

**St. Mary Magdalene
Family
Handbook
2022 - 2023**



***IT IS THE RESPONSIBILITY OF
EVERYONE TO BE CONCERNED AND
WATCHFUL FOR THE SAFETY
OF THE STUDENTS,
STAFF, FACULTY AND VISITORS ON
SCHOOL AND CHURCH PREMISES.***

ST. MARY MAGDALENE SCHOOL
PARENT-STUDENT HANDBOOK

St. Mary Magdalene School Mission Statement

“Our Mission Is To Create a Meaningful Catholic Foundation, Centered In Christ, To Develop the Whole Student: Academically, Spiritually, and Morally, In Preparation For the Ever-Changing Challenges of Life.”

St. Mary Magdalene Shared Roots Beliefs

St. Mary Magdalene believes that....

We are Family

We are made for one another, because God created us for one another. Our Saint Mary Magdalene family includes teachers, families, the parish, and the surrounding community. We treat others the way we want to be treated. “We encourage one another and build each other up (Thessalonians).”

God is in all Things

God is in the curriculum, how we teach, and how we live out God’s word. We strive daily to see the face of Christ in all members of the Saint Mary Magdalene community. As we see and understand God’s presence in creation, we grow in love for God our Creator.

We are Always Learning

Each day God gives us a new opportunity to learn and grow in faith and wisdom. Learning is in all we do and comes in different forms. We learn from each other. We learn from our mistakes. As we learn about ourselves, each other, and God’s creations, we grow in deeper faith and wisdom. Jesus is our greatest teacher.

We are Made in the Image and Likeness of God

We believe we are all made by God and in God’s image. Therefore, we treat each individual with dignity, respect and love. We believe everyone comes to us wholly good from God and we work to help others develop their fullest God-given gifts and talents.

Excellence is Intentional

We strive for excellence in our thoughts, words and deeds. We always give our best effort. We are intentional in our planning. We have high expectations for ourselves and our students. We seek to be a community where students, staff and families are constantly reflecting, seeking feedback, and finding ways to improve and grow in both faith and wisdom. It’s through our intentional choices that we give all glory to God through excellence. We believe small things matter.

THE STAFF

The staff of St. Mary Magdalene School consists of its principal, degreed and certified teachers, specialists, office personnel, teacher aides and custodians. Our staff includes Title I tutors, a registered nurse, intervention specialist, ELL tutor, counselors, a speech pathologist, and a school psychologist.

PRE-SCHOOL

The pre-school program operates multi-age classes 5 days a week. The classes are offered full day, 8:30 – 2:30. The preschool is licensed by the State of Ohio and the Ohio Dept. of Education.

B.A.S.E. PROGRAM

SMM is offering the B.A.S.E. program. B.A.S.E. is licensed by the Ohio Dept. of Education and the State of Ohio. Please contact falfaro@cducation.org.

SCHOOL POLICIES

RELIGIOUS EDUCATION PHILOSOPHY AND GOALS

We believe in the dignity and value of each child. It is our goal, along with the parents, to foster Christian values and Christian morality in each student. Parents are the primary source of religious education for their children. We, as catechists, are here to supplement the training and faith examples that they receive from their families. Working together, we hope to establish a foundation of Christian faith for your children to build on throughout their lives.

The following goals will help our children to achieve that result.

- Learn to talk to God through prayer, song and meditation.
- Learn about the love of God.
- Learn to apply Christian values to everyday behavior.
- Learn to respect people and property.
- Learn to develop responsibility and cooperation with others.

A unique feature of a parochial school is the process of religious development and formation of its students. At St. Mary Magdalene School this is maintained through a complete graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith.

Eucharistic participation is of high priority. All-school liturgies are scheduled every week.

The student body also has the opportunity to experience traditional devotions and practices of the Catholic faith including the rosary, Stations of the Cross, Lenten sacrifices, stewardship, vocation awareness and daily prayer.

Boys and girls of the parish are encouraged to assist with liturgical celebrations by serving as altar boys/girls beginning in fourth grade.

SACRAMENTAL PREPARATION

We require a two-year Sacramental Preparation:

- Unbaptized young people aged 15 and older participate in the Rite of Christian Initiation of Adults which begins in September and continues through Easter.
- Unbaptized children less than 7 years old may be baptized after their practicing Catholic parent(s) participate in the regular parish preparation program.
- Unbaptized children aged 7 to 15 will enter a two-year Rite of Christian Initiation of Children of Catechetical Age which will consist of two consecutive years of Catholic Schooling or PREP, including a special home school course of study in the intervening summer, supervised by their parents. These children of catechetical age will be baptized, confirmed and receive First Communion during the Easter season following the completion of their preparation.
- Baptized young people aged 7 through high school may receive First Communion and/or Confirmation after completing two consecutive years of Catholic schooling or PREP and a course of sacramental preparation appropriate to the particular sacrament(s) they intend to receive.

Before sacramental preparation begins in earnest a Baptismal Certificate must be on file in the office. If your child was baptized at St Agnes, St. Aloysius or St Mary Magdalene a copy of the Baptismal certificate is not necessary.

If, as a Catholic family, your child has not been baptized, please notify the office so that we can prepare your family for this sacrament.

Sacramental Preparation Parent Workshops: Parents of a student preparing for a sacrament are required to attend a parent workshop.

First Communion/First Reconciliation: Baptized Catholic students in second grade will be prepared in their classroom for these sacraments. However, these sacraments will be received in the individual parishes. There will be a joint workshop for First Reconciliation, however, the First Communion workshop/practice is unique to each parish and it will take place with the participation of the parish priest.

If your student is older than second grade but has not received First Communion or participated in First Reconciliation, please notify the office so that we can prepare your child.

Confirmation: Confirmation preparation for the Hilltop Parishes will be done together as a group in the classroom. However, this sacrament will be received in the individual parishes. Each parish has requirements and students should register with their parish Director of Religious Education. By Confirmation a child will know: the Ten Commandments, the Seven Sacraments, the Beatitudes, the Precepts of the Church, Corporal and Spiritual Works of Mercy, and the basic prayers: Sign of the Cross, Hail Mary, Our Father, Apostles Creed, Nicene Creed and understand the four parts of the mass.

