

2018-2019

**PARENT STUDENT
HANDBOOK**

**Prayer to Saint Mary Magdalen
Patron and Steward**

Mary of Magdala,
Apostle to the Apostles,
Beloved Steward of Jesus,
Patron of our Parish:
guide us so that, like you,
we may live our faith
to spread the Good News
of Jesus Christ by welcoming
all those who come in need,
using our spiritual and material resources
to truly serve as the
hands and feet of Christ in
our community, and being
willing to follow Christ
wherever his Gospel leads us.
Amen

St. Mary Magdalen School

Dear Parents and Students,

Welcome to St. Mary Magdalen School. St. Mary Magdalen is the place where our students are prepared and inspired to serve, lead, and make a difference in the world. Through expert teaching and mentorship from our dedicated faculty and a curriculum of active learning, collaboration, creativity, and innovation our students are ready to face the challenges ahead.

As well we are blessed with a close, caring and supportive community that is united with us in our purpose of empowered learning, service and living our Catholic faith. We aim to create joy in each child; the joy of learning, the joy of service, and the joy of faith. Our graduates leave us as critical thinkers, servant leaders, and joyful disciples.

The Parent/Student Handbook includes information that you will need in order to understand how the school functions on a daily basis. Information found includes behavior and discipline, dress code, academic requirements, and technology. Please take time to read the handbook and discuss it with your child.

On the final pages of the handbook, you will find the following documents:

- Website and other Publications Photo Permission Guidelines
- Acceptable Use Agreement for Computers and Technology
- Parent/Student Handbook Agreement Signature page

Please review these documents, sign them and return them to your child's teacher by September 14, 2018. We will be happy to provide hard copies upon request.

So again, I welcome you to St. Mary Magdalen School.

God Bless You,

Mrs. Deborah D. Mulhall
Principal

**“Set your gaze on the future and always strive to fit your students
for the world in which they are to live.”**

Saint Elizabeth Ann Seton

St. Mary Magdalen School Mission Statement

St. Mary Magdalen is a caring Catholic learning community of active, engaged, students, teachers, and families. Students and graduates grow as young men and women of knowledge, faith, virtue, and joy, who love learning. They are prepared and eager to meet the challenges ahead, while serving God and others.

Purpose & Vision for Catholic School Education

The vision for Catholic schools in the Archdiocese of Hartford is to cultivate an environment of spiritual and intellectual growth by integrating the Catholic intellectual tradition and faith throughout the educational process. This is achieved by the promotion of Gospel truths, faith in action for social justice, and academic excellence, all of which provide students with a moral compass, and lead them to become critical and creative thinkers in an ever-changing diverse society. The promise we make to families is the foundation for all that occurs in the Catholic school. Our promise statements can be summarized as follows:

**Students will encounter the living God
Students will search for meaning, knowledge, truth
Students will be formed in our faith
Educational excellence will be encouraged
Development of the whole person will be achieved
Students will graduate as productive, virtuous citizens and church leaders**

Parent/Guardian Role in Education (1.214)

It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and orderly operation of the school, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children, and are encouraged to participate actively in the life of their parish or faith community.

Faculty and Staff of St. Mary Magdalen School

Reverend Thomas Hickey	Pastor
Mrs. Deborah Mulhall	Principal
Mrs. Kim Bendtsen	Pre-K 3 Teacher
Mrs. Johanna Dubauskas	Pre-K 3 Aide
Mrs. Bernadette Mecca	Pre-K 4 Teacher
Mrs. Lisa Rinaldi	Pre-K 4 Aide
Mrs. Bonnie Van Stone	Pre-k 4 Aide
Mrs. Mari Adanosky	Kindergarten Teacher – Head Teacher
Mrs. Lori Dvorak	Kindergarten Aide
Miss Aleksandra Quinones	Grade 1
Mrs. Jennifer Gursky	Grade 1 Aide
Mrs. Ruth Regan	Grade 2
Mrs. Christina Peck	Grade 2 Aide
Miss Stephanie Baldelli	Grade 3
Miss Theresa Paradis	Grade 4
Mrs. Kim Chepulis	Grade 5
Mrs. Christy Rybczyk	Grade 6
Mr. John Petto	Grade 7
Mrs. Amy Banach	Grade 8
Mrs. Melanie Semplice	Middle School Math
Mrs. Kim Holliman	Art
Mrs. Kathy Longo	Music

Ms. Mairead Duffy	Middle School Language Arts
	Physical Education
Mrs. Lisa Hodgkins	Intervention/Enrichment
Mrs. Louise Falcone	Librarian
Mrs. Sandy Ricci	Administrative Assistant
Ms. Lindsey Ambrose	Business Manager
Mr. Keith Breiner	Building Manager
Mrs. Mary Ellen Chechoski	Extension Care Director
Mrs. Annie DeMayo	School Nurse
Evan & Elaine Hazelton	Custodians

St. Mary Magdalen School Graduate Profile

Upon graduation from St. Mary Magdalen School, the student will be:

1. A confident, responsible, critical thinker.
2. A joyful learner
3. Inspired through a deeper and growing union with Christ
4. Prepared for a life of personal excellence and responsibility
5. Ready and eager to live out their Christian calling
6. Committed to help others, to love and serve God and others
7. Empowered to be a lifelong learner and leader
8. Prepared to go out and make a difference in the world.

Academic Information

St. Mary Magdalen School follows curriculum standards that are published by the Office of Education, Evangelization and Catechesis (OEEC). We maintain a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology is integrated into all curricular areas.

Prayer and Religion (4.106)

The school day begins and ends with prayer. Traditional prayers of the Church are taught. Informal prayer is also encouraged. Catholic students are encouraged to practice their faith and to receive the Sacrament of Penance/Reconciliation and Holy Eucharist often after making their First Reconciliation and First Holy Communion in Grade 3. Student retreats approved by the Principal will be permitted as integral part of the instructional program. Off-campus retreats will follow the guidelines for field trips and parental permission will be required.

Human Sexuality

Education in human sexuality will be offered in grades 5-8 and will conform to the teachings and spirit of the Catholic Church. Parents will be made aware in advance of this instruction and will be provided with opt-out choices for films or discussions of a sensitive nature.

