

# Student & Family Handbook

*Updated August, 2022*



**St. Mary Magdalene Catholic School**

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Updated August 2022

### **Return to School Guidelines Following Illness**

Please note that at this time, for COVID-19, we will follow [CDC Operational Guidance for K-12 Schools and Early Care Programs](#)

If a child isn't feeling well enough to participate in classroom routines, the basic rule is to keep them at home. Remember that rest and your care at home will be best for your child, as well as for friends at school. By keeping your child home, you are minimizing exposure to other children and hopefully preventing further spread of illness.

#### **What about face masks?**

Face masks are optional for students and faculty. We understand that each family will make the choice regarding masks that they believe is in the best interest of their children. We respect and support the decisions made by each family and we will continue to cultivate an environment of mutual respect and caring for others.

If your child has any of the following, you should keep them home:

- Symptoms of infectious diseases, including COVID-19, Influenza, RSV, and gastrointestinal infections.
- Fevers (anything greater than 100.0 degrees). Please refrain from giving Tylenol or Motrin and sending your child off to school anyway; that's not really the best thing for your child or the child who sits next to them at school. They should be fever-free for 24 hours without the aid of medication before returning to school.
- Vomiting. Children must be free of vomiting for 24 hours before returning to school.
- Diarrhea. Children must be free of diarrhea for 24 hours before returning to school.
- Coughing with significant mucous production or difficulty breathing.
- Strep throat or signs of strep throat, including fevers, sore throat, and headaches.
- Pink eye - a doctor's note stating that they are free to return to school if they are not prescribed antibiotics.

Please help your children stay as healthy as possible by encouraging the following:

- Avoid touching their faces. Germs love to come in through your nasal passages, mouth and eyes.
- Wash hands for at least 20 seconds with soap, especially after using the bathroom and before eating. When a sink is not available, wet wipes or hand sanitizer are close seconds.
- Cover, cover, cover when coughing or sneezing.
- No sharing food or drinks.

**To help prevent the spread of COVID-19 parents should continuously monitor their child/ren for symptoms of COVID-19. Staff and children who have symptoms of COVID-19 must have a negative COVID test before attending school.** If your child is ill please email or call Wendy Walsh, [walsh@stmm.net](mailto:walsh@stmm.net), 919-657-4800 ext. 7246.

COVID-19 information below is according to the information and protocols available at the time it was written. \* Please note we will follow the CDC COVID-19 Operational Guidance for K-12 Schools and ChildCare Programs. Should the Diocese of Raleigh or the Wake County Health Department make a decision that is more conservative we will follow their guidance.

**What are the symptoms of COVID-19**

Fever or chills Cough Shortness of breath or difficulty breathing Fatigue Muscle or body aches Headache	New loss of taste or smell Sore throat Congestion or runny nose Nausea or vomiting Diarrhea
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**Vaccination, including getting a booster if eligible**, is currently the leading public health prevention strategy to reduce risk of severe illness, hospitalization, and death from COVID-19.

[Staying up to date with your COVID-19 vaccines](#), which includes getting a booster when eligible, further improves your protection.

We are required to report all positive COVID-19 cases to the Wake County Health Department (as required by NCGS § 130A-136).

**Staff and students testing positive for COVID-19 are required to follow the [Quarantine and Isolation](#) guidelines set forth by the CDC.**

**Group Notification-** parents will be notified of classroom exposures.

**If you were exposed to COVID-19 it is recommended that you follow the [CDC Quarantine and Isolation Recommendations](#)**

# **Welcome to St. Mary Magdalene Catholic School**

## **Home of the Monarchs**

Dear St. Mary Magdalene Catholic School Families,

Welcome to the 2022-23 school year! On behalf of the faculty at StMM, I want to tell you how excited we are for this upcoming school year to begin!

The motto of our school is: We pray. We learn. We care. This year, your children and families can expect these three aspects of our school to be present each day.

As a Catholic school, our Catholic faith will continue to play an important part in the lives of our students, faculty, and families each day. Our students will continue attending Mass each week, with our PreK-5th graders attending on Wednesday, while our middle schoolers will continue to attend Mass on Thursdays. Mass each week is at 9:00AM. I invite all families to consider joining our school community as we come together to celebrate Mass together.

For over 20 years, St. Mary Magdalene Catholic School has provided a quality, Catholic education to our students. As we begin this next chapter in our school's history, I am proud to share the commitment our school is making to our students, families, faculty, and community to ensure our students can grow each day.

At St. Mary Magdalene Catholic School, our commitment to our families is....

- ❖ Our school will seek to provide opportunities for our students and faculty to develop and foster a personal relationship with Jesus Christ.
- ❖ Our students will be challenged each day through rigorous instruction and mentoring to reach their maximum potential spiritually, academically, socially, and physically.
- ❖ Our students will receive an outstanding and well-rounded education in all subjects that will have them prepared for their futures. We seek to create lifelong learners in our students.
- ❖ Our school will provide each student with opportunities to be involved in a variety of activities on our campus outside of the classroom.
- ❖ Our school will provide our faculty with opportunities to grow professionally and personally in their vocation as Catholic school educators through professional development in their content area(s) and opportunities to deepen their relationship with Jesus Christ.
- ❖ Our school will provide a warm and welcoming environment where all parents and families can contribute to the success of our school by partnering with the faculty through community involvement, outreach, and supporting the mission and vision.

- ❖ Our school will actively provide meaningful outreach opportunities for all students, faculty, and families to be engaged in giving back to our community locally and globally. Through these outreach opportunities, our students will learn the value and importance of the Seven Themes of Catholic Social Teaching.

It is every family's responsibility to ensure the mission and vision of the school move forward. It is a great honor to lead our school this year as your principal. I look forward to praying, learning, and caring with you throughout the course of this year and making this year the best year ever at St. Mary Magdalene Catholic School.

St. Mary Magdalene, Pray for us!

A handwritten signature in black ink, appearing to read "John Mihalyo". The signature is written in a cursive style with a large initial "J" and "M".

John Mihalyo, Principal



# **Philosophy, Vision, Mission, and Objectives**

## **St. Mary Magdalene Catholic School Philosophy**

The existence of St. Mary Magdalene Catholic School rests in the belief that God is present in every person and that we are witnesses to that presence in a loving, faith-filled community. St. Mary Magdalene Catholic School is committed to the four-fold purpose of Catholic education.

1. To teach the gospel message revealed by Jesus and proclaimed by the Church.
2. To build a community where Christian values are modeled and developed.
3. To pray and worship together in order to foster a deep, personal relationship with Jesus.
4. To practice the Christian call to service by meeting the direct needs of the local and global community and by promoting principles of peace and justice.

The goal of Catholic education is to educate the total person in a vibrant Christian community where each individual is recognized and respected, and where religious values are central. To create such an environment, the faculty and staff promote and proclaim the teachings of Jesus as the basis for the values they teach and uphold. Through emphasis on academic excellence, the school strives to help all students achieve their full potential and become moral leaders committed to the social concerns of the times.

## **St. Mary Magdalene Catholic School Mission Statement**

Saint Mary Magdalene Catholic School partners with parents and students to provide a nurturing environment that fosters spiritual growth, inspires academic achievement, and encourages community outreach.

## **St. Mary Magdalene Parish Mission Statement**

We, the Parish of St. Mary Magdalene in Apex, North Carolina, believe in the constant love of God made known to us through the words and actions of Jesus. We are a warm and welcoming community of faith in Christ and the Catholic Church. We are committed to the religious and academic education of our families as a foundation for spiritual growth and to bring us into a closer relationship with God. Through the guidance of the Holy Spirit, we seek to provide meaningful liturgies, stimulating faith formation, and a broad range of social ministries for the growth of one another and increasing service to our greater community.

