

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

# PARENT / STUDENT

# HANDBOOK



**2021-2022**

(REVISED August 2021)

**Please note:** The Catholic Schools ONWARD Document and the SMM Guidelines as related the COVID-19 Pandemic are to be considered as addendums to this document.

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

## **STUDENT-PARENT HANDBOOK**

**This handbook contains certain policies and procedures of the school. St. Mary Magdalen School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make changes applicable to current and new students when the situation dictates. If you have a question about a particular policy or procedure, please contact the administration. Students and parents are obligated to abide by the policies and procedures set forth by the school in order for the student to attend St. Mary Magdalen School.**



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## **MISSION STATEMENT**

*As witnesses to the Gospel teachings of Jesus Christ, we at St. Mary Magdalen School strive to build a cooperative link between church, school, home, and community. Our mission is to educate our students toward moral responsibility, global awareness, academic excellence, technological understanding, and responsible social participation in a nurturing Catholic environment.*

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

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

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

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

Sister Mary Kathleen O.P., the founding principal, served the school in this capacity from 1965 to 1984. In 1984, Sister Mary Immaculate Doyle, O.P., became her successor. Through the years, the parish witnessed the school's religious faculty gradually replaced by lay teachers. In September 1993, Miss Patricia Miniszak became the first lay principal with a lay faculty. In September of 2008, Miss Miniszak was named the first president and Mrs. Barbara Burke became principal and served until June 2015. Mrs. Mary Anne Johnston joined the administrative staff in September 2013 as vice principal and eventually assumed the role of president in winter 2014 and served until June 2015. Ms. Denise Winterberger became the principal beginning in the 2015-2016 school year to present.

In response to parish needs, many changes and improvements have occurred since our founding in the 1960's. A kindergarten program was begun in 1985. In 1987, the Parish Center was dedicated. This facility provided a cafeteria and gymnasium/auditorium for the school. In 1990, with enrollment increasing, two classes of each primary grade were begun. A full day kindergarten was added in 1991. With the increase in enrollment, additional classroom and educational facilities were needed. Maria Hall was dedicated in October 1992. The facility contains nine classrooms and a library. In 2016 the library was converted into two classrooms. The library is now located in Sister Katherine Hall. Three of the rooms serve as an Art Room, and Science and Computer Labs. Increased enrollment necessitated two classes of each grade level and Kindergarten and the building of Sister Kathleen Hall in November, 1998. A Pre-Kindergarten four program was begun in September 2011 and a Pre-Kindergarten 3 program in September 2014. In September 2017, a second PreK 3 classroom was added. In 2018, St. Mary Magdalen was recognized as a National Blue Ribbon School. In 2019, an additional Kindergarten classroom was added to accommodate the increasing enrollment. In 2020, an additional first grade classroom was added.

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

## **ACADEMIC POLICIES**

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

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Primary grade teachers will provide consequences that are age appropriate. In grade 5 to 8, incomplete homework assignments will result in a demerit code on their calendar.

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

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

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

Students are expected to:

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

### **3. Homework**

Realistic and appropriate homework assignments are determined according to age and developmental level of the student for the purposes of reinforcing skills taught in class and of fostering habits of independent study.

A one-day extension of time to complete homework or projects should be granted if a reasonable written explanation is received from a parent. Homework is a means of practicing of skills and a reinforcement of knowledge. It is utilized as a means of authentic assessment to determine a child's understanding of concepts and skills.

Since daily assignments and work are intended to reinforce the classroom instruction, the teacher should have a means of assessing the work. Projects are also a means of assessing progress. Project assignments are written out and given to students with clear objectives, procedures, time lines and formulas for grading (rubric). Periodic checks are made to assess progress when long-term projects are assigned. Time management is an important skill that needs to be taught to all students, not assumed.

#### **SMM Homework Policy (developed 2017-2018):**

The homework policy has been developed as a guideline for students and parents. The teachers and principal considers the academic as well as the social and emotional needs of students when implementing this policy.

Here are some of its provisions:

- Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom.

- The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.
- Homework is not to be used as a behavior management tool or as a form of punishment.
- Homework should be done by the students independently. While this does not preclude parental assistance or interest, the assignments should not require undue parental assistance or supervision.

**Students’ responsibilities:**

- Get the assignment and ask for help if the assignment is not clear
- Copy all assignments carefully recording due dates and important information
- Set a time each day to do homework
- Maintain the highest quality work on homework assignments
- Take home all necessary resources, such as packets, textbooks, notes, and study guides
- Bring the completed homework to school when it is due
- Be responsible for getting assignments when absent from school

**Parents’ recommendations:**

- Promote a positive attitude toward homework as part of the learning process
- Understand and reinforce expectations for the quality of student work
- Provide structure, a site, and tools needed to help the child organize and complete homework
- Be available to provide supervision and support, but do not do the assignment
- Understand the amount of assistance appropriate for homework assignments
- Communicate often with the student and his or her teacher
- Give feedback to the teacher when there is a homework concern

**Teachers’ responsibilities:**

- Establish objectives and guidelines for special projects
- Communicate expectations to students
- Post all assignments and provide time for students to record them (Teacher Page on Website)
- Model homework strategies and provide models as appropriate throughout the school year

**Principal’s responsibilities:**

- Ensure that homework is consistent with the Archdiocesan educational goals and guidelines
- Facilitate communication between classroom and specialist teachers concerning homework
- Monitor and support the teachers in the implementation of homework guidelines
- Encourage teachers to use homework as a tool to reinforce learning
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework

The appropriate time limits that children at each grade level should devote to homework each night are:

SMM Homework Policy		
Grade	Time	Days
1-2	30	Mon - Thur
3-4	60	Mon – Thur
5-6	90	Mon – Fri
6-8	120	Mon – Fri

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

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

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

- a. The teachers will note the student who is experiencing academic difficulties in either assignments or assessment scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation. It is the parents' responsibility to print out this report from Option C.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian.
- d. Notification will also be sent to moderators of extra-curricular activities to inform them of the situation so that they support the steps necessary for academic success. Extra-curricular activities include CYO, Drama, Instrumental Music, etc.

