom teachers will consistently document the inappropriate behavior.
4. The classroom teachers will consistently document the efforts that have been made to change this behavior.
5. If the inappropriate behavior continues, parents will be required to participate in a parent-teacher conference. During this conference, a formal action plan will be developed to address the behavior. The action plan will outline the steps the staff will take to try to change the behavior along with the steps the parent will take. The Preschool Director will be present at this conference.
6. The Preschool Director may recommend that parents consult with professional, community-based service providers for additional resources and further guidance in responding to the child's behavior. With parental consent, the classroom teachers will collaborate with other professionals to develop strategies to help the child change his/her behavior.

St. Mary Magdalene Preschool reserves the right to terminate any child's enrollment if the behavior persists despite our combined efforts, or if we feel that any of following conditions exist:

- The school cannot meet the child's educational or emotional needs.
- The parents are unable or unwilling to work with the school staff to find an acceptable

solution.

- The continuing behavior endangers the well-being of other children, staff, and/or the child engaging in the behavior.

Guidelines For Immediate Termination of Enrollment

Certain behaviors may cause a significant risk of harm to the health and safety of other children or staff. Such behaviors may include, but are not limited to:

- Physical assault which results in serious bodily injury.
- Attempted physical assault which if completed would result in serious bodily injury.
- Bringing a weapon to the preschool.
- Causing substantial damage to real or personal property.

St. Mary Magdalene Preschool may opt to immediately terminate enrollment of any child whose behavior creates a significant risk of harm to the health and safety of other children or staff without following the guidance steps outlined above.

The teachers and staff of St. Mary Magdalene Preschool will always work to do what is in the best interest of the children using their best judgment in situations which can be demanding and stressful on all involved.

School Safety, Harassment, Bullying

St. Mary Magdalene provides a safe environment for all students. Verbal or written threats against the physical or emotional well-being of any student will be taken seriously. Students who make threats face detention, suspension, and expulsion. Threats are evaluated from the perspective of the person being threatened, whether that threat was made seriously or in jest, or in person, on-line, over the phone, etc. Engagement in online blogs such as, but not limited to, MySpace, Facebook, Twitter, Friendster, Instagram, SnapChat, etc, may result in disciplinary action if the content of the student's post includes defamatory comments about the school, the faculty, the parish, or other students. Using the Internet at home or at school to make derogatory comments about any member of the school community can result in disciplinary action taken at school.

Electronic Devices

Please see the [Technology Policy](#) for details regarding electronics such as cell phones, laptops, e-readers, etc.

School Uniform Policies

We have two suppliers for new uniforms:

Flynn OHara 1-800-441-4122. School code NC014. 8613 Glenwood Ave, Raleigh.

Educational Outfitters 919- 804-5437. School code NC054. 1331 Buck Jones Road, Raleigh.

The PSO maintains a **used uniform** store in the school's main lobby. Parents may shop for used uniforms anytime that the school is open.

Uniforms for grades 4 Year Old Preschool to 8th grade

Girls (PK4-8)

Uniform drop waist plaid jumper

Uniform burgundy polo dress

Uniform khaki or plaid skirt

Uniform pleated khaki or plaid skirt

Uniform khaki walking shorts, pants or Capris

Uniform burgundy or white short-sleeve or long-sleeve polo shirt

Uniform white oxford

Uniform white Peter Pan blouse

Uniform burgundy polar fleece jacket or fleece vest

Uniform burgundy sweatshirt

Uniform burgundy sweater

Uniform burgundy Monarch Athletic or Club hooded sweatshirt

Boys (PK4-8)

Uniform khaki shorts or pants

Uniform burgundy or white short-sleeve or long-sleeve polo shirt

Uniform white oxford

Uniform burgundy polar fleece jacket or fleece vest

Uniform burgundy sweatshirt

Uniform burgundy sweater

Uniform burgundy Monarch Athletic or Club hooded sweatshirt

Uniforms for 3 Year Old Preschool

The children in the three year old preschool program do not have to wear a school uniform, however, they need to wear closed toed shoes every day.