## **Diocesan Schools Mission Statement**

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

## **Objectives of Saint Mary Magdalene Catholic School**

Students should:

- Grow in personal faith response through prayer and worship.
- Learn Catholic traditions and current Catholic teachings.
- Develop a functional moral code based on recognition of one's God-given dignity.
- Acquire the knowledge and skills that will equip students to be active, participating citizens in a technological age.
- Respond to the needs of others through service to school, Church, and community.
- Demonstrate social responsibility and awareness of global interdependence.
- Understand and appreciate various cultures by growing in the understanding of social problems concerning race, poverty, and religion.
- Recognize the responsibility to be good stewards of the environment.
- Experience the joy of learning.
- Develop creative expression and appreciation for the arts.
- Acquire and apply the knowledge and skills necessary to promote intellectual, physical, emotional, and spiritual growth.
- Learn and use basic skills in all areas of the curriculum.
- Apply critical thinking skills.
- Develop both cognitive and affective communication skills.
- Develop interpersonal relation skills in an environment that encourages responsibility and appreciation for one another.
- Learn through relevant materials and situations that recognize and address individual learning styles.

## **The Parent's Role in Education**

Together, we begin this year with a commitment to partnership as we support one another in helping each child realize their full potential. As citizens of St. Mary Magdalene Catholic School, we are charged with helping each child become a disciple of Christ.

At St. Mary Magdalene Catholic School, we recognize that parents are the primary educators of their children, and we are honored to work in partnership with parents in this critical role. In order to make this partnership successful, we expect parents:

- To provide a safe and loving home for their child(ren).
- To provide for their child(ren)'s basic needs to the best of their ability.
- To model the Catholic values that are essential to our mission.
- To adhere to our school's attendance policy.
- To read school communication, including but not limited to the school website, various teacher communications, and the weekly school newsletter.
- To stay informed about school happenings.
- To cooperate with and respect all school policies and procedures.
- To meet all financial obligations to the school.

- To complete and return any school request for information thoroughly and promptly.
- To keep the school informed of any significant life changes that may affect school communication or the school environment.
- To respect teachers and staff in discussions about school/student issues.
- To respect the dignity of all St. Mary Magdalene Catholic School students and families.
- To support the religious and educational goals of our school.
- To become active members of our school and parish community.
- To support all procedures and policies put in place due to the COVID-19 Pandemic.
- To remain in communication with the school and remain transparent about positive COVID-19 tests and COVID-19 exposures.

It is important for parents to model the behaviors that we expect as Catholic School community members. Parental cooperation is also essential for the welfare of all students. The administration of St. Mary Magdalene Catholic School will not tolerate the harassment of any staff, faculty member, coach, child, parent or visitor. Parents or visitors who exhibit harassing or other inappropriate behaviors will be asked to leave the school grounds, and law authorities may be notified. If, in the opinion of the administration, a parent's behavior seriously interferes with the teaching/learning process, the school may require the parents to withdraw their child(ren) and sever the relationship with the school.

## **School Organizations for Parents**

Certain organizations exist to further the mission of the school. Through the generosity of parents' time, talent, and treasure, these organizations provide an effective and valuable partnership with the principal in providing students with a quality education.

### **Parent and School Organization (PSO)**

The PSO fosters community building at St. Mary Magdalene Catholic School, by providing fun and family opportunities with little or no cost to parents. All families are encouraged to become volunteers of the PSO and participate in the work of the various committees. In addition to building a strong community at our school, the PSO supports things such as extra materials for teachers and cultural arts experiences.

### **School Advisory Council (SAC)**

The mission of St. Mary Magdalene Catholic SAC is to serve in an advisory capacity to the principal and pastor. The Advisory Council is purely consultative. A consultative committee is one that cooperates in the policy-making process by formulating and adapting policy in concert with the principal and pastor.

# Admission Policy

As a Catholic school in the Diocese of Raleigh, St. Mary Magdalene Catholic School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of our educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs.

In order to enter preschool, a child must be at the appropriate age level by August 31st of the school year, and be fully potty trained. All preschool families must review and agree to the school's [Potty Training Policy](#) located at the end of this handbook.

In order to enter kindergarten, a child must be five years old by August 31<sup>st</sup>. To enter first grade, a child must have successfully completed kindergarten.

A birth certificate and baptismal certificate (for Catholic students) must be presented at the time of registration. Transfer students must present a transcript of test scores and the most recent report cards from the previous school. These will be evaluated to determine if St. Mary Magdalene Catholic School can meet the educational needs of the student. New students may be given an assessment to determine the appropriate grades or course placement.

In determining the acceptance of new students into the school, preference will be given to siblings of children attending St. Mary Magdalene Catholic School, to members of St. Mary Magdalene Catholic Parish and other Catholic parishes, and to those coming from other Catholic schools.

All incoming students must present proof that they have fully complied with North Carolina immunization laws and have up-to-date medical records.

All new students in Grades PreK-8 are admitted for a nine-week probationary period.

St. Mary Magdalene Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations to the general course of studies will not be made.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Mary Magdalene Catholic School.

## Application and Enrollment Fees

- A non-refundable application fee is due for each student at the time of application to the school.
- A non-refundable instructional fee is due for all students in grades K-8 at the time of formal registration, when the student has been formally accepted.
- For Preschool students only, a non-refundable tuition deposit is required at registration.
- A non-refundable re-registration fee to re-enroll a student for the next school year is payable at the time of re-registration.

## Tuition Payment Schedules

St. Mary Magdalene has partnered with the FACTS Tuition Management Program to manage our tuition payment program. In addition to providing convenience for our families by providing multiple options for payment, your payment is secured through bank-to-bank transactions. Families will access FACTS via ParentsWeb to set up one of the following payment plans:

- Payment in full by May 31<sup>st</sup> of the current academic year. (a 2% discount is applied with this option)
- Semi-annual payments – First payment equal to one half-year tuition due August 5<sup>th</sup>. Second payment equal to one half-year tuition due on January 5<sup>th</sup>.
- 10-Month Electronic Tuition Payment – Tuition is drafted from the parent/guardian's account on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Tuition payments are divided into 10 equal payments from August-May.

## Financial Aid

Parish, school, or scholarship monies may be available to assist families with limited financial resources based upon review by our Financial Aid Committee.

Financial assistance is available for students in Kindergarten-8<sup>th</sup> grade by applying online at <https://online.factsmtg.com>.

***No tuition assistance can be provided without application to FACTS Tuition Assistance.*** Questions about this process can be directed to Mrs. Priscilla Shanmugham at the school.

## Student Custody and Guardianship

St. Mary Magdalene Catholic School adhere to the Family Education Rights and Privacy Act – The Buckley Amendment. At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent to provide the Administration with a true and correct copy of the legal document for which there is a legal custody agreement or for any reason the student is not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents should identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child, unless specific documentation to the contrary is provided in the legal custody agreement.

## Transfer of Schools

A student's school records will be sent directly to a new school after a request for records is received from the new school. All school-owned books and materials must be returned to the classroom and/or media center.

Even though it is legal for private schools to take such action, St. Mary Magdalene Catholic School will not withhold student records when tuition and fees are outstanding.

**Withdrawal of a student requires a 30-day advance written notification to the office.** Eligible refunds will be calculated 30 days after written notification to the office.

Students who have been dismissed from school due to disciplinary reasons will not receive a refund for tuition paid.

## Attendance Policies

1. North Carolina law requires 180 student days annually, exclusive of holidays.
2. Students are required to attend the school day in its entirety. The school doors open at 7:40 am. The first-morning bell rings at 8:00 am. Students must be seated in their classrooms at 8:05 am.
3. Students who arrive after 8:05 am must be walked to the office by a parent/guardian. Students will be signed in by StMM personnel after being let into the building. Students who are not signed in may be marked absent. St. Mary Magdalene Catholic School attendance records will be checked against sign-in logs.
4. After a **child is late three (3) times a quarter, the parents will be notified by the teacher. After six (6) tardies, the parent will be officially notified by Administration.** After notification by Administration, if tardiness continues the principal/assistant principal will hold a conference with the parents to determine if the student should be permitted to continue his/her education at St. Mary Magdalene Catholic School.
5. Absence from school is detrimental to a student's progress. Parents should call the office (919) 657-4800 or email the administrative assistant at [stein@stmm.net](mailto:stein@stmm.net) no later than 9:30 am on the day their child is absent. **If a child is absent three (3) times a quarter, the office will notify the parent. After six (6) unexcused absences, the parent will be officially notified by Administration.** After notification by Administration, if absences continue, the principal/assistant principal will hold a conference with the parents to determine if the student should be permitted to continue his/her education at St. Mary Magdalene Catholic School.