Think First/Stay Safe (Lures) Program

St. Mary Magdalen School presents the Lures Program Protecting God's Children annually in grades 1-8, as mandated by the Archdiocese of Hartford Office of Safe Environment. Parents will be notified in advance of the instruction and will be offered an opt-out alternative.

The Grading Policy (4.134)

The primary purpose of grades is to provide meaningful communication of student achievement to students and parents.

Early Childhood Reporting Of Progress – Grades Pre K 3, PreK4, and Kindergarten

Students in these early grades are collaborating with their teachers and parents to identify and establish daily routines, early literacy skills, and mathematical thought processes. Progress reports are much different than those distributed in grades 1 through 8, as they illustrate more fundamental aspects of early learning. Their measures are established by the Office of Education, Evangelization, and Catechesis (OEEC). Reports are given to students in Pre K twice each year, and to Kindergarten each trimester. Ongoing communication between teachers and families is vital to the overall success of the early learner at St. Mary Magdalen School.

Grades 1, 2, 3:

- 5** – Consistently exceeds grade level expectations
- 4** – Consistent performance at achieving grade level mastery
- 3** – Indicates growth and significant progress toward consistent grade level mastery
- 2** – Demonstrates proficient achievement of many grade level skills/concepts
- 1** – Difficulty meeting appropriate skills and or expectations for the term – student needs intensive support at school and home – support and intervention strategies required
- I** - Incomplete work for the term
- S** - Satisfactory
- U** - Unsatisfactory

Grades 4 - 8:

A+ 100 - 98	A 97 - 94	A- 93 - 90
B+ 89 - 87	B 86 - 83	B- 82 - 80
C+ 79 - 77	C 76 - 73	C- 72 - 70
D 69 to 65	F below 65, Failing	

Any subject that meets only once a week (Art, Music, PE, Spanish 1-5) will use O, S, and U (Outstanding, Satisfactory, or Unsatisfactory) to indicate student performance.

The school year consists of three trimesters. Parent conferences will be held at the midpoint of the first and second trimester. Report cards are distributed at the end of each trimester. Progress reports will be sent out at the midpoint of each trimester.

Honor Roll

The Honor Roll is published at the end of each trimester for students in Grades 4 THROUGH 8. Students who achieve the required averages in major subjects are recognized for the scholastic accomplishments.

High honors - All A's

Second honors - A's and no more than 2 B's

Honors - nothing below a B

The following subjects are included when determining honors status: religion, language arts, literature, history/social studies, math, science/health, geography, and world language. Any grade lower than an S in a 'special' shall negate honor roll status. "Behavior must be a consideration when determining honor roll status." (4.134)

The Diocesan Office of Catholic Schools dictates all instructional time allotments. The following subjects are taught:

Grades 1 – 3: Religion, Mathematics, Reading, Oral Language, Written Language, Phonics, Spelling, Handwriting, Social Studies, Science-Health, World Language, Art, Music, Physical Education

Grades 4 & 5: Religion, Mathematics, Reading, Language Arts, Spelling, Handwriting, Social Studies, Science-Health, World Language, Art, Music, Physical Education

Grade 6: Religion, Mathematics, Literature, Language Arts, Science-Health, Social Studies, Spanish, Art, Music, Physical Education

Grades 7 & 8: Religion, Mathematics, (Pre-Algebra or Algebra), Literature, Language Arts, Science-Health, History, Geography, Spanish, Art, Music, Physical Education

PHYSICAL EDUCATION is held once a week for students in K - 8. (See uniform guidelines). All students are expected to participate in gym unless a note from a doctor is received.

Homework (4.105) is expected of all students. The following time guideline is used:

Grades: **1, 2, 3 – 30 minutes**
 4, 5 – 60 minutes
 6, 7, 8 –120 minutes

These time allotments are based on the performance of the average student working consistently through that time period. Advanced students may take less time to complete their assignments while others may find the assignments take longer. Properly assigned homework enriches the school program. It develops in students a sense of responsibility and self-reliance. It gives them practice in work habits and study skills. While the teacher has the responsibility to make

appropriate assignments, students and parents also carry responsibility for homework. Students in kindergarten through grade 8 must purchase and use the official school homework notebook. This notebook is to be used as a means of communicating to parents the expected homework for each night. It is important for parents to check this book nightly since it may also be used to communicate concerns regarding quality of work, workload, or behavior issues. Remember that all daily homework assignments can also be found on the teacher's website!

Promotion and Retention Policy (5.302)

Students are promoted once a year based on the student's satisfactory completion of grade requirements. The parish elementary school may retain a student in a grade for a second year if the administration, faculty, and parent/guardians agree that it would contribute positively toward personal development and academic progress of the student.

Graduation Requirements (4.106)

In order to graduate from St. Mary Magdalen School, the student must successfully complete the eighth grade curriculum.

Testing Policy (4.135)

Students in grades 7 and 8 will be required to take summative exams in designated subjects at the conclusion of the first and second trimester. Final exams will be given in May/June. These exams will help the students in the middle school program to study comprehensively and will ultimately prepare them for such tests in high school.

All students in Grades 3 through 7 are required to participate in the Iowa Test of Basic Skills that is administered in May of each year. Grade 2 is administered the Cognitive Abilities Test in October. It is important to note that these test scores, while informative, are not in any way a complete picture of a student's academic achievement or ability.

In March, students in grades 5 and 8 will also take the ACRE Test of religious studies.

Accreditation (1.213)

St. Mary Magdalen School is accredited by the New England Association of Schools and Colleges. Every ten years, the school undergoes a comprehensive process to ensure that the quality of our programs is meeting the requirements of this nationally recognized organization.

Admissions Information (5.101)

St. Mary Magdalen School admits students of any race, ethnicity, and /or national origin. Students with special needs will be given the same consideration as all applicants. However, prior to admitting the student, the parents, principal, and intervention teacher will meet to review the level of support needed and whether the school will be able to meet those needs.

The order of acceptance is as follows:

1. Siblings of current students
2. SMMS Parishioners/present Pre K students (going into Kindergarten)
3. Catholic Parishioners not registered at SMMC
4. Non-Catholic

Admission for the Pre K 3 Program

Applicant must be 3 years of age by December 31st

Applicant must be fully potty-trained, including being able to handle all bathroom needs without assistance.