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

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
  - parent contact
  - periodic meetings with the student
  - report cards
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration and teacher(s) will review the situation and make a decision as to the next steps. They will then meet with the parents and the student to determine the next plan of action which may include but not limited to:
  - Testing/Assessment of Learning
  - Tutoring
  - Suspension from extra-curricular activities for a determined period of time so that academic success can be addressed
  - Possible transfer from the school

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

Student progress is monitored throughout the school year. At the December report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In February, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss

the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

## 7. Report Cards

Report cards are issued three times a year to students in Grades K through 8. Twice a year for students in Pre-K.

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

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

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

Mid-Trimester Progress Reports are meant to give the students a measure of the students' progress half way through the marking period/Trimester. This allows for necessary improvements in areas that may not be up to the children's ability. These Progress Reports can be found on the Option C portal at the designated times. It is the parents' responsibility to review, print, sign and return to the school.

## 8. Honor Roll

St. Mary Magdalen School will recognize student performance utilizing an Honor Roll System for students in grades five through eight. This certificate is based on the student's overall performance noted on the report card.

**First Honors:** Grades in all subjects ranging from **95%** and above

**Second Honors:** Grades in all subjects ranging from **90%** and above

**Principal's Effort:** Grades in all subjects ranging from **85%** and above

Students must also have a **3 or 4** in all Special Subjects, Personal & Social Growth as well as Effort and Study Skills to qualify for Honors.

## 9. Option C

*Option C* is an on line data management tool utilized by the school to provide and store demographic information, academic progress, assignments and grades for your child.

Parental access allows you to stay aware and informed about your child's education. It allows you to stay informed and aware of what is happening no matter where you are --- twenty-four hours a day. We encourage every parent to log on periodically to access your child's progress.

## **10. Standardized Testing**

The Terra Nova Test is administered each year in March to ALL students in Grades 3, 4, 5, 6, 7, and 8. The results are communicated to parents and are utilized by the school for curriculum planning. Please avoid unnecessary absences during this week.

## **11. Google Sites**

All teachers utilize Google Sites to post all homework assignments, projects and long-term assignments. Google Sites can be accessed on the school website under the teacher's name on the faculty directory.

## **11. Assessment Grades**

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

## **12. Graduation**

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

## **13. Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct record and/or academic record indicate that the privilege may not be extended.

## **ADMISSIONS**

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

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

The school follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date. A student who is 6 years old by September 1<sup>st</sup> is eligible for first grade. The age for admission to kindergarten is one year less than that of the first grade. Students entering the Pre Kindergarten program must be age 3 / 4 by September 1 and be fully toilet trained. The necessary forms and certificates for admission are:

- a. Birth Certificate.
- b. Baptismal certificate
- c. A certificate of immunization that must be updated and available for confirmation. (See "Health.")
- d. Health History

## **1. REGISTRATION GUIDELINES**

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

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

### **Registration**

Registration is held each year for Pre-Kindergarten, Kindergarten and other students new to our school. This registration is only for new students. Registration information is communicated through the school website, communication envelope, and the parish bulletin. There is a non-refundable fee of \$100.00 per family due at the time of registration.

### **Re-Registration**

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

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

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

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

- a. The permission of the Pastor is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

## **ASSEMBLIES**

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

## **ATTENDANCE**

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania. There are 180 instructional days within the school year.

### **1. Absences** - The policies regarding this area are as follows:

- a. A student who has been absent from school, even for one day, is required to present a written note to the teacher.**
- b. A doctor's certificate may be required for absence more than 3 days.
- c. If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message as to the reason for the absence on the voice mail. Please call the school office (610-565-1822) by 8:30 A.M.**
- d. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
- e. In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- f. Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- g. It is the responsibility of the student to complete work and assessments that have been missed due to absence. The teacher will communicate a reasonable timeline for the completion of all work missed.

### **2. General Supervision of School Grounds**

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

### **3. Arrivals**

A child must come directly to the rear gym entrance between 7:35am and 7:55am **WE CANNOT ASSUME RESPONSIBILITY FOR ANY STUDENT BEFORE 7:35am unless they are enrolled in morning CARES. The start of the day is 8:00am.**

#### **4. Daily Schedule-See APPENDIX C**

#### **5. Dismissals**

Children in Pre-Kindergarten are dismissed from their classrooms by their teacher at 2:45pm. Students in PreK 3 who only stay for the morning will be dismissed at 11:45am. Students in grades K-8 are dismissed from their classroom by their teachers at 3:00pm. No child may leave the building prior to dismissal without the Principal's permission.

#### **6. Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign Our Book," in order to have your child released from school. All early dismissal should happen before **2:30pm** because of the bus traffic in the front of the school building.

#### **7. Emergency Closings**

If it is necessary to cancel classes, you will be advised by telephone and/or email through OPTION C. The decision to close school will be in conjunction with Rose Tree/Media School District. In case of an emergency, that requires an early closing, please advise your child, at the beginning of the school year, where to go if you are not at home. We will set up the OPTION C phone call and email tool but we **cannot** always depend on it completely.

#### **8. Emergency Contact Forms**

The school requires the parent(s)/guardian(s) of each student to complete two (2) emergency contact forms provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. **Every change of address, phone number, or family name must be reported to the principal/office and teacher as soon as possible. Up-to-date records are needed in case of an emergency.**

#### **9. Lateness**

A student who arrives late for school (After the 8:00am bell) must:

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

Any student who arrives late to school more than ten (10) times the parent/guardian will be required to meet with the administration to discuss the habitual lateness and the repercussions it has on student learning. Following the meeting, if the tardiness continues, the student may be subject to suspension or dismissal.