Shoes and Socks Policy

Heels cannot be more than one inch in height. Materials for shoes must be leather or suede. Acceptable shoes include flat loafers, buckle or tie oxfords, saddle shoes, and girls' flat strap shoe (straps must be worn over the foot). **No open toe or open heel shoes; no shoes with wheels, boots, sandals, clogs, or crocs allowed.**

Students may wear sneakers every day if they wish. Sneakers must be tied securely. Sneakers must be predominantly **one** color. **No shoes that beep or blink; no high tops, no shoes with wheels, no slip-on sneakers.**

Socks must be predominantly white, burgundy, black or gray and must be visible above the shoe. Girls may wear knee socks in the same colors.

In winter months girls may wear tights or leggings under their shirts/dresses. Tights may be white, burgundy, black or gray. Black, gray, or white leggings may be worn as long as there are no embellishments or accents on them. Leggings should be form fitting to the leg, not loose, and tucked into socks so that no skin is showing at the bottom.

Physical Education Uniforms (Grades K-8)

- Uniform mesh (boys) shorts
- Uniform nylon (girls) shorts
- Uniform cotton shorts
- Uniform PE T-Shirts/Dri FIT shirts
- Uniform burgundy sweatshirts
- Uniform burgundy sweatpants (cotton or nylon)

Additional Uniform Regulations

1. Only official school uniforms may be worn in the classroom

2. Make-up may not be worn or brought to school
3. French nails, nail tips or color polish may not be worn, clear polish is acceptable.
4. Only one chain necklace may be worn with a religious medal or cross in which the medal or cross is 1" or less
5. Only one wrist item may be worn. The wrist item could be a watch, step counter, religious bracelet, or charity/cause bracelet.
6. Girls may wear only one pair of stud earrings, with one earring in each ear.
Dangling earrings may not be worn
7. Boys are not permitted to wear earrings
8. Fitbit, Garmin, and similar products may be worn as long as they do not create a distraction for the child, classmates, and/or teacher.
9. Shirts are to be tucked into the front and back of the student's skirt, pants, or shorts
10. Belts are to be worn with pants and shorts (grades 2-8)
11. Boys' hair must be worn no longer than collar length and must not touch the ears or eyebrows. Fad haircuts are not permitted
12. Dyed, bleached, highlighted, or colored hair is not permitted
13. Skirts and jumpers must be no shorter than two inches above the kneecap
14. Cologne and perfume are not permitted
15. Skirts, shorts, pants and capris must not be rolled at the waist
16. Only StMM outerwear may be worn in the classroom
17. Hats are not permitted

Uniform Guidelines for Dress-Down Days

No makeup including colored fingernail polish

Shoulders, stomach, back, and under garments cannot show (no tank tops or spaghetti straps)

No hats

Must have closed toed shoes

No jeans unless specified by Mr. Cadran

Girls: shorts, skirts, and dresses - no more than 2 inches above the knee

Boys: appropriate T-shirt logo

Uniform Guidelines for Dress-Up Days

Boys:

Collared Shirt (polo or button down) tucked in

Dress pants or shorts with belt

Closed toed shoes

No Jeans

Girls:

Dress shirt – no writing except a logo

Skirt, dress, pants or shorts – all appropriate length (approximately no shorter than 2 inches above the knee)

Closed toed shoes

No jeans

On dress up or dress down days, students may wear a collared shirt or T-shirt with appropriate-length shorts. No tank tops or tops with spaghetti straps may be worn. Students must follow the standard shoe and sock guidelines.

Enforcement of Dress Code

Students not in proper uniform (ie PE uniform vs. regular uniform) will be given a demerit. Additional dress code violations will be treated as a Level I offense.

Potty Training Policy

Children enrolled in PK3 and PK4 at StMM must be potty trained before attending preschool. Children must be wearing underwear with very few accidents. A child having accidents daily would not be considered potty trained. Please note that wearing pull ups isn't considered being potty trained.

Why do children have to be potty trained before they begin preschool?

