

St. Mary Magdalen Catholic School



Parent and Student Handbook and Code of Conduct 2023 - 2024

TABLE OF CONTENTS

Important Dates.....	4
Philosophy.....	6
Mission Statement.....	6
Statements of Belief.....	6
Accreditation and Teacher Qualifications	6
Diocese of Orlando School Polices.....	7
Letter from the Principal.....	10
Anti-Harassment/Bullying Policy.....	11
Code of Student Conduct.....	13
Parent & Guardian Conduct.....	15
School Uniforms	15
Academic Evaluation Grading System	19
Admission Policy	21
Physical Examination and Immunizations.....	24
Arrival - Dismissal Procedures and Hours.....	25
General Policies and Procedure.....	27
Absence.....	27
Academic Support / Resource.....	28
Altar Servers	28
Assessment / Standardized Testing in the Diocese of Orlando	28
Assignment Books	29
Attendance	29
Birthday Parties / Gifts	29
Cell Phones / Telephone Use	29
Change of Address.....	30
Class Presentations	30
Clinic.....	30
Administering Mediaciation to Student Guidleines.....	30
Health Needs.....	30
Collection of Funds.....	30
Crisis Plan.....	31

Directory	31
Duplicate Sets of Textbooks	31
Early Learning Center Aftercare.....	31
Emergency Procedures	31
Extra-Curricular Sports.....	32
Field Trips.....	32
Gum Chewing.....	33
Home-School Communication	33
Homework	33
Insurance.....	33
Lost and Found	34
Lunch and Lunch Accounts	34
Media Center.....	34
Missing Work	35
Office Records	35
Other Extra-curricular Activities	35
Parties.....	35
Playground Regulations.....	35
Sacramental Formation Program	36
School Commission	36
Special Learning Needs	36
Student Records	36
Student Safety	36
Student Services.....	37
Student Withdrawal	39
Weather Emergencies	39
Visitors.....	39
Volunteers.....	39
Right to Amend.....	39
Administration, Faculty and Staff.....	41
Appendix 1 Image Release Form.....	43

Appendix 2 Student Technology Responsible Use Policy44

Appendix 3 Code of Conduct for Catholic Schools in the Diocese of Orlando.....50

Appendix 4 Digital Audio & Visual for Participation in School.....52

St. Mary Magdalen Catholic School
Important Dates
2023 – 2024

August 2023

08 Tuesday	Orientation for Students
09 Wednesday	First Day of Classes for Students, 2:00 pm Dismissal
21 Monday	Back to School Night for Grades K – 2, 7:00 pm
22 Tuesday	Picture Day
24 Thursday	Back to School Night for Grades 6 - 8, 7:00 pm
28 Monday	Back to School Night for Grades 3 - 5, 7:00 pm

September 2023

01 Friday	School Closed for Students - Professional Development Day for Teachers
04 Monday	School Closed - Labor Day
22 Friday	Progress Reports Posted

October 2023

17 Tuesday	Picture Make-up Day
20 Friday	School Closed for Students - Professional Development Day for Teachers

November 2023

03 Friday	First Trimester – Close of Grades
20 - 24	School Closed - Thanksgiving Break
30 Thursday	Reconciliation, Grades 3 - 5

December 2023

05 Tuesday	Reconciliation, Grades 6 - 8
09 Saturday	Service Event, Feed the Children
18 – 29	School Closed - Christmas Break

January 2024

01 Monday	School Closed - New Year's Day
02 Tuesday	School Closed (Weather Makeup Day)
03 Wednesday	School Resumes
05 Friday	Progress Reports Posted
15 Monday	School Closed - Martin Luther King Jr. Day
28 Sunday	Catholic Schools Week Liturgy
29 – 31	Catholic Schools Week

February 2024

01 – 02	Catholic Schools Week
02 Friday	Catholic Schools Week, 2:00 pm Student Dismissal
16 Friday	Second Trimester – Close of Grades
16 Friday	School Closed for Students - Professional Development Day for Teachers
19 Monday	School Closed – Presidents’ Day – (Weather Makeup Day)
26 – 29	TerraNova Testing, Grades 2 – 8
29 Thursday	Reconciliation Grades, 6 – 8

March 2024

01 Friday	TerraNova Testing, Grades 2 - 8
04 – 08	TerraNova Makeup Testing
07 Thursday	Reconciliation Grades, 2 – 5
18-22	School Closed - Spring Break
25 Monday	School Resumes
27 Wednesday	Grandparents’ Day
28 Thursday	School Closed - Holy Thursday
29 Friday	School Closed - Good Friday
31 Sunday	Easter

April 2024

01 Monday	School Closed - Easter Monday
02 Tuesday	School Resumes
12 Friday	Progress Reports Posted

May 2024

27 Monday	School Closed – Memorial Day
29 Wednesday	Grade 8 Baccalaureate Mass and Graduation, Church, 10:00 am
29 Wednesday	Kindergarten Celebration, Church, 7:00 pm
31 Friday	Last Day of School for Students (Grades 1 - 7), 2:00 pm Student Dismissal

End of First Trimester November 3

Parent Conferences

- November 8
- November 15

End of Second Trimester February 16

Parent Conferences

- April 2

St. Mary Magdalen Catholic School

“Jesus said to them, ‘You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind. This is the greatest and the first commandment. The second is like it: You shall love your neighbor as yourself.’”
Matthew 22: 37-39

Philosophy

St. Mary Magdalen Catholic School provides the child with the fullest and best opportunity to realize the threefold purpose of Catholic Education: message, community and service (“To Teach As Jesus Did”).

Mission Statement

St. Mary Magdalen Catholic School prepares students for life with a quality Christ-centered education in a safe and supportive environment. Families, faculty, and parish share in the development of the spiritual, academic, and social potential of each student as a unique child of God.