A student application must be completed, with all required materials as indicated on the application.

Pre K3 Orientation for parents will take place before the official first day of school.

Applicants may choose from the following options:

2,3,4,5 Half Days or 2,3,4,5 Full Days – any change in attendance is at discretion of the principal.

Admission for the Pre K 4 Program

Applicant must be 4 years of age by December 31st

Applicant must be fully potty-trained, including being able to handle all bathroom needs without assistance.

A student application must be completed, with all required materials as indicated on the application.

Pre K4 Orientation for parents will take place before the official first day of school.

Applicants may choose from the following options:

2,3,4,5 Half Days or 2,3,4,5 Full Days – any change in attendance is at discretion of the principal.

Admission for Full Day Kindergarten Program

A student application must be completed, with all required materials as indicated on the application.

A family interview with the Principal prior to acceptance is required.

All prospective Kindergarten students will be required to attend a Kindergarten screening prior to acceptance.

Admission for Grades 1-8

A student application must be completed, with all the required materials as indicated on the application.

A family interview with the Principal prior to acceptance is required.

Release of records/proof of attendance from previous school is required.

Prospective students may be subject to an academic screening as determined by the Principal.

A student shadow day is strongly encouraged, so that the prospective student gains a sense of a typical day at St. Mary Magdalen School.

Admission Policies

All new students will be admitted to St. Mary Magdalen School for a probationary period of ninety days. Screenings, new family interview, and appropriateness of the student for the school are at the Principal's discretion: acceptance is not assumed or guaranteed.

Initial admission carries with it no guarantee of continuing enrollment. Enrollment may be terminated by the decision of the administration for failure to cooperate with school regulations, or by either party should the school prove not to meet the needs of the child in a satisfactory way.

Tuition

Tuition is evaluated each year by the Pastor, Finance Board, Business Manager, and Principal of the school. A proposed tuition is submitted to the School Board for approval. The school recommends tuition is paid through the FACTS tuition management program. Payments can be made in one, two, four, or ten payments directly from the account of your choice. Families that choose not use the FACTS program can make payments directly to the school in July and January. Families are encouraged to meet with the Pastor, Principal and Business Manager to discuss tuition issues.

Catholic Parishioner – Families who are registered members of St. Mary Magdalen Church or another Catholic parish may be entitled to a \$250 parish subsidy for each student which is reflected in the Catholic Parishioner tuition rate. Families who are not registered, do not contribute regularly, or whose parish does not provide the subsidy to St. Mary Magdalen School are not entitled to the Catholic Parishioner rate and are obligated to pay the additional \$250 directly.

School Hours

K -8: School Day: 8:50 a.m. – 3:05 p.m. Half- Day and Early Dismissal are at 1:00 p.m.

**PreK-3 - PreK4: Full day 8:35 a.m. – 2:50 p.m.
Half day 8:35 a.m. – 11:35 p.m.**

Students will be allowed in the building at 8:30 a.m.

Tardiness and Early Dismissals: Late arrivals and early dismissals are very disruptive to the educational process for all students. Our school day begins promptly at 8:50 and ends at 3:05. All children are expected to remain until the day is over. Therefore this policy states that any child arriving after 8:50 and/or leaving before 3:05 will not qualify for perfect attendance.

Children who are late arriving to school **MUST** go directly to the office to sign in. Parents of K – 2 students must come in with their children since tardiness is monitored through computer check-in. Parents are asked to write a note regarding their child's tardiness. Requests for early dismissal must be made in writing.

Extension Program

Before school care begins at 7:00 a.m. (when there is a delayed opening, before care will also be delayed by the same amount of time). **After** school care is provided for the children of our school (PreK - 8) who require this service. This daily program begins at the end of the school day and extends to 6:00 p.m. Payment is based on the amount of care needed - before, and/or after school. This is not a baby-sitting service since it is structured to include time for homework, playtime, arts and crafts, story time and a variety of activities. Snacks are provided in the after school program. **It is in the best interest of parents to consider registering their child in the program (at no cost) "just in case it is ever needed"**. No child will be accepted without the proper registration forms being completed. A separate handbook is issued for the Extension Program and all policies are strictly enforced. For further information on the Extension Program, contact the school.

Attendance (5.200)

Absences (5.2011)

If a child is absent, parents are to call the school in the morning. If no call is received, the school nurse will attempt to contact the parent. If no communication is made, the parent must send in a written note upon the child's return stating the reason for the absence. Homework for each day can also be found on the teacher's website. Students who are ill are responsible to make up all missed work.

A student who is absent from school on a given day, or leaves school due to illness, is not permitted to take part in any school activity or function (i.e., practice, game, extra-curricular activity, dance) which is scheduled for that day or evening. Neither parents nor coaches may override this rule without express permission from the principal.

Vacations

Advance written notice must be given on all absences other than illness. **VACATIONS** are **not encouraged** while school is in session. If parents choose to take a vacation during school time, the faculty and administration will not be held responsible for class work, homework, and tests missed by the student. Teachers are not obligated to provide tutorial help for time missed or work. All missed work will be given upon their return. All work must be made up in a timely manner. Please make every effort to schedule family vacations during school vacations.

Early Dismissal / Delayed Opening/ No School (weather related or any emergency)

Early dismissals, delayed openings and no school announcements are made through School Messenger, TV stations (WFSB Ch3, NBC Connecticut, WTNH 8) and the school website. If you do not hear the school name know that we follow the **WATERTOWN public school system**. If weather conditions worsen while school is in session, please check for a message from School Messenger on your home or cell phone or visit our website: www.smmsoakville.org, since children will be dismissed if there is an early release. There will be no Aftercare on weather related early dismissal days.

Bus Transportation

Taking the bus is one of the safest and most convenient means of getting to school for Oakville/Watertown and Bunker Hill students. It is seriously suggested that students who are eligible for bus transportation use it. Town school buses that bring students to Catholic schools are funded through special funds allocated by the State of Connecticut. Those funds are often at risk when fewer Catholic school students choose to use the bus. Parents who choose to send their students to school by bus ensure that these funds continue to be given by the State, and reduce the amount of car traffic on the school grounds.

In the interest of safety, all students and parents should understand the necessity for strict compliance with the following bus rules:

Students are to remain out of the roadway while waiting for the bus.

