

2017-2018

PARENT STUDENT HANDBOOK



COMMUNITY, RESPECT, SELF-DISCIPLINE

Purpose and Vision for Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

The above statement was formulated and recommended by the Archdiocesan School Board (2011), approved by the Archbishop (2011), and is implemented by the Superintendent of Catholic Schools and all Catholic school constituents.

St. Mary Magdalen School
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**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. We thank you for choosing St. Mary Magdalen School.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Our aim is to provide a caring and safe environment where students can grow morally, spiritually, and academically and to truly enjoy learning.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

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

PHILOSOPHY

The aim of Catholic education is to produce quality education which prepares convinced Christians to take their places in our society with confidence and with developed ability to help make a better world. The philosophy of St. Mary Magdalen School centers upon the four aspects of message, community, service and worship as seen in the light of the following aims of Catholic education:

1. To create within the school structure an atmosphere of enablement where in a faith community may be established.
2. To provide an environment that fosters the intellectual development of each child within the context of a traditional curriculum.
3. To encourage hopeful futurists who can face squarely the problems in our society but still believe strongly that good can overpower.

It is through the message of Christianity, the support of community, the challenge of service and the experience of worship that this can be achieved.

MISSION STATEMENT

St. Mary Magdalen School shares in the aim and purpose of Catholic School Education by concentrating on the total development of each student in grades pre-kindergarten through 8. *We value the human life that Jesus affirmed; thus our stress on Community, Respect, and Self-discipline. We encourage the “best” in one another—to be all that God intended us to be and to help discover and develop each individual’s God-given talents. Through traditional and innovative teaching, we provide students with the necessary skills to live and serve in an ever-changing society. We strive to have children come to a greater knowledge of and friendship with Jesus, as well as, to have them enjoy learning and being who they are.

* We includes students, teachers, families, alumni and parishioners.

PURPOSES

1. The students will grow in their knowledge and practice of the Catholic faith, thus developing their friendship with Jesus.
2. The students will learn to respect human life, as they come to value themselves and others within the framework of family, school and parish.
3. The students will develop critical thinking skills, independent application of concepts and problem solving abilities, to meet the challenges of the 21st century.
4. The students will develop the confidence needed to take their place in society and be empowered to effect positive change in our global world.

OBJECTIVES

1. To provide a caring and safe atmosphere in which students enjoy learning and developing their unique God-given talents.
2. To instruct students in the Catholic faith through the teaching of the sacraments, the commandments and the Gospel message.
3. To create a Christian environment where students, faculty and staff gather together to celebrate their faith and one another.
4. To help all members of the school community recognize themselves as worthwhile beings that are part of the goodness of God's creation.
5. To guide students to treat others with respect and kindness regardless of differences or abilities.
6. To foster within the students a sense of personal responsibility for academic work and for the completion of various tasks, thereby developing self-confidence.
7. To develop within the students a sense of self-discipline whereby they recognize appropriate behaviors and accept consequences of their choices.
8. To instill in students organizational skills and study habits that will apply to all aspects of their lives.
9. To challenge the students to integrate acquired knowledge, skills and experience to solve problems using a variety of resources.

General Information

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

PreK-3 7 PreK4: Full day 8:40 a.m. – 2:50 p.m.
Half day 8:40 a.m. – 11:40 p.m.

Drop-Off:

K-8 may enter the school between 8:30 a.m. – 8:50 a.m.

K-6 will enter through the main door; 7-8 through the courtyard door

- Please be sure to pull up as far as possible in the circle so that we may unload as many cars as possible.
- Students will exit quickly from the school side of the vehicle only
- Backpacks and book-bags should not be stored in the trunk.
- Please do not pass a stopped vehicle
- **PLEASE RIGHT TURNS ONLY ONTO BUCKINGHAM STREET – No left turns or going straight.**
- If your child needs assistance please park in the parking lot and you may walk them to the front door.

Pick-Up:

- Bus students are dismissed first
- Parents of students who do not ride the bust should park in the church parking lot
- All cars should have a “family name” sign in the front windshield
- Students are dismissed from the front door directly to their cars
- Please keep the traffic moving
- **PLEASE RIGHT TURNS ONLY ONTO BUCKINGHAM STREET – No left turns or going straight.**
- Parents who wish to walk up to the front door should turn at the gravel path and park in the lot near the courtyard and gym
- **“Walkers” will be dismissed after those leaving by car.**

Tardiness and Early Dismissals. Late arrivals and early dismissals are very disruptive to the educational process for all students. There are a few implications that parents should be aware of. Students arriving late or leaving early:

- 1) miss part of the academics
- 2) miss the prayer times on which the entire day is hinged
- 3) require special attention and take time that could be used otherwise
- 4) develop behavior patterns that are undesirable in school and later in work
- 5) may receive social pressure by peers that can lower their self-esteem
- 6) suggests to the child that academics is not that important
 - 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.