Statements of Belief

- A safe and comfortable learning environment values each student as a unique child of God.
- The opportunity for success is present when students learn in a variety of ways.
- A Catholic school reflects the integration of faith and values with learning and life.
- Catholic education is an integral part of the Church’s mission to proclaim the Gospel message of Jesus.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.
- Christian formation is at the heart of Catholic education with parents as the primary educators of their children.
- Ongoing evaluation and improvement of the curriculum is crucial to the development of a sound educational program.
- Students are prepared for a life committed to learning, prayer, and service to others.

Accreditation and Teacher Qualifications

St. Mary Magdalen Catholic School is accredited through the Florida Catholic Conference of Bishops. In September of 2006 St. Mary Magdalen Catholic School was recognized by the United States Department of Education as a 2006 National Blue Ribbon School and continues to consistently meet or exceed the qualifications for this recognition each year!

Teachers and staff are certified by the State of Florida and /or the Florida Catholic Conference.

Diocese of Orlando School Policies

Schools in the Diocese of Orlando admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Schools do not discriminate on the basis of race, color, national nor ethnic origin in administration or educational policies, admission policies, loan programs, and athletic and other school-administered programs.

Attendance

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.

Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

Child Abuse Reporting

Any clergy, religious or lay employee or volunteer of the Diocese of Orlando who knows or has cause to suspect that a child has been subjected to any form of abuse or neglect by any person, including another diocesan employee or volunteer, religious or clergy, immediately will observe the following procedures

- Contact the Florida Department of Children and Families toll free abuse registry hotline within the same calendar day.
- Respond to local DCF call back with additional information.
- Cooperate with any and all authorities in the investigation of any child abuse report.
-

Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. The school respects the rights of the non-custodial parent. In the absence of a court order to the contrary, St. Mary Magdalen Catholic School will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child.

Fingerprinting Policy

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly, to be fingerprinted. A background check must also be completed.

Fingerprinting must be completed through the Diocese of Orlando program. Parents desiring to be fingerprinted should contact the school office for detailed information.

This policy relates to any and all parents who volunteer at St. Mary Magdalen Catholic School in any capacity, including field trip chaperones. **Fingerprint clearance is required for all field trip drivers and chaperones.**

Hazardous Materials Policy

St. Mary Magdalen Catholic School is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.

Inappropriate Behavior or Language Policy

The Diocese of Orlando believes that all inappropriate behavior or language, (harassment and/or sexual harassment), by students is unacceptable.

As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors. Disciplinary action will be taken if the harassment or behaviors continue.

Media Consent Policy

The Diocese of Orlando requires that all students must have a signed Image Release Form (Photography and Image Assignment Waiver, and Release) in their permanent record before their image can be published in the school, diocesan, or local newspaper, on the Internet, or in any other media approved by St. Mary Magdalen Catholic School or the Diocese of Orlando.

Review of Records

The school voluntarily complies with the Buckley Amendment and allows parents to see their student's cumulative record file. A written request to the Administration must be submitted by the parent and will be complied with by the school within 24 hours.

Restroom/Locker Room Privacy Policy

St. Mary Magdalen Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics.

Safe Environment Training

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families and is also found on the school website. **The diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.**

Student Technology Responsible Use Policy

The Diocese of Orlando Student Technology Responsible Use Policy was promulgated for use by all parishes, schools and entities of the Diocese of Orlando. This policy is important for the protection of Diocesan intellectual property, as well as assuring the safety of the users. Parents are asked to review the entire policy (see appendix 2).



St. Mary Magdalen Catholic School
Letter from the Principal

2023 - 2024 School Year

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking, on school property.
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely yours in Christ,
Ms. Lorianne Rotz
Principal
St. Mary Magdalen Catholic School

Anti-Harassment/Bullying Policy

Harassment is contrary to Gospel values and has no place in our school. As a member of the Body of Christ and part of the community of St. Mary Magdalen Catholic School, each person has a right to be treated with respect and dignity and free of harassment. No student has the right to treat another in any way that will cause physical or emotional pain. Bullying is repeated abuse that can take three forms: physical, verbal, or psychological.

If a student feels that he / she is being harassed or bullied, he / she should follow these three steps:

First: tell the person doing the bullying to stop. Clearly state, "I don't like what you are doing (saying). Please stop." Then give the person the opportunity to stop.

Second: if the behavior is repeated on another occasion, again tell the person doing the bullying to stop and inform him / her that you are going to tell the teacher. Clearly state, "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher." Then tell the teacher what has happened and tell him / her it is the second time this happened.

Third: the next time the same student bullies you, tell him / her to stop and inform him / her that you are going to ask the teacher to investigate the incident. Clearly state, "I don't like what you are doing (saying) to me. Please stop. I am going to tell the teacher and ask him / her to make you stop."

Teachers and assistants will follow these steps:

1. Each verified incident of bullying will be documented in writing.
2. At the time of a second verified incident, the offending child will be instructed to call his / her parent in the presence of the teacher and explain his / her behavior.
3. If the parent is not at home, a call will be made to the workplace rather than leaving a message on the answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.
4. If there is a third verified incident, the student will be referred to the office, and a conference will be scheduled. Appropriate disciplinary measures will be discussed at this time.

St. Mary Magdalen Catholic School will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken.

Bullying is when someone repeatedly hurts or scares another person intentionally. Listed by grade levels are some of the offenses that are considered harassment or bullying. They are listed in the grade level where they are thought to be most common but are considered bullying at any grade level on which they occur. These lists are samples and are not all-inclusive.