Getting on and off the bus should be done in an orderly fashion.

Students are to remain seated while the bus is in motion, aisles should be kept clear at all times and no items should be thrown in or out of the bus.

No eating or drinking permitted on the bus.

The first time a student violates a bus policy or is written up by the bus driver, he/she may be given a detention. The second time a student violates bus policy; he/she may be taken off the bus for a week. Parents will have to provide their own transportation. The third time a student violates the bus policy; he/she may lose bus privileges.

Lunch

Since there is no cafeteria program, bag lunches must be brought to school. Milk may be ordered through the school. Orders are accepted for 1/2 the year only. Hot lunch days are held on Tuesdays and Fridays for those who wish a break from the bag lunch. Cookies are available on Wednesday. Monthly lunch calendars will be sent home so that parents may order hot lunch for the month.

Communication

Please contact the main office if there any changes to your child's schedule. A note to the teacher should also be sent in if dismissal arrangements change.

Communication on a regular basis is an important part of our philosophy. Therefore, calendars, weekly newsletters, and occasional information are sent home through the children or through electronic communications and the school web site is kept as current as possible.

Parents can contact teachers via email. Teachers will respond once the school day is over. Classroom issues should always begin with the teacher.

An electronic newsletter is sent home each Friday which includes photos, notices, upcoming events, forms, and news.

Custody Arrangements

Parents shall provide complete information regarding custodial care of the student and applicable visitation rights for their children when they are at school or school functions. Upon request, the parent shall furnish to the principal a copy of any relevant court order in order to insure the safety and welfare of the student. The parents will notify the school/principal of any changes in custodial care of the student and of the issuance of any court ordered restrictions prohibiting parental or third party contact with the child.

Field Trips (4.125)

Field trips are held at various times during the school year. We encourage trips that have clear educational and/or cultural value. Parents will be notified well in advance and all children are expected to participate. All field trip permission slips must be the official slip sent home. A simple note will not suffice. Participation in a field trip is a privilege and a student can be denied participation if they fail to meet academic or behavioral requirements. No child will be allowed to

remain in school when his/her class is on a field trip and will be considered absent if he/she does not go.

The teacher, with approval of the principal, has final authority regarding which and how many parents officially chaperone a given trip, per Office of Catholic School Policy, **all parent volunteers and parent chaperones must be Background Checked as well as Virtus Trained. No Exceptions.** Unless invited to do so, a parent not designated as a chaperone should not attend a field trip. Teachers will not take more chaperones than required. Also, in fairness to all classroom parents, the assignment of chaperones will be done in an equitable manner throughout the year.

Children's Birthdays

Children's birthdays are celebrated in school; however, classroom parties in grades K through 8 are not allowed. Also due to the growing number of serious allergies please do not send snacks or treats for the class unless approved in advance by the teacher and the school nurse. **NOTE:** Unless the entire class is invited, birthday party invitations will not be distributed through the school. Please do not ask the teachers to do so.

Students names, addresses, and telephone numbers can be accessed through Educonnect.

School Safety

The safety of all students, staff, and visitors is important to St. Mary Magdalen School. Therefore it is prudent to be prepared in the event of any accidents or emergencies that might occur during the day and/or on school property.

Crisis Plan (5.611, 5.618)

A comprehensive Crisis Plan is on file and well-learned by all staff and students of St. Mary Magdalen School. Regular drills are conducted, and the plan is reviewed and revised at least once a year. It have been devised with the counsel and input of local police and fire departments.

Fire and Emergency Drills (5.613, 5.617)

Each classroom will review and practice all fire and emergency drills. The first two weeks of school will include several drills to acquaint classes with emergency procedures. Fire and emergency drills will be practiced school wide at least once a month.

Visitors and Volunteers

Visitors (5.618)

All parents and visitors must enter through the Main Office to sign and receive a visitor's pass. This procedure is for your child's protection.

Volunteers (3.212)

Every volunteer serving in a position where they may have regular contact with students must undergo a background check and complete VIRTUS Training. VIRTUS training must be completed before any volunteer activity is permitted.

Bullying and Cyberbullying

Bullying Policy (5.504)

Bullying is prohibited in all Catholic school of the Archdiocese of Hartford. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “Love neighbor as yourself”, and destroys respect for the dignity of student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

The spirit of St. Mary Magdalen School calls each student to a life of prayer, love, service, courtesy, and hospitality. In St. Mary Magdalen School, Jesus is the Center and Mary, the Model.

St. Mary Magdalen School offers all students positive, safe learning environments in which everyone behaves responsibly and respectfully toward others. All children are entitled to learn in a physically and emotionally safe environment that is free from threat, harassment and any type of bullying behavior. In accordance with this philosophy, it is the policy of St. Mary Magdalen School that bullying of a student by another student is prohibited. “Bullying” is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, on the school bus, or at a school sponsored activity, which acts are repeated against the same student over time.

Cyberbullying Policy (5.513)

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings include defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

Students who engage in any act of bullying, while at school, on the school bus, at any school function, or in connection to or with any school sponsored activity or event are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement officials. All bullying incidents will be handled according to the protocols established in the Bullying Policy adopted by the SMMS School Board in October 2010.

Cell Phones (5.509)

During normal school hours, all cellular phones shall be turned off and put in a container on the teacher's desk or other designated area at the beginning of each day. The cell phone is to be used in case of emergencies with permission and only in the presence of a teacher or staff member. If a student does not comply with the cell phone policy, the phone will be confiscated and only a parent/guardian may retrieve the cell phone from the principal. If a second infraction occurs, the phone will be confiscated and the student will not be allowed to bring the phone to school. The same policy will apply to other personal communication devices including I-Watches and tablets not provided or sanctioned by the school.

Child Abuse Laws (5.605)

Child Abuse and Neglect

The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel must abide by state law and Archdiocesan policy in regard to this subject. All school personnel and especially the Principal/Chief Administrator shall keep informed of their legal obligations under the law. Whenever there is a concern over legal requirements and obligations, the Superintendent/Assistant Superintendent must be contacted. Whenever a report is made by a mandated reporter to the appropriate civil authorities, such mandated reporter shall also inform the school's Principal/Chief Administrator, who shall report said instance to the Superintendent/Assistant Superintendent, and shall ensure that a report, as required by statute, is made to the legitimate civil authorities as per the administrative procedures to this policy. In an instance of sexual misconduct by a school employee, the more restrictive norms of the Archdiocesan policy on this subject shall also be in effect.