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

## 10. Vacation Policy

The planning of family vacations is **strongly discouraged** during the school year. **Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year.** The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work is to be made up when the child returns to school. **Teachers are not obligated to provide lessons or schoolwork to the student before the material has been presented in school instruction.**

### BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. *Writing on books or pencil cases is unacceptable.*

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

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

### CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES

**Cellular telephones, beepers, pagers, Apple watches, fit bits, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the school unless special circumstance has been approved by the Principal. All internet user policies apply to the use of any electronic device.**

**Students who are in need of cell phones due to extra-curricular activities must place their cell phones in the class basket each morning. Cell phones are to be off when the student enters the school building. Cell phones are not to be placed in bookbags when given back in the classroom. They may not be turned on until the child is outside the building.**

**Failure to turn in the cell phone during school hours will result in the principal taking the phone and keeping it until arrangements are made for the parent to pick it up from the principal.**

### CODE OF CONDUCT

#### Discipline Code

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

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

responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

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

### **Code of Christian Conduct**

As a Disciple of Jesus Christ and a member of St Mary Magdalen School I am asked each day:

In the **Spirit of Reverence** to honor God and demonstrate in my actions a respect for prayer, Eucharist and sacraments and embracing the differences of others.

In the **Spirit of Respect** to obey those in authority and to treat everyone with dignity and honor, looking beyond the outer flaws and recognizing another's inner qualities.

In the **Spirit of Responsibility** to participate in the life of my school in a peaceful manner in order to create a safe environment.

In the **Spirit of Unity** to build and renew strong and honest relationships within our school, families and community and to become what we receive in the Eucharist.

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

#### **1. Legal Custody Issues**

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

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

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. (See **ATTACHMENT D**).

If there is a situation of joint legal custody, the school administration must have the schedule/calendar of the days designated to each parent/guardian.

#### **2. Conferences**

Parent-teacher Conferences are scheduled at the first trimester Progress Report period for Grades K to 8. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the **teacher first**, then the Principal/Vice principal, then the Pastor. **Teachers may**

**not be interrupted during the school day.** All lunches, messages, forgotten books, musical instruments, etc. are to be left at the main office with the child's name and room number.

### **3. Family Communication**

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

The Primary form of communication from the school will be through the bi-monthly memo from the principal. **The Hawk Herald will be e-mailed to the family on the 15<sup>th</sup> and 30<sup>th</sup> of each month.** The Hawk Heralds are also archived on the website.

It is the responsibility of the youngest child in each family enrolled at the school to provide the parents with all written communications. The Communication Envelope is sent home every Wednesday if necessary. The communication envelope is to be emptied and returned on Thursday. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

### **4. Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. For persons who are not a parent/guardian, absent a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

### **5. Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file in the principal's office. If there is a specific schedule of the parental physical custody in place, it should be shared with the school administration, teacher and school nurse. Upon registration or re-registration both parents must sign the documents for registration.

## **\*Acceptable Use Policy for Technology\***

### **1. Purpose and Goals**

Technology is a valuable educational tool. Our school is committed to teaching students, faculty, administrators, staff, and school community tools to be used for education. We encourage the proper use of computer related technology, including the Internet.

Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth:

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

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

## **2. Responsibilities of User**

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

## **3. General Requirements for Use of the Internet**

- a. All users are required to take simple Internet training from the computer coordinator or his/her designee.
- b. All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- c. Only students issued passes or permission and have completed training may use the school's computers to access the Internet.
- d. Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- e. Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.
- f. Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- g. Email accounts through the school are restricted.
- h. Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- i. Use of the Internet for commercial gain or profit is not allowed from an educational site.
- j. Users will not move, repair, reconfigure, modify or attach external devices, change settings, or load software on the system without the express, prior written consent of the school.
- k. The system operator has the right to monitor all computer activity without prior notice to the user.
- l. The school may impose additional rules and restrictions at any time.

## **4. Discipline:**

The computer education coordinator, teachers and the school administration will handle violations of these rules.

## **5. Student Rules**

- a. For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- b. Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.

- c. Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- d. Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- e. Students must not knowingly, recklessly post, or transmit information about persons or organizations that is false or private.
- f. Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- g. The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.
- h. All computers, I-Pads, Chromebooks, SMART Boards and the like are property of the school. The misuse or intentional damage of this property will have consequences that may result in the loss of privileges, suspension and the replacement cost of the equipment.

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

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

### **DRESS CODE**

We ask that you adhere to the following guidelines concerning grooming and dress. Any student in violation of the dress code policy will be subject to disciplinary action. We thank you for supporting us by sending your child/children to school groomed and dressed accordingly.

#### **HAIR STYLES/GROOMING**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles such as tipped or streaked are permitted. Hair is to be its natural color. Boys' hair should not be below the ears or covering their eyes.

#### **JEWELRY**

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

#### **ATTIRE SPECIFICATIONS**

Girls:

- Jumpers, skirts, skorts and kilts are to be no shorter than two (2 inches) above the knee.
- Shirts are to be tucked in at all times
- Colored t-shirts or turtlenecks are not to be worn under uniform blouses/shirts
- Shoes are to be tied at all times

Boys:

- Shirts are to be tucked in at all times
- Colored t-shirts or turtlenecks are not to be worn under uniform blouses/shirts
- Shoes are to be tied at all times

## **MAKE-UP**

No make-up, artificial nails, or nail polish are permitted.

## **REGULATION SCHOOL UNIFORM**

Uniforms are to be purchased through *Flynn and O'Hara Uniforms*. Slacks, shorts, skorts or other attire from other vendors are not acceptable part of the uniform dress code. It is ultimately the parents responsibility to be in compliance with the dress code for all students, the consequence for a student in grades 5-8 that is not in compliance with the dress code will receive a demerit.

### **Informal Uniform ~ (Pre-K to Grade 8)** **September 8<sup>th</sup> to October 22<sup>nd</sup> and April 19<sup>th</sup> to June 17<sup>th</sup>** (Formal Uniforms may also be worn)

#### **GIRLS**

Navy blue or khaki shorts or skorts  
Golf shirt white/navy with school logo  
Solid white or black crew socks  
Sneakers ~ solid white/black or gray  
Kilts may be worn by grades 5-8

#### **BOYS**

Navy blue or khaki shorts with a belt  
Golf shirt white/navy with school logo  
Solid white or black crew socks  
Sneakers ~ solid white/black or gray

**Pre-K 3 and 4 students** are to wear the official school gym uniform: T-Shirt, SMM gym shorts, white or black socks with white, gray or black sneakers.