Primary Grades K – 2

- Name calling / teasing
- Taking and / or hiding another student's possessions
- Invading personal space
- Starting or spreading rumors
- Hitting, pushing or biting
- Writing unkind notes / pictures

Primary Grades 3 – 5

- Name calling / teasing
- Pushing, poking, belittling, put downs
- Writing and /or passing unkind notes / email
- Lying about another student
- Negative gestures and facial expression
- Starting or spreading rumors
- Retaliating
- Demanding another's possessions, food, or money
- Cyber-bullying: using electronic communication (cell phones, digital devices, such as tablets, laptops or computers) to do the act of bullying (i.e. email, send pictures, texts, sexting, social network, on-line chats, etc).

Middle School

- Name calling / teasing
- Lying about another student
- Starting or spreading rumors
- Physical threats
- Intimidation
- Writing and / or passing unkind notes / email
- Negative gestures and facial expressions
- Insults of any kind
- Demanding another's possessions, food or money
- Sarcasm with intent to hurt another
- Taking and /or hiding another student's possessions
- Cyber-bullying: using electronic communication (cell phones, digital devices, such as tablets, laptops or computers) to do the act of bullying (i.e. email, send pictures, texts, sexting, social network, on-line chats, etc

Code of Student Conduct

Students are expected at all times to adhere to the *Code of Student Conduct* listed below as well as the guidelines each teacher has set forth in the classroom. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

General Rules

All students (grades PreK - 8) will adhere to the following rules:

- Act with respect toward teachers, staff, all adults, and fellow students
- Remain engaged during instruction, show effort in class and in homework
- Demonstrate respectful behavior in church and participate in liturgies
- Behave honestly in all situations
- Respect school property and the property of others
- Wear proper uniform at all times (grades K - 8)

Teacher Review

Students in grades 5 - 8 will receive a teacher review for failing to follow the guidelines set forth by teachers in the individual classrooms. Students will serve the teacher review at a time set by the teacher or administrator. **Teacher review takes precedence over appointments, practices, lessons, ballgames, etc.** Students who have three teacher reviews in one trimester will receive an administrative review. Repeated reviews could result in an in-school suspension.

Serious Conduct Violations

The following offenses are considered very serious and will be handled accordingly:

- Disrespect shown to any faculty member, adults working in the school, school related personnel or fellow students
- Use of profanity
- Leaving school grounds during school hours or during after school activities without permission
- Possession of questionable written or printed materials, books or pictures, etc.
- Aggressive, threatening or intimidating behavior
- Persistent disobedience and discourtesy
- Damage of school property or personal property; such as books, clothing, etc.
- Harassment: Verbal, physical or sexual
- Disruption of class procedures
- Misuse of Internet privileges, (including websites, chat rooms, instant messaging, e-mail)
- Cheating, lying or plagiarism in any form
- Skipping class; failure to show up for class
- Actions gravely detrimental to the moral, spiritual and physical welfare of other students
- Actions which are detrimental to the school's reputation
- Grave offenses which may include a violation of criminal law

Serious Conduct Violations (continued)

- Students may not smoke, vape, chew, or possess any form of vape or tobacco and or paraphernalia on school grounds or at any school events.
 - Possession of nicotine dispensing devices or nicotine products by persons under age 18 prohibited.
[Fla. Stat. § 877.112\(6\) \(2019\)](#)
 - Sale/distribution of nicotine dispensing devices or nicotine products to persons under age 18 prohibited.
[Fla. Stat. § 877.112\(2\)-\(3\) \(2019\)](#)
- Any others that are deemed serious by the principal and faculty

The consequences for these behaviors include:

1. Student sent to office
2. Notification to parents
3. Possible in-school or out of school suspension, to be determined by the Administration
4. Possible loss of participation in the next scheduled sports or extracurricular event
5. Possible expulsion

Search of Students and their Property

The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.

- Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.
- The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.
- All property of the school, including student desks and cubbies, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

St. Mary Magdalen Catholic School reserves the right to discipline students for off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

Possession of questionable or dangerous materials such as alcohol, drugs, guns, knives or other sharp-edged instruments, etc., will result in immediate suspension and possible expulsion.

Parent and Guardian Conduct

It is the expectation of the school that all parents, guardians, caregivers, volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

- Parents should demonstrate support of the school’s and Diocesan educational mission, personnel, policies, and procedures.
- Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.
- Inappropriate behavior or failure to support the school policies and mission may result in the student’s exclusion from the school.
- Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault or threats to the faculty, administration, staff, students, and volunteers of the school.
- Please review the Code of Conduct for Catholic Schools in the Diocese of Orlando (Appendix 3).

School Uniforms

The uniform guidelines listed below are the **ONLY** acceptable options for school uniforms. St. Mary Magdalen Catholic School uniforms must be purchased from Risse Brothers located at 100 Candace Drive, Suite 120, Maitland. The only exceptions to this are PE shorts (purchased through area department or sporting goods stores) and uniform shoes (which may be purchased through area shoe and sporting goods stores). We expect students to be in perfect uniform on all school days, and to be clean and neat and in good repair at all times in keeping with the pride we have in our school. **It is the shared responsibility of students and parents to ensure that all students come to school in proper uniform. The administration has the right to judge the acceptability of a student’s appearance.**

P.E. Uniforms

Shirts: Grey SMM Physical Education shirt should be worn.
Eighth graders are to wear red SMM Physical Education shirt.

Shorts: Navy mesh shorts should be worn. White piping and logos are not allowed. Belt loops are not allowed. Shorts may be purchased at the uniform store or any retail store as long as they meet requirements. Girls’ shorts should be **no more than 3 inches above the knee** and may not be rolled at the waist.

Boys' Uniforms

Shirts: White monogrammed polo shirt with logo (grades Kindergarten – Seventh).

Eighth graders are to wear red polo shirts with logo. Boys' shirts must be worn tucked in. If students choose to wear a T-shirt under their uniform shirt, it must be a plain white, short-sleeved T-shirt with absolutely no writing or graphics.