“In 1995, the U.S. Catholic Bishops issued guidelines for the Celebration of the Sacraments with persons of Disabilities”

“By reason of their baptism, all Catholics are equal in dignity in the sight of God and have the same divine calling” (no. 1)

“Catholics with disabilities have a right to participate in the sacraments as full functioning members of the local ecclesial community. Ministers are not to refuse the sacraments to those who ask for them at appropriate times who are properly disposed, and who are not prohibited by law from receiving them.” (no. 2)

“Parents are the most influential agents of catechesis for their children. They have a unique responsibility for the education of their children; they are the first educators or catechists.”
National Directory for Catechesis p. 54

ADMISSION POLICY

All new students to St. Mary Magdalene School are placed on a waiting list. Students are placed in classrooms as space is available according to the following criteria:

1. Catholic families of St. Mary Magdalene parish
2. Catholic families from surrounding parishes
3. Catholic families from other Catholic parishes
4. Non-Catholic families

Parents of all incoming 5th - 8th graders must schedule an interview for their student with the principal prior to admittance to St. Mary Magdalene School. The latest student grade card and copy of standardized tests need to be brought to the interview. Parents of new students in grades 6th - 8th are required to sign a transfer agreement, stating that their student is admitted on a probationary basis for the first two quarters of their attendance.

NON-DISCRIMINATORY ADMISSION POLICY Diocesan Policy

“The governing board of Saint Mary Magdalene School located at 2940 Parkside Road, Columbus, Ohio 43204 has adopted the following racial nondiscriminatory policies.

Saint Mary Magdalene school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.”

“Saint Mary Magdalene School will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.”

PROMOTION/RETENTION OF ELEMENTARY Diocesan Policy

It is mandatory to consider various factors when making a retention determination. These factors focus on academic progress, possible learning disabilities and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports and standardized testing.

Kindergarten through Fourth Grade

In primary grades, a student who has not made satisfactory progress in meeting the standards in Language Arts and/or Math should be considered a possible candidate for retention. The skills in these two core curricular areas are prerequisites for future academic success. Additionally, the social and emotional maturity of the student are important considerations in the primary grades.

Grades Five through Eight

In grades four through eight, the student needs to have made satisfactory progress in meeting the standards in the core subjects: Language Arts, Math, Religion, Social Studies and Science.

The determination or retention should focus on whether the student has the skills and knowledge in the above core subject areas to be successful at the next grade level. Another important consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned the first year.

All Grade Levels

Certain issues concerning retention apply to all grade levels. Although the elementary school makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student.

- The student's lack of progress must be clearly documented and communicated to the parents early enough to provide time for intervention.
- The principal should suggest to the parents that a multi-factored evaluation be done during the first half of the school year in a case in which a learning disability, a developmental handicap, or mental retardation is suspected.
- All school personnel who have input about the student's need for retention should meet prior to third quarter to make recommendations about the student. Another conference should be held at the end of the fourth quarter to evaluate the placement of the student for the following years.
- Parents will be notified at the beginning of fourth quarter if a student is in jeopardy of being retained.
- The student's teacher(s) should have documentary and anecdotal evidence that substantiate the need for retention.
- It is possible to receive intervention in the form of summer school or tutoring by a certified/licensed teacher to help the student attain the skills necessary to be successful in the next grade. If the student has made unsatisfactory progress in more than two core subject areas, summer school or tutoring are insufficient interventions to meet promotion criteria.
- If the student has attended summer school or has had tutoring, the determination whether to pass the student to next grade will be made by the school following the completion of the intervention.

TUITION COLLECTION POLICY

Diocesan policy also applies

1. St. Mary Magdalene School operates on a prepaid tuition policy. Parents may choose from the following methods of payment.
 - A. Cash payment of full tuition for upcoming year, date due indicated on registration form.
 - B. Tuition payment program, application due date indicated on registration form.
2. Tuition rates are established by the parish finance committee in relation to per pupil costs. The families of Catholic children who are members of St. Mary Magdalene Parish need to be in compliance with the signed School Family Covenant in order to obtain the subsidized tuition. Families from the other parishes need to meet their parish's requirements for subsidy.
3. A family who fails to meet its tuition obligation may be asked to withdraw their child(ren) and/or be denied readmission. No student will be registered for the next year if tuition payments and fees are not current and paid in full by the close of current school year. A family having financial difficulties should discuss the matter with their pastor,
4. Tuition refunds for withdrawals/dismissals will be as follows:
 - A. First day of school through November 1st - refund of 50%
 - B. After November 1st, through January 15th - refund of 25%
 - C. After January 15th - no refund
5. Students transferring to St. Mary Magdalene from another Diocesan school will be accepted only if tuition payments are current in the sending school.
6. A student may not return to St. Mary Magdalene without fulfilling outstanding tuition and other financial obligations.
7. **Students will not be permitted to participate in extra-curricular activities if tuition payments and other financial obligations are not up to date.**

REGISTRATION FEE AND STUDENT SERVICE FEE

There are non-refundable Registration and Student Service fees for each family when you register as well as at the beginning of the school year. These fees help to defray the cost of religious education materials, workbooks, internet connection fees, and other material expenses. The Registration fee is due at the time of registration. Student Service Fees are due by June 1. In addition to tuition, registration, and student service fees, students may be asked to bring fees to cover special projects, field trips, etc. There is an additional fee for band. The school endeavors to keep such fees to a minimum. Any unpaid tuition or fees will result in the withholding of records, report cards, or diplomas.

TUITION ASSISTANCE

Diocesan tuition assistance application is available online at www.factstuitionaid.co each February and supporting documents are to be mailed or faxed to the designated company by stated March deadline. All parents who may be seeking any form of tuition assistance need to submit this tuition assistance application. The first round of grants is made solely by the Diocese. Additional diocesan aid in the form of block grants may be sent to the school to be distributed to those who completed the application and show need. Finally, additional funds may be available through St. Mary Magdalene

TRANSFER OF RECORDS WITH UNPAID TUITION BALANCE

Complete academic records will not be transferred until outstanding tuition is paid in full. Parents will be notified by letter indicating the exact amount of outstanding tuition. The new school will be notified that complete records will be held until tuition is paid. Health, attendance records and standardized scores will be forwarded.

WITHDRAWAL POLICY

If a parent chooses to withdraw a student from St; Mary Magdalene, they need to notify the office in writing. Tuition reimbursement will follow current Tuition Collection Policy as stated in the parents Handbook. Parents will be asked to complete an "Exit Survey". Records will be transferred when the school office receives a formal request from the new school. Records sent on will be governed by the transfer of records policy in the Parent Handbook.

