

**St. Mary Magdalene
Family
Handbook
2023 – 2024**



***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 **FAMILY 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.

We are always striving for excellence

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, 8:00 – 2:45. The preschool is licensed by the State of Ohio and the Ohio Dept. of Education.

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 homeschool 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 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. Students can choose whether they wish to receive the sacraments at St. Mary Magdalene or at their home parish. There will be a workshop for First Reconciliation and First Communion. By First Reconciliation, students should know the Act of Contrition.

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 will take place in the classroom. Students can choose whether they wish to receive the sacrament at St. Mary Magdalene or at their home parish. Depending on the number of students, Confirmation may not be scheduled every year. 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, the Act of Contrition 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 Diocesan Policy

All Catholic preschools, elementary schools, and high schools are open to students who sincerely seek a Catholic education and meet the requirements listed below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to active members of the parish.

1. No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and of the Diocese.
2. Whether the student is Catholic or non-Catholic, the student must agree to attend religious classes and the religious activities conducted in the school.
3. No student shall be admitted to any Catholic school unless he/she is deemed to have reasonable hope of successfully completing the school's program. In doubtful cases, students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
4. A Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all applicants. Decisions on enrollment may be made based on these constraints.
5. No student shall be admitted to a Catholic school if there is a financial debt of any amount owed to another Catholic school, inclusive of schools within the Diocese of Columbus and schools in other dioceses.
6. Students shall not be denied admission to a school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.
7. A birth certificate as proof of age must be presented to the school prior to admission. A baptismal certificate shall be required of all baptized Catholic students. The information on the birth and baptismal certificates shall be entered on the permanent office record in the proper place, but only when verified by the official document.
8. A child entering kindergarten must be five years old on or before September 30. A student entering first grade must be six years old on or before September 30. No child shall be admitted to first grade who has not successfully completed kindergarten. A waiver from this requirement may be granted only by the receiving school.
9. Each Catholic school retains the right to set local admissions standards, policies, and procedures in addition to those specified by the Diocese. The admission policy for each school should be made public and clearly stated in the local Family Handbook.
10. A copy of the Family Handbook is given to new applicants, either in physical or digital form. Parents are to acknowledge in writing (in either physical or digital form) that they have read and agree to adhere to the policies and regulations therein.

11. Annually, the pastor and/or principal shall review each student's continued eligibility for re-enrollment in the school.

PRIORITIES OF ACCEPTANCE Diocesan Policy

Elementary Schools in the acceptance of students to elementary schools, the priority shall be as follows:

1. Children from families registered in the Sponsoring Parish(es) a. children with siblings currently/previously enrolled, b. children now reaching school age, c. children from families newly moved into the parish whose children have been in Catholic schools where such were available.
2. Children from non-participating parish families with siblings currently/previously enrolled in school.
3. Children transferring from other Catholic schools: a. from parish schools that are closing b. from parishes not offering full K-8 programs c. schools with a waiting list
4. Children of other faith traditions.

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.

ADMISSION NON CATHOLIC STUDENTS Diocesan Policy

Recognizing the unique role of the Catholic school as an agency for carrying out the educational mission of the Church, Catholic schools are designed for Catholic students whose parents express a desire for the Catholic school's program and environment. However, the Diocese recognizes that schools are open to students of other faith traditions. In accepting students of other faith traditions, Catholic schools shall be directed by the guidelines for admission contained within diocesan regulation. Since the Catholic school is defined by its religious character, enrollment in a Catholic school assumes involvement in the religious life of the school. Therefore, students of other faith traditions shall participate in religion classes, attend liturgical and prayer services, and take part in the school's program of service. However, such participation shall not belie the fundamental religious principle of the individual person's freedom and dignity. Students shall participate in the religious life of the school. How they will participate, must be made especially clear to parent(s)/guardian(s) and students at the time of registration. During the pre-admission interview, parent(s)/guardian(s) and students should be informed about the school's mission, beliefs, programs, and expectations for parent(s)/guardian(s) and students.

ADMISSION FOR ENGLISH LANGUAGE LEARNERS Diocesan Policy

A principal shall evaluate on a case-by-case basis whether or not the Catholic school can successfully meet the needs of children who are English Language Learners. If the school can offer education to meet the language needs of the student, then the school should offer the opportunity of a Catholic education.

The student should be considered for admission to school on the same basis as any other student applying for admission. Upon admission, the student should be: Screened/assessed to determine language proficiency - Assessed for Title III support services - Appropriate instruction - Textbook support - Follow TESOL (teaching English to speakers of other languages) strategies An English Language Learner's instruction should follow the Ohio English Language Proficiency Standards for Limited English Proficient Students document as adopted by the Office of Catholic Schools.

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.”

ADMISSION CHILD CUSTODY Diocesan Policy

The custodial parent is required to provide the principal or the person in charge of admission with the most current certified copy of any child custody order or decree pertaining to the student through the registration process or upon acceptance. Any child custody order or decree changes pertaining to a student's enrollment must be provided to the school, in hard copy, within two weeks of a court's decision. It is the parent's responsibility to notify the school of any change in custody status and to provide documentation promptly.

ADMISSION STUDENTS WITH SPECIAL NEEDS Diocesan Policy

Parent(s)/guardian(s) who have a child with a disability should be afforded the opportunity to have a Catholic education for their child. A principal shall evaluate on a case-by-case basis whether or not the Catholic school can meet the needs of the student. If the school can make reasonable accommodations to meet the student's needs, then the school should offer the child the opportunity of a Catholic school education.

"A person with a disability is any person, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment." (Americans with Disabilities Act, 1990).

Protocol for Transitioning Special Needs Students from Elementary to High School

In order for special needs students to have a seamless transition from a Catholic elementary school to a Catholic high school as possible, the Office of Catholic Schools has established a timeline that will ensure a timely transfer of information and records concerning students with special needs. All schools are to follow the timeline.

By November 30th of Each year - The elementary school acquires the parent's/guardian('s) signature on the agreement to share Special Needs information with the diocesan high school. - The diocesan high school schedules a meeting with each feeder school to review files of potential incoming freshmen with Special Needs/plans. The elementary school presents information to the Diocesan high school about students on any plan (Services, Written, Academic Support) and identifies priority students who have significant Special Needs.

By January 30th - The Diocesan high school schedules meetings with the parent(s)/guardian(s) of incoming freshmen with significant Special Needs(Service Plans/IEPs) to discuss parents/student's expectations of the high school. The Diocesan high school explains the services it can provide to the student and discusses Jon Peterson/Autism Scholarship options (if available) with the parents.

By April 15th of Each Year - The Diocesan high school notifies the parent(s)/guardian(s) of any incoming freshman with Special Needs if able or not able to adequately serve and meet the needs of the student. -

The Diocesan high school emails the Office of Catholic Schools a list of students with significant Special Needs who were offered enrollment for the upcoming year.