Conduct (5.501)

Reverence

Students of all faiths are welcome at St. Mary Magdalen School. Regardless of belief, all students and families are expected to afford the reverence and respect that is due to our Lord, His Blessed Mother, and the saints whom we honor.

Drugs and Alcohol

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Plagiarism/Cheating (5.509)

Plagiarism and cheating is not acceptable. It is the taking of another's work, ideas, or creative ability without proper permission. Stealing another's work includes student to student plagiarism. It is contrary to the teachings of the Catholic faith. If a student's work is found to hold plagiarized information or is suspected or caught cheating he/she will face a failing grade and shall result in an immediate demerit and a conference between the student and Principal. Parents of the student will be informed, and further action may need to be taken, depending on the circumstances surrounding the incident. Repeated incidents of plagiarism or cheating may result in more serious consequences which may include suspension and or expulsion.

Discipline (5.210)

The Principal is the final recourse in all disciplinary situations and may waive any discipline rule for just cause at her discretion. Students should understand their first obligation in a Catholic school is to respect the dignity of all members of the school community. The student is a St. Mary Magdalen student at all times, and may be disciplined by school officials if they engage in conduct that is detrimental to the reputation of the school. The best system of discipline is “self-discipline”. Students at St. Mary Magdalen School will, through consistent experience in the classroom, on the playground, and in the extension program, learn self-discipline.

Detentions

Detentions may be given for the following infractions: (K-8)

Excessive tardiness as defined as five times or more within a grading period

Incomplete or improper wearing of the school uniform

Chewing gum

Eating outside of snack or lunch time

Coming to class unprepared (no book, homework, pens/pencils, etc)

Excessive talking during class

Classroom disruption

Improper behavior on the bus

Students who receive detention must serve it on the date scheduled by the teacher/Principal, without exceptions. Detention is served every Wednesday after school until 3:35 p.m. in the teacher-on-duty’s classroom. A student’s responsibility to serve detention overrides his or her participation in all extracurricular activities which may conflict with the detention time, including sports, music, clubs, etc.

Demerits

May be given for the following infractions (K-8):

Disrespect – physical, verbal, obscene language or gestures to faculty, staff, or peers

Cheating including plagiarism

Fighting

Repeatedly disregarding uniform policy

Failure to serve a detention

Insubordination

Destruction of property

Dangerous behavior such as pushing, shoving, tripping

Inappropriate use of technology

Use of cell phone during school time

Inappropriate bus behavior (2 or more write-ups)

Excessive disruption of the classroom that interrupts the classroom and the ability of the teacher to teach

The consequences for the above infractions accumulate during the year and are carried from one marking period to the next.

Students who receive demerits will serve 60 minutes after school. The same procedure for serving this time applies to a demerit as applies to a detention.

Saturday Detention

Students who have 3 or more detentions or 2 demerits in a trimester will serve Saturday detention. Saturday detention will take place from 9 a.m. to 11 a.m. in the school gym.

Suspension (5.207)

In-school suspension is given to a student whose behavior is not corrected through detention. Serious infractions of the rules will not be tolerated and may result in an in-school suspension. This means a student is excluded from class and any school activity for a specific period of time (usually 1 full day). The student will be given work to complete and will not socialize with other students at this time. In-school suspension work carries no academic credit. A student who receives an in-school suspension will not be allowed to participate in any extracurricular activities (including sports) for two weeks. No in-school suspension is given without parent notification.

In-school suspension or expulsion will automatically result from: Smoking, drinking, drug abuse, incidents of physical assault, or possession of any weapon on school property or at school activities. Any serious misuse of technology may also result in suspension or expulsion.

Expulsion (5.208)

Expulsion is a serious matter and should be invoked only as a last resort, or in cases of serious misconduct or violation of school policy. A student may be expelled from school when he/she had engaged in conduct which constitutes a serious violation of school policy; is seriously disruptive of the educational process, which endangers persons or property; or has engaged in repeated violations of school policies, rules and standards of conduct; when other means of discipline have failed. Incidents of physical assault, such as bullying or verbal abuse (threats, extortion, or violence) are not acceptable in a Catholic school or at school-sponsored activities and may result in disciplinary action up to and including expulsion. This policy is intended to cover serious misconduct which occurs off school grounds and which does not directly involve the school but which can be harmful to the education process of the school. *The principal and/or pastor may determine a suspension and/or expulsion if offenses are deemed by them to be deserved.*

Textbooks and School Property

All non-consumable textbooks must be covered with a book sock or some other type of non-permanent cover to preserve their condition. (brown paper bags work best) Fees for lost/damaged

school textbooks or property will be assessed and assigned to the family in the event that student misplaces or abuses textbooks or school property.

Extracurricular Activities (4.125, 4.126)

Extracurricular activities at St. Mary Magdalen School are an important part of education the whole child.

Extracurricular activities include: sports, Student Council, Lego Club, Green Team, Caring Cougars, Technology Club, yearbook, and instrumental music.

Students who participate in extracurricular activities must meet the behavioral and academic standards the school sets for membership on sports teams or leagues.

Parent Organizations

Home and School Association (1.210)

All families with children at SMMS must belong to the H & S Association, which is responsible for family activities, fundraisers, and meetings with the faculty and the parents. Subcommittees of the H&S Association include: Fundraising, Family activities, Hospitality, Athletics, and the SMMS Men's Club.

H & S dues (\$50.00) for families with children in K - 8 are collected each year per school family. The purpose of these dues is to establish a working capital for the association in order to buy supplies for special school lunches, sports equipment, and sponsor various programs and activities for teachers, students and parents.

School Board (1.209)

St. Mary Magdalen School has a committee-driven school board established according to the guidelines issued by the Office of Education, Evangelization and Catechesis. The school board is to consultative to the Pastor and Principal.

Uniform and Dress Code (5.508)

Students must follow the dress code, except on designated dress down days (see below)
All items except socks, shoes/sneakers and belts must be purchased from Dennis Uniform Co.