### **Formal Uniform** **Begins October 25<sup>th</sup> to April 20<sup>th</sup>**

#### **Pre-K 3 and Pre-K 4**

Students, both boys and girls, are wear the official regulation school gym uniform: T-Shirt (short or long sleeve, sweat shirt (optional) and sweatpants with white or black socks and white/black or gray sneakers.

#### **Kindergarten**

##### **GIRLS**

Khaki or navy blue pants or skorts  
Golf shirt white/navy blue with school logo  
(short or long sleeved)  
Navy blue cardigan sweater with school logo (optional)  
Navy blue tights or knee socks  
Black Velcro MaryJane Shoe (available at Flynn & O'Hara)

##### **BOYS**

Khaki or navy blue pants  
Golf shirt white/navy blue with school logo  
(short or long sleeved)  
Navy blue v-neck sweater vest with school logo (optional)  
Navy blue, white or black dress socks  
Black Leather Velcro Shoe (available at Flynn & O'Hara)

#### **Grade 1 to Grade 4**

##### **GIRLS**

Plaid jumper or khaki slacks  
White Peter Pan collar blouse (long or short sleeve)  
Navy blue cardigan sweater with school logo  
Navy blue tights or knee socks  
Grade 1 & 2 Black Velcro MaryJane Shoe  
Grade 3-4 Dirty Buc (tan) Children's Oxford Shoe

##### **BOYS**

Khaki pants with dark belt / striped tie  
Light blue button-down oxford shirt (long or short sleeve)  
Navy blue v-neck vest with school logo  
Navy blue, white or black dress socks  
Grade 1 & 2 Black Leather Velcro Shoe  
Grades 3 & 4 Dirty Buc (tan) Children's Oxford Shoe

## Grade 5 to Grade 8

### GIRLS

Wrap-around kilt  
White buttoned-down blouse (long or short sleeve)  
Navy blue v-neck sweater with school logo  
Navy blue tights or knee socks  
Dirty Buc (tan) Children's Oxford Shoe  
**Only Students in 8<sup>th</sup> grade** may wear Tan Sperrys

### BOYS

Khaki pants with dark belt and striped tie  
Light blue Button down oxford (long or short sleeve)  
Navy blue vest with school logo  
White, black or navy blue dress socks  
Dirty Buc (tan) Children's Oxford Shoe  
**Only Students in 8<sup>th</sup> grade** may wear Tan Sperry's

School Uniforms are to be purchased from:

*Flynn & O'Hara Uniforms*  
Lawrence Park Shopping Center  
1991 S. Sproul Road, Broomall, PA 19008

## Physical Education Uniform

School regulation T-shirts and/or the Blue Ribbon t-shirt, gym shorts, sweat shirts, sweat pants, white or black ankle or crew socks and white, black or grey sneakers. Soccer socks are not permitted.

Gym uniforms are now being sold through the **online ordering system** via credit card payments only. Gym wear will be delivered to students the first week of school.

## Immunization / Medical

### 1. Regulations

No Child may be admitted to attend St. Mary Magdalen School unless the child has received the immunizations as mandated by the Pennsylvania Department of Health.

Please refer to:

[http://www.rtmsd.org/cms/lib/PA01000204/Centricity/Domain/1//Are\\_Your\\_Kids\\_Ready\\_for\\_School.pdf](http://www.rtmsd.org/cms/lib/PA01000204/Centricity/Domain/1//Are_Your_Kids_Ready_for_School.pdf)

**Please note:** Upon entering pre-school, kindergarten, first grade, or older students new to the school for the first time the student needs a physical and dental exam and an updated immunization for that calendar year.

Pre-Kindergarten students need the following:

- Health History
- Updated Immunization

Kindergarten students need the following:

- New physical exam, dental exam, and immunization.

All students new to St. Mary Magdalen School

- New physical exam, dental exam, and immunization.

### 1. Nurse

The parish provides a certified school nurse four days a week (M-Th). The public school district provides a registered nurse one half day a week (F).

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

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

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

**All necessary medical forms can be found on the web site ~ Nurses Corner.**

## **2. Accident/Illness at School**

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

## **3. Medications**

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

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

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

- Prescription medication means any medication prescribed by a licensed physician or dentist.
- Non-prescription medication means any medication that can be obtained over-the-counter.

### **c. School Medication Authorization Form**

No school personnel shall administer to any student any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is received.

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

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

- All student medication shall be left with the school nurse or the district's health aide during the school day. If there is no school nurse or health aide in the building, then the medication shall be left with the person designated by the administrator.
- All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.
- All such medication will be administered by the school nurse whenever possible.

- Teachers, other certified school personnel, and secretaries designated by the building administrator may administer student medication (if the school nurse is not available).
- Head Lice Policy (see appendix F)

**e. Medication on Field Trips**

- Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization form and the required medication.
- In the event the time of trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

### **LIBRARY/MEDIA CENTER**

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

### **Lost and Found**

There is a LOST & FOUND container outside the far end of the gym. Periodically, unclaimed items are donated to charity. It is very important that all personal property has **the child's name and grade on it**, especially school bags, lunch boxes, sweaters, jackets, coats, sweat shirts, notebooks, workbooks and textbooks.

### **LUNCH AND SNACKS**

All students stay for lunch during the school year. The fifty minute lunch period is divided into twenty-five minutes for lunch and twenty-five minutes for play.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the teachers / parents who supervise and assist during this time.

#### **Birthday Celebrations:**

**Birthday celebrations will take a different approach this year due to several concerns.** The treats that have been brought in have presented a great concern, due to the many doctor notes received pertaining to migraines, egg, milk, peanut and dye allergies. It is in our best interest to eliminate the opportunities that would put our children at risk. Factors of time, waste (lunches thrown away), expectations of serving the children have all been problematic. **Therefore, treats/food may NOT be sent to school for your child's birthday.** If your child shows up with food it will be kept at the office and returned with your child at the end of the day.

In recognition of your child's Birthday, the following in-school activities will be implemented:

- Their birthday will be announced at morning prayer.
- A birthday prayer will be said for them.
- They will receive a special birthday pencil.