From April 15th to May 15th of Each Year - The Diocesan high school convenes meetings of the Academic Team (parent(s)/guardian(s), student, elementary personnel, and a public school representative) to discuss plans (Services, Written, Academic Support) for all incoming Special Needs students for the following school year. - The Diocesan high school emails the Office of Catholic Schools with dates/times if they would like representation at the meetings.

By June 30th of Each Year - The elementary school sends records of Special Needs students in orange folders. The orange folder should contain the most recent evaluation (if applicable) and the most recent plan. All records that are normally transferred to the Diocesan high school such as health record, last progress report, and copy of the permanent record card should be included in the folder with the other Special Needs information. - English Language Learners records are sent in yellow folders. The yellow folder should contain the student's Academic Support Plan and level of English proficiency. All records usually transferred to the Diocesan high school should also be sent in the yellow folder. By August 15th of Each Year - All high school teachers with Special Needs students on plans (Service, Written, Academic Support) will receive a copy of the plan, which they are required to implement throughout the following school year. Meetings will be held with teachers and a high school designee (Intervention Specialist/counselor/psychologist) to answer and clarify questions about the implementation of any student plan.

KINDERGARTEN WAIVER Diocesan Policy

Upon the request of a parent, the requirement for successful completion of kindergarten may be waived by the receiving principal according to the following guidelines:

1. A committee is formed that consists of: a. the principal, b. a teacher assigned to teach kindergarten (if applicable), c. a teacher assigned to teach first grade, d. a school counselor (if available), and e. a school psychologist (if available).
2. The committee obtains and evaluates the data regarding the social, emotional, and cognitive skills of the child. The committee then may grant a waiver if the data verifies the child has the skills necessary for first grade.
3. Data used in the evaluation process is to be kept on record for all children considered by the committee.

PROMOTION, GRADUATION, AND RETENTION Diocesan Policy

The promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

Eighth grade graduates shall not be dismissed for summer vacation before the rest of the student body.

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, knowledge of the English language, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing, Academic Support Plans, Services Plans/IEPs, and Written Plans. A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics, religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention. Certain issues concerning retention apply to all grade levels. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parent(s)/guardian(s) by the teacher.
2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process, based on the flow chart in the Diocesan binder "Procedures for Identifying Special Needs Students."
3. A meeting with the parent(s)/guardian(s), teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.
4. A meeting with the parent(s)/guardian(s), teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

PROMOTION/RETENTION OF ELEMENTARY

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.

Preschool through First 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. A vertical promotion document has been created to help outline the necessary skills needed to be promoted to the next grade. This document is reviewed with families prior to a decision being made.

Second 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.

Fifth through Eighth Grades

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 the second trimester to make recommendations about the student. Another conference should be held at the end of the third trimester to evaluate the placement of the student for the following years.
- Parents will be notified at the beginning of the third trimester 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.

OHIO ASSESSMENT REQUIREMENTS Diocesan Policy

As prescribed (A) of section 3301.0710 of the Ohio Revised Code, chartered nonpublic schools are required to administer elementary state assessments or acceptable alternative assessments. The Diocese of Columbus has chosen Renaissance STAR assessments as the approved alternative. This assessment must be given three times during the school year in windows set by the Office of Catholic Schools. Schools may test more than the three scheduled assessments if they choose. Kindergarten students must take the STAR Early Literacy at least twice during the school year.

Scholarship Students

Any grade 3-8 student who is a recipient of an Ohio EdChoice (Traditional or Expansion), Jon Peterson or Autism Scholarship is required to take annual approved assessments in Math and Reading. Students in grades 5 and 8 must take an approved assessment in Science. Renaissance STAR has been approved as an acceptable alternative for Math and Reading by ODE. Students in grades 5 and 8 must take the Ohio state assessment in Science during the windows set by the Department of Education. All assessment data must be uploaded and reported through the Scholarship Application system.

THIRD GRADE READING GUARANTEE Diocesan Policy

All schools must follow the provisions of the Third Grade Reading Guarantee as specified in the Third Grade Reading Guarantee Guidance Manual for any EdChoice, EdChoice Expansion, Jon Peterson or Autism Scholarship recipients. Specifically, they must Give a diagnostic assessment to all K-3 state scholarship students, Notify parents within 30 days of on track/off track status, Provide students not reading proficiently intervention services, Retain 3rd grade students who do not attain the promotion reading score designated under division (A) on Ohio's Third Grade English Language Arts (ELA) Test or approved alternative assessment.

Beginning in the 2023-2024 school year, a student's parent or guardian, in consultation with the student's reading teacher and principal, may request that a student be promoted to fourth grade regardless of the student's score on Ohio's State Test for grade 3 English language arts or acceptable alternative assessment. Students promoted to fourth grade through this exemption must continue to receive intensive reading instruction until the student is able to read at grade level. Jon Peterson and Autism Scholarship students are exempt from the retention provision if stated in the student's IEP.

The Columbus Diocese has chosen Star Early Literacy and STAR Reading from the approved vendor assessment list as the annual reading diagnostic assessment.

1. Diagnostic assessments in reading, as approved by the Ohio Department of Education (ODE), shall be given by September 30th of each year for 1st, 2nd, or 3rd Grade and November 1 for Kindergarten, with the exception of students with significant cognitive disabilities or other disabilities as authorized by the ODE on a case-by-case basis.

2. Each school for which at least 65% of its total enrollment is made up of students who are participating in state scholarship programs (EdChoice, Jon Peterson) shall administer the state tests to ALL its students.

3. Diagnostic assessment results shall be translated to ODE's definition of "on track" and "not on track". The school shall make the final determination regarding whether a student is "on track" or "not on track".

4. Each school subject to annually shall report to the ODE, through the Scholarship Applications System, the "On Track, Not on Track" status for K-3 students. Elementary Secondary

5. The school shall administer each applicable diagnostic assessment to any state scholarship student who transfers into a new school who did not take a diagnostic assessment at the previous school within thirty (30) days of transfer. Definitions: "On track" means any student who is reading at or above the 20 percentile on the STAR reading or STAR Early Literacy assessment by September 30th. "Not on track" means any student who is below the 20th percentile on the STAR reading or STAR Early Literacy by September 30th. Notification Requirement For students identified as off track, the school must: 1. Notify the parents, in writing, that the student has been identified as having a deficiency in reading; 2. Notify the parents, in writing, that if the student does not attain the promotion reading score designated under division (A)(3) on Ohio's Third Grade English Language Arts (ELA) Test or approved alternative assessment, the student shall be retained unless the student is exempt; 3. Beginning in the 2023-2024 school year, districts must include a statement that connects the child's proficiency level in reading to long-term outcomes of success related to proficiency in reading.