DISCIPLINE POLICY

The end result of all discipline codes is that each child develops a sense of inner self-discipline. Each teacher sets classroom rules and a discipline plan that reflects the philosophy of the teacher and the age of the student. The staff has developed four goals to strive to attain as a community. St. Mary Magdalene students will:

- Learn to apply Christian values to everyday behavior.
- Learn to respect people and property.
- Learn to develop good work and study habits.
- Learn to develop responsibility and cooperation with others.

In keeping with our school's primary mission to meet students' needs, our discipline and classroom management program will be implemented with consistency, fairness and a focus on students' self-accountability and responsibility. Teachers and staff will exercise professional discretion in determining when a detention, or a more serious consequence is warranted. The principal reserves the right to review and judge any infraction as a case-by-case basis.

All St. Mary Magdalene students will be expected to adhere to Diocesan, school, and classroom rules. Violations of rules regarding behavior, respect and dress code will not be tolerated.

Consequences

Saint Mary Magdalene follows a Positive Behavior Incentive System.

First infraction consequences will be left to the teacher's professional discretion. This may include a school detention **served with the teacher who issued the detention.**

If the behavior becomes a pattern an additional detention may be given, a behavior report may be sent home, and a conference with the parents may be required.

Upon receiving more than two detentions of a serious nature in a semester, a student may serve a one-day, out-of-school suspension. Parents will be notified upon receipt of each detention. A conference may be held with the principal, teacher, parent and student. A behavior plan may be initiated or a referral to counseling may be introduced.

A continued pattern of inappropriate behavior may result in a more severe consequence, not excluding separation from the school.

The teachers, principal, and pastor have the sole authority for ruling on any behavior infractions. Offenses deemed most serious will result in an immediate detention, suspension, or separation from the school at the discretion of the principal and/or pastor.

OFF CAMPUS BEHAVIOR Diocesan Policy

While St. Mary Magdalene School does not attempt to regulate the private lives of its students during non-school hours, it does have a concern with conduct that may bring discredit or harm to the name of the school or the reputation of the student body. A student may be subject to disciplinary action for any conduct that is detrimental to the common good, threatening, harmful, or offensive to other students and staff, or is of such a nature as to jeopardize the good name of the school. Any inappropriate texting or social messaging by students or parents that represents St. Mary Magdalene in a negative light may also be subject to disciplinary action.

Consequently, behavior at school or away from school inappropriate to Christian moral standards or in violation of the law may require discipline from the school.

THREAT TO WELFARE AND SAFETY

A student who uses, possesses, handles, transmits or conceals any object which is or can be considered a dangerous weapon or instrument of violence may face immediate expulsion. Furthermore, any threat to use such an object or the threat of using any part of one's own body as a weapon or instrument of violence is also prohibited. Objects which are explosive or incendiary in nature (exp. caps), or any object reasonably determined to be a threat to the safety or security of any person at school related functions, are prohibited on or off school premises.

In addition, it is prohibited for an individual to engage in, or threaten to engage in any act of violence or any group related activities of violence towards another individual or group, i.e., fighting, membership in gangs.

Any type of said action, or action interpreted as such, will result in immediate classroom suspension, parental notification, and further action at the discretion of the principal, including notification of law enforcement officials.

BANNED SUBSTANCES

Banned substances are not to be used, possessed, disseminated, or sold on the grounds of St. Mary Magdalene School. This applies to all school and parish related events or activities held off the school or parish grounds. The only exception will be for a student who is taking prescription medicine under a doctor's directions. Refer to the Medication Policy in this handbook.

No student shall knowingly:

1. Sell, offer to sell or disseminate a controlled substance.
2. Obtain, possess or use a controlled substance.
3. Make, obtain, possess or use any instrument, article or thing whose customary and primary purpose is for the administration or use of a dangerous drug.
4. Make, obtain or possess any equipment, product or material which are used or intended for use as drug paraphernalia.
5. Use, disseminate, possess, sell or offer to sell any alcoholic beverage.
6. Possess or use cigarettes, e-cigarettes, cigars, pipes, matches, lighters or other paraphernalia normally associated with smoking.

Violations will result in an immediate call to the parents or guardians, immediate suspension from school and a police report being filed. Readmission can take place only after a meeting of the student, his or her parents or guardians and the principal. A written record of the event and disciplinary action and recommendations must be signed by student and parents and a copy will be placed in student's file. The student must follow all recommendations made by the principal. First time offenders may be required to seek treatment at an agency or treatment center deemed acceptable by the principal.

The principal after consultation with faculty or others may deem that expulsion is appropriate for any of the above instances dealing with banned substances.

A student will not be deemed to be in violation of school policy, if such student voluntarily requests assistance and/or counseling in situations where no offenses as specified above has been observed or detected.

BULLYING Adopted from Diocesan Policy

The administration and staff will not tolerate any bullying on school grounds or at any school or parish sponsored activity.

Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault; extortion; oral or written threats; inappropriate social messaging, teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Consequences for students who bully others will be left to the discretion of the principal based on investigation of circumstances and may include counseling, parent conference, detention, suspension and or expulsion.

HARASSMENT POLICY (students) Diocesan Policy

1. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates or shows hostility toward a person because of his/her race color, religion, gender, sex, national origin, age or disability or other protected characteristics.
2. It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, or staff member, male or female, should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.
3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to the following:
 - Offensive sexual flirtations, advances, propositions;
 - Continued or repeated verbal abuse of a sexual or gender-based nature;
 - Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - The display off circulation of sexually explicit or suggestive writing, pictures or objects.
 - Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - Graffiti of a sexual nature;

- Fondling oneself sexually or talking about one's sexual activity in front of others;
- Spreading rumors about or categorizing others as to sexual activity.

Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people indifferently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperative" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or other condition of school or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., students to students) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
5. Any person who believes he/she are subject to harassment or intimidation should contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal, or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that their child has been harassed) should immediately report it to a responsible school official.
6. Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff, parent or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

SUSPENSION AND EXPULSION Diocesan Policy

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school.

SUSPENSION PROCEDURES

Prior to serving a suspension that student's parent/guardian will be notified of the reason for and the day of suspension.

During or immediately following the suspension the principal will meet with the student and parent to discuss the behavior that resulted in the suspension. During this meeting, a behavior plan will be created.