Fall/Spring Option Means:

- First day of school until October 31, May 1 until last day of school.

Winter Option (Formal Uniform) Means:

- November 1 until May 1.

Grades K-4

Girls

- Plaid Jumper (Required for Class picture day)
- White Oxford Blouse
- Green Cardigan Sweater with school name
- Green, white, or grey ankle socks, knee socks, or tights. Socks must cover ankles.

Fall/Spring Option

- Khaki shorts w/brown or black belt
- Short sleeve green polo w/logo – must be tucked in
- Green Cardigan Sweater with school name (optional)
- Green, white or gray ankle socks or knee socks. Socks must cover ankles.

Winter Option

- Khaki pants with brown or black belt
- Short or long sleeved polo w/logo – must be tucked in
- Green Cardigan Sweater with school name (optional)
- Green, white, or grey socks. Socks must cover ankles.

Boys

- Khaki twill trousers (pull-on trousers available for Kindergarten only)
- Long or short sleeved green polo w/logo – must be tucked in
- Green, white, or grey socks. Socks must cover ankles.

Fall/Spring Option

- Khaki shorts w/brown or black belt. (pull-on shorts available for Kindergarten only)
- Short sleeve green polo w/logo – must be tucked in
- Green Cardigan Sweater with school name (optional)
- Green, white or gray socks. Socks must cover ankles.

Grades 5-8

Girls

- Plaid skort (Required for Class picture day)
- White oxford blouse – must be tucked in

- Green Sweater vest with school name
- Green, white, or gray ankle socks, knee socks, or tights. Socks must cover ankles.

Fall/Spring Option

- Khaki shorts w/brown or black belt
- Short sleeve green polo w/logo – must be tucked in
- Green, white or gray ankle socks or knee socks. Socks must cover ankles.

Winter Option

- Khaki twill uniform slacks (from Dennis Uniform) w/brown or black belt.
- White oxford blouse – must be tucked in
- Green Sweater vest with school name
- Green, white, or gray ankle socks. Socks must cover ankles.

Boys

- Khaki twill trousers w/ brown or black belt (Required for Class picture day)
- White oxford shirt – must be tucked in
- Plaid tie (Gr8 may wear any appropriate tie or bow tie)
- Green Sweater vest with school name
- Green, white, black or gray socks. Socks must cover ankles.

Fall/Spring Option

- Khaki shorts w/brown or black belt
- Short sleeve green polo w/logo – must be tucked in
- Green, white, black or gray ankle socks. Socks must cover ankles.

GYM Uniform

K-8

- Gray t-shirt with school name
- Green gym shorts with school name (Fall/Spring)
- Green sweat pants with school name (Winter)
- Green warm up pants purchased as spirit wear are acceptable.
- Green Crew neck or quarter zip sweat shirt w/logo
- Grade 8, spirit wear or school team hooded sweatshirts are acceptable.
- Green, white, black, or grey socks. Socks must cover ankles
- Sneakers

Shoes

- Shoes must tie or buckle with NO SCUFF, flat rubber soles (not treads)
- Suggestions: bucks, saddle shoes, oxfords, Mary Janes. Only Sperry shoes with 4 hole laces.
- NO loafers, sneaker-like shoes, or boots of any kind. NO heels or open back or open toed shoes.

Haircuts – no radical or fad haircuts (including color or highlighting) of any kind will be allowed.

- Girls hair must be clean and well-groomed - no coloring or highlighting. Excessive braids, hair ornaments, Scrunchies and headbands must match the uniform - green, gray, white, khaki, or black and cannot have ornamentation.
- Boys are to have conservative haircuts - short, clean-cut, and neat. Ears and eyes must be visible. Shaved heads, razor strips or lines are not allowed. Hair length must be above the shirt collar.

Belts – all pants and shorts (summer uniform) must be worn with a belt at all times – except for Grade K – they may wear the pull-on pants and/or shorts with no belt. (Both boys and girls)

Earrings/Jewelry – Girls may wear 1 pair of earrings, 1 watch, 1 necklace. No earrings or necklaces on gym day. Boys may not wear earrings or bracelets. Watches and religious necklaces worn inside the shirt are acceptable.

Skort Length – all skorts must not be shorter than 2-inches above the knee

Clean-shaven –Boys who are able to shave must do so daily.

8th grade girls may wear clear, or light pink nail polish. No dark colors, designs, or false nails are permitted

No make-up.

A written excuse is to be sent to the teacher whenever it is necessary for a child to be out of uniform.

Please LABEL all clothing with the child's name. This will help return lost clothes to their rightful owners.

DRESS DOWN DAYS (or Free Dress Days)

- Slacks or jeans should fit at the waist, no holes or frayed edges.
- Skirts, dresses, and shorts should be knee length
- Polo shirts, t-shirts (team jerseys), blouses and button downs
- Sneakers
- Necklines should be modest
- Shirts must have sleeves
- School and school team hooded sweatshirts
- No yoga pants, jeggings, leggings, pajamas pants, or flannel pants
- No open toed shoes, flip flops, sandals, crocs, platforms or high heels
- No revealing clothing (short shorts, halter tops, half shirts, tank tops, low cut shirts, and see through shirts)

Parents will be called if they fail to comply with the above. Parents will be required to bring a change of clothing to school for their child.

Health

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

Emergency contact information should be kept updated. Notify the school promptly of any changes in phone/address.

Report the reason for absences via call to the nurse's office.

Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

Accident insurance is available to each student; information regarding this coverage is sent home the first week of school. The school cannot be held responsible for injuries occurring outside of school.

Students in casts, or who require crutches or wheelchairs, must have a physician's written authorization to attend school and to participate in the full program, including recess and gym. Parents requesting an indoor recess or any excuse from P.E. classes for their child must have a physician's note.

All injuries and surgery should be reported to the school nurse. After an injury or surgery, a child will be able to resume physical education classes ONLY after a WRITTEN RELEASE from his/her doctor has been received by the school. Any child with any durable medical equipment orthopedic appliances (splints, braces, and crutches) requires a physician's note. A parent's note will not be sufficient.

A parent's note is acceptable for one P.E. class/physical activity exemption due to a medical reason. A physician's note is required for missing any subsequent physical activity. A doctor's note is required for their return.