6. Parents are strongly encouraged to make appointments for their children outside of school hours. Parents picking up a child from school early for appointments or illness must report to the office to sign out their child. **Children leaving early must be signed out before 2:30 pm.**
7. Excessive absences of thirty (30) days or excessive tardies may be grounds for non-promotion of a student.

\*Please refer to COVID-19 Pandemic Protocols and Safety Procedures Handbook for information on quarantine procedures and return to school protocols. These may be amended during the course of the year based upon the recommendations of the North Carolina Department of Health, Wake County Department of Health, the CDC, or the Diocese of Raleigh.

## **Arrival and Dismissal**

To assure the safety of each child, all parents are expected to cooperate fully with the arrival and dismissal procedures. Any questions about arrival and dismissal procedures can be directed to the school office. Please note that arrival and dismissal procedures may be re-evaluated and changed as necessary during the school year.

### **Carpool Guidelines**

1. Be respectful and courteous at all times.
2. Use the drop off/pick up time designated for your child(ren).
3. Do not pass or drive around a car ahead of you in the carpool lane.
4. Only use the school side lane for drop-off and pick-up.
5. Do not talk or text on your cell phone while moving in the carpool line.
6. Remain in your car at all times.
7. Follow the signals of the teachers directing the carpool line.
8. If you are the first car in line, pull all the way up to the crosswalk.

### **Arrival Procedures:**

1. School doors open for all other students at 7:40 am.
2. Morning carpool will begin at 7:40 am. Parents must use the carpool line for dropping off their children. If a student lives within walking proximity, they are permitted to walk to school. Parents are not permitted to drop students off on Town Side Drive or any other side streets for students to walk to school.
3. Preschool families may drop off students through the carpool line, or they may park in the lot and walk their child to the main doors of the school. If your child is not able to unbuckle his/her car seat or is too upset to leave the vehicle independently, you should park in the lot rather than using the carpool line. Parents may not walk their children into the school building. Preschool faculty members will be available to escort our young children to their classrooms.

The school doors are closed at the conclusion of the morning carpool. Everyone who arrives after that time must ring the doorbell to gain admittance.

## Dismissal Procedures

Morning-only preschool classes are in session from 8:15 a.m.-12:15 p.m. Parents of morning-only preschool students should park in the main lot and walk up to pick up their children in front of the activity building at 12:15 p.m..

Full-day preschool classes will be in session from 8:15 a.m.- 2:30 p.m. Parents of full-day preschool students should park in the main lot and walk up to pick up their children in front of the main school entrance at 2:35 p.m.

Upon dismissal, preschool students attending the After Care Program will be escorted by staff members to the PK3 classrooms located in the Activity Building.

All preschool students should be picked up promptly. Full-day preschool students who have not been picked up by 2:45 p.m. will be escorted to after-care and should be picked up following the after-care dismissal procedure.

Parents in grades K-8 should use the carpool procedures outlined below. Each family will have a carpool tag they should display in their window where it is clearly visible for your family's name to be called. As the car pulls through the carpool line, your child's last name will be called to let them know you are approaching to be prepared to get into the vehicle.

The times of our dismissal will be as follows:

- 2:35: Preschool parents should park and walk up to pick up their child.
- 2:45: Grades K-2 will be picked up using the carpool line. (Orange Tags)
- 2:55: Grades 3-5 will be picked up using the carpool line. (Blue Tags)
- 3:05: Grades 6-8 will be picked up using the carpool line. (Green Tags)

Please use the carpool time that corresponds with your oldest child's grade level. For example, a family who has a 1st grader, 4th grader, and 7th grader will be given a "Blue Tag" and should come at 3:05 for pickup of all children.

Walkers will be dismissed with their grade level. Students attending After Care will be walked to After Care at the time of dismissal. Students not picked up will be taken to After Care. The associated fees will apply.

Parents picking up a child from school early for appointments or illness must contact the office to sign out their child. **Children leaving early must be signed out before 2:30pm.** After 2:30 pm, all parents must use the regular carpool procedures. Students will not be dismissed early during carpool times.



During the school day and/or when students stay for extra-curricular activities, they may not leave the campus without the written permission of their parents and approval from the office. Students are never allowed to be alone on the school campus.

The adult in charge will supervise children who stay for extra-curricular activities on the school grounds for the duration of the activity only. No students are to be in the school building after dismissal unless they are involved in an extracurricular activity.

Children who wish to watch after school athletic activities must be supervised by a parent or designated responsible adult.

For families who live within walking distance of the school, children are allowed to walk home. Parents should not park on Town Side Drive or in the surrounding neighborhoods to pick up students. To ensure the safety of our students, it is critical parents act with integrity in the carpool process as it pertains to walking.

Children are expected to abide by school rules at all times they are on campus.

## **Extended Day Services**

### After Care Times and Billing Procedure:

The After Care program is available to all full day PK3-Grade 8 students. The program will run on all full days that school is in session from the time of dismissal until 6:00pm. There is a registration fee associated with our Before and After Care programs. This is a yearly flat rate fee per family that must be paid on or before the first day a student attends either program. Families will be billed monthly for any After Care services used the previous month via FACTS. Once a family receives their bill, they have 10 days to log on to their FACTS account to pay their invoice.

A late charge will be incurred after 6:00pm. StMM's Special Programs Manager will communicate all fees with families prior to the start of each school year.

After Care Procedure: Upon dismissal, PK3-Kindergarten students will meet in the PK3 classrooms located in the Activity Building. Students in grades 1-8 will gather in the cafeteria for check-in.

During the first ½ hour - 45 minutes of After Care, students will start and/or complete homework assignments. During this time, we also welcome students to have a working snack. We are happy to be able to provide nut-free snacks for purchase at the beginning of After Care. Charges for any snacks purchased will be billed via FACTS. Students are also welcome to bring their own nut-free snacks from home.

Depending on the weather, the students will either go outside to one of our designated outdoor play areas for recess, watch a movie, participate in arts and crafts, play board games, take "field trips" to our "at home" athletic games, and more.

After Care Pick Up Procedure: Pick up will take place in the back parking lot of the Activity Building. Upon arriving at the school, please use extension 7250 to pick your child up. If your child is at another activity location (i.e. the playground or fields), they will be retrieved by a staff member and brought to your car, which should be parked in the back parking lot of the Activity Building (off of Village Commons Lane). Please be aware that we are unable to release a child to anyone not on the authorization list provided by the parent/guardian via FACTS. Proper identification must be provided to pick up your child.

## **Delayed Openings and Emergency Closings**

St. Mary Magdalene Catholic School operates an alert system via FACTS SIS where parents/guardians are automatically notified when urgent information needs to be relayed to families. It is imperative that the school has current telephone numbers and email addresses for communication purposes.

Stay tuned to WRAL-TV for information regarding school closings or delays. We will be listed as St. Mary Magdalene Catholic School.

Weather information will also be communicated via phone call, as well as on the school website [school.stmm.net](http://school.stmm.net), and our official Twitter, Facebook, and Instagram pages.

St. Mary Magdalene Catholic School makes every effort to decide on closings/delays the day before to allow families to make arrangements for childcare. If at all possible, phone calls will be made by 9:00 pm the prior evening or by 6:30 am that morning.

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

After school care will not be offered on days when there is an emergency closing.