EXPULSION PROCEDURES

If the student is expelled, the principal or administrator in charge shall notify the parent/guardian and the Superintendent of Schools, in writing, clearly stating the reasons for the expulsion. The parent/guardian have two possible choices: appeal to the Diocese Grievance Committee or waive the right to appeal.

Diocesan Grievance Committee Procedures

Review of an expulsion shall be made only when requested by the student's parent/guardian or when requested by either the pastor or superintendent acting at the student's request. This request must be within two calendar weeks of the expulsion date.

If a hearing is requested, it shall take place within three school days of the request. The student, the principal and the parent/guardian shall have an opportunity to express their views. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent/guardian and student of the decision in writing. The decision of the Grievance Committee shall be final and binding.

Procedures Following Expulsion

When a student is expelled, public school authorities shall be notified, and the regular transfer procedure used for records will be followed.

Readmission to a school within the diocese shall be at the discretion of the receiving pastor/principal.

EMERGENCY OPERATIONS PLAN

The school has developed a plan to deal with a variety of crisis situations. This plan includes safety drills, a crisis response team, and procedures to be followed. This plan has been approved by the Diocese and Homeland Security.

EMERGENCY DRILLS

State law requires all schools to conduct fire, lockdown, and tornado drills. When the alarms sound, students are to leave wherever they are quickly and quietly and report to their homeroom teacher in the designated locations. Students are instructed and rehearsed concerning these locations. School Volunteers should sign in at the office for accountability in case of an emergency or emergency drill.

SCHOOL CLOSINGS

Weather related or emergency school closings will be communicated to parents in several ways.

1. FACTS SIS Announcement
2. E-Mail (via FACTS SIS)
3. SMS Text (if the parent has indicated this option on FACTS SIS)
4. School Facebook and Instagram pages
5. The local news' television, radio, websites, and apps will also have notification of school closings. Please watch for "Columbus Catholic Schools" and not the school's name for closings.

Please do not call the school office, as this hinders the communication process.

FINGERPRINTING POLICY/PROTECTING GOD'S CHILDREN

In order to provide the safest atmosphere we can for our students at all times, St. Mary Magdalene School requires all adult school volunteers who will have the occasion to be with students be fingerprinted and those fingerprints sent for a criminal record search and volunteers must attend the "Protecting God's Children" workshop. This policy is to keep us in compliance with Diocesan requirements. **There will be no exceptions.**

This policy encompasses all areas of student activity: BASE, Preschool, classroom aides, playground, field trip chaperones, sports, etc. Fingerprints need to be on file in the office before a volunteer can be with students.

High school age students who volunteer at St. Mary Magdalene will not be put in the position of unsupervised contact with students.

PRINCIPLES OF CONDUCT FOR VOLUNTEERS

Volunteers work collaboratively with the pastor or other supervisors and associates in ministry. They faithfully represent and practice the teachings of the Catholic Church with integrity in word and action. They receive education and training commensurate with their roles and responsibilities. They respect the diversity of spiritualities in the faith community. All in ministry at St. Mary Magdalene respect the dignity of each person and serve all program participants without regard to age, gender, race, language, national origin, or disability. Volunteers are accountable to the parish and school administration. They carry out their ministry conscientiously and diligently, exercising responsible stewardship of resources put in their trust. Volunteers respect confidentiality and adhere to civil and ecclesial law, policy and procedure covering the reporting of neglect, suspected abuse, or danger of physical harm to any person. The rights and roles of parents are respected and supported. All volunteers will sustain respectful ministerial relationships, avoiding manipulation or other abuses of authority. Physical, sexual, or romantic relationships between an adult and a minor are unethical and are prohibited. Volunteers do not permit the use of alcohol, controlled substances, or tobacco by minors and anyone else on the premises. Volunteers make themselves aware of and comply with all applicable parish and diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

Inform the Principal of any suspicion of abuse. By law, it is the responsibility of a staff member to report immediately to the appropriate community agency any suspected case of child abuse and or neglect.

SCHOOL RECORDS

STUDENT RECORDS Diocesan Policy 5119.2

All new students are required to provide a baptismal certificate, a birth certificate, and an immunization record at the time of registration. The custodial parent is required to provide the school with a certified copy of any child custody order.

PERMANENT RECORDS

The office maintains a permanent record file of each children's test results, progress, and achievements. This is a confidential file, which must be kept up-to-date and transferred with each student when he/she changes records. Transfer of records requires a parent to sign a release of records form. **Complete records will not be sent if there is outstanding tuition due to the school.**

No data shall be released regarding students without written consent of the parent/guardian. Those who are permitted to view an individual student's record are:

1. School Personnel
2. Parent/guardian of minor children
3. Noncustodial parent unless denied access by court order
4. Officials of other schools to which the child transfers

All others are denied access unless they have a subpoena or written permission of the parent/guardian.

EMERGENCY CARDS

Every student receives an emergency card to be filled out (or verified) and returned to school by August 30th. These cards are kept on file and used to contact parents in case of an accident or serious problem. It is important that these cards be kept up to date. We will not release the student to anyone not listed on the emergency card unless the parent calls the school office in advance and sends a note. In cases of shared parenting please include contact information for both parents for the purpose of emergency notification. **Changes in name, address, phone number or email should be reported promptly to the school office.**

HEALTH CARDS

The school nurse and/or school health aide checks and maintains health records and handles minor injuries. They notify parents when there is a need to update immunizations. Major injuries are referred to family physicians and/or hospital emergency personnel. If a student must be sent home because of illness, parents are notified, and a record made of the information.

In case of any highly communicable conditions such as chicken pox, head lice, etc., a note will be sent home to parents of classmates alerting them of the symptoms.

WELLNESS

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

REPORTING CHILD ABUSE Diocesan Policy 5140.0

By law, it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect. Normally the building principal should make the referral.

PERSONAL IDENTITY INFORMATION

The school may publish information about a student in a directory, on website, press release, etc. as long as written permission has been received from a parent or guardian. Permission to print information in a school directory is contained on the registration form. A personal identity release form is placed in the parents' information packet received at the beginning of each year.

GRADE CARDS AND INTERIM REPORTS

Grade cards reporting system and interims will be posted on FACTS quarterly. Parents will be instructed on how to access these reports. An office copy of the grade card is kept in the student's permanent record after the 4th quarter is published.

CONFERENCES

Parent-Teacher Conferences are scheduled twice per school year. However, a conference may be requested by a teacher. This will be indicated by direct contact from the teacher or the interim report. Parents are encouraged to request a conference whenever they feel it is needed. There are two scheduled conference times each year, one during first semester and one during second semester. Dates for conferences are on the school calendar.