Shorts: Navy blue shorts should be worn (no cargo pants). Shorts must be worn at the waist, not the hips.

Belt: Solid black/brown belt with plain buckle is required for boys in grades three through eight.

Girls' Uniforms

Shirts: White monogrammed polo shirt with logo (grades Kindergarten – Seventh). Eighth graders are to wear red polo shirts with logo. Girl's shirts do not have to be tucked in if they have the vented hem.

Shorts/Skirt/Skort: Plaid shorts, skirt, or skort (grades Kindergarten-Eighth) worn **no shorter than 3 inches above the knee; may not be too tight or rolled at the waist.**

Jumper: Plaid jumper (grades Kindergarten-Third) worn no shorter than 3 inches above the knee.

When purchasing shoes, adhere to the following requirements:

Shoes: All students will wear **all white** or **all black athletic shoes**, low or mid top (not above ankle). All white shoes must have white soles and white laces. All black shoes must have black soles and black laces. High tops or shoes with wheels are not allowed. Shoelaces must be kept tied. Charms may not be worn on shoes. Girls in grades K – 3 may also wear rubber sole Mary Jane style shoes.

Socks must be solid white crew/ankle length with **no logo**. Tennis socks, socks with designs or stripes, and “no show” socks may not be worn. White knee highs are acceptable for girls. **All socks must cover the entire ankle area.**

Cold Weather Wear (for days with temperatures of 50 degrees or below) – the following items are acceptable:

- SMM Monogrammed Fleece jacket
- Navy Blue Monogrammed Sweatshirt
- Plain Navy Blue Sweater
- Plain Navy Blue Sweatshirt
- Navy Blue Slacks (no cargo pockets) – for boys and girls
- White, black, or navy tights or leggings may be worn on **very cold** (50 degrees or lower) days under the uniform shorts, jumper, skirt or skort.
- Navy Blue Sweatpants may be worn on PE days.
- Plain white turtleneck shirts or plain white long sleeve shirts can be worn underneath the uniform shirt on very cold days.
- **Grade 8 only:** Eighth Grade Sweatshirt

Jackets: The navy sweatshirt or sweater is the first line of defense on cold weather days. **A jacket may be worn over the uniform sweatshirt or sweater on very cold days.** The jacket may be worn outside, over the

sweatshirt, and must be removed in the classroom. The following jackets are not allowed: jean jackets, trench coats, or army jackets.

Hats and scarves may not be worn or carried during school hours. Appropriate hats and scarves may be worn outside for lunch/recess on extremely cold days.

Jewelry: Girls may wear stud-style, non-dangling earrings only in the lower ear lobe - **one pair only** (only one earring per ear). Boys may not wear earrings of any type. Students may wear one religious medal on a **thin** chain, and a regular watch. **Students may not wear bracelets, rings or smart watches.** Double ear piercings, or any other body piercing or tattoos, are not acceptable. Rules pertaining to piercings apply to all school events.

Personal Grooming

Hair: Hair should be neat and combed. Hair wraps, bandanas or large hair ornaments (including headbands with ears or other upright objects) may not be worn. Boys' hair should be short and may not touch the shirt collar. It should be above the eyebrow and no longer than mid-ear. **Hair color may not be altered in any way, including highlights.** Outlandish / fad styles or undercut / shaved designs will not be acceptable for either boys or girls. Extremes in length / style or shaved heads are unacceptable. **If appearance is judged unacceptable, the parent will be called.** The student has until the start of the next school week to correct the problem to the satisfaction of the Administration. Headbands, when worn, must be one and one half inches or less in width.

Boy's Hair:

- Fad hairstyles are not allowed.
- Short, may not touch shirt collar.
- Should be **above the eyebrow.**
- No longer than mid-ear.
- Side burns may not touch side of face or cheeks / passing mid-ear length.
- Height of hair may not exceed 2 inches.
- No highlights.

Make-up: No make-up and no nail polish is worn at any time.

- **Any permanent marking of the skin is not acceptable. Temporary tattoos may not be visible.**
- **Make-up may not be worn to school or during the school day.**

Out-of-Uniform (Free Dress) Guidelines

Students may Not wear:

Skinny jeans, leggings and jeans with holes, rips or appearance of rips
Tank tops, T-shirts with inappropriate writing, sleeveless shirts
Biker shorts
Pajama pants
Form-fitting apparel
Clothing that exposes a student's midriff when moving
Yoga pants
Military wear
Political slogans or statements
Flip-flop sandals, open back shoes, tennis shoes that convert to roller skates
Make-up
Hats

Dangling earrings
No rings/bracelets/necklaces

Students May wear:

Boys:

Jeans (no ripped jeans or appearance of rips)
Dress pants
Shorts
Shirts or sweatshirts with **appropriate writing and sleeves**
Tennis shoes or any closed back shoes (Tennis shoes must be worn if a PE Day)

Girls:

Jeans (not ripped jeans or appearance of rips)
Dress pants
Capris
Knee length shorts (Bermuda style)
Knee length or longer skirts / dresses
Shirts with modest necklines and no less than 3 inches of material covering the shoulder (shoulders must be covered.)
Shirts or sweatshirts **with appropriate writing and sleeves**
Tennis shoes or any closed back shoes (Tennis shoes must be worn if a PE Day)

Good Rule: If you think you shouldn't wear it, you shouldn't.

All uniform regulations and guidelines are subject to the discretion of the Principal, Assistant Principals, and Teachers. If appearance is judged unacceptable, the student may be sent home immediately. The students may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.

Academic Evaluation Grading System

Students are evaluated for mastery of skills and content during each marking period. Each department, primary, elementary and middle school has evaluation procedures suited to the levels of the students. The purpose of all evaluation is to document academic progress. Students are also assessed in behavior and effort.