## **School Visitors and Volunteer Security Policy**

Parents are encouraged to partner with the school and be involved in various aspects of their child's education. To guarantee the safety of each student, all school parents and visitors must follow these procedures:

Entrance to the building is through the front entrance ONLY. All entrances/exits are locked during the day. Visitors MAY NOT request that staff or students let them in. Visitors are asked to ring the doorbell to gain entry and the receptionist will admit them.

All visitors/volunteers are required to report to the office to sign-in and be issued a visitor tag. Visitor tags must be worn by all visitors while on school grounds.

Parents who wish to accompany their child's class on a field trip must complete the Safe Environment Training Class (SET) and have completed a Level C background check. Background forms can be picked up in the office and SET class times, locations, and dates can be found on the Diocese of Raleigh website [www.dioceseofraleigh.org](http://www.dioceseofraleigh.org).

## **Child Abuse Laws**

St. Mary Magdalene Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **Health Policies**

### **When to Contact the School Nurse**

Please alert the school nurse when there is a new medication or a change in medication; a new medical diagnosis or change in health status, your child has a serious illness, injury (fracture, sprain, sutures, concussion), or hospitalization; or if your child is diagnosed with a contagious disease or condition (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. StMM has a concussion policy. If your child has been diagnosed with a concussion, please submit a concussion care plan to the school nurse.

The school nurse is on duty from 7:30 am to 3:30PM. A staff member, level C adult, or responsible student will bring any child who is ill or injured to the office. It is the responsibility of the school nurse or adult to contact the child's parents. If a responsible party cannot be contacted the child must remain in the health room.

### **Illness or Injury**

1. Parents should notify the school office at (919) 657-4800 by 9:00 am each day a student will be absent.
2. Parents, or the person listed as an emergency contact, will be called if a child becomes ill or is injured at school. It is important that the school has an up-to-date emergency contact for every student no later than the first week of school. Parents are asked to notify the school immediately with changes of address or changes of home, cell, or work phone numbers that occur during the school year.
3. Whoever arrives to take a sick or injured child home must report to the office to sign the child out.
4. For each day missed, one day will be given to make up missing work, when the child returns to school.
5. Special arrangements should be made in the case of a prolonged absence resulting from a serious illness or accident with regard to any missed work.
6. After each absence, a written note must be sent to the child's teacher via email.

7. Students who leave school early or are absent due to illness may not return to participate in or watch extra-curricular activities on the day of the absence.
8. Student attendance is taken daily by StMM classroom teachers. Teacher attendance practices will be stipulated in their class syllabus.

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

- A child should remain at home if they have a fever of 100 degrees or above and be fever free for at least 24 hours before returning to school.
- A child should be free from vomiting or diarrhea for 24 hours before returning to school.
- 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.
- A child who requires crutches or any special physical accommodations must have a note from the doctor indicating the need and the length of time accommodations will be required.
- A child who has head lice may return to school 24 hours after application of an effective pediculicide. The child should continue with treatments as directed and will be checked again in 7 days.

### **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 form 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 school nurse or office staff member are the only personnel authorized to administer medication. Medication will be dispensed between the hours of 8:00am 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 FACTS-SIS by the school nurse/office staff.

1. No form of medication is to be kept on the child's person or among his/her belongings. **Cough drops can be kept with the student's teacher with a signed medication form.**
2. Children should be clearly instructed by the parents as to when they are to go to the office to take their prescribed medication under the supervision of a responsible adult.
3. Inhalers and epi-pens are to be used **only** for those students for whom they are prescribed. Siblings are **not permitted** to share these items.

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, Antihistamines, and Inhalers**

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. The antihistamine needs to be provided with the EpiPens and AAP. However, since inhalers can be used at times other than an anaphylactic reaction, if an inhaler is included as a part of the Allergy Action Plan, both a Physician Order for Student Medication form and Asthma Management Plan must also be completed.

### **Physical Examinations/Health Assessments**

Health Assessments are required for 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 (no later than August of the previous school year). Assessments from January 1<sup>st</sup> of the current school year will be accepted

Sports Physicals are required annually prior to participation in school sports.

### **Nuclear Emergency: Potassium Iodide (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 a nuclear power plant emergency.

The second response may be to administer Potassium Iodide. Potassium Iodide, also known by its chemical symbol KI, is a safe and effective over-the-counter medication. KI can protect your child's thyroid from the harmful effects of radioactive iodine that may be released during a nuclear power plant emergency.

The school is supplied with enough KI tablets and cups for all of the students. Parents are informed about the tablets through the online enrollment/re-enrollment process. If they do not want their child/ren to participate in the KI program they must indicate this during enrollment or via parent preferences in FACTS SIS. Teachers will be notified by the school nurse 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. 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.

- Kindergarten students must have a 2<sup>nd</sup> dose of varicella vaccine before starting school.

- 7<sup>th</sup> grade students must have a booster dose of Tdap and one dose of meningococcal conjugate vaccine.

Refer to [www.immunizenc.gov](http://www.immunizenc.gov) for more information on vaccines.

## **Peanut and Tree Nut Free Policy**

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, Saint Mary Magdalene assumes that all children with food allergies are at risk of developing a severe, life-threatening reaction with any exposure.<sup>[4]</sup> Accordingly, Saint 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.<sup>[5]</sup>

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 Saint 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 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.

### **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](http://www.foodallergy.org)
- “Snack Safely” provides a safe snack guide that is updated frequently at [www.snacksafely.com/snack-guide](http://www.snacksafely.com/snack-guide). Click the green tab to view the guide.

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[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.

## Lunch

Saint Mary Magdalene Catholic School offers a nutritious lunch available for purchase Monday through Friday. Healthy snacks, milk, and juice are also available every day of the week.

Lunch can be ordered through FACTS SIS. Please email the Lunch Program Manager at [blake@stmm.net](mailto:blake@stmm.net) with any questions.

If not purchasing school lunch, parents are expected to provide a nutritious lunch daily for their children.

Students without lunch will be provided with one from the cafeteria and their account will be billed accordingly.

Parents may not use delivery services such as “Grubhub,” “Doordash,” or “UberEats” to have meals delivered to their children.

StMM is a peanut and tree nut free school. All food and beverages brought to campus must be in compliance with the nut free guidelines.

Soda of any kind, candy, and drinks in glass containers are prohibited.

Please note that lunch is not served on early release days.

## 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. StMM is a peanut and tree nut free environment.

## Water Bottles

Students should carry a water bottle with them during the day. Only plastic and aluminum water bottles are permitted. No glass water bottles should be used during the school day.

## Birthday Celebrations

Money for library books may be donated in honor of student birthdays. A special nameplate will appear in the front of the book purchased. Each student's birthday is recognized during morning announcements and a special birthday treat. If students' birthdays fall during the summer months they may celebrate their ½ birthday at school. (For example July 6<sup>th</sup> birthday would be celebrated on January 6<sup>th</sup>).

Birthday parties are not to be held at school. 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/or 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 and/or thank-you notes.

## Home/School Communication

Detailed information about activities listed on the school calendar may also be communicated to families via the weekly newsletter. Reading the material in the weekly newsletter is essential for staying informed about school activities. Therefore, parents must make sure the office has an up-to-date email address on file. If a school organization wishes to include an item in the weekly newsletter, a pdf must be sent to the school office by Monday at 9:00 am and must receive Administration's approval.

Parents will receive a weekly update via telephone directly from Administration. Parents must make sure the office has an up-to-date phone number on file.

### Primary forms of communication:

- Email (official school addresses or FACTS SIS)
- Weekly Newsletter



- Sunday Callout (on a holiday, this will come the day before school resumes)

### **Secondary forms of communication:**

- School Website: [school.StMM.net](http://school.StMM.net)
- Official Social Media Accounts: the school's official Facebook, Instagram, and Twitter
- St. Mary Magdalene Church Bulletin

A few simple considerations:

1. When in doubt regarding regulations, please contact the school office to clarify the question.
2. Should parents/guardians have a concern regarding a child's academic progress or social interactions, they should contact their teacher for a conference. If the situation is not resolved to their satisfaction, please contact the assistant principal or principal.
3. Parents are asked not to go to the classroom unless a previous appointment has been made. If parents have an appointment scheduled, please check-in at the main office first.