Reading Interventions 1. Schools must provide intensive reading instruction services, as determined appropriate by the school, to each student identified as reading below grade level. The Diocesan Reading and Monitoring plan can be used to track these interventions. 2. Beginning in the 2023-2024 school year, chartered nonpublic schools must provide the following for EdChoice Scholarship students not reading proficiently but promoted to fourth grade: o High-dosage tutoring opportunities aligned with the student's classroom instruction through either a state-approved vendor or locally approved opportunity that aligns with high-dosage tutoring best practices. High-dosage tutoring must include additional instruction time either: o Three days per week, or o At least 50 hours over 36 weeks. o Intervention services aligned to the science of reading. o Schools must continue to provide intervention services until the student is reading proficiently at their current grade level. Assessments for Retained Students: If the student does not attain the promotion reading score designated under division (A)(3) On Ohio's Third Grade English Language Arts (ELA) Test or on an approved alternative (Renaissance 3rd Grade Proficiency Test), the student shall be retained unless the student is exempt. Retained students are considered third-graders in all subjects until they are promoted to fourth grade; however, they can receive 4th grade instruction in other subject areas. Students who are not promoted mid-year to fourth grade will take Ohio's third grade

state tests in all subject areas. They will continue to receive intensive interventions documented through the Diocese of Columbus reading and Monitoring Plan.

Exemptions from the Third Grade Reading Guarantee

All students scoring below the promotion score on the third grade ELA or approved alternative (3rd Grade Proficiency Assessment) must be retained, except specific groups of students including ELLs and students with significant cognitive disabilities: ELLs who have been enrolled in US schools for less than three full school years and have less than three years of instruction in English as a Second Language (ESL) program. Students with significant cognitive disabilities that have a modified curriculum. NOTE: Students with significant cognitive disabilities are still required to be administered the grade 3 ELA in whichever format (general education grade 3 ELA or the Alternate Assessment) is appropriate for the student.

Mid-Year Promotion

Retained third grade students can be promoted mid-year to grade 4 if they demonstrate that they are reading at or above grade level by attaining the promotion score of the Renaissance Grade 3 Proficiency test. The mid-year promotion form must be completed and approved by the principal of the school. Students who are not promoted mid-year to fourth grade will take Ohio's third grade state tests in all subject areas. The retention provision, including exemptions to retention, continue to apply to these students. Students promoted mid-year to fourth grade will take Ohio's fourth grade state tests in all subject areas. The Reading Improvement and Monitoring Plan for any retained third grade student who has been promoted mid-year to fourth grade must continue to be implemented for the entire academic year and if necessary, for additional school years.

ASSESSMENTS- ACCOMMODATIONS, STUDENTS WITH DISABILITIES AND ENGLISH LANGUAGE LEARNERS Diocesan Policy

All Ohio students must take statewide assessments including students with disabilities and English learner students whose primary language is NOT English and whose level of English proficiency is not at the level needed to participate effectively in the mainstream classroom. Accommodations are considered adjustments to the testing conditions, test format or test administration that provide equitable access during assessments for students with disabilities and students who are English learners. The administration of the assessment should never be the first occasion in which an accommodation is introduced to the student. Accommodations should:

- Provide equitable access during instruction and assessment;
- Mitigate the effects of a student's disability or English learner status
- Promote learning or performance expectations
- Preserve the construct being assessed and
- Maintain the integrity or validity of the assessment. Eligibility Five distinct groups of individuals may receive accommodations on Ohio's State Test or an approved alternative assessment:

1. Students with disabilities who have an Individualized Education Program (IEP, or Services Plan). 2. Students with an Accommodation Plan in lieu of an IEP or Section 504 plan. 3. Students who have been formally identified as English learners.* 4. Students who are English learners with disabilities. 5. Testers who exited high school with English learner status and/or a valid IEP, Services Plan or Accommodation Plan in lieu of an IEP or 504. Schools must document student accommodations by test and content area, not content area alone. *The Guidelines for Identifying English Learners outline Ohio's standardized English learner identification. Students who have exited English learner status may not receive English learner accommodations on annual assessments

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 the 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 extracurricular 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 participating in 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.com each February and supporting documents are to be mailed or faxed to the designated company by the 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 and or tardy fees are 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 the current Tuition Collection Policy as stated in the Parent 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.

CODE OF CONDUCT Diocese Policy

Each school shall develop, publish, and update a code of conduct for students on a regular basis. This code shall specify expectations for student attendance and behavior that encourage self-discipline and create an atmosphere conducive to learning. It shall indicate procedures, corrective measures, and penalties that the school may use for violations of its rules.

At all times, discipline is to be conducted according to Gospel values and with the dignity of the student and the general welfare of the school community in mind. In establishing the code of conduct, the school shall

1. Safeguard the students' rights to due process.
2. Ensure that the rules and consequences are understandable by the students.
3. Ensure that the consequences are constructive and relative to the misbehavior or that academic credit is not denied except in cases of academic violations, e.g., cheating, plagiarism.
4. Ensure Reconciliation with the offended party(ies), if applicable. The following actions are forbidden with the Diocese of Columbus: 1. Corporal punishment. Even in the event parents give permission for such action and/or the state sanctions its use, corporal punishment, which may be defined as any punitive touching, shall not be permitted under any circumstances. However, school personnel may use and apply only such an amount of force as is reasonable and necessary within the scope of their employment. To quell a disturbance that threatens physical injury to others. To obtain possession of a weapon, other dangerous objects, or objects that are being used in a dangerous or threatening manner upon the person or within the control of the student. To exercise self-defense. To protect persons or property. In these cases, such acts are not considered corporal punishment. 2. Unsupervised removal. A student may not be sent outside of the classroom if he or she will not be under direct supervision of an adult as described in Policy 5400. The school's code of conduct shall be distributed annually to students, parents(s)/guardian(s) and the school staff in written form (or on the school website, if appropriate). The signatures of students, parents(s)/guardian(s), and teachers indicating acceptance of the code are required annually and shall be maintained in the school office.

BEHAVIOR Diocesan Policy

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon himself/herself the consequences of that chosen behavior. Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules. Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior. The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior. However, a person employed or engaged as a teacher, principal, or administrator in a school in the Diocese of Columbus may use a physical response to "obtain possession of weapons or dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense or for the protection of persons or property." (Ohio Revised Code 3319 .41)

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.

Teachers and staff will exercise professional discretion in determining when a consequence is warranted. The principal reserves the right to review and judge any infraction as a case-by-case basis.

Saint Mary Magdalene follows a Positive Behavior Incentive Supports System. Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports ALL students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Having a few simple, positively stated expectations facilitates the teaching of behavioral goals and rules across school settings because students will be learning through the same language. By focusing on simple expectations it is easier for students to remember. It is also important for staff because instruction focusing on a few expectations will improve teaching and consistency across staff through use of a common language.

Positively stated expectations are important, because research has shown that recognizing students for following the rules is even more important than catching them breaking the rules.