There are strict standards for changing and disposing of wet or soiled diapers.

The classrooms are not equipped for diaper changing.

When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A potty trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With minimal assistance for 3 year olds.)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

We certainly will ask your child many times throughout the day and always before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool Staff are aware of this and will assist the children when necessary. Please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year.

Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 6 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

If your child is not completely potty trained as described above when preschool starts, the following options are available:

1. You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is re-enrolled in our program at a later date during the same school year, you will not need to pay these fees again. If you choose this option, we cannot guarantee that a space will be available.

2. You may pay 1/2 tuition to hold your child's spot (for up to two months) until potty training has been completed.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents (excluding nap time accidents) after the first 6 weeks of school.

After the first 6 weeks of school, the following policies will be in place for children who have accidents outside of nap time.

1. If one or two accidents occur in one week, the parent will be notified with the understanding that the issue needs to be addressed and corrected.
2. If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue isn't corrected by the end of the second week, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be prorated during this time. Parents should contact the director to facilitate the child's return to school.

3. If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely potty-trained. Tuition will not be prorated during this time. Parents should contact the director to facilitate the child's return to school.

We will work with parents whose children have habitual nap time accidents on an individual basis.

School Committees and Parent Volunteers

The Parent School Organization and the School Advisory Committee provide opportunities for parents to be actively involved in setting the direction for the school. Interested parents should contact the PSO organization, via the school website.

Parent School Organization

The Parent School Organization is comprised of three groups: The Executive Board, Chairpersons of Standing Committees, and the general school membership. Every family is a member of the PSO. Parents are strongly encouraged to attend monthly meetings and join one of the standing committees. PSO meetings will be posted on the StMM website calendar.

School Advisory Council

The School Advisory Council's role is to advise the principal on matters of public relations, marketing, finance and other areas that promote the smooth operation of the school. The SAC members are to be selected from the parish and broader community. The principal may appoint some members after consultation with the pastor. Membership is not limited to Catholics since some of the students enrolled are of other faiths. There shall be a maximum of 15 members of the SAC. Board membership shall include persons with expertise in long-range planning, public relations, marketing and finance. The term of membership is two or three years, depending on the position. The SAC meets a minimum of four times per school year.

Volunteers/Safe Environment Requirements

All parents who volunteer in the classroom, chaperone field trips, or interact with students must participate in the Safe Environment Program. In order to foster a safe environment, all volunteers must be screened as required by the Diocese of Raleigh. This includes a background check and attending Safe Environment (SE) Training. Background checks and SE Training are valid for 5 years. You will be notified by the Safe Environment Coordinator when your SE training is due to be renewed.

All classroom and school volunteers who are 16 or older must have Level B or Level C clearance.

Description and requirements are as follows:

- o Level B Volunteer (minimum clearance)
 - o No age requirement
 - o Is allowed *supervised* interaction with children and youth under the age of 18 only when a Level C adult is present.
 - o Requirements to become Level B: Completed Level B application (no background check); 3 references; attend SE training. Note: Anyone under 18 is not required to attend SE training.
 - o Upon approval, a Level B (yellow) name tag will be printed for the volunteer
- o Level C Volunteer (maximum clearance)
 - o Must be at least 18 years old
 - o Is allowed *unsupervised* interaction with children and youth under the age of 18.
 - o Requirements to become Level C: Completed Level C application with approved background check; 3 references; attend SE training.
 - o Upon approval, a Level C (white) name tag will be printed for the volunteer

Volunteers must stop by the school office to sign in and pick up their volunteer nametag. All adults attending or chaperoning a field trip are required to be Level C.

More information, including Safe Environment Applications may be found on the church website: <http://www.stmm.church/get-involved/safeenvironment.cfm>

Parent Facebook Pages

Parent Facebook pages should be handled with care and consideration. Before posting pictures of StMM School events on your Facebook pages, please consider whether you have permission of other parents to do so. In this faith-based community, we ask parents to work together on this issue and be respectful of each other and of the safety of our students.