SCHOOL ATTENDANCE AND TARDINESS

At Saint Mary Magdalene we believe excellence is intentional. Because we believe this, we have high expectations for ourselves and others. We begin each day wanting to be better and striving to be our best. As a Saint Mary Magdalene family, we pledge to...

1. Arrive at school between 7:45am and 8:00am.
2. If a student will not be at school by 8:00am each day, a parent/guardian will call the student in.

In the event of an illness or emergency, we recognize we must notify the office immediately of an absence or tardy.

We recognize that if we do not do the following the consequences for doing so are:

1. Student/families on scholarships or grants will lose the scholarship/grant after 15 unexcused absences for the **entire school year**. This includes: EdChoice, SMM Scholarships and Diocesan aid.
2. Students who have more than 20 absences for the school year are at risk of being retained in their current grade level.
3. Students/families will have a \$5 late fee for every 3 unexcused tardies in a quarter.

EARLY DISMISSAL DAYS

On early dismissal days, students in grades K-8 will be in school from 8:00am until 1:30pm. Parents will be advised as to availability of school buses to transport the students home for the 1:30pm dismissal.

NOTIFICATION OF APPOINTMENTS

If your child will be late in arriving to school due to an appointment, please call the school office or send an email the day before. When picking up your child, please remain in your car and call the office. The office staff will make sure students get to their parents/guardians.

ATTENDANCE AND ABSENCE PROCEDURE

Under State law, school **must** be notified when children are absent, and an accurate record of attendance must be maintained. If a student is going to be absent the parent/guardian must call the school office, 614-279-9935 before **8:00am**. If a parent has not called the school by 8:00am, the school office will call the parent. This school office has voicemail. **You can call and leave a message of illness or absence by selection "3" of our voicemail system 24 hours a day.** Be sure to leave student's name, homeroom teacher and reason for absence. **IT IS THE RESPONSIBILITY OF THE PARENT TO CALL THE SCHOOL OFFICE.** Students may not return to school following illness until they are fever free for 24 hours. **On the day the student returns to school, a note stating the reason for the absence must be brought to the homeroom teacher and filed in the office.** If a child is absent more than 3 days in a row a note from a physician is required. All students must have a note, but this is especially important for EdChoice students. Absence without a note is considered unexcused and might lead to loss scholarship.

Diocesan policy states that a school may refuse credit to any student absent for 28 days or more. EdChoice policy is that after 15 absences, your student loses their scholarship for the following year If your child is not in school, they will be marked absent. Guidelines have been developed to determine half-day attendance. If a child is away from school for more than one and one half hour during the morning or afternoon session, the child is considered one-half day absent.

Any student absent from school will be ineligible to participate in any evening or weekend extracurricular activities unless granted permission by the principal.

SCHOOL ATTENDANCE AREAS

School attendance areas are defined by diocesan criteria for both elementary and high schools. A student shall attend the school of the parish in which the student's parent/guardian are registered members. If a parish has no school the student may attend a nearby parochial school. The location of the resident of the student's legal guardian is used to determine the assigned high school.

SIGNING STUDENTS IN AND OUT

To assure the safety of all children, students may not leave the schools grounds at any time without written permission of parent or guardian. Parents may not remove a student from the classroom without first coming to the office. The office will then call for the student. We will not release the student to anyone not listed on the emergency card unless the parent calls the school office in advance and sends a note. **NO CHILD WILL BE RELEASED WITHOUT BEING SIGNED OUT.**

Any student leaving the premises without proper permission is in direct violation of school rules and subject to disciplinary action. The student will not be permitted to return to regular classes until the parent or guardian has been in contact with the principal.

Students returning to school after a doctor, dentist or other appointment must check in the office before returning to class.

VACATIONS

School days missed for vacations are considered unexcused absences. If students must be absent due to family vacation plans, a note stating this must be submitted at least one week in advance of the absence. **TEACHERS WILL NOT PROVIDE EXTENSIVE WORK OR MAKE UP WORK FOR CHILDREN ON VACATION.**

DRESS CODE

The purpose of the dress code is to minimize the influences that distract from the goals of the school while limiting competition among the students. The dress of our students should reflect the dignity, worth and respect for each person in the light of Christian principles. Therefore, we expect each student to dress neatly and in good taste.

Parents are requested to see that their children come to school dressed in accordance with the dress code. Any student reporting to school out of uniform and/or judged to be in inappropriate attire may not be permitted to attend classes. The parents will be notified of the situation and students will be informed of disciplinary action.

Starting in September, students in violation of the dress code will need to create a corrective action plan signed by the parent or guardian, to give specific steps and an accurate timeline of when the violation will be solved. Any further violations for the same dress code

infractions will result in a detention. Unresolved violations will result in an indefinite suspension until the violation is addressed.

BOYS

Pants:	K-8	Navy blue dress uniform trouser. No contrast stitching or outside patch pockets. Corduroys are not permitted.
Belt:	K-8	Required on shorts or slacks. Solid dark brown or black only. No ornamental belt buckles.
Shirts:	K-8	White polo shirt with color (short or long sleeve), white oxford button-down collared dress shirt (short or long sleeve). NO LOGOS ON SHIRT

Note: For all grades, only solid white undershirts may be worn under white shirts.

Sweater/Sweatshirts:		St. Mary Magdalene sweatshirts with large school plain or navy "M" on chest can be purchased from uniform store. Blue or Gray quarter zips can be purchased from the school office. Solid Navy Blue or gray sweaters also acceptable. No torn sleeves or cuffs. <i>Hoodies may not be worn during the school day but are acceptable for recess.</i>
Shoes:	K-8	Solid brown, black or navy dress shoes. NO boots, crocs or sandals. No Flashing or light-up shoes or any other type of embellishment.

Tennis shoes will be permitted; however, they must be low-top shoes and be any combination of black, grey, or white. No other color, will be accepted. Any deviation of this color scheme will be a dress-code violation.

"Boots may worn to and from school in inclement weather only. Uniform shoes must be worn during school hours.

Socks:	K-8	Plain white, black, or navy-blue crew socks that are over the ankle. No decorative logos on socks.
Shorts:	K-8	Navy blue uniform walking shorts work with a white peter pan collar, white knit polo shirt, or white button-down oxford. To be worn with white uniform socks. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may work at the discretion of the administration and weather permitting.