Grading Scale

Kindergarten, Grades 1 and 2

Developmental Progress Report three times a year.

Grades 3 – 8 will use a number scale.

The grading system for conduct and effort and special area subject classes is

A = 90 – 100

1 – Student **consistently** demonstrates this behavior

B = 80 – 89

2 – Student **sometimes** demonstrates this behavior

C = 70 – 79

3 – Student **seldom** demonstrates this behavior

D = 60 – 69

F = 59 or below

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be distributed per trimester.

Report cards are distributed every twelve weeks. Parent/teacher conferences are held throughout the school year. However, our policy of open communication invites parents to contact teachers whenever they feel it is necessary, in writing or via email. The teacher will contact the parent to schedule the conference. This should always be done through the school and never at the home of the teacher. Teachers cannot confer with parents and attend to their teaching duties at the same time. Teachers will not participate in impromptu conferences in the hallways or school parking lot.

Progress Reports will be posted online 2 times per year. Kindergarten, Grade 1 and Grade 2 Progress Reports will be issued to parents as needed.

Honors: Middle School students are eligible for Honors.

Principal's Honors

An average of 96% or above (no B's) in the following subjects: Religion, Math, Science, Social Studies, Language Arts, and Literature, and all 1s in all subject areas.

First Honors

An average of 90% or above in the following subjects (all A's or B's): Religion, Math, Science, Social Studies, Language Arts, Literature, and a combination of 1's and no more than two 2s in participation and assignment completion in all subject areas. Students must have 1s in responsibility and interpersonal skills in all subject areas.

All of the students, who qualify for the honors listed above, will receive a certificate of recognition from the Principal. All students may be recognized by their teachers for accomplishments.

Parent / Teacher Conferences

Parent / teacher conferences are held throughout the school year. Information regarding conferences is sent to parents well in advance. If parents require additional conferences during the school year, they may make arrangements with the individual teacher.

Promotion Policy and Retention Policy

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

Admission Policy

We at St. Mary Magdalen Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Mary Magdalen Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his / her life. Together, we will educate your child in the Catholic faith and in their religious formation.

St. Mary Magdalen Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, marital status/lifestyle of parent/guardian or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

St. Mary Magdalen Catholic School is a Catholic school, not a private school. Admission is based on several criteria that have been developed to make the selection as objective and as fair as possible.

First preference for admission is given to St. Mary Magdalen Parishioners. Parish involvement is evidenced through weekly attendance at mass, use of weekly envelope system, involvement in parish ministry, and length of parish membership. Second preference for admission is given to Catholics from other parishes. Third preference is given to non-Catholics. Regular attendance at Mass and use of the weekly envelope system is required of all parishioners. This is imperative in order to carry forth religious values from home to school.

Families not able to be admitted during initial enrollment will be put on a waiting list. This list is maintained for the current school year. Families must reapply for the following year.

Admission to Pre-K

Students entering Pre-K at St. Mary Magdalen Early Learning Center must be four-years-old by September 1st.

Admission to Kindergarten

Students entering Kindergarten in the Seminole County Schools for the first time must comply with Florida Statute 232.04 regarding entry age. A student must be five-years-old by September 1st in order to meet the Florida age requirements for Kindergarten.

Admission to Grades 1-8

Students entering grade one must be six years old by September 1 of the year of entrance.

The most recent standardized testing, report card and letter of reference from the teacher or principal of the current school is required for all transfer students. Upon review of these documents, a decision is made regarding acceptance. Testing in some academic areas may be required for new incoming students.

Evidence of Date of Birth and Baptism

A legal Birth Certificate or other authentic proof of a student's age must be submitted prior to acceptance. A Baptismal Certificate will also be placed in the student record file.

Acceptance

Student records from previously attended school(s) must be received prior to acceptance. This will assist the Administration in determining whether or not the St. Mary Magdalen Catholic School program will meet the student(s) needs. All new students in grades K – 8 are accepted on a probationary status of 90 days.

Application, Testing, Interviewing

Application for Kindergarten is made during the month of February before the anticipated date of school entry. Application for grade one through grade eight begins during the month of February before the anticipated date of entry. A \$45.00 non-refundable fee is required for an application. The completed application should be returned to the school registrar.

Students may be tested to determine proper placement in courses/grades.

Preliminary Records

Preliminary records required for new students include a complete medical examination form, an immunization form, social security number, birth certificate, baptismal certificate (if applicable), and an emergency contact card.

Readmission

With regard to students who leave or have been asked to leave the school and subsequently desire to return, applications shall be reviewed on an individual basis. Acceptance shall be at the school's discretion and subject to conditions, including, but not limited to, a probationary period.

Registration, Tuition and Fees

Registration: All accounts must be current before a family/student can renew financial agreements for the next school year. Renewal typically begins in late February of each year.

Tuition: Tuition is based on the total cost to educate a child at St. Mary Magdalen Catholic School. The total cost of education per student is based primarily on salaries and benefits (72%) with the remainder going to facility and instructional costs. St. Mary Magdalen Catholic School utilizes the services of FACTS Tuition Management for the collection of tuition and fees. Families may elect to pay tuition and fees in full, prior to the school year or may select a payment plan, including monthly debits. The Materials Fee is due in June. The **Materials Fee is non-refundable.** Tuition is collected over 11 months, July through May.

Scholarship and other financial assistance: St. Mary Magdalen Catholic School accepts the Florida Empowerment scholarship, both FES-EO and FES-UA (formerly under Step Up and McKay) and AAA. Families utilizing a scholarship must first designate any funds awarded for tuition. Remaining funds are to be paid through FACTS Tuition Management. Tuition and fees are the responsibility of the parent. The Partner in the Mission Tuition rate is for active church parishioners. A partner financially supports the mission and ministries of the entire parish through the Sunday and Holyday envelopes on a regular basis (weekly giving). Every fall, each partner household makes a sacrificial, financial pledge to support God's work at St. Mary Magdalen for the coming year. They fulfill their pledge throughout the following calendar year. The Non-Partner Tuition rate is the actual cost to educate a child for the year.