StMM Athletic Handbook

Athletic Guidelines and Procedures

Purpose

It shall be the purpose of the St. Mary Magdalene School Athletic Program to promote and develop good sportsmanship by example, to support team building, and the spirit of competition that reflects the values of the Catholic Church and St. Mary Magdalene Catholic School.

Overview

- An athlete must have both a physical and a signed permission form on file in the school office to participate in sports each school year.
- Athletics fee is \$100 per sport.
- Students in grades 6, 7, or 8 are eligible to participate in sports. If a team can't be created due to the lack of players, fifth grade students may participate.
- A student may participate in only one sport per season unless arrangements are made between coaches.
- An athlete is chosen to be a member of a team solely basis of his/her ability demonstrated during tryouts.
- Playing time is earned. There is no minimum playing time. The TCSAC is a competitive league.
- The principal has the discretion to remove or suspend any athlete from a team due to academic/behavior problems. A conference will be held with the athlete's parents before any action is taken.
- If a player is absent from school or attends school for less than 3.5 hours, he/she is not allowed to participate in a scheduled practice or game on the day in which he/she is absent.
- An athletic candidate must support their Saint Mary Magdalene Team above all other teams and non-school related activities. Any member of a StMM sports team who misses a game or practice to attend another team's game or practice will be suspended for one game. If a second game is missed, the player will be removed from the team. Coaches may override this policy only after consulting with the principal.

Eligibility

- Every athlete must be in good academic standing in order to practice or play in games.
- An athlete must have a minimum of C's or better in all academic classes including electives or specials. Some electives and specials use letter grades while others use "O, S, or U".

- The principal will check the grades on a weekly basis. If a student has a "D" or "F" or "U" in any class; that student will receive a warning and the parent will be notified. If the grade does not improve, the student will be suspended for three weeks (practice and games).
- If a student receives one of the following during a sports season, the following action will be taken by the administration.
 - **2 detentions in a sports season.....1 missed game**
 - **1 ISS (in school suspension).....2 missed games**
 - **OSS (Suspension from school).....dismissed from the team**
- If any athlete is unable to meet the requirements as outlined in this document or is unable to continue, the coach may choose to add a player based on their try-out. The Principal must approve any additions to the team after the team is formed.

Playing Time

- All players will be evaluated based on their ability along with participation, attitude, and commitment during practice and games. All these factors are used to determine playing time.
- No player is guaranteed playing time, regardless of their grade. Players are encouraged to ask their coach what they need to do to increase their playing time. Parents are discouraged from asking the coaches about their child's playing time or playing position. As a middle school athlete, it is the responsibility of the athlete to discuss any issues or concerns with the coach.
- A player may leave a game early if injured, illness, or family emergency.
- Excused absences will be granted by the Head Coach for injury, illness, academic standing, or for unique circumstances after discussion with the player's parent.

Expectations of Coaches, Players, and Parents

Coaching Philosophy

- Coaches will:
 - Choose the team based on ability.
 - Encourage and develop in players a love of the game.
 - Demand model behavior during practices and games
- Winning is secondary to teaching strong moral and life skills.

Expectations of Players

- Set an example for other students and athletes at STMM in attendance, school work ethic, and Catholic behavior and attitude on and off the field.
- Arrive on time and ready to play on practice and game days.
- Appropriate clothing and equipment must be worn at all practices. Coaches have the right to prevent an athlete from practicing if he/she is inappropriately dressed or without proper equipment.
- Tolerance of your teammates, opposing team players, coaches and officials is expected of all athletes. Anything less will result in being suspended or dismissed from the team.
- Captain(s) will lead both teams in prayer before home games.
- Captains are expected to set the example for all players on and off the field.

Expectations of Parents

- During practice and games, please refrain from instructing your child. Let the coaches instruct. Parents are to encourage and support all members of the St. Mary Magdalene team.
- For games, please try to follow the **NO INSTRUCTION VERBS** rule for supporting the players and team.
- Negative or hostile comments towards the officials, coaches and members of the opposing team before, during, and after games will not be tolerated. The coach, athletic director, and/or an administrator reserves the right to ask a parent to leave a venue.