At St. Mary Magdalene, our four expectations for all students across all school setting are :

Be Ready to Learn
Be Responsible
Be Respectful
Be Kind

It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in appropriate behavior. At St. Mary Magdalene School we use Magdalene Moolah to acknowledge students for appropriate behavior. Magdalene Moolah will be handed out to students when they are caught consistently engaging in one of the four expected behaviors. Students may then use their Magdalene Moolah for prizes from the SMM prize cart.

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, but is not limited to, a demerit in FACTS, loss of recess, or writing assignment.

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

Upon receiving more than 3 demerits in middle school during a week's time period, that student will not be permitted to participate in their weekly club. Students will spend their club time participating in acts of community service around St. Mary Magdalene School. The students will be required to write a short behavior reflection paper at home that will be signed and returned to school by a parent or guardian.

Upon receiving more than two consequences of a serious nature in a trimester, a student may serve a suspension. Parents will be notified upon receipt of each demerit through FACTS. 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.

Students in elementary classrooms are able to receive demerits but will also have their own behavior plan that will be discussed by their classroom teacher's at Curriculum Night.

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 loss of club, suspension, or separation from the school at the discretion of the principal and/or pastor.

SUPERVISION OF STUDENTS Diocesan Policy

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored activities, and at any other times during which the school accepts responsibility for supervision. All safe environment policies and regulations must be adhered to at all times. Supervision requires both physical presence and attention to the students. Since emergencies will occur, it is not always possible for a teacher or staff member to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present. Personnel charged with supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following. A basic or local in-service update on emergency procedures. A written list of all procedures and rules to be followed relating to the conduct of students in the school or on school property. A specific diagram of the outdoor space to assist in stationing supervisory personnel. It is the responsibility of the principal to ensure that adequate supervision of students is provided. Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned. Since Catholic schools are partners with parents in their children's formation and in providing for their safety, the school administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

BEHAVIOR OFF CAMPUS Diocesan Policy

Students may be subject to the full range of discipline policies, penalties, and procedures that apply to unhealthy, dangerous, or immoral conduct that occurs off-campus, including conduct that adversely affects the education process or the mission of the school community. Examples of such off-campus behavior include, but are not limited to, the following: - Electronic/internet or cell phone threats and harassment; - Threats of violence; - Alcohol use; - Fighting; - Hazing; - Drug possession or sale; - Reckless driving; - Sexual assaults. The following is to be included in all school handbooks: The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including the use of social media, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

BEHAVIOR OFF CAMPUS BEHAVIOR

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 Diocesan Policy

No student shall use, possess, handle, transmit, or conceal any object which is, or can be considered, a weapon or instrument of violence. Furthermore, no student shall make threats of any kind about the use of or intention to inflict harm by means of a weapon or instrument of violence.

Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. "Possession" is defined as a) physically holding and/or carrying a deadly weapon, weapon, or replica of a weapon, or b) the deadly weapon, weapon, or replica is under the control of a student whether it is located in a car, locker, backpack, or other location, or c) being under control of or belonging to the student while on the school grounds and/or participating in a school activity.

Carrying, bringing, using, or possessing a deadly weapon, weapon, or replica on school grounds, when being transported in vehicles to/from a Catholic school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event without the authorization of the school is prohibited. A deadly weapon, weapon, or replica is defined as: a) a firearm, whether loaded or unloaded; b) any pellet, BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; c) a fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife, or a pocket knife with a blade longer than three inches; d) any object, device, instrument, material, or substance – whether animate or inanimate – used or intended or threatened to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakas, spring gun, throwing star, bludgeon, brass knuckles, or any similar objects.

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs. However, expulsion without suspension is mandatory for the possession of a deadly weapon or for the threat of violence using a deadly weapon

DRUG PREVENTION

Diocesan Policy

Possession and/or use of tobacco, possession, use, being under the influence of alcohol or illicit drugs is prohibited on school premises and at all school-sponsored activities.

The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs may result in expulsion from the school and notification of the proper authorities. Vaping and e-cigarettes are included in this prohibition. The schools of the Diocese of Columbus Recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. For the purposes of this policy, "drugs" shall mean

1. All dangerous controlled substances as designated and prohibited by the state of Ohio all chemicals which release toxic vapors.
2. All alcoholic beverages.
3. Any prescription or patent drug, except those for which permission to use in school has been granted;
4. Anabolic steroids; and
5. Any substance that is a "look-alike" to any of the above. Diocesan schools prohibit the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law on school grounds, in school vehicles, or at any school sponsored event. The term "drug paraphernalia" shall have the meaning set forth in the Ohio Revised Code. The schools should strive to prevent drug abuse and help drug abusers through education. School policy shall address prevention, intervention, treatment and disciplinary measures. The drug prevention program in schools shall:
 1. Emphasize the prevention of drug use;
 2. Provide for a comprehensive, age appropriate, developmentally-based alcohol and other drug education and prevention program;
 3. Address legal, social, psychological, and health consequences of drug and alcohol use. Provide information about effective techniques for resisting peer pressure to use illicit drugs and alcohol. Schools shall develop local policies regarding consequences of the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia. These policies shall include:
 1. consequences for first time and repeat offenders. The first time offender is required to meet with his/her parent(s)/guardian(s) and school officials. A clear statement that disciplinary sanctions, up to and including expulsion, will be imposed on students who violate the school standards of conduct and a description of those standards;
 3. information about alcohol and other drug counseling and rehabilitation programs available to students and their parent(s)/guardian(s).
 4. the obligation to report distribution/sale of drugs to the police. Anyone who commits any act prohibited by this policy shall be brought to the attention of the building principal or the principal's designated representative. The principal or representative shall place student safety as a priority in each situation. The principal or representative shall notify the student's parent(s)/guardian(s) within 24 hours of the incident.

BULLYING Diocesan Policy

The Diocese of Columbus schools and their staff shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is defined as a conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, and threat of further aggression. Bullying behavior may include physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Cyberbullying is bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and mobile applications (apps) or online in social media,

forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The Diocese expects students and parent(s)/guardian(s) who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parent(s)/guardian(s) of the aggressor and the victim. This investigation may include interviews with students, parent(s)/guardian(s), teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying. Schools shall have a policy on bullying, which incorporates the essentials of this policy, printed in their parent/student handbook. Teasing behavior alone does not necessarily constitute bullying.

Children may regularly interact in a manner that would be unacceptable among adults. Students are still learning how to interact appropriately with their peers. It is understandable that, in the school setting, students often engage in teasing, insults, banter, shoving, and pushing that is upsetting to students. Teasing behaviors in and of themselves – while needing to be addressed by school officials – does not constitute bullying or harassment and the interventions and consequences are of another level.

MINORS HARASSMENT POLICY Diocesan Policy

1. The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

2. 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, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, disability, or other protected characteristics.

3. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following: a. offensive sexual flirtations, advances, propositions; jokes; b. continued or repeated verbal abuse of a sexual or gender-based nature; c. explicit or degrading sexual or gender-based comments about another individual or his/her appearance; d. the display or circulation of sexually explicit or suggestive writing, pictures or objects; e. any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex; f. graffiti of a sexual nature; g. fondling oneself sexually or talking about one's sexual activity in front of others; h. 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 differently because of their gender. The same prohibitions

apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students 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 "cooperation" 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 any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a minor after an accomplishment, a teacher consoling a minor with an injury, or physical conduct during athletic events would not be considered sexual conduct.)

However, peer-based sexual harassment (e.g., student to student) 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 is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or Office of Catholic Schools at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) 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 shall 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/guardian who believes that his/her minor has been harassed) must contact one of the appropriate persons as listed above.

6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff 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 or expulsion in the case of a student

7. No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs. Filing of Harassment Information 1. The investigator must keep extensive notes of all aspects of the investigation. 2. These notes must include what the investigator did, what the investigator concluded, and how the investigator followed up as a result of the findings and conclusion. 3. These notes must include verbal statements made by persons questioned and any written statements. 4. All of the above details must be summarized to include: a. how the investigation was conducted; b. what conclusion was reached and why; c. what action was taken; d. how, when, and to whom the conclusion was communicated; and e. notification of warning against retaliation. 5. All of the above is kept only in the investigator's file. 6. If no action is taken, nothing is placed in the personnel file or student file. If an action is taken against the accused (i.e. warning, restrictions, leave, or release from contract in the case of personnel, or warning restrictions, suspension or expulsion in the case of students), the action taken is: a. formalized by putting in writing, b. a copy is given to the person or student against whom the action is taken, and c. a copy is placed in the personnel or student file.

8. The Harassment Complaint Form and Administrative Summary Form can be found on the Office of Catholic Schools website. Harassment – School Responsibilities 1. Annually, at the start of each school year, the school shall publish the Diocesan Harassment Policy for Students in the parent/student

handbook. 2. Each school shall follow diocesan procedures for timely investigation and response to complaints. 3. Each school shall periodically train administrators, teachers, staff, and volunteers and use age-appropriate classroom information for students to ensure that they understand which types of behavior constitute harassment and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance

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

PROBATION Diocesan Policy

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. These procedures shall be followed for probation. In parochial schools, the pastor shall be notified in advance that the student will be placed on probation and that a conference will be held. A conference including parents, student, principal, and, if appropriate, teacher(s), shall be held to discuss the problem and the terms of the probation. A written account shall be made of the conditions of the probation as discussed in the conference. The student and parent shall be made aware of the terms of the probation and that the student has been given a specified period of time in which to show improvement. The statement of probation conditions shall be signed by the parents, student, and principal. A copy of the statement shall be given to the parents and one copy kept on file in the school office. Parents must be notified in writing when the probation is terminated or if it is to be extended.

SUSPENSION Diocesan Policy

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation. For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below: Suspension Procedures

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the

student has served an in-school suspension, the in-school suspension counts toward the total suspension time. An administrator's decision to suspend a student is a final decision.

EXPULSION Diocesan Policy

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school. The following procedures shall be observed. A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion. A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.

The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent. If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, "[student name inserted] is being expelled from [school name inserted]", and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized. The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409). - The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record. The student's permanent record shall indicate that the reason for transfer was expulsion. Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school. - Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

SUSPENSION PROCEDURES

Serious misconduct is cause for suspension and/or expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school; threatens the safety of or endangers fellow students, teachers, or school officials; damages property; or flagrantly or repeatedly violates regulations or policies of the diocese or school. A student may be placed on suspension for serious misconduct occurring on-campus, during school related activities off-campus, off-campus behavior, or for continued misconduct after having been placed on probation.

For such serious misconduct, the principal or administrator in charge may immediately suspend the student from school. Only an administrator has the authority to suspend a student. The student may be sent home during the school day provided that the student's parent(s)/guardian(s) has been notified. Expulsion shall not take place except as a result of the suspension procedure described below:
Suspension Procedures

1. At the time of the suspension, the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension in a written format stating the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.
2. Within three (3) school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.
3. By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.
4. If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed ten (10) school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time. An administrator's decision to suspend a student is a final decision.

EXPULSION PROCEDURES

The permanent dismissal of a student from a school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed; b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons; c) as set forth in the Student Withdrawal on Grounds of Parental Behavior, Policy 5408; or d) when the contractual relationship between the school and a family has been irreparably broken in the determination of the school.

The following procedures shall be observed: - A record shall be kept of the previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family.

- Except in extreme circumstances of crime, scandal, immorality, or disruption that constitute a threat to the physical or moral welfare of persons, a student should be suspended prior to expulsion.
- A conference shall be held with the parents, student, administrator, pastor, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- The final decision to expel a student rests with the administrator and pastor in a parochial school and, in a diocesan school, with the principal with the knowledge and consent of the superintendent.
- If the decision to expel is made, the administrator shall notify the parent/guardian and the superintendent in a written format clearly stating, "[student name inserted] is being expelled from [school name inserted]", and include the reasons for the expulsion within three (3) days the decision to expel the student is finalized.
- The administrator shall notify the parents of the appeal process within the written expulsion letter (Policy 5409).
- The principal shall properly document all expulsion cases involving the grounds, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record.
- The student's permanent record shall indicate that the reason for transfer was expulsion.
- Consideration of admitting a student who has been expelled from a Catholic school will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of both the expelling school and the new school.
- Consideration of re-admitting a student who has been expelled from a Catholic school the year prior will be done in consultation with the Office of Catholic Schools, the pastor, and the administrator of the school.

PARENTAL BEHAVIOR Diocesan Policy

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons.

1. Refusal to cooperate with school personnel
2. Refusal to adhere to Diocesan or local policies, regulations, Parent/Student Handbook.
3. Interference in matters of school administration or discipline.
4. Public rejection of or public action contrary to the laws, norms, and teachings of the Catholic Church.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The principal must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or this policy on Student Withdrawal on Grounds of Parental Behavior would be enforced. If such effort does not correct the situation, then, after consultation with the superintendent, and, in the case of parochial schools, the pastor, the principal may require the parents to withdraw their child. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file. If the parents refuse to accept the withdrawal, the procedures for expulsion should be followed as outlined in Policy 5407. Registration for the following school year may be denied on the basis of this policy, but is not limited to the actions specified herein.

EXPULSION APPEAL PROCESS Diocesan Policy

An appeal of an expulsion shall be handled according to the following procedure.