## **Emergency Drills**

St. Mary Magdalene Catholic School has implemented an "Emergency and Crisis Guide." All faculty and staff are aware of the procedures to follow in the event of an emergency. In order to maintain the confidentiality and integrity of this plan, it is not published for parents or the community.

Drills are conducted in compliance with state law. At the beginning of the school year, students will be taught which procedures to follow when an emergency exists including fire, tornado, earthquake, or intruder. Should an emergency situation present itself, parents will be notified via the FACTS SIS system and given directions. It is imperative that, should an emergency situation develop, parents fully cooperate with school and local officials to ensure the safety of all children.

During an emergency situation, students will not be returned to parents until law enforcement/public safety officials deem it safe.

## **Use of Phones**

Students are not permitted to use the telephone while in the building . When calls are necessary, students are to use the telephone in the classroom or the front office.

Students are not allowed to have cell phones on them. Cell phones should be placed in their designated homeroom cell phone pocket. Cell phones should be turned off and stored in the pocket until the end of the day. If a faculty/staff member sees a student's cell phone, s/he will confiscate it and give it to the Administration. Cell phones taken from students will ONLY be returned to the parents in the main office.

Messages will be delivered to students during the day in the event of an emergency.

## **Lost/Forgotten Items**

1. All articles, clothing, backpacks, water bottles, and lunch boxes **should be clearly labeled.**
2. Lost and found items are kept in the activity building and may be claimed by the owner.
3. Items in lost and found will be cleaned out each month, then disposed of or donated.
4. If a child forgets any item from home, the parent should bring it to the office.

## **Care of Property, Materials, and Books**

Each student is responsible to care for the school facility and for school equipment. Textbooks and devices are to be kept with care and clearly identified. Parents are financially responsible for the loss or damage of any school-owned books, equipment, or furniture, as well as damage caused to another student's property or clothing. If a library book, device or textbook is lost or damaged, replacement costs to the student will be based on the price of a new book.

Lockers and desks are property of St. Mary Magdalene Catholic School and are subject to search and access by school personnel. No locks will be used on lockers. Lockers and desks must be kept clean and tidy.

## **Backpacks**

To help keep their books and other school materials in good condition, all students are required to have and to use some type of carrying case. Backpacks (and lunch boxes) must be clearly labeled with the student's name. Backpacks must fit in the student's locker. Rolling backpacks are not permitted.

## **Class Parties and Non-Instructional Celebrations**

Each grade is allowed to have four parties during the school year. Teachers will meet with grade level parents to discuss details of the celebration. In cooperation with the PSO Wellness Committee, StMM requests that healthy options are offered to students when food is involved with the celebration. Additionally, StMM is nut-free (see page 13-14). Along with the peanut allergy we have several children with milk, egg, and gluten allergies. Please check with the teacher to be sure there are suitable options for all children.

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.

# Dress Code

The official school uniform supplier of St. Mary Magdalene Catholic School is FlynnO'Hara Uniforms. School uniforms can be purchased in a variety of methods, including the company's website at <https://www.flynnohara.com>, the company's store located at 8613 Glenwood Ave, Raleigh, NC 27617, or through used uniform sales throughout the school year.

The St. Mary Magdalene Catholic School uniform identifies students as members of the St. Mary Magdalene Catholic School community. Please remember while students are in uniform, they are representing St. Mary Magdalene Catholic School. Students should always maintain a neat and clean appearance while in uniform, even if it is off school grounds.

- The uniform is to be kept neat and clean, free of rips or tears.
- The uniform is to fit properly. Skirts may be no shorter than two inches above the knee.
- The uniform shirt is to be tucked in.
- Hair must be neat and out of the eyes. Boys' hair must not touch the collar of the shirt.
- Hair may not be dyed, bleached or highlighted.
- No fake or acrylic nails.
- Makeup and nail polish are not permitted. This includes mascara.
- Cologne and perfume are not permitted.
- All polo shirts must have the school logo.

We recognize that it is the parent's responsibility to ensure their children respect authority and the rules of the community. We ask the parents to ensure that their child is dressed according to the uniform code of St. Mary Magdalene Catholic School. Parent cooperation will eliminate teachers using valuable learning time to remind students of the uniform code.

Parents/students will be notified if a student's dress and appearance are not in conformity with the uniform code. In the case of repeated violations to the published code, the student will face disciplinary consequences.

## Uniform Guidelines for St. Mary Magdalene Catholic School 2021-2022 School Year

**PK3 Students are not required to wear the school uniform.**

### **Girls PK4- Grade 3**

Regular school uniform, including Mass days:

Uniform drop waist plaid jumper (with uniform blouse or polo)  
Uniform burgundy polo dress  
Uniform khaki or plaid skort

Uniform pleated plaid skirt  
Uniform khaki walking shorts, pants

Uniform white Peter Pan collar blouse (long or short sleeve)  
Uniform white or maroon polo (long or short sleeve)

Belt optional: plain brown, tan or black belt only. Specialty belts with alternative logos or designs are not allowed. (no belts required for preschool or kindergarten students).

Shoes: plain brown, tan, or black dress shoes or athletic shoes. Shoes must be closed toed, no boots, heels, clogs, wheels or light up shoes

Socks: plain white or black socks; minimum above ankle-length on the socks. No logos are permitted on socks.

Tights or ankle-length, solid black, white or gray leggings only (no lace, trim or shiny material) are permitted.

Outerwear: maroon sweater or maroon fleece jacket with school logo. Only St. Mary Magdalene uniform-issued sweaters or fleeces are permitted in the classrooms. Other outerwear may be worn at recess, but must be kept in the locker during the school day.

#### **Girls Grades 4-8**

Regular school uniform, including Mass days:

Uniform plaid skirt, Skirt must be no more than 2 inches above the knee.  
Uniform 2 pleat skirt (no more than 2 inches above the knee)  
Uniform Khaki walking shorts (no more than 2 inches above the knee)  
Uniform Khaki pants

Uniform white or maroon polo

Shoes: plain brown, tan, or black dress shoes, athletic shoes. Shoes must be closed toed, no boots, heels, or clogs

Socks: plain white or black socks or tights; minimum above ankle-length on the socks. No logos are permitted on socks.

Tights or ankle-length, solid black leggings only (no lace, trim or shiny material; no logos are permitted) are permitted with plaid skirts.

Outerwear: maroon sweater or maroon fleece jacket with school logo. Only St. Mary Magdalene uniform-issued sweaters or fleeces are permitted in the classrooms. Other outerwear may be worn at recess, but must be kept in the locker during the school day.

Only St. Mary Magdalene 8th graders may wear the black hoodie with school logo and class year.

## **Boys PK4- Grade 8**

Regular school uniform, including Mass days:

Uniform Khaki shorts; shorts should be no higher than 2 inches above the knee.

Uniform Khaki pants

Uniform white or maroon polo shirt (short or long sleeve)

Shoes: plain brown, tan, or black dress shoes or athletic shoes, no boots

Socks: plain white or black socks minimum above ankle-length on the socks. No logos are permitted on socks.

Belt: plain brown, tan or black belt only. Specialty belts with alternative logos or designs are not allowed.

Black athletic tights may be worn under shorts on PE days only.

Outerwear: maroon sweater or maroon fleece jacket with school logo. Only St. Mary Magdalene uniform-issued sweaters or fleeces are permitted in the classrooms. Other outerwear may be worn at recess, but must be kept in the locker during the school day.

## **PE Uniform Guidelines**

**PK3 students do not need a PE uniform**

**PE uniforms are optional for PK4 students**

**PE Uniforms for all other students:**

Uniform Gray athletic t-shirt

Uniform Maroon gym shorts (no more than 2 inches above the knee)

Uniform maroon sweatpants or track pants

Plain white, black, or maroon socks (no visible branding or logos are permitted).