Parents are being encouraged to:

- Donate a book to the library or classroom in honor of your child. Labels will be posted in the book. (books can be sent into school with your child)
- Donate a board game or card games to the classroom for times when we have indoor recess.
- Donate appropriate outdoor equipment for play during recess.

Thank you in advance for your understanding and cooperation with this new policy.

### **School Wellness Program**

In response to the Child Nutrition Reauthorization Act, Nutritional Development Services and the Office of Catholic Education have partnered to create a School Wellness Policy for Archdiocesan schools. St. Mary Magdalen School recognizes that student wellness, proper nutrition, and regular physical activity are related to a student's physical well-being, growth, development, and readiness to learn. It also recognizes that schools can provide a learning environment in which students can participate in a positive dietary and lifestyle practices. Saint Mary Magdalen School is committed to providing a healthy school environment that promotes these concepts as part of the education of the whole child. St. Mary Magdalen School is a member of the Pennsylvania Advocates for Nutrition & Activity (PANA) and the National Dairy Council (Fuel Up to Play 60), Keystone Healthy Zone School Program, and Action for Healthy Kids.

### **PARENTS/GUARDIANS INVOLVEMENT**

Parents and guardians must seriously weigh their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law is necessary. Therefore we ask that all members of our community: students, teachers, administrators, parents, coaches and alumni should accept responsibility for their actions, account for and consider the moral implications of their choices and find the courage through the graces of sacramental participation to do what is right.

### **PA LAW regarding the Safe Environment Policy for VOLUNTEERS**

(January 2015)

- **ALL** volunteers (coaches, chaperones, lunchroom duty, recess duty, etc.) who have any contact with children **MUST** have the following documents on file with the school in order to serve as a volunteer in any capacity. We would like every adult to have clearances completed by **SEPTEMBER 30, 2021**.
- **Any adult who does not comply with the policy may not volunteer in any capacity.**
- The following clearances are **REQUIRED** for volunteers and are **FREE**:
  - **Pennsylvania State Police Criminal History Record Information**
    - <https://epatch.state.pa.us/Home.jsp>
  - **Pennsylvania Child Abuse History Clearance**
    - [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)

#### **Exception:**

- **Federal Criminal History Background Check (with submission of fingerprints)**  
FBI checks are required for volunteers if they **have not been a residents of Pennsylvania for the last 10 years. (Fee involved)**
  - [www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm).

- For more information about the law visit: [www.keepkidssafe.PA.gov](http://www.keepkidssafe.PA.gov)

### **Physical Education**

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

If your child is injured in any way during gym, they should report that injury to the teacher immediately. If they wait to get home to report it to you, please notify the nurse the next day to file the report.

For information regarding the gym uniform, please see Physical Education Uniform, under “Dress Code.”

All students are required to participate in all gym activities. If your child has restrictions, the nurse **MUST** have a note from a doctor stating the cause and period of restriction. The school nurse will communicate the necessary information to the teachers involved.

### **Recess**

Weather permitting, students in grades K to 4 will have a walking/talking recess each day. Students in grades 5-8 will have a working snack break during third period class each day. Snacks should be healthy and nutritious. No candy or soda are permitted.

Decisions to have outside recess during cold weather depends upon the temperature and the wind chill factor. Students should always dress for outside recess. Only students with **medical excuses or permission and supervision from the homeroom teacher** will be allowed to remain in the building.

### **SAFETY / SECURITY**

- 1. Fire, Shelter in Place, and Lockdown Drills (a total of 10 drills are required per school year)**
  - a. Fire drills** are conducted periodically. The students are instructed to leave the building quickly and silently when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter.
  - b. Shelter in Place:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter in place is used when evacuation would place people at risk. Shelters may change depending on the emergency.
  - c. Lockdown:** Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbances, etc).

Parents will be notified via Option C on the days these drills are conducted. Please have the discussion with your child(ren) about the importance of these drills.

**In the event of a TRUE EMERGENCY, parents will be contacted with information and directives resulting from the emergency.**

## **Safety Regulations**

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

- a. Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- b. Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- c. No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- d. **All visitors must enter through the main entrance and report to the school office.** Please ring the bell to enter school and go to the office to sign in and obtain a badge. All other doors will be locked. At no time should a student open the exterior doors for anyone, including their own parents. We ask that you do not permit ANYONE to enter the building when you are leaving the building. They too **MUST** ring the bell to enter the building for security reasons.

## **SMOKING**

**The school premises are a smoke-free environment.** No smoking is allowed in the school building or on the school property. If students are engaged in smoking, they will be suspended from school and school-related activities until a conference can be arranged with the parents and the principal. This policy also includes vaping and any related practices.

## **STATIONERY**

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. The items purchased by parents should be replenished as needed throughout the school year. The school will be responsible for some of the cost towards items that teachers request be consistent for each student.

## **TELEPHONE - SCHOOL OFFICE**

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

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

## TRANSFER OF STUDENTS

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

## TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child(ren) will arrive and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. All families **MUST** register with their home school district for bus transportation. Times and schedules are regulated by the public school district. If there are concerns or questions regarding bus transportation, please notify the Transportation Office at the school district.

### **1. Bus**

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

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

### **2. Car Pick-up**

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

Parents that have PreK and K students still in car seats are requested to park their cars to assist their child out of their seats and then walk them to the crosswalk to enter the building. Parents with students in grades 1-8 are to utilize the car line for drop-off.

**The front driveway is for school buses only.**

At dismissal, we ask parents to be prompt and in the parking lot by 2:55 additionally please **do not move until all students** are in their respective cars. **Parents who pick up students must park their cars in the back parking lot and walk to the sidewalk to meet their children.** Parents should not be parking in the lot in front of the church because of the traffic exiting in the driveway. Teachers will oversee car pick-up procedures daily. We do not assume responsibility for students on the playground after 3:00.

### 3. Crossing Guard

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

### TUITION

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

Tuition is determined in December/January for the following school year by the members of the School Board in consultation with the Pastor, School Board and the Parish Finance Committee. The school also may impose fees for other items, such as extracurricular activities, field trips, and registration. This information is communicated to the school parents/guardians through the school website and communication envelope.