Your child's education is an investment that we take seriously. Please place top priorities on those 6 hours & 15 minutes each day that we focus on helping your child become academically successful.

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.

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. A child may be refused admission if there is no communication with the home. 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. If make-up tests need to be given after school, it is the parent's responsibility to provide transportation.

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.

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, work may be provided for students **BEFORE** their absence at the discretion of the teacher and principal. Make-up work will be given upon their return. Teachers will not be responsible to re-teach any material missed.

BUS TRANSPORTATION is provided for Oakville/Watertown students and the students who live in the Bunker Hill Section of Waterbury. Bus transportation is considered a privilege and not a right and students are required to follow bus rules at all times. Complaints registered by the bus driver will result in parent notification and a child may be denied the privilege of riding the bus for inappropriate behavior. **Waterbury residents ONLY may ride the Waterbury bus & Watertown residents ONLY may ride the Watertown bus. NO GUM, FOOD, or DRINKS are** allowed on the bus. Families are encouraged to use the bus for student transportation. This practice ensures that buses continue to be provided to Catholic school children, and reduces traffic congestion near the school, and in the school yard.

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.

Lunches: 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. Money must be sent to school in an envelope with the **order form attached ON THE OUTSIDE of the envelope. Monthly lunch calendars will be sent home so that parents may order hot lunch for the month.**

RELIGIOUS PROGRAMS - Students who are members of St. Mary Magdalen Parish receive the Sacraments of Reconciliation and First Eucharist in GRADE 3. Students who are members of other parishes have the option to receive these sacraments in their own parishes or join St. Mary Magdalen Church. **SCHOOL MASSES** are held periodically. Students are called upon to prepare liturgies and active participation is expected. Parents are the first and last teachers of the Catholic faith to their children. Parents are encouraged to join St. Mary Magdalen Church if they are unaffiliated and invited to attend Sunday Mass with their children. Parents are partners with the school in the faith formation of children.

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. School Calendars indicating early dismissals and special events should hold a place of honor in your house.

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.

THE TUITION POLICY for grades K - 8 provides for three payment plans:

- #1. A full payment of total amount due on or before July 1st.
- #2. Two payments of 50% each, due on or before July 1st and Jan. 1st.

(Families choosing the two payment tuition plan are given 30 days from the due date (July 1 and January 1) to submit the first and/or second half of the year's tuition. After the 30 days, there is a 10% penalty fee that is due with the tuition payment.)

- #3. Ten monthly payments through the F.A.C.T.S. program - This begins in July.

All tuition balance inquiries should be made to the school office.

PRE-K TUITION - Payment envelopes are sent home one (1) week prior to due date, the 15th of each month. Payment is to be placed in the envelope and returned to the school office. All pre-k tuition payments are made from August to May.

IMPORTANT: *Students whose tuition is not current by the end of the first trimester shall be denied admission for the second trimester unless other tuition payment arrangements have been made with the Pastor/Principal. Students whose tuition is not current at the end of a school year*

shall be denied admission for the next school year unless other tuition payment arrangements have been made with the Pastor/Principal.

Payments, not made through F.A.C.T.S. are to be made either by check or in cash. However, when making a payment by mail, please do not send cash.

The GENERAL POLICY IS NO REFUNDS ON TUITION PAYMENTS.

It is not the desire or the intent of the school board to create hardship for anyone, but merely to make it possible for the school to operate efficiently.

In order to receive parishioner status tuition rates; parents must be a registered family in a Catholic parish.

Students are not allowed to use cell phones or any electronic devices not approved by the school. Any student bringing a cell phone to school MUST give it to the teacher upon arrival to the classroom in the morning. Teachers will return the cell phone to the student at the end of the day.

DELAYED OPENINGS, EARLY RELEASE and NO SCHOOL ANNOUNCEMENTS are made through School Messenger, TV stations, 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. **THIS IS THE PARENT'S RESPONSIBILITY.**

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 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 AN 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**

STUDENT PHOTOGRAPHS/PUBLIC RELATIONS

Please read the policy and complete the form on page 26. Inside security cameras may capture images of students on video. This surveillance is for increased building security and does not include any audio.

UNIFORM GUIDELINES

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.**

MISCELLANEOUS (Gr. K-8)

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.

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

CURRICULUM/ACADEMIC POLICIES

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

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.

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 Code is that of the Archdiocese of Hartford and is used by all our Catholic Schools:

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	

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.