Athletic shoes must be worn on PE day

No athletic tights or leggings may be worn under shorts by boys or girls

### **Jewelry/Accessories**

One simple wristwatch (No fitness trackers or smart watches or similar-styled watches; SmartWatches fall under technology).

One simple bracelet.

Single necklace with a small ornament.

Girls may wear one set of stud earrings; nothing dangling, looped, or chained. Boys may not wear earrings.

Hair accessories, including hair ties, bows, bands, barrettes, and clips must be uniform plaid or plain school colors (maroon, black, and white).

No makeup or nail polish is allowed.

### **Non-Uniform Dress Code**

Special dress down and/or dress up days are held during the year. Parents will receive information regarding these days. The non-uniform dress code detailed below must be followed on these days:

- All attire must be clean and free of rips, tears, holes, tatters, and fringe.
- For our gentlemen, shorts should be no more than two inches above the knee. For our ladies, shorts, skirts, and dresses should be no more than two inches above the knee.
- Tight-fitting pants are not allowed. Leggings are not permitted to be worn as pants.
- Shirts may not have vulgar, insinuating, political or offensive wording or pictures, or reflect ideas that are not in line with Catholic teaching and morals.
- Shirts must have sleeves.
- Shirts must cover midriff and must not reveal cleavage.
- Shoes must have closed toes and heels may not be higher than 1 ½”
- Socks must be worn.
- Tight fitting or excessively baggy clothing is not allowed.
- Pajamas may not be worn.
- Make-up and nail polish are not permitted.
- Jewelry requirements remain the same as uniform days.

### **Dress-Up Days**

On dress up days the following guidelines must be followed in addition to those outlined above for non-uniform days:

Boys:

- Collared Shirt (polo or button down) tucked in – no writing except a logo
- Dress pants or dress shorts with belt
- No Jeans

Girls:

- Skirt, dress, dress pants, or dress shorts (Skirts, dresses, and shorts must be no shorter than 2 inches above the knee)
- Dress shirt or blouse – no writing except a logo
- No jeans

### **Additional Information Regarding the Dress Code**

The administration of St. Mary Magdalene Catholic School reserves the right to determine whether or not a student's clothing or uniform is appropriate. Students wearing inappropriate clothing will be removed from class and the parent will be called. A change of clothing will be required for the student to be permitted to return to class. Accommodations for missed work will not be made.

# Curriculum

St. Mary Magdalene Catholic School bases its curriculum on the standards used by the Diocese of Raleigh and approved by the State of North Carolina. To renew accreditation, all diocesan schools must meet the standards, policies, and procedures required by AdvancED. St. Mary Magdalene Catholic School is fully accredited.

In addition to the core subjects of language arts, math, science, and social studies, students also receive instruction in physical education, foreign language, art, music, technology, electives, and the Catholic faith. In middle school, math instruction is differentiated into levels.

## Student Services

A resource specialist provides assistance for students in grades K-4. A resource teacher provides assistance in various areas for students in grades 5-8. The Student Services Team reviews special needs accommodations and documented modifications for students. St. Mary Magdalene Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations to the general course of studies will not be made.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Mary Magdalene Catholic School.

Parents are **obligated** to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individual Services Plan (ISP), 504 plan, and/or Personalized Education Plan (PEP), should be maintained in the student's confidential file. The refusal to provide such information may result in the termination of a child's enrollment in the school.

St. Mary Magdalene Catholic School reserves the right to determine whether a child's needs can be met by our resources and educational programs, and the child will be successful with continued enrollment.

## Homework

Beginning in kindergarten, children are expected to do some homework each weekday night. The type and length of assignments will vary as the child advances. Homework is meant to reinforce and provide practice of skills learned in school. It also allows students to find effective ways to solve problems, to use creativity in designing and building projects, and to share what they learn with family members. Parents are asked to provide a time and space for the children to do their homework and only as much

assistance as is needed. If homework takes an excessive amount of time, parents should contact their child's teacher. The school office closes at 4:00 pm. If a child leaves an assignment at school, parents should not return to retrieve it after 4:00 pm.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the ability of the group and the assignments of other teachers when requiring home study. Homework should not be assigned over the weekend.

Grades K-2	10-20 minutes total for all subjects per grade level
Grades 3-4	20-30 minutes total for all subjects per grade level
Grades 5-6	30-45 minutes total for all subjects per grade level
Grades 6-8	45-60 minutes total for all subjects per grade level

## **Field Trips**

Educational field trips are used to enhance classroom instruction. Parents are asked to assist with these and are asked to cover nominal costs. To participate in a field trip, a child must have the written permission of the parent, using only the form provided by the school. Because field trips are privileges afforded to students, participation may be denied to those students who fail to meet behavioral requirements. All field trips must be taken on busses that are driven by certified drivers. All parent volunteer chaperones must be C-Level Certified, which includes an approved background check on file as well as a current SET (Safe Environment Training) certificate. Siblings are not allowed on field trips

## **Testing**

A variety of methods are used to assess student progress. These may include:

1. teacher-made tests, school placement tests, or alternate forms of assessment
2. printed tests which accompany specific textbook programs
3. classroom participation, class work, homework
4. tests to measure ability – Cognitive Aptitude Test (CogAT) –Grades 2 & 5
5. tests to measure mastery of concepts/skills – Iowa Tests of Basic Skills (ITBS) for Grades 3-8
6. individualized testing through outside services when specifically requested by parents and teachers at parent/guardian's expense

## **Reports to Parents**

Report cards are emailed to parents/guardians quarterly for students in grades K-8. Preschool students receive Assessment Reports at the end of the first and third academic quarters. The Middle School Gradebook via the FACTS SIS portal is updated every week.

Formal parent-teacher conferences are scheduled once a year, but parents are encouraged to confer with teachers as needed.



For Grades 3-8, formal number grades for each quarter appear on the report card via the FACTS SIS portal. The following code is a general guide to grading for Grades 3-8:

A+ = 97 - 100  
A = 93 - 96  
A- = 90 - 92  
B+ = 87 - 89  
B = 83 - 86  
B- = 80 - 82  
C+ = 77- 79  
C = 73 - 76  
C- = 70 - 72  
D = 65 - 69  
F = 64 and below

To make report card grades as objective as possible, the following criteria are considered:

- the quality and quantity of classwork, both oral and written
- scores on quizzes and tests
- the quality and quantity of homework assignments
- classroom work and study habits
- effort and general attitude toward learning

Specific codes for interpreting the grades on the report card are printed out on the report card.

## **Access to Records**

Parents have a right (unless prohibited in the courts by a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to a reasonable request for explanations and interpretations of the records. Permanent school records can not be removed from the school premises.

## **Retention Policy**

St. Mary Magdalene Catholic School follows the guidelines of the Diocese of Raleigh regarding retention. Retention of a student in any grade is inadvisable. However, if the development stages and academic progress of the child are inconsistent with his/her chronological age and non-promotion seems probable, parents are to be involved in the decision during the third quarter. If parents choose not to retain the child, retention will not take place. After a parent, teacher, and principal conference, all parties sign a letter summarizing the parents' decision to have the child either retained in the present grade or placed in the next grade. This letter will be retained in the child's records. The school may require summer work for the benefit of the student as a condition of continuing enrollment.

Rarely are students to be retained beyond grade two, nor is a child to remain more than two years in any single grade. A student who has applied him/herself to the curriculum of the grade, but lacks the ability to master all of the objectives as verified by consultation with professional persons outside the school environment, can be placed in the next grade if he/she can continue to profit from the school program. The principal and teacher are to collaborate with the parent(s) of the student with identified special needs. If a student cannot be accommodated within the school program, every effort is to be made for placement in another academic program.

If a student fails language arts or math for the year, or two or more of any other subjects, the administration of St. Mary Magdalene Catholic School reserves the right to repeal the re-enrollment of that student at the next grade level. An 8<sup>th</sup> grade student who fails language arts or math for the year, or two or more of any other subject, will not receive a certificate of successful completion of middle school.