St. Mary Magdalen School utilizes *SMART TUITION* as the agency for collecting tuition through a direct withdrawal program. Four plans are available for payment options.

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

**See Tuition Policy on the website.**

***Weekly Offertory Obligation:*** There is also an expectation that every family contributes (\$25.00) weekly in the church offertory (\$1,300). Your offertory obligation is tax deductible and assists the parish in meeting the subsidy of \$600,000 annually to support the school.

***Endowment Fund:*** Your child(ren)'s education is an investment in the future. The St. Mary Magdalen Educational Endowment Fund is an investment in your child(ren)'s education. Created in 2001, the Educational Endowment Fund assists the parish in the funding of all aspects of religious education within the parish. The Educational Endowment Fund contributes approximately \$50,000 annually to assist the School, Youth Ministry and the Parish Religious Education Program (PREP) and Adult Faith Formation.

We ask every new family to contribute a \$1,000 donation to invest in your child(ren)'s education once your oldest child begins grade 1.

### Visitors Policy/Security

**All visitors** to St. Mary Magdalen School are required to **register in the main office**. Visitors will be asked to sign a registration book indicating purpose of visit, time of entry, and time of departure. A visitor's badge will be issued. Visitors may not interrupt classes when they are in session. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

All visitors should enter the building through the main entrance on Providence Road. A "buzz-in" system is in place during school hours. Please do not utilize the back gym door for entry.

Parents coming to school to bring forgotten articles or to relay messages should come to the **school office**. Classes may not be disturbed for these reasons. Parents may not confer with a teacher or visit a classroom between the hours of 8:00 am and 3:15 pm, unless the Principal gives permission for such a visit.

## **VOLUNTEERS**

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

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. A volunteer form will be sent home in the family envelope at the beginning of the year for those parents or family members that would like to share their time and talents with us. All parents working with students or attending field trip **MUST** have all Safe Environment Clearance on file in the office.

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

## **AUXILIARY SERVICES**

### **DELAWARE COUNTY INTERMEDIATE UNIT (DCIU)**

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

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

#### **IST**

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

**Parents seeking this assistance should contact their classroom teachers for a referral.**

## **HOME AND SCHOOL ASSOCIATION**

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

materials. More importantly, the Home & School Association coordinates “FUN Raising” with our school and families. Every parent is a member of the Home & School Association.

### **SMM SCHOOL BOARD**

Over the past several years, both within the Archdiocese of Philadelphia and in other dioceses nationwide, there has been a movement to improve the governance of Catholic Schools, through the establishment of “Boards of Limited Jurisdiction.”

With the full support of the pastor and principal, such a Board has been established for Saint Mary Magdalen School. The Board will focus on several discrete areas:

- ❖ Development/Advancement
- ❖ Spiritual Life and Stewardship
- ❖ Marketing and Advancement
- ❖ Finances
- ❖ Strategic Planning
- ❖ Facilities

There will be no change in the day-to-day management of the School, which will continue to be the responsibility of the principal. Rather, the Board will focus on long-term matters, as noted above, with the goal of improving our already strong School.

Another advantage of the Board is that decision-making will be more transparent and participatory. The Board will have a nominating committee to identify future Board members, from a broad and diverse cross-section of our parish and school communities.

The Board will have a number of committees, on which both Board members and non-Board members can serve.

Communication with the school board is to be directed strictly through the principal or the pastor.

The School Board does not have any jurisdiction over personnel matters. All personnel matters are to be directed strictly through the principal and/or the pastor.

# **APPENDIX**

## **APPENDIX A**

### **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

#### **Preamble**

#### **Catholic Schools of the Archdiocese of Philadelphia *Revised August 2021***

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48<sup>th</sup> World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

# RESPONSIBLE USE POLICY FOR TECHNOLOGY

## Catholic Schools of the Archdiocese of Philadelphia

### PURPOSE

Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

### SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

### GOAL

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Responsible Use:** Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

**Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell phone/Wearable technology:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

**Smart Speakers:** Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

**Remote/Distance Learning:** Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

## **EXAMPLES OF UNACCEPTABLE USES –**

### **USERS ARE NOT TO:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**Reporting:** Users must immediately report any damage or change to the school’s hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

## **PERSONAL USE OF SOCIAL MEDIA**

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social media site. Teachers should also not ‘friend’ former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

## **POLICY VIOLATIONS**

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

## APPENDIX B

### **Bell Schedule ~ 2021-2022**

<b>7:30</b>	Teachers day begins
<b>7:35</b>	Doors open for student entry
<b>7:55</b>	First Bell ~ students should be in the gym
<b>8:00</b>	Start of the Day (mark students late after 8:00)  Morning Prayers, Announcements, Pledge of Allegiance, and School Pledge
<b>8:15</b>	Begin first period classes (teachers change class)
<b>8:15 - 9:05</b>	1 <sup>st</sup> Period
<b>9:05 – 9:55</b>	2 <sup>nd</sup> Period
<b>9:55 - 10:45</b>	3 <sup>rd</sup> period Grades 5-8 snack during class (K-4 morning recess 9:55 - 10:10)
<b>10:45 – 11:35</b>	4 <sup>th</sup> Period
<b>11:35 – 12:25</b>	5 <sup>th</sup> Period Grades K, 4, 5 11:35 – 12:00 Lunch (25) 12:00 – 12:20 Recess (20) Start clean up at 11:55 ~ Send out to recess at 12:00 Grades 1, 2, 3 11:55 – 12:20 Lunch (25) Start clean up at 12:20 ~ Send out to recess at 12:25
<b>12:25 – 1:15</b>	6 <sup>th</sup> Period Grades 1, 2, 3 12:25 – 12:45 Recess (20) Grades 6, 7, 8 12:25 – 12:50 Lunch (25) 12:50 – 1:10 Recess (20) Start clean up at 12:45 ~ Send out to recess at 12:50 – 1:10 (20)
<b>1:15 – 2:05</b>	7 <sup>th</sup> Period
<b>2:05 – 2:55</b>	8 <sup>th</sup> Period
<b>2:55</b>	First Bell
<b>3:00</b>	<b>Second Bell</b> ~ Quiet for Prayers over the PA system followed by DISMISSAL
<b>3:30</b>	End of day for Teachers

**APPENDIX C**

**LEGAL CUSTODY**

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

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other.