Other Information

Parents Logistical Assistances

- Each coach is to select a team parent to communicate with AD, administration, coaches, and other parents regarding latest updates, changes to schedules, weather, etc.
- The Team Parent is to develop a carpool schedule for away games, as requested by the coach.

Transportation

- Transportation to and from all practices (if off-site) and games is the responsibility of the parents.

Non-League Tournaments

- Transportation to and from a non-league tournaments is the responsibility of the parents.
- If a StMM teams enters a non-league tournament (league or non-league), all school rules and policies are enforced.
- StMM will pay the entry fee for non-league tournaments (1 per sport).

Uniforms

- The school provides uniforms for all school sponsored sports.
- Parents are required to pay for any uniform that is damaged, lost or not returned after the end of each sport season. The cost of replacing a uniform is \$100.

Practice Days

- Practices won't be held on weekends, but may be held on teacher workdays.
- No more than four days a week can be used for athletic activities unless approved by the principal or the AD.

StMM Technology Policy and Handbook

Technology Policy Mission Statement

The St. Mary Magdalene technology policy provides a specific set of guidelines to help our students learn to utilize technology as it applies to basic skills, problem-solving, and critical thinking skills through the use of authentic applications in a faith-based environment. The policy helps our teachers and staff provide an environment that enables students to develop a high level of competence with technology-based learning objectives while at the same time developing a sense of social conscience and responsibility for themselves and others as a living testament to our faith.

It is the expectation of all students using technology at St. Mary Magdalene that they apply their knowledge and understanding of technology to make good choices that do not harm others or damage their reputation. This policy will be updated as needed to reflect the landscape of learning in the digital age.

Online Program Policies and Guidelines

- Google Apps for Education and RenWeb are currently provided to all staff, faculty members and students. Students are not permitted to share outside of the stmm.me domain, and should never log into another G-mail or e-mail account from school property.
- E-mail is not enabled for students within the Google stmm.me environment
- Documents that originate from or are received by a school-owned computer or its contracted hosting company, in our case Google Apps For Education, Moodle, or RenWeb are the property of StMM and can be used during a legal proceeding.
- All school-owned Google, RenWeb, and Moodle accounts are the property of StMM. This includes Typing Tutor, Math XL, Symbaloo, or any other online programs with accounts created for student use.

- Student accounts will be deleted in August of a student's graduation year and the student is solely responsible for transferring any data in their account to a personal, non-StMM account.

- The sole purpose of the student-assigned Google account is for students to create and collaborate with school staff and fellow students. The same is true for Moodle as it relates to teacher-assigned work.

- Use of the StMM Google, RenWeb, and Moodle accounts is a privilege. This also includes any external website or program a teacher assigns to students on a grade-level basis.

- Use of StMM accounts by students will align with the code of conduct in the Student Parent Handbook and the code will be used for discipline purposes. Students who use StMM-assigned accounts will exhibit maturity and common sense, specifically in these areas:

- Students are responsible for messages sent from their accounts when creating and sharing documents or using the comments or chat features. Students should exercise extreme caution with their passwords and never let a fellow student use their account.

- No student shall use their StMM Google account for personal reasons. The same is true for any StMM-assigned account or website used for school purposes.

StMM reserves the right to terminate either temporarily or permanently a Google account or other school-owned accounts if used inappropriately.

- Students will not identify their personal/home telephone numbers, home addresses or any personal information in any communications originating or within a Google Document or any related program, unless specifically pre-arranged by StMM staff for specific

purposes

- No assumption of privacy should be assumed with a StMM-assigned accounts. StMM administrative and technology staff reserves the right to go into a user's account to find lost documents, help make edits, find messages, to conduct lawful investigations, or to comply with investigations of wrongful acts. StMM will cooperate fully with any law enforcement investigation. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- Since StMM-assigned accounts can be accessed outside the boundaries of our schools (web-based accounts) students are required to maintain the same behavior that is expected of them while in school.