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." (ADH 4.134)

PLAGIARISM/CHEATING

Plagiarism 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. Copying of student work is also not acceptable. If a student's work is found to hold plagiarized information or is suspected or caught cheating he/she will face a failing grade. A meeting with the parent/guardian, teacher and/or the principal may be necessary. Repeated incidents of plagiarism or cheating may result in more serious consequences which may include suspension.

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

HOMEWORK is expected of all students. The following time guideline is used:

GRADES: **1 & 2** - 20 minutes each night
3 & 4 - 40 minutes each night
5 & 6 - 1 hour each night
7 & 8 - 1 to 2 hours each night

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. Students are not to use homework notebooks for personal communication or as journals. Notebooks may be collected by the school at the end of the school year. Remember that all daily homework assignments can also be found on the teacher's website!

STUDENT RESPONSIBILITY FOR HOMEWORK

1. record assignments in the homework notebook.
2. bring assignments home and return them on time.
3. complete homework neatly and accurately with the standard heading.
4. make up any missed work.
5. do their own work and not rely on the efforts of others.

PARENT RESPONSIBILITY FOR HOMEWORK

1. check the student's homework notebook.
2. provide a quiet place to study.
3. encourage or to establish a set study time.
4. supervise a student's assignments and assist when necessary.
5. coordinate long range assignments when necessary.

BOOKS are to be covered (NO CONTACT PAPER – PAPER BAGS ARE THE BEST OPTION) and back packs (book bags) used to transport books to and from home. Lost or abused books must be paid for or replaced. A list of replacement cost for each book is given to the parents on information night. If you find that your child's back pack is too heavy, check the website to be sure that your child is not bringing home any unnecessary books!

MIDDLE SCHOOL EXAMS AND STANDARDIZED TESTING: 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. **In March, students in grades 5 and 8 will also take the ACRE Test of religious studies.**

ATHLETICS - Members of the cheerleading, cross country, basketball, softball, and baseball teams are subject to behavioral and academic standards. These are defined in the Athletic Handbook.

STUDENTS WHO REPRESENT THE SCHOOL BY BEING ON A SPORTS TEAM MUST REMEMBER THAT MEMBERSHIP IS A PRIVILEGE TO BE EARNED AND NOT A RIGHT TO BE EXPECTED.

DISCIPLINE

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.

Behavior that will not be tolerated and must be addressed by the principal include:

- Disrespect of any adult through direct action: ignoring the request, nasty tone of voice; use of the adult’s first name; mocking
- Disruptive behavior that interrupts the classroom and the ability of the teacher to teach.
- Running and rough-housing in the hallways, classroom, bathrooms, gym
- Fighting or loud verbal arguments
- Vandalism of any school property, including writing on the desk
- No cooperation during fire drills, evacuation and lockdown practice
- The use of profane or vulgar language/ gestures
- Bullying, fighting and/or harassment of students
- Leaving the school or yard without permission
- Violating bus rules
- Chronic violation of the Dress Code
- Cheating, stealing or copying of academic assignments
- Throwing objects, such as stones or snowballs
- Inappropriate use of technology
- Use of personal cell phone during school time

Cell Phones: 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.

Detentions will be given for these offenses. The purpose of detention is to discourage student from engaging in inappropriate behavior. **DETENTION is held weekly for students in grades 3 and 4 (30 minutes), and grades 5 through 8 (40 minutes). A written notice of detention is sent home for a parent's signature and must be returned the next day. If your child has a detention, it is your responsibility to arrange transportation home.** A parent /school conference will be required for any student receiving 3 detentions in one marking period. This may result in other appropriate consequences.

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.

Conduct, whether inside or outside of the school, that is detrimental to the reputation of St. MaryMagdalen School may cause the student to be subject to home study. This regulation primarily concerns serious and/or criminal public acts. Return to school will be determined by the Pastor or Principal and is contingent upon the outcome of any court/counseling proceedings.

The principal and/or pastor may determine a suspension and/or expulsion if offenses are deemed by them to be deserved.

RESPECT FOR TEACHERS: Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from the school.

SOCIAL NETWORKING: Engagement in social networking, online blogs, or postings (Snapchat, Instagram, Twitter, etc.) shall result in disciplinary actions, including expulsion, if the content of the student’s blogs or postings includes defamatory comments regarding the school, a person’s dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teachings.

BULLYING

Bullying is prohibited at St. Mary Magdalen School. It **will not** be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Actions outside of school sponsored activities such as inappropriate use of technology tools such as Instagram and Snapchat that impact a student at SMMS may be considered bullying. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of 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. Examples of bullying include, but are not limited to:

- Physical violence
- Verbal taunts, harassment, name-calling and put downs
- Threats and intimidation
- Exclusion from peer groups within the school
- Use of social media or a cell phone (texting and images) to demean, intimidate, exclude, or threaten.