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

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

Signature \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Guardian to receive School Materials

\_\_\_\_\_

## **APPENDIX D**

### **ASBESTOS EMERGENCY RESPONSE ACT**

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

## **APPENDIX E**

### **GUIDELINES**

#### **Playground**

- Good safety rules will be followed on all playground equipment.
- Wrestling, fighting, tackling, piggyback riding or roughhousing, etc. is not permitted on the playground.
- The throwing of ice, snow, snowballs, rocks, stone, sticks or hard objects is not permitted.
- Any games that require the student to be on the ground, tackled, etc. are forbidden.
- Pushing, shoving, hitting and bullying are not permitted on the playground.
- The use of balls will be restricted to playground type (inflatable), “Nerf” balls, tennis balls, basketballs, and soccer balls. No hardballs of any type will be permitted on the playground.
- A child who wishes to go inside the building before the end of recess must first receive permission from one of the playground supervisors on duty. Emergency ONLY.
- The climbing of fences or trees is not permitted. No hiding behind bushes.
- Go feet first only on sliding board, one at a time. No running or pushing on platforms. Slides are down only-do not walk up or down them. Do not stand at bottom of slide.
- Do not hang upside down on the bars. Do not dismount in a flip.
- When the 1<sup>st</sup> bell rings, the children must stop playing and walk to their lines. The Yard Duty Coordinator will signal the children to place their playground equipment in their class bag and then form a line and enter the building in a quiet, orderly fashion.
- Children must obey the playground supervisors at all times. Problems that cannot be resolved with the playground supervisor should be brought to the teacher’s attention then the principal/vice principal’s attention if warranted.
- All accidents must be reported to the school nurse immediately.

## CAFETERIA

- Polite behavior is expected at all times.
- Students will enter and leave the cafeteria in a quiet orderly manner.
- Students will obey the Lunchroom Moderator and teachers on duty.
- Students may not return to their classrooms for play equipment, snacks, or other forgotten items.
- Students will remain in their seats while eating their lunch or snack.
- Conversations among students should be soft tones. No shouting please.
- All trash will be placed in the appropriate containers.
- Students will be dismissed by tables. To be dismissed, students must be seated, quiet, and the tabletop and floor where they are sitting must be clear.
- **Sharing of food and/or snacks is not permitted because of allergies.**
- All food is to be eaten **only** in the cafeteria.
- Good eating habits will be encouraged at all times.
- Students unable to follow the above rules may be seated at a separate table and/or lose recess.

## BUS

Busing is available to eligible elementary school-aged children. The bus driver will strictly enforce bus regulations. Pupils not abiding by bus safety regulations are written up by the driver and parents notified. The third infraction of bus rules may result in a temporary loss of riding privileges. Additional infractions may lead to a recommendation to the principal/vice-principal to rescind transportation privileges.

### **While on the Bus**

- Be courteous to fellow pupils and the bus driver.
- Keep hands, head, and feet inside the bus at all times.
- Assist in keeping the bus safe and sanitary at all times.
- Never tamper with the bus or its equipment.
- Keep books, coats, packages, and all other articles out of the aisles.
- Help look after the safety and comfort of the smaller children.
- Do not throw anything out of the bus windows.
- **Stay seated until you are supposed to get off the bus.**
- Horseplay or fighting will result in disciplinary action.
- Don't distract the driver when the bus is in motion. However, in an emergency, alert the bus driver immediately.
- Taking of pictures with cell phones or i-Pads of other students is prohibited.
- There is no eating on the bus.

**Federal Law require that the bus drivers and all riders (students) MUST wear a mask on the school bus during the 2021-2022 school year.** (Federal Department of Transportation)

## APPENDIX F

### Yard Duty Responsibilities

#### PA LAW regarding the Safe Environment Policy for VOLUNTEERS

(January 2015)

##### Pennsylvania State Police Criminal History Record Information (Free)

- <https://epatch.state.pa.us/Home.jsp>

##### Pennsylvania Child Abuse History Clearance (Free)

- [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)

##### Exception:

- **Federal Criminal History Background Check (with submission of fingerprints)** FBI checks are required for volunteers if they **have not been a residents of Pennsylvania for the last 10 years. (Fee involved)**
  - [www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm](http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm)
- [For more information about the law visit: www.keepkidssafe.PA.gov](http://www.keepkidssafe.PA.gov)

### YARD DUTY SIGN UP

(All volunteers must have clearances on file in the school office)

The Yard Duty calendar, substitute list and SignUp Genius can be found on the SMM School Website.

As part of our school-parent partnership, each family must cover lunch recess for **2 dates (one enrolled child) or 4 dates (two or more enrolled children)** during the current school year.

If you are unable to fulfill this obligation there is an opt-out fee that must be paid at the beginning of each new school year (See [Online Ordering](#)). The schedule and sign-up can be accessed on the [Sign Up Genius](#).

On the day of your scheduled yard duty, please report (rain or shine) to the school office and sign-in by 11:50 AM and pick up your "yard location" lanyard.

Yard duty ends at 1:10 PM at the last afternoon recess bell.

The playground supervisor will meet you outside on the blacktop.

If you are unable to come to Yard Duty on your date, **it is your responsibility to find a replacement.** In all but emergency situations, you must switch with someone else scheduled on a different day.

**If you have a last minute emergency, please call someone from the substitute list.**

If you do not show up for your scheduled Yard Duty or find a replacement, you will be rescheduled for a future date.

There are 4 outside “stations.”

- Playground (behind the church)
- Lower parking lot
- Upper right parking lot
- Upper left parking lot

You must be active when out on the playground. Circulate around the area assigned to you.

Position yourself on the playground to cover the largest area of your station. Be on the watch!

Be in position when recess begins and remain on duty until all the students have cleared the area.

Interaction with other adults should be brief and to the point. Please no cell phone usage during your watch.

Enforce the playground rules.