Cell Phone and Personal Devices Policy

Cell Phone

Students are permitted to bring their cell phone to school once the parent registers it. However, phones must be turned off, **this means "off", not on mute or vibrate mode**, by 8:00am. The phone may not be turned back on until the end of the school day. Any student who fails to turn off their cell phone and is caught with it in their possession or turned on will have their phone confiscated. The phone will be brought to the main office. The only exception are students who are working one on one with a teacher for a specific educational purpose. They may use their cell phone as directed by the teacher.

After school students may use their phones in the building for educational purposes. Some of these purposes include, but are not limited to, recording due dates, taking pictures of due dates posted on the board, and setting reminders about homework or other assignments.

Students participating in after school athletic or academic events/practices may use their cell phones with permission from their coach.

Students attending StMM After School Program will not be allowed the use of their cell phone. During the after school program cell phones are to be stored in a backpack. Cell phones must be turned “off” at all times. **This means “off”, not on mute or vibrate mode.**

Apple Watch/Smart Watch

Students are discouraged from wearing this device. If it is worn it must be in sleep mode so that notifications are turned off.

First Violation: The phone will be confiscated by school staff and brought to the main office. The phone will be returned to the student at the end of the day, at which time the student will call his/her parent and explain that this is his/her first cell phone violation. Additionally, the student will be given a demerit. The student will be given another copy of this policy.

Second Violation: The phone will be confiscated by school staff and brought to the main office. A parent or guardian will be required to pick up the phone and will be given another copy of this policy. It will be the student’s responsibility to contact his/her parent after school hours to notify him/her of the violation. Additionally, the student will be given two demerits.

Third Violation: The phone will be confiscated by school staff and brought to the main office. The student’s parent or guardian will be notified by the administration that this is the third offense and that the phone will remain in the school’s possession for five days. After that time the parent or guardian will be required to pick up the phone and will be given another copy of this policy. Additionally, the student will be given three demerits.

Fourth and Final Violation: The phone will be confiscated by school staff and brought to the main office. The student’s parent or guardian will be notified that this is the fourth and final violation and that the student **will no longer be allowed to bring the phone in question or any other cell phone to school for 90 days.** The phone in question will remain in the school’s possession for twelve days. After that time, the parent or guardian will be required to pick up the phone, will be given another copy of this policy, and will be asked to sign a form stating that s/he understands that his/her child cannot bring **any** cell phone to school for 90 days. Additionally, the student will receive an in-school suspension for his/her continued disregard for these guidelines.

Personal Devices

In an effort to put students at the center and empower them to take control of their own learning, StMM will allow students to use personal technology devices. The use of an approved personal electronic device is a privilege, and students may be denied access at any time. Students wishing to participate in the Technology Acceptable Use Policy must comply with the following guidelines and procedures. Students who violate the policy and/or rules will have their computer privileges revoked and may also be subject to further disciplinary action.

Device Types:

For the purpose of this program, the 'device' means a privately owned wireless and/or portable electronic piece of equipment that only includes e-Readers, iPads, laptops, netbooks, chromebooks, and tablets.

Guidelines:

- All students and parents must sign a Device Use Agreement Permission Form prior to the student bringing their device to school.
- The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
- The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The school reserves the right to inspect a student's personal device for any reason. Especially if there is reason to believe that the student has violated the technology policy, school rules or has engaged in other misconduct while using their personal device.
- The student must ask permission of the teacher before turning on their device in a particular classroom. The student must comply with a teacher's request to shutdown the computer or close the screen.

- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on StMM's campus.
- The student should only use their device to access relevant files.
- The student will log into the student wireless network using their Active Directory credentials. Use of 3G & 4G, or other wireless connections is prohibited.
- Students will use the StMM network and resources in a manner that is consistent with the school. The use of StMM network for personal use or private gain is prohibited.
- Students will help maintain the integrity of the school information system. They will not deliberately tamper or experiment with settings, network, firewalls, programs, or software being used by StMM.