Emergency Forms

Students will be given emergency forms at the beginning of each school year. It is important that this form be completely fill out and returned promptly. Three adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. If any change in the information occurs during the school year, please notify the school nurse or the Main Office in writing immediately.

Emergency Notification and Transportation

If a severe accident or acute illness occurs, a parent or person listed on the student's emergency card will be notified. The pick-up person must provide a valid photo I.D.

Health Records

A cumulative Health Record for each student will be maintained in a secure location in the Nurse's Office. Access to these records is limited to the school nurse. The nurse will relay pertinent information to appropriate school personnel.

Insurance

HUSKY Health Insurance Policy – The State of Connecticut sponsors a health insurance program for children that covers basic health and welfare needs. The cost of this program is determined on a sliding scale tied to income guidelines. If your child is not covered by any type of health insurance coverage, you might be interested in looking into the details of the HUSKY Program. Please see the school nurse for further information or call 1-800 CT Husky.

Medical Appointments

Pupil medical appointments should be made outside of school hours, whenever possible, so as to avoid taking a child out of school. Physical forms are available on *Forms and Publications* on the Connecticut State Department of Education website:www.sde.ct.gov.

Physical Assessments/Immunizations

Physical assessments shall be completed for those students entering preschool and kindergarten, entering Grade 7 and 10, and sports. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and **filed with the nurse. Failure to meet the requirements will cause the student to be excluded from school.** Sports physicals are required annually before try-outs. Please note, sports physicals do not take the place of state mandated physicals.

Prior to enrollment, new students to the Watertown School District must present the written results of a physical examination that is less than one year old on the day of entrance. Immunizations must be completed to meet the State of Connecticut requirements for school enrollment.

Screenings

The school nurse conducts screenings of vision, hearing and posture according to the following schedule. Referral letters will be sent to parents/guardians of students who fail the screening according to state guidelines.

Annual Vision screenings	Grades K, 1, 2, 3, 4, 5, 6, and 9
Audiometric screenings	Grades K, 1, 2, 3, 5, and 8
Postural screenings	Grades 5-9 inclusive
Color Vision screenings	Grade K and if not done previously upon entering Watertown Schools

Recess and Physical Education

Children are expected to come to school properly clothed for weather conditions. Hat, coat, gloves, snow pants, boots are required in cold weather.

For an excused absence from Physical Education due to injury or illness for more than one class, a doctor's excuse **in writing** is necessary. If the doctor's written excuse states "until further notice," a second written note is required to return to Physical Education. The doctor's note should state the nature and duration of restriction.

Policy on Medications In School

The Watertown School District's policy complies with the State of Connecticut's health regulations.

1. Medications may only be administered in school with the **written** order of a qualified practitioner, and written authorization of the parent/guardian.
2. Written orders are needed for all medications, including Tylenol or Advil, and all other over-the-counter medications. A form can be obtained from the nurse if a medication is required during school hours.
3. Students may only self-medicate with certain emergency medications only with a doctor's order.
4. Medications must be brought to the school nurse by a **parent or other responsible adult** and must be in the original container. Students are not permitted to transport medication unless they have an order to self-administer the medication. At the end of the school year, medications must be picked up by a parent/guardian or a responsible adult at the close of the academic day/school dismissal. Any remaining medication will be disposed of within two days.
5. New medication orders must be written for every school year and must be on file with the school nurse.
6. The use of cough drops/sore throat lozenges is not allowed due to the choking hazard.

Notes from the Nurse: Please follow the guidelines listed below to determine when children should return to school or attend school.

The following guidelines must be adhered to before returning to school:

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol or Motrin before returning to school, and 48 hours during flu season.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.

3. Strep Throat – 48 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours.

Allergies

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

We ask that all parents be sensitive to common childhood allergies. Some classrooms are designated “nut free zones.” It is imperative that all students in any of these classrooms not bring products with nuts into school for classroom snack. Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician’s order warrants such activity.

Note: Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

Communicable Diseases

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician.

All communicable diseases should be reported to the nurse. These include:

Sore Throat/Strep Throat

The school nurse will examine a sore throat. If a sore throat persists for two days, or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 48 hours and be non-symptomatic before returning to school.

Head Lice

Children with head lice are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence. No child may return to school without first being inspected by the nurse. Parents must be present for this inspection.

Conjunctivitis/Pink Eye

The systems are a reddened eye which is usually painful and accompanied by moderate lid-swelling, mucous or discharge from the eye, and tearing. School policy states that any child with conjunctivitis/pink eye is excluded from school until antibiotics have been administered for a minimum of 24 hours.

Rashes

A child who has a rash such as impetigo, scabies, or shingles, will be excluded from school until the condition is diagnosed by a private physician and treated, if necessary. Proof of treatment must accompany the student upon return to school.

Chicken Pox/Varicella

Chicken Pox requires a 5-6 day exclusion after the appearance of the first crop of lesions or until all scabs are dry. The child is to report to the school nurse upon return to school. A parent must accompany the child to school for re-admittance.

Any suspicious appearing skin condition should be reported to the nurse. Children with impetigo and scabies are to be excluded from school until they have a doctor's permission to return.

Quarantine Periods (Minimum Control)

Chicken Pox	One week after appearance of first blister and when rash has begun to scab over. *Reminder to parents to avoid ASA products. Notify parents who are immuno-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	24 hours of medication before return to school. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis. Must have a note from the physician upon return to school.
Diarrhea/Vomiting	Minimum of 24 hours after symptoms are resolved without use of medicine.
Fever	24 hours after return of normal temperature as recorded without use of medicine.
Flu	48 hours after return of normal temperature as recorded without use of medicine.
German Measles	One week after rash appears.
Hepatitis	With written permission of M.D.
Impetigo	48 hours of treatment before return to school. May be left uncovered. No swimming.
Lice	Pediculicide per recommendation of school medical advisor. 24 hours at home to remove nits. Parent must accompany child to school with empty pediculicide container and remain while the child is examined by the school nurse.

Immunization

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus

influenzae type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).

Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child.

SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL

Self-administration of medication may be authorized by the prescriber and parent/guardian, and must be approved by the school nurse in accordance with Board Policy.