## **Academic Recognition Grades 6-8**

In order to create an atmosphere where students who receive number grades at St. Mary Magdalene Catholic School are encouraged to grow and develop into the best learner he/she can be, academics may be recognized.

Students in Grades 6-8 will be recognized with honor roll status. Honors will be determined by the overall average of all subjects for which a numerical grade is received. The following is the breakdown for honors eligibility:

- **First Honors:** Semester/Final average is 90-100, with no report card grades below a 90.
- **Second Honors:** Semester/Final average is 80-89, with no report card grades below an 80.

## **National Junior Honor Society**

Students in 7<sup>th</sup> & 8<sup>th</sup> grade are eligible to be inducted into the Saint Mary Magdalene School Chapter of the National Junior Honor Society. They must maintain a middle school cumulative GPA of 3.67. The student's conduct and effort must be at the highest standard. They must have no more than three demerits per quarter to be eligible. They must maintain good behavior and integrity (less than three demerits total) and exemplify our school's mission: We pray. We learn. We care. Your consistent efforts in all these domains have not gone unnoticed.

# Conduct and Discipline

\*The StMM Student Code of Conduct applies to all students, including those participating in learning through distance in the event of a class quarantine.

## Student Code of Conduct

The school's discipline philosophy aims to motivate students to develop positive attitudes towards self-discipline and responsible behavior so that they may attain their fullest potential. The practices of self-reflection and examination are habits that will naturally reinforce the conduct and discipline of our Monarchs.

All students are expected to:

- practice truths learned in the Catholic faith;
- show respect for themselves, authority, and all persons;
- demonstrate self-control by complying with school expectations;
- play and work well with others;
- show initiative, dependability, and integrity;
- take pride in appearance by being well-groomed and in complete uniform;
- work neatly, accurately, and complete all assignments;
- show respect for the school by caring for books and school property;
- Be the best version of yourself, make others the best version of themselves, and make our school the best version of itself in all your actions.

The administration of St. Mary Magdalene Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior of its students during the course of the school day.

Cooperation with school policies and regulations is imperative. All St. Mary Magdalene Catholic School faculty are empowered to enforce our code of conduct. **Parents are expected to partner with the school to help their children understand and follow school rules and to cooperate with the school when a child's behavior needs to be changed.**

Children who frequently engage in misconduct and do not seem to benefit from the corrective measures employed by the school may be disenrolled from St. Mary Magdalene Catholic School. Students who engage in misconduct that is dangerous to other students' safety or well-being or impede the educational process, maybe disenrolled immediately. The administration has the right to deal with severe incidents of misconduct separately from the normal process of disciplinary measures. The Administration will make final decisions regarding what disciplinary measures are taken.

The Code of Conduct the school will adhere to is described below. Parents should familiarize the Code of Conduct with their children to ensure an equal partnership and understanding between the school and home exists.

**At the time of the Second Demerit:** a behavior notice via Renweb is sent to the parent(s) or guardian(s) explaining the violations, consequences, and a warning of potential disciplinary difficulty.

**At the time of the Fourth Demerit:** a behavior notice via Renweb is sent to the parent(s) or guardian(s) explaining the violations, and consequences, which may include restriction of recess time and restriction of network access.

**At the time of the Sixth Demerit:** Parent(s) or guardian(s) will meet with the Assistant Principal of Student Life to discuss the accumulation of demerits. The student may lose the privilege of extracurricular activities or field trips.

**At the time of the Eighth Demerit:** The student will receive an in or out-of-school suspension for one (1) day. The parent(s) or guardian(s) will be notified of the suspension. Additional sanctions may include suspension from any or all extracurricular sports or activities as well as a mandatory period of detention.

**At the time of the Tenth Demerit:** The student will receive a two-day out-of-school suspension. The student and parent(s) or guardian(s) will meet with the Principal prior to the student's return.

**At the time of the Twelfth Demerit:** The student is to attend a meeting with the Principal and Pastor and is suspended from school and all school activities and functions. The student, parent(s), or guardian(s) will be contacted by and required to meet with the Principal and Pastor to discuss the student's disciplinary record. Along with the Pastor and Principal, the Assistant Principal of Student Life will make a recommendation regarding the continuation of the student at StMM. An at-home suspension will continue until a final decision is made by the Principal concerning the student's continuation at StMM.

### **Suspension Policy**

Students serving a suspension may take no part in academic or extracurricular activities. This includes but is not limited to all dances, sporting events, clubs, musicals and drama events, and band concerts. Students missing any tests, quizzes, or lab assignments as a result of being suspended from school will be required to make up and turn in all assignments upon return. Students will not be granted extensions on tests, projects, or quizzes due to suspension. The Assistant Principal of Student Life is responsible for arranging the timing of suspensions which are to be served within 5 class days of the latest infraction.

#### **A student may be dismissed or re-enrollment not offered due to:**

- the accumulation of ten or more demerits
- violations of legal or moral codes
- an overall disciplinary record that consistently reflects a disregard for school regulations
- an act or action found so offensive that the student-school relationship is no longer beneficial to either the student or the school

### Minor Violations

Minor violations are actions that cause a disruption to the community or demonstrate a lack of knowledge or concern for the expectations of the community without the intent to be disrespectful or dishonest.

Examples of minor violations that will result in a demerit include, but are not limited to:

- Out of Dress Code
- Unexcused late to class or school (up to 8:05 am)
- Failure to maintain school property without intent. Example: Leaving behind trash.
- Talking in class
- Minor technology violation. Examples include but are not limited to leaving laptop unattended or first offense using another's laptop or password without permission
- Using a cell phone, iPod, or unauthorized electronic device between 7:40 am and 3:15 pm
- Significant or repeated disruption of classroom instruction

### Behavioral Violations

Students receive more significant consequences when they behave in a manner that violates the values of our school community. This behavior demonstrates a significant lack of judgment is dishonest or disrespectful and/or disrupts the academic environment of the school day in a significant manner.

Examples of behavior that will result in a demerit/demerits, In-School Suspension (ISS), Out of School Suspension (OSS), or other consequences as deemed appropriate by the administration.

- Serious, repeated, or offensive dress code violation.
- Violation of the “One to One” Technical Limitations listed in the Acceptable Use Policy.
- Skipping, missing, or being removed from class, assembly, school function, or sporting event.
- Actions of irresponsibility and inappropriate behavior that may or may not include physical contact.
- Academic Dishonesty, including but not limited to cheating, copy homework, and plagiarism.
- Insubordination, lying, or disrespect towards faculty, fellow students,
- Use of another’s laptop or password with permission (Second offense)
- Irresponsible acts that result in damage to school property or irresponsible actions towards school property.

### Major Behavioral Violations

A major behavioral violation consists of an action that is reasonable to believe will cause, or does cause significant deception or harm. In these cases, either the Assistant Principal of Student Life will examine the student’s behavior to determine the consequence.

Examples of behavior that will result in OSS, Parent Conference, or potential Expulsion.

- Significant violation of the “One to One” Technical Limitations listed in the Acceptable Use Policy
- Premeditated First Offense Violation of the Academic Honesty Code.
- Major acts of insubordination, disrespect, and defaming of a faculty, staff, student, or visitor either physically, verbally, in writing, or through e-mail.
- First Offense Violation of the Bullying/Harassment/Hazing Policy
- Fighting or seeking to instigate a fight either verbally or physically.

Some actions place the well-being of the student or others in jeopardy either physically or emotionally and may result in a recommendation of Suspension, Dismissal, or Non-re-enrollment of a student. A recommendation will be made to the Principal and Pastor based on the nature of the act. Such violations that may lead to a recommendation of Suspension, Dismissal, or Non-renewal include but are not limited to:

- Stealing/Theft
- Serious violation of the Acceptable Use Policy including but not limited to: Intentional transmission of viruses, pornography, obscenity, or any threatening material to the life or property of another to or from any school computer, server, or e-mail address; Serious computer use violations: spamming, improper password use, improper use of programs.
- Possession of weapons of any kind and the destruction of school property
- Threats or serious physical or psychological harm directed at the life or well-being of students, faculty, staff, guests, or visitors
- Substance Abuse
- Bullying/Harassment/Hazing Policy
- Contract or any legal or moral violation which reflects negatively on the reputation of StMM.