Registration and first month tuition fees are non-refundable. For families who withdraw between September and May, tuition will be prorated for services given.

A return fee of \$25.00 will be assessed to your account for any returned checks (registration, tuition, book fees, materials fee).

Parents are asked to confer with the bookkeeper to ensure that tuition and all fees are paid as of the date of the withdrawal. School records will be sent when financial responsibilities have been met and all textbooks and library books have been returned. The student's permanent record will be sent after a request from the new school has been received. Health records may be taken by the parent at the time of withdrawal if all of the above is in order.

Physical Examination and Immunizations

Students entering our school for the first time should have a complete physical before entry. The State of Florida Department of Health requires that all students entering a Florida school for the first time be immunized for diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubeola (measles), mumps, varicella (or varicella disease), HIB, and have received the hepatitis series.

State of Florida Department of Health

Immunization and Physical Requirements for School Entry

PRE-K	KINDERGARTEN	ALL GRADES
<ul style="list-style-type: none"> ▪ Physical Exam within One Year of Entry ▪ Valid DOH Immunization Form 680 ▪ H. Influenza Type B (HIB) ▪ Varicella immunization or disease (Chicken Pox) ▪ DPT Series ▪ Polio Series ▪ Measles, Mumps, Rubella (MMR) ▪ Hepatitis B Series 	<ul style="list-style-type: none"> ▪ Physical Exam within One Year of Entry ▪ Valid DOH Immunization Form 680 ▪ DTP Series ▪ Polio Series ▪ MMR Series ▪ Hepatitis B Series ▪ Varicella immunization series or disease (chicken pox) 	<ul style="list-style-type: none"> ▪ Second Dose Measles ▪ (MMR preferred) ▪ Hepatitis B Series <hr/> <p>GRADES 1 – 2</p> <ul style="list-style-type: none"> ▪ Varicella immunization series or disease (chicken pox) <hr/> <p>GRADES 7 - 8</p> <ul style="list-style-type: none"> ▪ Tetanus Diphtheria (Td) Booster ▪ Varicella immunization series or disease (chicken pox)

Before students can enter Pre-K, Kindergarten, or 7th grade, they must present an updated original *Certificate of Immunization* (DH form 680), signed by a physician. Students not meeting the proper immunization requirements and medical exam requirements will be excluded from school effective the first day of school.

Schools in the Diocese of Orlando do not grant an exemption from vaccination based on religious grounds. Medical exemptions must be preapproved prior to acceptance.

Arrival and Dismissal Procedures

School Hours

Drop Off - 7:30 – 8:00 am

School Gates Open - 7:30 am

Classroom Doors Open – 7:45 am

Monday, Tuesday, Thursday, Friday - 3:00 pm Dismissal

Wednesday - 2:00 pm Dismissal

If an emergency should occur and parents realize that students will not be picked up on time, please notify the school office before the end of the school day since it is not safe for children to be left alone on the school grounds.

Supervision of students begins at 7:30 am. Students must be in their classroom by 8:00 am. Students arriving after 8:00 am will be marked tardy.

Arrival at School

- **Students should not be on the school premises before 7:30 am since there is no supervision provided before this time.**
- ***Tardiness is disruptive to the learning environment. Excessive tardiness impedes student learning.*** Students arriving at the classroom after 8:00 am are considered tardy. For the student's safety, parents are required to accompany their child to the school office to sign in if late. Students will then receive a tardy pass to enter class. Families receiving 10 tardies in a trimester will be referred to the school counselor. The school counselor will set up a meeting with the parent(s) to establish a plan for success for the morning routine. Excessive tardiness may result in retention due to the impact of academic progress or the student may be asked to leave.
- No cell phone use while driving on property, except to utilize the School Dismissal Manager.
- For safety purposes, no one is to pass cars at any time.
- **We ask all parents to use the car line**, however if parking is necessary, it is permitted near the church office or in front of the gym.
- No one should be crossing between vehicles; only crossing at the crosswalk or using the sidewalk.

Safety Notes

- For the safety of our students, all who are not in aftercare or an assigned activity must be dismissed immediately following the school day.
- All traveling across the parking lot **MUST** use the crosswalk to ensure safety.
- Passing of cars is not permitted for the safety of our students walking to their cars.
- Please follow the direction of the school staff members to help ensure a smooth and safe arrival. We appreciate your assistance and support of these very important procedures. The safety of your children is of the utmost importance to us!
- Unless engaged in an organized school sponsored activity, no student should be on the grounds after 3:15 pm. Students remaining on the grounds **AFTER** 3:30 pm will be taken to Aftercare and assessed a fee for the service. Students may not leave campus after school and return without adult supervision.
- **Walkers** - Students who walk or ride their bike home must have a walker form on file in the school office. This form must be completed by the student's parent/guardian giving permission for him/her to leave campus on foot or on a bicycle.

- All walkers must leave campus immediately following dismissal, they may not go to an area on campus and wait to be picked up. Only students in Grades 6 – 8 may be approved as walkers unless special circumstances are approved by the principal. Students will only be approved if going to a location off campus or leaving campus immediately. Walkers will be released at 3:00 pm and must leave the campus immediately. Students may not remain on campus to wait for a ride.
- No Pets are allowed on the school campus.