GIRLS

Jumper:	K-5	Blue plaid drop waist uniform jumper purchased from uniform store. Must touch the top of the kneecap.
	6-8	Blue plaid V-front uniform jumper purchased from uniform store. Must touch the top of the kneecap.

Socks:	K-8	White or Navy knee socks or anklets/crew socks or plain white or navy-blue tights.
Blouse:	K-8	White peter pan collar (short or long sleeve), or white oxford button-down collared dress shirt (short or long sleeve). White knit polo shirt with collar (short or long sleeve) may also be worn with the jumper and with shorts. No lace or eyelet trim is allowed either on the blouse or the knit shirt.

Note: For all grades, only solid white undergarments may be worn under blouses

Sweaters/Sweatshirts		St. Mary Magdalene sweatshirts with large school plain or navy "M" on chest can be purchased from uniform store. Blue or Gray quarter zips can be purchased from the school office. Solid Navy blue or gray sweaters also acceptable. No torn sleeves or cuffs. <i>Hoodies may not be worn during the school day but are acceptable for recess.</i>
Shorts:	K-8	Navy blue uniform walking shorts work with a white peter pan collar, white knit polo shirt, or white button-down oxford. To be worn with white uniform socks. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may be worn at the discretion of the administration and weather permitting.
Shoes:	K-8	Tennis shoes are permitted. They must be low-top shoes and be any combination of black, grey, or white. No other color, regardless of how minimal, will be accepted. Any deviation of this color scheme will be a dress-code violation.

GENERAL INFORMATION

Girls' and boys' uniforms are available at: Educational Apparel, 3906 Brown Park Dr., Hilliard, OH 43026, 614-876-3030, www.educationalapparel.com Girl's jumpers may only be purchased through the uniform store. If parents wish to purchase any uniform items from another supplier, they need to make sure that their selections are exactly the same in style and color as those of Educational Apparel.

- Uniforms are required from the first day of school through the end of the school year. If it is necessary for a student to come to school in clothing other than the prescribed uniform, parents must send a note explaining the reason.
- On days with school liturgies or Stations of the Cross students need to be aware of the clothing they are wearing. Respectful clothing is required. No torn or tattered pants. Shirts must be tucked in at all times. Please make sure that shorts are at the required length.

- Make-up is not permitted. This does not include medicated concealers used appropriately. Face stickers and glitter are not permitted. Only **clear** nail polish is permitted. Nail decals and artificial nails are not allowed. Students will be given 24 hours to remove artificial nails. Please make sure to remove colored nail polish before school on Monday. **No tattoos of any kind are permitted. Body writing of any kind is not permitted.**
- Girls may wear one pair of stud earrings and one necklace or chain. Boys may not wear earrings. Boys may wear one chain. Only two bracelets (including silly bands) may be worn. No more than one ring on each hand is to be worn. **No other jewelry is permitted.**
- Good grooming is expected. Hair should be kept clean and cut in a manner that is appropriate for school. Traditional haircuts are required. The maximum length for boys' hair shall be above the collar, eyebrows, and earlobes. Boys' bangs must be at or above the eyebrow. No etching is permitted. Neither girls' or boys' hair may cover the face or eyes. Trendy or unusual hairstyles, such as hair shaved on one side, are not permitted. Hair should not appear to be unnatural and artificially colored. Bleaching or tipping that appears to be colored is not permitted. Any distracting hair style, color or cuts are not permitted for boys and girls. The principal will make the final decision concerning any issue regarding the length of hair.
- No body piercing of any kind (with the exception of earrings for girls).
- Appropriate hygiene and personal cleanliness are expected. When applicable, 8th grade boys must be clean-shaven.

OUT-OF-UNIFORM DAYS

Occasionally there will be opportunity for students to have an out of uniform day. There are two different types of out of uniform days – dress down and dress up days. On out-of-uniform days we expect students to maintain our usual standards of appropriate dress and behavior

Please refer to the following list of dos and don'ts for special dress up days.

DRESS DOWN DRESS CODE

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	sneakers, loafers, dress shoes	clogs, boots, flip flops, high heels, sandals
SOCKS:	socks	
PANTS:	jeans, sweatpants, capri pants, shorts (depending on time of year)	sagging pants, leggings w/o long shirt, pants with excessive holes

SHIRTS:	t-shirts, sweatshirts, golf shirts	muscle shirts, tank tops, halter tops, belly shirts, spaghetti straps, tube tops, tight-fitting tops, low cut tops, rude messages/improper advertising
MAKE-UP	no changes from a typical day	tattoos, body glitter, colored nail polish
HAIR:	no changes from a typical day	hair paint/color
OTHER:	1 pair of earrings only (girls) one necklace or choker	no earrings no pants chains (boys) purses are not permitted

DRESS UP DAY DRESS CODE

DO WEAR

SHOES:	loafers, dress shoes
SOCKS:	socks or tights/hose
PANTS:	dress pants or khakis
SHIRTS:	golf shirts, dress shirts
DRESSES/ SKIRTS	appropriate length for church and school. Sleeveless dresses must be full to the shoulder Or sweater is needed
MAKE-UP	no changes from a typical day
HAIR:	no changes from a typical day
OTHER:	1 pair of earrings per ear one necklace or choker appropriate, tasteful jewelry

DON'T WEAR

SHOES:	flip flops, high heels, clogs, crocs, boots, tennis shoes, any shoe without a back
PANTS:	shorts, sagging pants, over-sized, tight fitting pants, yoga pants or pants with holes
SHIRTS:	muscle shirts, tank tops, halter tops, belly shirts, spaghetti straps, tube tops tight-fitting tops, low cut tops rude messages/improper advertising
DRESSES/ SKIRTS	sun dresses, tank dresses, tube, halter, spaghetti strap tops, low cut dresses
MAKE-UP	colored nail polish, tattoos, body glitter
HAIR:	hair paint/color
OTHER:	pants chains boys - no earrings purses are not permitted

FOOD AND SNACKS

Food, snacks, candy, or gum are not permitted anywhere except in the cafeteria, lunch box, or backpack of the student. At no time should there be any food items or gum inside a student's desk or on their person. Any student who violates this policy is subject to participate in a specific classroom cleaning project or possible detention.

TOYS

Students are not to bring toys, fidget spinners, or any electronic devices to school unless specific permission is given by the classroom teacher for a special occasion. No skateboards or scooters are allowed on school property during school hours.