School-Owned Devices

Students are given the privilege to use school-owned devices to complete projects, online tests and quizzes, or other assignments. In addition to all of the policies outlined here, it is imperative for students to know that proper use of any StMM device is essential. For that reason, the following additional guidelines apply:

- Students who deliberately tamper or experiment with settings, network, firewalls, programs, hardware or software may be charged for repairs not covered under warranty.
- Students who attempt to misuse school-owned devices in any way, or repeatedly do not follow instructions on how to handle these devices will lose the privilege to work with them going forward, and may be subject to consequences as outlined in the discipline policy for technology below.

Discipline Policy for Technology

The StMM Technology Policy is modeled after our discipline code. Levels 1, 2, and 3 determine consequences and provide guidance for students, parents, and teachers.

StMM administrators, teachers, and staff reserve the right to make specific

judgements regarding student actions based on individual circumstances. The following policies apply to student use of school devices and student actions from any device while on school grounds and/or on the school's Internet network.

All students will be given this information at the beginning of the year, and reminded at appropriate times throughout the year. It will be posted outside the computer lab door, and made visible on the mobile laptop cart. It is up to each student to ensure understanding of these policies. Information and sharing of these policies constitutes a first warning; student behavior is always subject to the policies below.

Student responsibilities:

- Each student has a responsibility to know and stay up to date with the information and files in their Google Drive account, and should check their "Shared with Me" folder frequently.
- It is each student's responsibility to tell a teacher or administrator if there is any knowledge of files, comments, or Google document messages that are not school related, especially if the content or language being used is inappropriate. These files should then be deleted.
- Bystanders who have knowledge of inappropriate use of our programs, like Google Drive, but do not speak up may face consequences. Students who remain silent will be held at least partially responsible for allowing that document or chat to continue to be utilized.
- Each student has the responsibility to use school time and resources for appropriate means.
- Each student has the responsibility to understand the technology agreement and responsible use of programs, hardware, and software.
- Each student has the responsibility to make appropriate choices based on the information that has been provided by school administrators and teachers.

StMM responsibilities:

- StMM has a responsibility to thoroughly investigate any inappropriate use of our Google Drive accounts and other school-related programs.

- StMM has a responsibility to enforce appropriate consequences on an individual basis based on those investigations.
- StMM has a responsibility to keep all students safe and remove inappropriate content as soon as it is found.
- StMM has a responsibility to conduct spot checks on student accounts as necessary as a safeguard to providing safe environments for our students.
- StMM has a responsibility to provide up to date filtering software.

Level 1 Actions May Include:

- Warning: A non-school related document was shared but not opened or viewed.
- 1 demerit, no suspension of privileges:
 - Open and view a document that is not school or project-related, but do not contribute to it. This could be a shared Google document or something that has come from an outside source.
- 2 demerits, loss of technology privileges for 10 school days except for online tests/quizzes:
 - Logging into personal (non-StMM) account (e-mail, social media, etc.) from school grounds.
 - Opened/viewed/commented on a document (shared or otherwise) that is not school or project related. This may include the addition of pictures.
 - Shared a non school or project-related document with others without permission from a school official or teacher.
 - Logging into another student's personal or school account.
 - Intentionally visiting and Viewing unauthorized websites using a school device without permission (Example: Nike.com, Espn.com).
 - Changing Chromebook or other settings on a school device without permission.
 - Utilizing YouTube or other video sites without specific permission from a teacher.
 - Attempting to log into any social media site from a school device or while on school grounds.

- Wasting time and resources intended for working on school projects or research.
- Other actions as deemed Level 1 offenses by school administrators.

Level 2 Actions May Include:

- 3 demerits, loss of technology privileges for up to 30 school days except for online tests/quizzes, and possible ISS:
 - Repeated Level 1 offenses
 - Using inappropriate language in any school document or program.
 - Posting, displaying, showing, or sharing inappropriate pictures (either in content or messaging) in any school document or program.
 - Viewing inappropriate websites from any school device or with any program (Example: Websites with jokes)
 - Rendering school devices unusable through the changing of settings or other misuse.