1. When a parent or a student (18 years of age) believes that his/her rights under the handbook agreement with a Catholic school have been violated through the expulsion procedure, the person may submit a written appeal within three (3) days of the date of expulsion was placed in writing to the parent by the administrator. The written appeal must be directed to the superintendent in the Office of Catholic Schools with the following information provided: a. The subject of the appeal b. What rights and/or policies have been violated c. Any factual data, other than hearsay, the person considers appropriate d. The efforts that were made to resolve or correct the issue leading to expulsion Only requests for appeal submitted in writing will be accepted. Phone calls will not be accepted.
2. Should the superintendent or his/her designee determine that a person's rights and/or a policy have been violated, he/she will investigate the appeal. He/she will review the materials submitted to the Office of Catholic Schools and may ask for further details. At his/her sole discretion, he/she may determine that a hearing would be appropriate, in which case he/she may hear the appeal alone or form a hearing committee. The decision of the superintendent and/or his/her designee in the Office of Catholic Schools, and, if applicable, the hearing committee, is final and binding and concludes the appeal process.
3. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process or hearing committee meeting may the parent, employee, or student (18 years of age) have an attorney present

INSPECTION OF SCHOOL PROPERTY Diocesan Policy

A student assigned school property, such as a locker, desk, computer, tablet, etc. has use of, but not proprietary rights to, that item. The pastor or a school or diocesan administrator may

conduct a search of the school plant and every aperture thereof, including all school property such lockers, desks, tablets, etc. School searches must be reasonable and related to the school official's responsibilities.

Inspection of Personal Property Normally

Inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the principal should contact the Office of Catholic Schools for further instruction.

After consultation with the Office of Catholic Schools, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc., may be made if the school official has reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property. To facilitate compliance with this policy, schools shall publish in their handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, and safety of students.

Breathalyzer Testing

The administration of a breathalyzer test to a student by a school official constitutes a search. Except as otherwise noted within this policy, a school official must have reasonable grounds to believe a student is under the influence of alcohol (i.e., looks, smells, or acts intoxicated) before administering a breathalyzer test. An effort should be made to administer the breathalyzer test in a private setting. If a student tests positive, the school official should contact the student's parents or legal guardian and the police if not involved already. If a school chooses to make admittance to school-related functions for all students contingent on submitting to a breathalyzer test, in addition to all other admittance requirements, a letter should be sent to all parents/guardians informing them of the practice. A permission slip signed by the parent/guardian and student, authorizing the breathalyzer test, shall be required upon admission to each school-related function.

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: 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.

STUDENT RECORDS Diocesan Policy

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 child'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 or tardy fees 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.

Students who are ill should be kept home to help control the spread of germs. Sick children expose other students and staff members they encounter. This is disruptive to the educational process and to other children and their families.

If your child shows these signs of illness, they must remain home (or will be sent home from school):

- **Fever** - Fever is defined as having a temperature of 100.4 F. A child needs to be fever-free for a minimum of 24 hours without the help of fever reducing medication before returning to school.

- **Diarrhea, stomachache and/or vomiting** - The student must remain home for 24-48 hours after stomach ache, diarrhea, or vomiting has stopped. The child should be feeling better and food intake should have returned to normal before returning to school.
- **Difficulty breathing** - Student should stay home until he or she is feeling better and his or her activity level has returned to normal.
- **Sore Throat** - Student should stay home if he or she has a red throat, swollen glands, and/or difficulty swallowing.
- **Uncontrolled cold symptoms interfering with the student's ability to learn (i.e., persistent coughing and/or persistent/active runny nose)** - Student should stay home until symptoms are improving and he or she can participate in class.
- **Other symptoms** - Students exhibiting symptoms such as extreme fatigue, body aches and/or headache, and/or are not able to participate in class should stay home until recovered and/or see their healthcare provider.

In the event a child becomes ill during the school day, your student should NOT return to school until 24 hours after being picked up.

STUDENT ABUSE AND NEGLECT Diocesan Policy

In compliance with state law (ORC 2151.421), any teacher, counselor, administrator, or other school employee, having reasonable cause to suspect that a child has been abused or neglected is required by law to immediately contact the county Child Protection Services and law enforcement - if deemed necessary, and inform the agency contacted of the facts and circumstances which led to the filing of a report.

The employee will immediately report the case to the school administrator. The school administrator will immediately report the case to the diocesan superintendent and the Office of Safe Environment. If the suspected child abuse involves a school employee, the school administrator shall also immediately notify the Office of Catholic Schools to begin proceedings with the Office of Educator Conduct within the Ohio Department of Education.

PERSONAL IDENTITY INFORMATION

A school, school employees, school organization, or the diocese may publish student information in various formats, including websites. There are two types of information concerning a student that can be published. One is directory information, which includes the student's name, grade level, honor roll, activities, sports, awards, and date of graduation. The second type of information is personally identifiable information, which is information that makes the identity of a student more traceable. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

Directory information may be published if prior notice is given to the parent(s)/guardian(s) of a student and the parent(s)/guardian(s) does not object.

Since directory information is frequently published by school and local communications, the following notice shall be printed annually in the parent/student handbook:

"Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding-his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation."

Personally identifiable information may be published if the parent(s)/guardian(s) signs and dates a consent form prior to the release date. The same conditions for both types of published information must be met if the student is 18 years of age or older.

REPORTING STUDENT PROGRESS Diocesan Policy

Each elementary school shall use the diocesan system for reporting pupil progress. This should include: progress reports, interim reports, Life Skills Reports or an equivalent means of student formation feedback (such as the virtue based, Disciple of Christ Reports).

1. Reports of pupil progress should be based on evidence from multiple assessments that demonstrate a student's understanding of the different academic content standards, teacher observations, and life skills Reports, or similar feedback, when appropriate.
2. An evaluation must be provided for each of the following curricular areas: a. religion b. language arts c. mathematics d. social studies e. science f. health g. art h. music i. physical education
3. Provisions must be made for the doctrinal, liturgical, spiritual, and moral education of the child. However, the subject of religion must be evaluated and interpreted as indicating mastery of vocabulary and concepts.
4. The standards of each curricular area are listed on the progress report. Because of the differences among primary, intermediate, and middle school levels, there are some variations in the wording of the standards for the various curricular areas. Progress reports will reflect student attendance. Progress Reports must be furnished to the parent(s)/guardian(s) four times a year at schools using quarters and three times a year for schools using trimesters.
5. Interim reports are sent to parent(s)/guardian(s) between report periods when a child's work does not meet academic standards; to indicate improvement in a standard or standards; or to recognize outstanding academic contributions.
6. Life Skills Reports, which indicate negative behaviors or deficient study skills, may be sent as needed to alert parent(s)/guardian(s) to problems that are developing. Alternate reports or means of providing feedback on student formation is also permitted, such as the virtue based Disciple of Christ - Education in Virtue model. This parent/guardian communication should initiate early intervention to resolve a problem before the academic subjects are impacted in a negative way.

GRADING

Grading Assignments – Although not every assignment a child hands in must be graded, feedback is an important component of the learning process. Faculty should correct and return assignments to students in a timely manner. Assignments should be graded and handed back to students within one week and posted to FACTS SIS within two weeks of the assignment being turned in to the teacher.

GRADE CARDS AND INTERIM REPORTS

Grade cards reporting system and interims will be posted on FACTS each trimester. 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 3rd trimester is published.