CELL PHONES

Cell phones are not permitted to be used at any time on school property. This includes the cafeteria during breakfast, lunch, bathrooms, recess, rider line.

Any student found using a cell phone on school property will have the cell phone confiscated. The cell phone will be returned only when a parent comes to the office to ask for its return. Any subsequent offenses will result in the cell being kept in the office for one week.

SMART WATCHES

Smart watches must have the data turned off and are to only be used as a watch. If students are found to be texting, making phone calls, using social media, or using it as a distraction, the student will be asked to turn the watch into the teacher until the end of the day and will not be permitted to bring it to school.

VISITOR POLICY

1. Visitors will not be permitted in school building this school year until further notice.
2. All visitors need to sign out when they leave the building.
3. All visitors to the school must report to the office upon arrival and sign in.
4. All non-staff workers or salespeople need to report to the office.
5. Parents who want to visit their child's classroom, must make arrangements with the principal at least one day in advance.
6. Parents wishing to have lunch with their child, should notify the office that morning before 10:00 am.

MEDICATION POLICY

Employees of the schools of the diocese and public-school employees (school nurse) working in schools are permitted to administer prescribed medication to a student. Any student required to take medication during the school day MUST have a signed permission form on file in the office. If a prescription medication is to be taken the doctor MUST sign the permission form. Each new prescription requires a new form. If your child is taking over-the-counter medication, you are required to supply the medication to the school and sign a permission form before the medication is administered. This includes Tylenol and cough medicine. The school will NOT administer medication without a permission form. **All prescription medications must be in a pharmacy labeled bottle with correct dosage and dispensing instructions.** All medications must be brought to the school office, including cough drops. If your child needs to have their inhaler on their person, the school will need notification from the physician. If your child is taking a routine prescription medication, we would prefer parents transport the medication to the school office.

COMPUTERS

Computers are available to students in their classrooms. A signed Diocesan Acceptable Use Policy for Technology agreement must be on file for each student before they may have access to computers. This is in your parent packet and must be signed by students and parents each school year. Students who abuse their access to computers by damaging hardware or software or by accessing unauthorized information or web sites may lose their computer privileges on a temporary or permanent basis.

TECHNOLOGY Diocese of Columbus Technology Acceptable Use Policy 6142.1

Please read this document carefully and sign agreement form in school packet.

Schools within the Diocese of Columbus have implemented voice, data and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Terms and Conditions of Internet Use

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Saint Mary Magdalene's vision is to make student learning more active, collaborative, constructive, authentic, and goal-directed through the use of technology. As a result, in addition to Google Workspace for Education accounts, the school may create student accounts for other sites, such as Canva, CSFirst, etc. These sites will be vetted by technology specialists using the National Data Privacy Agreement as a guide to protect student data privacy. For more information on what the National Data Privacy Agreement entails, please visit the website for the [Student Data Privacy Consortium](#).

Acceptable Use of the Internet

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene, or harassing materials. A good rule to follow is never view, send, or access materials which you do not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs, or MOOs; download or play games; subscribe to or access list servers; download music files or check, send or receive e-mail unless prior permission is granted by a teacher
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.

- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way in which disrupts the service or its operation for others.

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Consequences for Inappropriate Use of the Internet

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation, may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Terms and Condition for Technology Network and Equipment Access and Use

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more.

Acceptable Use of Networks and Technology Equipment

Students are responsible for appropriate behavior when using diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students may not remove/move, unplug, alter, or add equipment or software to the network without the approval of the network administrators.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.
- Do not use diocesan resources to create, manage or access personal web pages or personal services without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks for Technology Equipment

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.

- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

Conclusions:

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner.

The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of services. The diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Diocese of Columbus Technology Acceptable Use Policy

Internet Users: If you continue past this page you are agreeing to the terms of the Columbus Diocese Technology Acceptable use Policy. This means you will be subject to the consequences for violations of that policy.

A summary of the policy Concerning Use and Care of Computers and Equipment and The Acceptable Use Policy of Internet and On-line Recourses

<p><u>Do:</u></p> <ul style="list-style-type: none"> • Sign In • Take care of equipment • Ask for help with printer problems • Print just one copy of a document (school related only) • Use the Internet for educational pursuits • Treat teachers and fellow students with respect • Ask before you enter a site that you think might be questionable • Immediately back out of any questionable sites • Follow instructions of teachers, librarians, tech teachers and lab assistants • Close applications by going to File and Quit and then sign off when you are finished • Leave computers on 	<p><u>Don't:</u></p> <ul style="list-style-type: none"> • Have food or drink around equipment • Share any passwords • Access or download any inappropriate material • Access chat rooms, newsgroups or list servers or instant messaging • Access or download games, game cheat codes, MUDS, MOOS or simulations • Harass others in any way • Submit or reveal your name, any personal information or phone numbers of yourself or others • Change any computer settings, hardware, parts or cabling • Access or manage a personal web page on school computers • Download with permission
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AVENUES OF COMMUNICATION

From time to time, a situation of concern may arise where a parent feels direct involvement is necessary. In the event that this occurs, the following would be the appropriate procedure to follow:

1. The teacher who is directly involved will be the first contact made by the parents. An appointment with the teacher should be requested stating the nature of the concern at least one day in advance. If this contact is made in a fair-minded manner, a majority of concerns can be settled satisfactorily.
2. If, after conferring with the teacher, the parents feel as though the issue has not been settled, their next step is to request an appointment with the principal. The principal may or may not include the teacher in the conference.
3. If the issue has not been settled at this point, a request for an appointment with the pastor should be made. At the pastor's discretion, the principal or teacher may be present.
4. Any actions on the part of parents determined to be harassing will not be tolerated.

FIELD TRIPS

A field trip is defined as a school sponsored activity supervised by school personnel and/or adult volunteers which occurs off campus.

No student may participate unless a signed parent permission form for the specific event is received by the school prior to the field trip. At a minimum, permission forms must contain the following information.

1. Name and location of the event
2. Approximate departure and return time including location of each
3. Cost to the student
4. Name of supervisor and approximate student/chaperone ratio
5. Parent responsibility
6. Mode of transportation
7. Chaperones need to have fingerprints report on file in school office.
8. Volunteers need to attend the "Protecting God's Children" workshop

Whenever possible bus transportation should be provided. If a private passenger vehicle is used, the following information, at a minimum, must be provided in writing signed by the driver and reviewed by the supervisor and/or principal prior to the field trip.