Level 3 Actions May Include:

- ISS, OSS, Suspension of all school accounts (length of suspension TBD) and other consequences TBD by StMM administration:
 - Repeated Level 2 offenses
 - Threats or harassment made to another student, teacher, or individual from a school device or while on school grounds, whether or not the intended target of that harassment viewed the material.
 - Posting photos or content that is sexual in nature, regardless of whether or not it is intended toward another person.
 - Posting photos or content that is discriminatory or inflammatory toward any group. This includes racial discrimination, discrimination towards the disabled, or other minority groups.

- Posting photos or content related to alcohol/drug use or paraphernalia
- Posting photos or content related to guns, explosives, etc. when not part of a school project and approved by a teacher.

Social Media Policies

As an organization with a commitment to quality education and the safety of our students, as well as our esteemed reputation, StMM has high standards for appropriate online communication. While we recognize the right of students to utilize the variety of social media options available, we must insist that the following standards be met. Our guidelines are designed to create an atmosphere of good will, honesty, and individual accountability. StMM students should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use, we expect you to keep these guidelines in mind. Students who participate in online interactions must remember that their posts reflect the StMM community and, as such, are subject to the same behavioral standards as set forth in the Student Handbook. Failure to meet or follow these guidelines may result in disciplinary action.

We expect StMM students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow StMM student's social networking page or account, they should immediately contact the Technology Facilitator, the School Counselor, or another adult within the StMM community.

- Think before you post. StMM asks students to use discretion when posting to the internet.
- StMM reserves the right to request school related images or content posted without permission to be removed from the internet.

- Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long lasting impression on many different audiences.

- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you would not want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.

- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

- Students may not use social media sites to publish disparaging or harassing remarks about StMM community members, athletic or academic contest rivals, etc. They may not name a staff member, teacher, or student by name unless specifically authorized for a school project.

- To protect the privacy of StMM students and faculty, **students** may not, under any circumstance, create digital video recordings of StMM community members either on campus or at off campus StMM events for online publication or distribution.

- Online stalkers and identity thieves are a real threat. Never share personal information, including but not limited to, phone numbers, addresses, exact birthdates, and pictures with parties you do not know or on unsecure sites.

- Cyberbullying is considered an act of harassment.

- Use of StMM logos or images on your personal social networking sites is prohibited. If you wish to promote a specific StMM activity or event, you may do so only by means of a link to the official Facebook account, Twitter account, or YouTube Channel.

In posting material on StMM sponsored sites, you agree not to:

- Post material that StMM determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
 - Post phone numbers, email addresses or other confidential information of students, faculty, or any other person.
 - Post material that infringes on the rights of StMM or any individual or entity, including privacy, intellectual property or publication rights.
 - Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by StMM.
 - Post chain letters, post the same comment multiple times, or otherwise “spam” via the StMM sponsored site.
 - Allow any other individual or entity to use your identification for posting or viewing comments.
 - Post comments under multiple names or using another person’s name. This also includes the intentional use of fictitious names.

StMM reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

StMM’s Role - Teaching digital citizenship is a part of our curriculum, and has always been important to our mission of fostering our commitment to the needs of others. StMM will continue to provide up-to-date lessons and instruction for our students regarding the proper use of technology. The school will continue to provide in-person opportunities for parents to talk with our school guidance counselor and experts through parent workshops and other training sessions. Finally, StMM will promise to fairly and justly implement its policies and ensure that staff and faculty are properly trained to handle any issues or questions that come their way.

- Student Pledge (one per student) - <http://bit.ly/1PoY9M6>

What should I do? Procedures for Alerting StMM of Technology Violations

We all have a responsibility to keep ourselves, our classmates, and our school safe. If you come across an inappropriate shared Google Document, or any other online communication that could harm someone's reputation, we ask that you take the time to let us know, so that we can act accordingly. This is called digital citizenship. You can take action by speaking to your parents, a staff member or StMM teacher.