The Administration reserves the right to search the person or the belongings of students when a reasonable cause exists that poses a threat to the general welfare of the school.

The Administration reserves the right to question, interview, or investigate any issues brought to our attention regarding students and/or student behavior.

Actions deemed consistent with Catholic teachings and the values of St. Mary Magdalene Catholic School are expected at all times.

- Respect adults and fellow students through words and actions. There is no tolerance for verbal or sexual harassment, abusive, profane, or indecent language, gestures, materials, or racial or ethnic slurs. There is no tolerance for bullying, threatening, or mistreating others.
- Cooperation in class, including being on time with attendance and assignments, and exhibiting proper behavior toward others, which builds a positive learning environment
- Gum chewing is not allowed.
- Regard at all times for rules and expectations at school and/or school- related activities

- Compliance with uniform code
- Honesty and integrity with regards to theft, damage or defacing the school or personal property
- The use or possession of tobacco, alcohol, other drugs, or weapon-like materials on school property is not allowed.
- Never engage any emergency device when no emergency exists
- Adhere to all safety procedures and protocols put in place to slow the spread of illness during the COVID-19 Pandemic.

### **Outdoor Play Expectations**

To make recess activities enjoyable and safe for everyone, all students are expected to:

- Respect others at all times;
- Promptly obey adult supervisors;
- Speak respectfully to all adults on duty and to fellow students;
- Avoid all play that involves tackling, fighting, jumping on one another, damage to clothing, or any other behavior unbecoming of a Christian student;
- Treat each other kindly and share playground equipment;
- Refrain from throwing or kicking sand, stones, mulch, or other potentially harmful objects;
- Play in the areas specified;
- Take proper care of equipment used and of the play area itself; and
- Follow the school rules for safe play on all equipment.

For students failing to meet these expectations, one or more of the following actions will occur:

- Receive a verbal reminder;
- Lose playground privileges for a specific time;
- Be sent to Administration and have parents notified.

The child, or his/her parents, will be held financially responsible for deliberate damage caused, which results from behavior contrary to the school's Code of Conduct.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students are expected to be honest and responsible in the completion of their academic work. While parents are encouraged to assist and guide their children, they must allow them to do their own work. Students must refrain from

- copying another student's work or homework;
- cheating on quizzes, tests, homework, or other academic assignments;
- plagiarism (submitting another's work as one's own);
- other forms of academic dishonesty as deemed by the classroom teacher or Administration.

Teachers who suspect that a student may have been academically dishonest will report their concern to Administration.

### **Student Harassment, Bullying, and Hazing**

St. Mary Magdalene Catholic School will not tolerate discrimination and inappropriate and unlawful harassment. Actions, words, threats, jokes, or comments based on an individual's gender, race, ethnicity, age, or religion may be illegal and inappropriate in a Catholic environment.

Bullying is addressed directly and is not tolerated. Hazing is defined as harassment by banter, ridicule, or criticism, and/or playing abusive or humiliating tricks on another individual. Cyberbullying may

include, but is not limited to: postings to Twitter, Instagram, text messages, Facebook, group and/or direct messages on any platform, and blogs. In-as-much as these off-campus behaviors impact the health and well-being of the daytime educational community, St. Mary Magdalene Catholic School may intercede in such cases. Engaging in any one or more of these actions is grounds for Administrative action.

## **Preschool Behavior Policy**

### **Goals for Student Behavior**

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 Faculty 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 Faculty 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 Early Childhood Coordinator 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 Early Childhood Coordinator will be present at this conference.

6. The Early Childhood Coordinator 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 Preschool 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.

## **Participation in Extra-Curricular Activities – Grades 6-8**

(sports, clubs, sponsored activities)

Purpose: Extra-curricular activities exist to enrich the lives of our students and the instructional goals of the school.

Extra-curricular activities are defined as any school-sponsored activity that occurs outside the confines of a normal school day. Students are required to uphold academic performance levels that are consistent with their potential and God-given abilities. In addition, students are expected to maintain the standards of conduct and attitude expected of a St. Mary Magdalene Catholic School student. The goal is to assure that expected standards of behavior and academic performance (a "C" in all graded subjects every report card period) are not negatively affected by the time constraints of participation in extracurricular

activities. Failure to meet behavioral and academic standards will result in possible suspension of activities until performance meets expected requirements.

All students who participate in extracurricular sports must have a completed sports physical form and signed parental release on file in the school office. A complete copy of the athletic code will be given to all participating families.

Students must be in good standing with regards to behavior, academic, and financial responsibilities to participate in any extra-curricular activity.

If a student has been suspended from school (internal or out of school), the student is not permitted to participate in any extracurricular activities, including games, competitions, or practices.

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

## **Listing of School Activities, Programs, & Events\***

Athletics  
Before and After Care Programs  
Catholic Schools Week  
Chess Club  
Christmas Card Contest  
Christmas Program  
Cultural Arts Assemblies  
Drama Club and Productions  
Middle School Retreats  
Family Fun Nights  
Field Day  
Fine Arts Celebration  
Gala Event  
Jesse Tree Ceremony/Advent Ceremony  
Joe Uniacke Volleyball Tournament  
Middle School Dances  
Monarch Masters Golf Tournament  
Monarch Mondays  
Monarch Spirit Days  
Monthly Eucharistic Adoration  
Movie Nights  
National Junior Honor Society (NJHS)  
Open Houses  
Parish Athletics  
Pep Rallies  
School Mass (weekly)

Science Olympiad  
Shamrock Tournament  
Spirit Week  
Story Times with the Principal  
Summer Camps  
Teacher Appreciation Week  
Thanksgiving Prayer Service  
Veterans Day Celebration

## **Potty Training Policy**

Children enrolled in PK3 and PK4 at StMM must be potty trained before attending school. Children must be wearing regular underwear and very rarely having accidents. 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 bowel movements as well as urine)
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 and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. A teacher will assist children if necessary, but children must 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 faculty 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 (including socks and shoes) that is appropriate for the season. These will remain in your child's backpack so that you can replace them as needed. 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 4 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 4 weeks of school.

The following policies will be in place for children who have toileting accidents:

1. Parents/guardians will be notified each time a child has a toileting accident.
2. The classroom teachers will document all toileting accidents.
3. The classroom teachers will document the efforts that have been made to help reduce bathroom accidents.
4. The classroom teachers will partner with the parents/guardians to help develop additional interventions to help improve bathrooming success.
5. The classroom teachers will consult with the Early Childhood Coordinator about the situation. The Director will offer input and possible additional ideas for reducing the toileting accidents.
6. If toileting accidents are habitual, parents/guardians will be required to participate in a parent-teacher conference. During this conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take. The Early Childhood Coordinator will be present at this conference.
7. The Early Childhood Coordinator may recommend that the parents consult with professional, community-based service providers for additional resources and further guidance in responding to the child's toileting accidents. With parental consent, the classroom teachers will collaborate with those professionals to develop strategies to help the child be more successful with toileting.
8. If improvements are not evident after implementing this plan, the teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.
9. St. Mary Magdalene Preschool reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with bathrooming.

## **Computer/Internet Use Policy**

A comprehensive overview of St. Mary Magdalene Catholic School Technology and associated policies is detailed in the Family Technology Handbook. The purpose of this handbook is to guide students and parents in the expectations of technology use within St. Mary Magdalene Catholic School. Parents and Students must consent to this [Family Technology Handbook](#) in order to use the many resources available.

### **Online Consent Form**

Please sign this [consent form](#) to acknowledge the Family Technology Handbook.