When the bell rings the children should stop playing and put their playground equipment in their class bag. Students will line up and await their teachers to proceed into the school building.

Should you encounter any serious discipline problem, contact the teacher on duty immediately to resolve the situation. You may also use the “timeout” bench located in front of the first grade classroom doors at your discretion. Any problems observed should be reported to supervisor.

### **Indoor Recess**

You will be assigned classrooms to monitor by the Yard Duty Supervisor. The supervisor is to stay with the class until the teacher arrives.

Signal the office through the intercom if there are any discipline problems, student illness or emergency situation.

Students can use board games, Legos, cards, etc. **No running, wrestling, or roughhousing is allowed. I-pads are not to be used during recess.**

Students must ask permission to use the restroom.

## **Handling Medical Emergencies on the Playground**

Summon assistance by walkie-talkie or another student for the nurse and/or office staff in the absence of the nurse.

Make sure an adult always attends the injured child.

Never fail to give aid (err on the side of caution).

**Do not move the child** (due to possibility of neck and spinal injury)

Notify the principal when requiring emergency medical assistance in the absence of the school nurse.

Report the accident to the school office via walkie –talkie.

## APPENDIX G

### **Rose Tree Media School District Student Health Lice Control Regulations**

There are millions of cases of head lice in our country every year. Anyone, adult or child, can get head lice. Lice do not care about family income, race, religion, or cleanliness. All head lice need are humans from whom to suck blood. Head lice do not infest pets or other animals. Lice cannot survive for more than 2 days without a human host. Lice do not carry disease.

Educating staff, parents, and students is one of the most powerful tools in controlling head lice outbreaks. Head lice are easily shared, and parents are encouraged to report any suspected cases of head lice to the school principal or designee. With proper treatment and notification, the problem can be controlled.

Head lice do not originate in the school and the school cannot prevent their spread. Because schools bring large numbers of children into close contact daily, the potential for the transmission of head lice exists. The school can, however, be helpful to their communities in controlling the spread of head lice by providing educational assistance to those communities seeking to address the issue of head lice. The role for the Rose Tree Media School District will be education in three areas:

1. Preventing the transmission of head lice
2. Proper treatment of a student with head lice
3. Notification of occurrence(s) of head lice

These procedures are based upon the guidelines from the Center for Disease Control, the Pennsylvania Department of Health, and school district health policies. A Head Lice Alert flyer will be distributed to the parents of all elementary school students at the start of the school year. Efforts directed toward awareness and prevention will result in fewer cases of head lice.

The purpose of these procedures is to maintain a district-wide systematic intervention response for school personnel and for educating and assisting parents of children to:

- manage head lice/nit cases;
- offer information about proper treatment of head lice;
- prevent excessive absences from school; and
- Provide notification of incidences of head lice to appropriate personnel.

#### **Indicators of possible head lice:**

A student may be suspected of having head lice/nits if the following conditions are present:

1. A student complains of a tickling sensation or itching behind the ears, at the back of the neck and on the crown of the head.
2. A student has a telltale pink rash or sores on the scalp caused by scratching.
3. Nits/lice are observed on the hair.

#### **Evaluation:**

A student suspected of having head lice/nits will be evaluated using the following procedures:

1. Student is discretely removed from the classroom and sent to the school nurse for evaluation

2. School nurse or medical designee will inspect the student's head privately and unobtrusively.

**If it is confirmed that a student has head lice/nits:**

1. Parent/guardian is asked to come to the school and is provided with information about appropriate treatment.
2. The school nurse will review appropriate treatment guidelines and provide information on treatment protocol.
3. The student is sent home with the parent/guardian for treatment.
4. At the elementary level, the school nurse will conduct a screening of all students in the infested student's class.
5. The school nurse will inspect other members of the same household attending district schools. The elementary school nurse will notify secondary school nurses if an infected student's siblings attend middle or high school.

**Treatment/Return to school:**

1. Parents are expected to treat with an appropriate product and remove all lice and visible nits before bringing the student back to school.
2. A student may return to school the day after treatment but **must** be brought to school by the parent/guardian to be re-examined by the school nurse.
3. The school nurse has the ability to make the determination if the student has a condition of head lice that continues to be communicable. Students are not to return to school until they are determined to be non-infectious by the school nurse.
4. In cases where the school nurse believes that there is a lack of compliance with appropriate treatment, a no-nit policy may be implemented. The building principal will contact the student's parents and review the treatment protocol and request compliance.
5. If a child has three (3) or more occurrences or has missed more than 10 days of school in a three (3) month period due to lack of compliance with appropriate treatment methods, a report may be filed with Children and Youth Services.

**Follow-up Examinations:**

1. The school nurse, at her discretion, will conduct a follow-up examination of any infested student.
2. The school nurse will re-examine the student within 14 days to insure that a re-occurrence of head lice has not occurred.

**Notification:**

1. At the elementary level, when a student in a particular classroom is found to have lice, all the parents in that particular class will be notified by school letter and/or e-alert.
2. After the third confirmed case of lice is found across different grade levels, an e-alert will be sent to all parents within that school. When the school nurse has not identified any new cases for two weeks, a second notification will be issued to parents.
3. Parents will be encouraged to report cases they discover to the school nurse. Confidentiality will be respected.

## APPENDIX H

*St. Mary Magdalen School*  
*Media, PA*

### MEMORANDUM OF UNDERSTANDING 2021-2022

Every Catholic School student has a right to be treated as a child of God, with love and respect. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent(s)/guardian(s) of a student(s) in a Catholic School, I (we) understand, affirm and support the following:

- ✚ Attending a Catholic School is a privilege, not a right.
- ✚ The primary purpose of a Catholic School education is two-fold: to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
- ✚ Catholic Schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
- ✚ While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
- ✚ The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
- ✚ In all questions that involve Catholic teachings, morals and Church law, the final determination rests with the Archbishop.

As a parent / guardian desiring to enroll my child in a Catholic School, I accept this memorandum of understanding. I pledge to support the Catholic Identity and Mission of St. Mary Magdalen School. By enrolling my child(ren) I commit myself to uphold all principles and policies that govern the Catholic school.