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.

OUTSIDE OF SCHOOL PARTY INVITATIONS: Students who are planning birthday parties or parties for other special events are not allowed to distribute invitations during the school day unless all students in the class are invited to the event. In this Catholic environment, all students' feelings must be considered. Distributing invitations to selected students only is a subtle form of bullying and is not reflective of the culture of acceptance that is a part of this school.

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.

HEALTH

Health Services

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.

Classroom Celebrations:

During the school year the classroom may hold celebrations during holiday time. They may include an appropriate craft project, game, or snack. Snacks or treats for the class must be approved in advance by the teacher and the school nurse.

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.

**Food Allergy Treatment Plan for School and Field Trips
and
Permission for the Administration of Medications by School Personnel**

Patient's Name:		Date of Birth:	
Patient's Address:		Telephone:	
Allergist's Name:		Patient's PCP	

Asthma:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Food Allergy:	
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**IF PATIENT INGESTS OR THINKS HE/SHE HAS INGESTED THE ABOVE
NAMED FOOD:**

Anaphylactic reaction can occur up to 2 hours following ingestion of a food allergen.

Administer adrenaline before symptom occur, IM	EpiPen Jr.	Adult	Twinject Jr.	Sr.			
Administer adrenaline if symptoms occur, IM	EpiPen Jr.	Adult	Twinject Jr.	Sr.			
Administer Benadryl	tsp/	tsp/	tsp/	tsp/	tsp/	Swish & Swallow	
Administer		tsp/	tsp/	tsp/	tsp/	tsp/	
Call 911 if symptoms occur and transport to ER for further evaluation, treatment, and observation X 4 hours.							

IF REACTION OCCURS, PLEASE NOTIFY THIS OFFICE AFTER TREATMENT IS RECEIVED.		
	Physician' Signature	Today's Date

1. Is this a controlled drug?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time of administration:									
2. Medication shall be administered during school year:												(dates)
3. Relevant side effects, if any, to be observed:												

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.

ADDITIONAL PROGRAMS, ORGANIZATIONS, & COMMITTEES

HOME & SCHOOL ASSOCIATION

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.

The sale of **GIFT CERTIFICATES** to various grocery stores and department stores is another prime fundraiser. Families are asked to buy certificates in increments of \$25.00 each, which are used as cash. This program costs **NOTHING** to participants and gains profit for the parents' fundraising obligation. These certificates are sold weekly at school.

During the school year a variety of fundraisers are held to help families of children in grades K - 8 make their fundraising quota (if that is the option chosen in the tuition/fundraising contract). Families with children in Pre-K are asked to give as much participation as possible; however, are not obliged to meet the quotas.

SCHOOL BOARD

The SMM School Board operates under the guidance of the School Board of the Archdiocese of Hartford and in conformity with the policies of the Office of Catholic Schools. The function of the Board is to share in the responsibility for the mission of Catholic Education at SMMS and to provide leadership, assistance, and support for the school in the fulfillment of its mission as a center of quality Catholic Education.

The main responsibilities of the Board include: Mission, Policy (within the framework of the policies of the Office of Catholic Schools), Planning, Nominations, Advancement, Plant and Facilities, and Finances.

ADVANCEMENT

SMMS participates in the Diocesan Advancement Program. The Advancement Committee stems from the SMM School Board. Advancement works in four main areas of involvement:

1. **GENERATING FUNDS** through
 - **ANNUAL FUND**, which generates revenue for the school. It includes a direct mailing to the public and personal solicitation.
 - **MEMORIAL CONTRIBUTIONS** and bequests provide people the opportunity to give to the school in memory of a loved one or in honor of a special birthday or event (in lieu of a gift).
2. **PUBLIC RELATIONS** - making the public aware of our school and its benefits; and continuing a good relationship with our constituents. Development newsletters are published at least 2 times per year.
3. **STUDENT RECRUITMENT** - bringing new students into our school from our Parish and the surrounding area.
4. **ALUMNI RELATIONS** - finding and then keeping the school's alumni aware of what's going on at SMMS and getting their support for the school through volunteering and annual giving.

THE ADMINISTRATION WILL REPRESENT THE SCHOOL IN ELECTRONIC, RADIO AND TELEVISION MEDIA. Teachers, paraprofessionals, parents and/or students **will not** accept interviews, submit pictures/images/videos or speak on issues/news relative to St. Mary Magdalen School to media outlets of any kind.

From time to time, an organization of the school, such as Home and School or the Athletics Department may wish to use media to promote programs. **Passing this through the administration is essential.**

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 because 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 Monday September 11, 2017. One form may be submitted per family. Space has been provided for multiple student signatures.

I/We have read and discussed the 2017-2018 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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