1. Valid Ohio, Kentucky or West Virginia driver's license
2. Valid Ohio, Kentucky or West Virginia registration for the vehicle
3. The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.

Any student being transported on a field trip in a private vehicle must be using a seat belt. Each driver and/or chaperone should be given directions to and from the event and preferred route to be traveled. The emergency medical form corresponding to each student must be in the vehicle. No child will be kept from participation due to financial concerns. Please contact the principal.

BUS TRANSPORTATION

Please note that only students scheduled to ride the bus may do so. Under rare circumstances, the principal may give permission for a student to accompany a student riding the bus. Parents of SWCS students eligible for bus service must contact the transportation department and present birth certificate, proof of address and photo ID. Columbus City School has gone to an on-line application for a bus. Parents need to go to www.ccsok.us go to Transportation link then click Non-Public and complete your application. There are not paper applications and you must apply each year. The phone number for Columbus is 614-365-5087, South-Western is 614-801-8550. The school districts have the final decision in who is and is not eligible for busing.

BALLOONS AND FLOWERS

Balloons and flowers sent to a student as a gift will be kept in the office until the end of the day. The student will be notified to come to the office after school. Gifts of balloons and flowers are disruptive in the classroom and would be better delivered to the home.

BICYCLES

Students below the 4th grade may not ride bicycles to school. Parents and students are responsible for the safe and lawful operation of bicycles. Please have a substantial lock for all bicycles.

CAFETERIA

The school cafeteria begins serving meals the first full day of school. Breakfast and or lunch includes white or chocolate milk. Free or reduced priced breakfasts and lunches are available to families who qualify. Students on the free or reduced lunch program last year are still eligible until otherwise notified. Applications for the Federal Lunch program are sent home in your school packet at the beginning of the school year, additional forms can be obtained in the school office. Parents may apply for free and reduced lunch anytime during the school year if there is a change in their financial situation and they qualify. **NO** soda pop is permitted in the cafeteria at lunch time. Lunch prices are subject to change. **Parents are not permitted to bring fast food lunches to their children during the school day.**

CLASSROOM PARTIES

There are usually two classroom parties planned by the teachers during the year, Christmas and Valentine's Day. **In adhering to new Federal guidelines children will not be allowed to bring in food for birthdays, unless permission is granted by the classroom teacher 24 hours in advance.** Invitations to private parties are **NOT** to be distributed on school property.

PARKING

Parents - please review and considered the safety importance of the following rules:

1. DO NOT GET OUT OF YOUR CAR DURING ARRIVAL OR DISMISSAL
2. DO NOT PARK and call for your children to cross in the middle of the street. Students need to cross at the crosswalks for everyone's safety.
3. NEVER DOUBLE PARK - you not only block traffic, but create a visual obstruction for children and parents crossing the street.
4. NEVER PARK IN THE SCHOOL BUS ZONE (Parkside Rd. to Rectory driveway on Guernsey Ave., west of school).
5. DO NOT BLOCK residential, school or rectory driveway or park in rectory driveway.

6. DO NOT PARK in front of Raymond Hall, next to library or across alley access. This blocks the flow of traffic in and out of parking lot. Please all park in the same direction in the lot.
7. WATCH OUT FOR STUDENTS because they rarely pay attention to traffic.
8. NOT EVERYONE can part in front of school doors. Have a prearranged parking spot your children can walk to.
9. DON'T wait until you are in front of doors to let children out. The constant stop and go snarls traffic.
10. STAY CALM AND BE PATIENT.

RIGHT TO AMMEND

The principal and pastor reserve the right to amend and/or revise this Parent Handbook at any time. Changes occurring during a school year will be communicated to all school parents, students and staff.

SCHOOL ADVISORY BOARD

The Board serves as an advisory board to the principal and pastor. Membership on the Board is through appointment by the pastor and principal. Date and time of the meeting will be announced in the school newsletter and parish bulletin.

HOME AND SCHOOL

The Home and School Association coordinates school volunteers, plans social programs, arranges informational parent meetings and sponsors fund raisers for the school. The Home and School Association also works with staff and principal to purchase supplies and sponsor special educational programs. Home and School meet every other month starting in September at 7:00pm. All are welcome.

PARISH ATHLETIC ASSOCIATION

The St. Mary Magdalene Parish Athletic Association offers the students of St. Mary Magdalene School and Parish a wide range of opportunities for sports activities throughout the year. Girls and boys may participate in league and clinic sports for a minimal fee. Fees and fund raisers provide revenue to maintain the equipment and facilities.

COVID-19 POLICIES

We, the parent(s) and student who are signing this student handbook for St. Mary Magdalene School acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death,

and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

SCHOOL STAFF

Administration:

Mrs. Courtney Caric	Principal
Fr. Patrick Toner	Pastor

Classroom Teachers

Mrs. Leslie Dent	Kindergarten
Ms. Madison McGonigle	Kindergarten
Mrs. Beth Ann Hockett	1 st Grade
Mr. Brock Brown	2 nd Grade
Mrs. Megan Isenbarger	3 rd Grade
Mrs. Jennifer Maschari	4 th Grade
Mr. Brandon Huston	5 - 8 th Grade English Language
Mrs. Elba Martinez	5 - 8 th Grade Science
Ms. Fatima Alfaro	5 - 8 th Grade Social Studies
Ms. Nicole Talebi	5 - 8 th Grade Math

Additional Teaching Staff

Mrs. Amy Agostino	Art
Ms. Rachel Battocletti	Preschool Teacher/Director
Mr. Dominic Cavello	Physical Education
Mr. Gerard Cox	Title I Reading
Ms. Melissa Espinoza	Preschool Teacher
Mr. Craig Lewis	Band
Ms. Patricia Martindale	Raymond Hall
Ms. Kelsey Ritter	Music
Ms. Claire Hoffman	Library/Technology

Additional Staff

Mrs. Shawna Blunt	School Counselor
Mrs. Alice Carrier	Cafeteria Manager
Ms. Ashley Daugherty	School Counselor
Mrs. Diane Fowler	School Psychologist
Mrs. Lisa Fulcher	Secretary
Mrs. Linda Lloyd	Intervention Specialist

Mrs. Diana Osorio
Dr. Withenia Moore-Williams
Mrs. Sandra Winchester

Secretary
ELL Tutor
Speech-Language Pathologist