Prescriber's authorization for self-administration:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
			Signature	Date	
Parent's authorization for self-administration:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
			Signature	Date	
School nurse approval for self-administration:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
			Signature	Date	

<p>SYMPTOMS OF ANAPHYLAXIS:</p> <ul style="list-style-type: none"> Chest tightness, cough, shortness of breath, wheezing Tightness in throat, difficulty swallowing, hoarseness Swelling of lips, tongue, throat Itching mouth, itchy skin Hives or swelling Stomach cramps, vomiting, or diarrhea Dizziness or faintness 	<p>I HAVE RECEIVED, REVIEWED, AND UNDERSTAND THE ABOVE INFORMATION.</p>
	Patient/Parent/Guardian Signature

Renewal Date:									
Initials:									

Please include a 2X2 head picture of the child.

St. Mary Magdalen School **Computer and Internet User Guidelines**

(In accordance with the directives of the Office of Catholic Schools)

Please sign and return “Acceptable Use Agreement for Electronic Information Resources” at the end of the handbook.

St. Mary Magdalen School recognizes the important role technology (computers, networks, software, multi-media equipment and the Internet), plays in our society. St. Mary Magdalen School endeavors to train students to best use technology to enhance their academic pursuits and to provide a resource to teachers to enhance their curriculum.

Internet access is available to students and teachers at St. Mary Magdalen School to support education and research that is consistent with the educational objective of St. Mary Magdalen School. The Internet offers vast, diverse, and unique resources to both students and teachers. It enables the student and teacher to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other users around the world.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Mary Magdalen School has taken precautions to monitor access to inappropriate materials. Students will use the Internet as directed by the teacher. Websites will be researched and approved by the teacher. St. Mary Magdalen School firmly believes that the valuable information and interaction available through the use of the Internet far outweigh the possibility that users may procure inappropriate material.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that exist with the privilege associated with the use of the computers, network, and the Internet. Users must use the network resources in an efficient, ethical, and legal manner. If a St. Mary Magdalen School user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

***Network user refers to all students and employees of St. Mary Magdalen School.**

Local Computer and Network Use

- All network users are given a network account and must be responsible for their own password and must respect the rights of others. Obtaining another person's password is a form of theft. Taking advantage when a network user does not log off is no different than entering an unlocked house. Using someone else's password or posting a message using another person's login name or identity is a form of dishonesty. The person assigned the account is responsible for all actions under that account. Attempts to access the system as any other user will result in cancellation of user privileges.

- ❑ The network user is personally responsible for his or her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.
- ❑ Network users must not attempt to harm a user or their work.
- ❑ Network users must not attempt to harm the computer or the network in any way or engage in other acts of vandalism to any products, furniture or equipment related to computer use. This includes but is not limited to modifying or removing any hardware or software on school computers, changing printer settings or desktop settings, or uploading or creating computer viruses.
- ❑ Network users may not add software or download files to any school computer without permission from the technology department.
- ❑ Network users must not copy software. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software. Users are expected to abide by the copyright laws.
- ❑ If a network user identifies or has knowledge of a security problem on the network, the user must notify the teacher or principal. The security problem should not be shown or demonstrated to other users.
- ❑ St. Mary Magdalen School reserves the right to inspect network user resources for files that may affect the operation of the network.

Internet Access

- ❑ Network users will access the network for the purposes of education and research. Accessing material that is pornographic, violent, or otherwise inappropriate, will be regarded as a serious breach of school discipline and will be dealt with accordingly.
- ❑ Network users must not disseminate Internet addresses of sites containing inappropriate material. Such attempts will be regarded as a serious breach of school discipline and will be dealt with accordingly.
- ❑ Network users must not attempt to disable or bypass the filtering software installed by the school; such attempts will be regarded as a serious breach of school discipline and will be dealt with accordingly.
- ❑ Network users will notify school officials immediately of any user who is accessing inappropriate material, disseminating inappropriate material, and attempting to disable the filtering software or using the Internet or the network in any inappropriate manner.
- ❑ Network users must not use the network in any way that would disrupt the use of the network by others.
- ❑ Network users must not release the school's, their own or anyone else's personal information on the Internet including name, address, phone number, and photograph.
- ❑ St. Mary Magdalen School Internet access is not intended for commercial purposes.

Electronic Mail

- ❑ Students will have email access only under their teacher's direct supervision using a classroom account.

- ❑ Network users are expected to respect the privacy of email just as they would paper mail. Users should not share an email message with a wide audience unless the author has agreed.
- ❑ Network users should always be polite and use appropriate language. Contents of email should be consistent with the behavioral, content, and language expectations of the classroom.
- ❑ Network users must be aware that email is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to school officials.

Personal Responsibility

When you are using the school's computers, it may feel like you can more easily break a rule and not get caught. This is not really true. Whenever you do something on a network, you leave little "electronic footprints"; so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong – and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Amendments to this handbook may be made at any time by the principal or pastor. Notice of amendments will be sent to parents via mail and/or email.

Website and Other Publications

Photo Permission Guidelines

Dear Parent or Guardian,

Saint Mary Magdalen School hosts a Website at: www.smmsoakville.org. Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

Photo Permission Form

I **grant** Saint Mary Magdalen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary Magdalen School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

_____ Saint Mary Magdalen School **has permission** to post samples of my son/daughter's schoolwork in its media.

_____ Saint Mary Magdalen School **has permission** to post a picture of my son/daughter in its media.

I **do not grant** Saint Mary Magdalen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary Magdalen School website, or in other print or electronic media.

Print Name of Student Print _____

Print Name of Parent(s)/Guardian(s) _____

Signature of Parent(s)/or Guardian(s) _____ Date _____

NOTE: This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.

Acceptable Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with St. Mary Magdalen School's computers while attending St. Mary Magdalen School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.

8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using St. Mary Magdalen School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Signature: _____

Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Mary Magdalen School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please print)

Street Address: _____

Home Telephone: _____ Work Telephone: _____

Complete and return to your child's school.

Parent Signature Page

Please return the *SIGNED FORM* to the school office by Friday, September 14, 2018. One form may be submitted per family. Space has been provided for multiple student signatures.

I/We have read and discussed the 2018-2019 school year Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name - Print: _____

Parent signature	Date
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Parent signature	Date
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Student signature	Date
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Student signature	Date
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Student signature	Date
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Student signature	Date
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