PARENT TEACHER CONFERENCES Diocesan Policy

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and progress in school. The student may be present for all or part of the conferences at the discretion of the teacher. Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent. Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

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 the first trimester and one during second trimester. Dates for conferences are on the school calendar.

ATTENDANCE, ABSENCES, AND EXCUSES Diocesan Policy

A record of attendance and tardiness shall be maintained for every student. The law requires that this be retained as part of the permanent record of the student. According to the law of Ohio, primary responsibility for seeing that students attend school for the full time that school is in session rests with the parent(s)/guardian(s). When a student is absent from school, the parent/guardian is to contact the school, within the time frame designated by the school, to report the absence.

A representative from the school will attempt to notify the student's parent/guardian if the absence has not been reported. A student who is absent must, upon his/her return to school, present a note bearing the reason for absence, the date(s) of absence, and the signature of a parent or legal guardian. When it is unknown if a student is legitimately absent, all efforts to contact the parent and/or legal guardian must be made. A decision can be made to contact local authorities regarding the inability to reach parents or in the case of chronic or excessive absences.

Only the principal can give permission for absence or early dismissal. In case of emergency, the principal may send a student home only after the parent or guardian has been notified. Any pupil showing symptoms of a communicable disease shall be dismissed from school by the principal after notification of the parent(s)/guardian(s).

MISSING CHILDREN ACT

When a student enrolls in a Catholic school, the parent(s)/guardian(s) shall present the school with a copy of the student's birth certificate and the name and address of the school which the student most recently has attended. Within 24 hours, the enrolling school shall initiate contact with the sending school in order to obtain the student's records. If records are not received within 14 calendar days of the student's admission, the enrolling school shall notify the law enforcement agency having jurisdiction for the area of the pupil's residence. Any school may initiate a program for fingerprinting students. If initiated, such a program shall be developed with the assistance of the law enforcement agency in the area. Participation of individuals is voluntary.

CONSEQUENCES OF EXCESSIVE ABSENCES Diocesan Policy

A school is justified in refusing credit to any student who misses 28 or more days in a school year. At the discretion of the principal, the number of absences and possible consequences will be discussed with the student parent(s)/guardian(s). An exception to the above would be the case of a student who is hospitalized or has an extended illness or injury and is able to make up the work through tutoring or some other type of instruction approved by the principal.

Habitual Truancy: 30 consecutive hours without legitimate excuse/42 hours per school month without legitimate excuse/72 hours per school year without legitimate excuse

Excessive Absences: 38 hours per school month with or without legitimate excuse/65 hours per school year with or without legitimate excuse

Chronic Absenteeism: 10% of school hours with or without legitimate excuse

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 8:00 a.m.
2. If a student will not be at school by 8:00 a.m. 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. Students/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 trimester.
4. 10 unexcused tardies in a trimester will result in 1 unexcused absence.
5. Students who miss more than one and a half hours of a school day will be marked a half day absent.

EARLY DISMISSAL DAYS

On early dismissal days, students in grades K-8 will be in school from 8:00 a.m. until 1:00 p.m. Parents will be advised as to availability of school buses to transport the students home for the 1:00 p.m. 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 student, you must come to the main office and sign your student out.

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 selecting "3" of our voicemail system 24 hours a day.** Be sure to leave the 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. If a student is sent home from school with a fever, they are not permitted to come to school the next day. They will have to be 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 school 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.

CHILD CUSTODY Diocesan Policy

Custodial parents and/or legal guardians shall be recognized by the school as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions. Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of the limit of access to children, records, or other information. Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights, as determined by the school administrator. School administrators are not to offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc. Administrators are to take a neutral position in all conflicts of this nature. If a school official receives a subpoena to testify, contact the Office of Catholic Schools, which will then work with Diocesan legal counsel.

CONTACT WITH STUDENTS DURING SCHOOL HOURS Diocesan Policy

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day must first receive permission from the principal. The following shall apply to such situations:

1. If contact is sought by a police officer or by social services personnel, the principal must obtain parental prior parental consent when the student is a minor, except if the police or social services direct the principal not to contact the parents. In such cases, the school shall follow the directives of the police or social services, and the principal shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the principal and placed in the school files. The principal shall notify the pastor at parochial schools or the superintendent at diocesan schools.
2. If contact is sought by anyone other than a police officer, social services, or a custodial parent/legal guardian, the principal must first obtain parental consent.
3. The principal shall never allow students to be alone with anyone who is not a legal guardian or school employee, even if the visitor is a law enforcement official, social services worker, or medical or counseling provider not employed by the school. This does not include persons authorized by parents/guardians or the principal or administrators as part of the regular curriculum or support programs of the school, including disciplinary situations and enforcement of school policies and procedures.
4. Teachers shall not allow students to leave classrooms to speak with non-school personnel without the explicit permission of the principal or his/her designee.
5. The school may not be used by a non-custodial parent for the purpose of circumventing custody orders or visitation rights, as determined by the school principal.
6. No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or

immediately before or after school, unless explicitly authorized in writing by the parent or guardian.

7. The following procedures must be followed when custody of a student is requested by a police officer: a. Examination of police credentials. If the police officer is unknown to the principal, the officer shall be asked to produce his/her credentials. b. Should a police officer produce a warrant for the arrest of a student, the student shall be immediately surrendered to the officer. The principal should request that the police officer allow the principal time to notify parents before removing the student from the premises. In all cases, the parents/guardians should be notified by the principal. c. In instances not involving a warrant, parents/guardians may give telephone authorization to surrender the student to the police officer. The principal shall make a written notation at the time and a summary of the conversation and retain the notation in a secured office file. The principal may then surrender the student to the police officer. If the parent/guardian refuses authorization, then the school shall not release the child without a warrant or other court order. d. Whenever custody of a student is requested by a police officer, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools.

8. The following procedures must be followed when custody of a student is requested by social services: a. Examine and photocopy the official identification/credentials of the social services representative. b. Should the social services representative request that the student be removed from the school, prior to notification of the parents, the principal shall: i. Obtain a copy of authorization form from an appropriate court or other legal authority. ii. Request information regarding when the parents will be notified and by whom. iii. Obtain all pertinent information from the social services representative regarding where the child will be taken and how the parents can reach the caseworker. iv. Immediately make a written summary of the event and place it in a secured office file. v. Whenever custody of a student is requested by social services, the principal shall notify the Office of Catholic Schools and the pastor at parochial schools as soon as possible.

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 demerits and or loss of club. 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 the uniform store. Blue or Gray quarter zips can be purchased from the school office. Solid navy blue or gray sweaters are 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, gray, navy, or white. No other color will be accepted. Any deviation of this color scheme will be a dress-code violation.

"Boots may be 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 worn with a white peter pan collar shirt, white knit polo shirt, or white button-down oxford. Shorts are to be worn with white uniform socks. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may worn at the discretion of the administration and weather permitting.

*****Shorts are not permitted from October 1- May 1******

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.
Pants:	K-8	Navy blue dress uniform trouser. No contrast stitching or outside

patch pockets. Corduroys are not permitted.

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 the uniform store. Blue or Gray quarter zips can be purchased from the school office. Solid Navy blue or gray sweaters are 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 worn with a white peter pan collar shirt, white knit polo shirt, or white button-down oxford. Shorts are to be worn with white uniform socks. Shorts must be between the top of the kneecap, and 2" above the kneecap. Shorts may worn at the discretion of the administration and weather permitting.

*****Shorts are not permitted from October 1- May 1******

Shoes:	K-8	Tennis shoes are permitted. They must be low-top shoes and be any combination of black, gray, navy, or white. No other color, regardless of how minimal, will be accepted. Any deviation of this color scheme will be a dress-code violation.
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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 modest 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.

Students are permitted to dress down on their birthday. If the birthday falls in the summer, they may celebrate their half birthday. If it falls on a weekend, they may celebrate the Monday/Friday before/after the birthday. If a student forgets to dress down on their birthday there are no rain checks.

DRESS DOWN DRESS CODE

	<u>DO WEAR</u>	<u>DON'T WEAR</u>
SHOES:	Sneakers, loafers, dress shoes	Crocs, clogs, boots, flip flops, high heels sandals
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 chains on or hanging from pants purses are not permitted

DRESS UP DAY DRESS CODE

DO WEAR

DON'T WEAR

SHOES:	Loafers, dress shoes	Flip flops, high heels, clogs, Crocs, boots, tennis shoes, any shoe without a back
SOCKS:	Socks or tights/hose	
PANTS:	Dress pants or khakis	Shorts, sagging pants, over-sized, tight fitting pants, yoga pants or pants with holes
SHIRTS:	Golf shirts, dress 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	Appropriate length for church and school. Sleeveless dresses must be full to the shoulder or a sweater is needed	Sun dresses, tank dresses, tube, halter, spaghetti strap tops, low cut dresses
MAKE-UP	No changes from a typical day	Colored nail polish, tattoos, body glitter
HAIR:	No changes from a typical day	Hair paint/color
OTHER:	1 pair of earrings per ear One necklace or choker appropriate, tasteful jewelry	No chains on or hanging from pants boys – no earrings purses are not permitted

FOOD AND SNACKS

Food, snacks, and candy are not permitted anywhere except in the cafeteria, lunch box, or backpack of the student. All outside food must be individual serving size. 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 demerits and loss of club. Any student caught chewing gum will be given 3 demerits and subject to participate in a specific classroom or school cleaning project.

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 PHONE POLICY

Cell Phones: **Any student found with a cell phone on school property, from 7:30am until they have departed the school building and are under the supervision of a parent/guardian, will have the cell phone confiscated.** The cell phone will remain in the school office until the following day. The cell phone must be picked up by a parent/guardian by coming to the office to ask for its return at the end of the following school day. The second offense will result in the cell being kept in the office for one week and the parent/guardian picking it up then. Any further offenses will result in the cell being confiscated until the end of the quarter.

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 must report directly to the school office upon entering the building.
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.

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 Policy

Please read this document carefully and sign the agreement form in the 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 email 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 which disrupts the service or its operation for others.

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 Resources

<u>Do:</u>	<u>Don't:</u>
<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	<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

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 a fingerprint report on file in the 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 their 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.ccssoh.us go to the transportation link then click Non-Public and complete your application. There are no 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.

BICYCLES

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. Only snack size bags of chips and candy are permitted in the cafeteria. Any chip or candy bag larger than a snack size will be collected and disposed of. 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 the library or across alley access. This blocks the flow of traffic in and out of the parking lot.
7. WATCH OUT FOR STUDENTS because they rarely pay attention to traffic.
8. NOT EVERYONE can park 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.

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 6:00 p.m. 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.

FIRE PROCEDURES

All staff is trained on how to respond in the event of a fire.

- Any staff discovering fire or smoke will activate the fire alarm, report the fire to the Principal.
 - Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.
 - Take attendance.
 - No one may re-enter building(s) until it is declared safe by the fire department.
 - Ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas.
- Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire.

SEVERE STORM/TORNADO PROCEDURES

- Monitor NOAA weather radio.
- Stay away from windows and doors.
- Hallways with exterior doors may become a wind tunnel and would be dangerous.
- Do not seek shelter in rooms with a large roof span (gymnasium, auditorium, cafeteria).

For a tornado

D - Go DOWN to the lowest level

U - Get UNDER something

C - COVER your head

K - KEEP in shelter until the storm has passed

ACTIVE SHOOTER PROCEDURES

All school staff receives active shooter training at least annually. The school utilizes ALICE training to respond to active shooter situations.

Temporary Door Locking Devices (barricade system) (TDLD) OAC 1008.1.9.11 are only to be used for Active Shooter threats but are not required. A TDLD is "an assembly of parts intended to be engaged by a trained school staff member in a school building for the purpose of preventing both ingress and egress through a door in a school building for a finite period of

time in an emergency situation and during active shooter drills."
The school DOES/DOES NOT utilize a TDLD.

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 STAFF

Administration:

Mrs.	Courtney Caric	Principal
Fr.	Slawomir Siok	Pastor
Mrs.	Renee Scurlock	Director of Student Services

Classroom Teachers

Mrs.	Leslie Dent	Kindergarten
Ms..	Erin Hageman	1 st Grade
Ms.	Madison McGonigle	2 nd Grade
Mrs.	Megan Isenbarger	3 rd Grade
Mrs.	Jennifer Maschari	4 th Grade
		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

		Art
Ms.	Margaret Brackbill	Preschool Teacher
Ms.	Rachel Battocletti	Preschool Teacher/Director
Mr.	Dominic Cavello	Physical Education
Mr.	Gerard Cox	Title I Reading
Ms	Hermes Cruz	Preschool Aide
Ms.	Melissa Espinoza	Preschool Teacher
Ms.	Claire Hoffman	Library/Technology
Mrs.	Barbara Kester	Classroom Aide
Mrs.	Kaley Kicmal	Music/Classroom Aide
Mr.	Craig Lewis	Band
Ms.	Patricia Martindale	Raymond Hall
Ms.	Tania Sanchez	Preschool Aide
Mrs.	Jennifer Richter	Classroom Aide

Additional Staff

Mrs.	Shawna Blunt	School Counselor
Mrs.	Alice Carrier	Cafeteria Manager and Parish Secretary
Ms.	Ashley Daugherty	School Counselor

Mr. Doug Friebis
Mrs. Diane Fowler
Ms. Mandi Phillips
Mrs. Morgan Pyper
Ms. Patricia Martindale
Ms. Francisca Valdez

Maintenance
School Psychologist
School Secretary
School Nurse
Raymond Hall
School Secretary