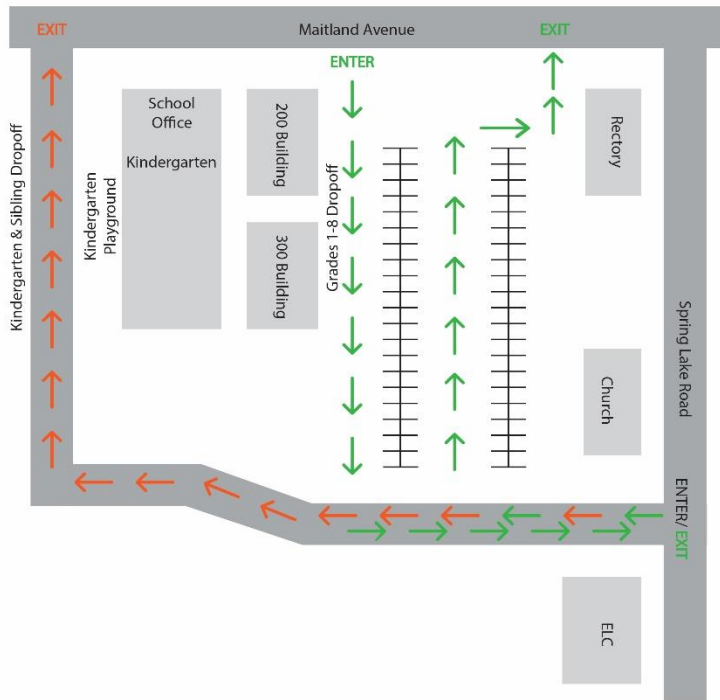
Parking Lot

- Students are to use extreme caution at all times while in the parking lot, mindful of the potential hazards of moving vehicles, dropping off and picking up students.
- Students must walk at all times and avoid any form of behavior such as pushing or shoving that might jeopardize their own or others' safety.

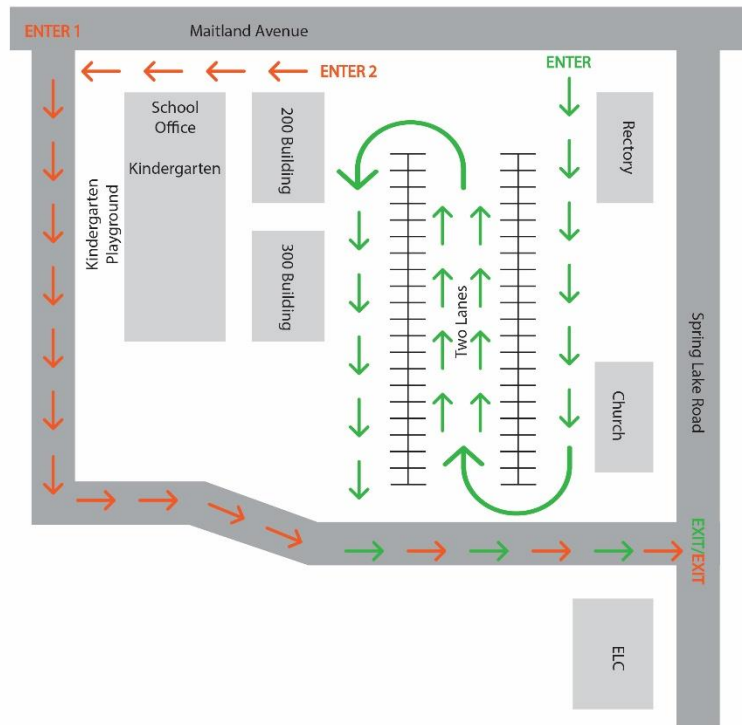
ARRIVAL TRAFFIC FLOW / CARLINE

DISMISSAL TRAFFIC FLOW / CARLINE

SMMCS ARRIVAL TRAFFIC FLOW
2023-2024



SMMCS DISMISSAL TRAFFIC FLOW
2023-2024



■ Main Carline: For Grades 1-8 without a Kindergartener - may use Spring Lake or Maitland Avenue entrance.

■ Main Carline: For Grades 1-8 without a kindergartener; may only use entrance from Maitland Avenue.

■ Kindergarten, Siblings & K Carpools Carline: May only use the Spring Lake Road entrance.

■ Kindergarten, Siblings & K Carpools Carline: May use either entrance, traffic at stop signs should yield to incoming traffic and form a single line.

General Policies and Procedures

Absence

To safely return to school after an illness, students should be fever-free for 24 hours without any fever-reducing medication and free of stomach / intestinal virus symptoms for 24 hours. **Students must provide a written explanation upon their return of their absence to their homeroom teacher.** The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. This explanation can be provided by email or a written note from the student's legal/custodial parent or guardian.

Students who are absent from school may not attend class parties or extracurricular activities the same day as the absence.

Students are required to complete missed assignments and/or class work. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

A physician's note is needed when the student:

- Has been absent for three or more consecutive days;
- Has had surgery;
- Is returning to school after a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease. Students should be fever-free and free of stomach virus symptoms for 24 hours prior to returning to school

When a student is absent for three or more days due to illness, a parent may call the school office or email the homeroom teacher to arrange for missed classroom work and/or homework assignments to be picked up. The work will be available for pick up at the earliest convenience of the teacher in order that their teaching duties are not interrupted.

For short absences, students should make arrangements with classmates regarding assignments. Work will not be given ahead of time for students who will be absent for vacations or trips. These students are encouraged to refer to homework assignments listed by their teacher in FACTS. Students returning from absences due to vacations are responsible for completing all missed work. Teachers are not responsible for re-teaching concepts taught during a student's absence due to a vacation or trip. Students may also receive missed assignments from their teacher when they return to school. Please see the guidelines for making up assignments missed under "Missing Work."

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips;
- Suspension from school;
- Truancy; or
- Other avoidable absences not included on the "Excused Absence" list above.

Students whose absences exceed 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian(s), and the school administration.

For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or make an arrangement with the school administrator for continued academic progress.

Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Academic Support / Resource

This program provides supplemental reading, writing, phonics, and math assistance for small groups of students. The goal is to reinforce / enhance the skills that are being taught in the classroom. The Resource Program is available for students in grades K through 8, providing them with additional practice and enrichment opportunities to enable them to grow as successful learners.

Altar Servers

The students of St. Mary Magdalen Catholic School in grades 6 - 8 have the privilege of serving Mass as altar servers. Practice for these servers will be arranged by the parish liturgist.

Assessment / Standardized Testing in the Diocese of Orlando

The TerraNova Assessment is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* "high-stakes" – the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/scores are simply one measure of the total composite of a child's individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of "opt-out" of testing. Students who are absent for any reason, including medical absences, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child's learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

Assignment Books

Students in grades 3 - 8 will receive a faith-based homework assignment book. This assignment book will be an integral part of their homework responsibility, as well as part of their classroom curriculum. Students will be required to have it with them every day. A limited number of replacement assignment books will be available, at a cost of \$4.00.

Attendance

Regular attendance and punctuality are essential to the student's academic progress and to the development of good habits in his/her schoolwork. It also contributes to the attitude that the school is important and worthy of the effort required to be present and on time. Students are expected to be in regular attendance each school year. A student must be in school for 50% of the day to be considered present. Any student arriving late or picked up early that is not in school for more than 50% of the day will be marked absent.

Excessive absences during a marking period may affect a student's grades and can result in retention. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

To safely return to school after an illness, students should be fever-free for 24 hours without any fever-reducing medication and free of stomach / intestinal virus symptoms for 24 hours prior or present a doctor's note to return to school. **Students must provide an explanation of their absence to their homeroom teacher. This explanation can be provided by email or a written note from the student's legal/custodial parent or guardian.**

Birthday Parties / Gifts

Students in grades K through 8 may come to school dressed out-of-uniform on their birthday or half-birthday for summer observance. Please refer to the out-of-uniform (Free Dress) guidelines on page 17. In addition, birthday treats may be brought to school if they are in individual portions and enough for everyone. For safety reasons, trinkets on cupcakes or cookies are not allowed. Please, no balloons, etc. Students are invited to come to the principal's office for a birthday treat.

Students may not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade. Flowers or balloons may not be brought or delivered to the school for students.

Cell Phones / Telephone Use

Permission to use the school phone must be obtained from the classroom teacher. Students are permitted to use the office phone only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Students may not use cell phones during the school day. **Cell phones must remain silent or off and in the student backpack during school hours.** Students may use their cell phones following the school day to

communicate with parents, **with teacher approval**. Cell phone cameras may not be used at any time on school property. Cell phones used during school hours, without permission, will be confiscated and turned into the school office. St. Mary Magdalen Catholic School is not responsible for lost, stolen, or damaged cell phones.

Change of Address

Change of address or telephone numbers for home, work, or cell phones must be reported to the school office via email or telephone. Also, FACTS must be updated. On the main dashboard under School Information, click on Web Forms and then Family Demographic Form. Make sure to SAVE at the bottom of each form. Please make sure to update Emergency Contacts forms with individuals (other than parents) who are authorized to pick up your child in an emergency if you are unavailable.

Class Presentations

Class plays, reports, and other group or individual presentations can be a very exciting part of the classroom calendar. Often an occasion is made of these, with parents invited and small refreshments served. At these times, parents are urged to make it a special one-on-one time with their student. For this reason, (and because it can be very disruptive to the teaching and class work going on in the sibling's classroom) siblings will not be excused from other classes to attend these presentations during the school day. Special events may be exempt from this policy with administration's approval.

Clinic

The clinic is located in the main school office. If a student becomes ill or injured at school, parents are notified as soon as possible. Depending on the nature of the illness or injury, parents will be asked to come to the office and sign the student out as soon as possible. Students will not be released to anyone except parents or their designated representative. St. Mary Magdalen Catholic School follows the regulations set forth by the State Department of Health regarding rashes and communicable diseases.

All health emergencies are reported to the school office immediately. In case of minor injuries, ice and bandages are provided; the clinic is unable to provide over the counter medications. For more serious injuries parents will be contacted and the office will call 911 if required. The staff will follow procedures set forth by the blood borne pathogen guide if blood is involved.

Administering Medication to Student Guidelines

Students needing to take medications during the school day must keep their medication in the original prescription bottle. Medicine is kept in the clinic and dispensed by the school personnel. Parents must fill out Permission to Administer Medication form in the school office, giving permission to dispense medication.

Health Needs

Any health conditions (including lice) that the school needs to be aware of must be presented to office personnel. Physician verification or instruction may be requested and must be presented if applicable.

Collection of Funds

All collections of funds (for sports, scouts, extra-curricular activities, class parties, etc.) must receive prior approval from the administration before requests to parents are made. All approved funds will be collected through the school office.

Crisis Plan

St. Mary Magdalen Catholic School has developed a “crisis plan” in case of a lockdown or emergency evacuation. In the event access to the campus is denied by authorities, parents should report to Eastmont Park. Information will be brought to parents at this location.

Directory

On FACTS, parents have the option to opt out of a school directory. The directory includes student and parent names, addresses, home telephone numbers and email addresses. The school directory should be used to acquaint parents with the names of their children’s classmates and parents. These directories are not to be **used** or **sold** for other purposes.

Duplicate Sets of Textbooks

Parents who wish to obtain a duplicate set of textbooks for their students may request textbook publishers, phone numbers, and textbook ISBN numbers from the assistant principal. The school will not order any additional textbooks for duplicate use due to expense.

Early Learning Center Aftercare

The St. Mary Magdalen Early Learning Center offers aftercare for children in kindergarten through eighth grade. It is intended for those children whose working parents cannot pick them up at dismissal time. Students must be registered in advance. Please contact the Early Learning Center at 407-830-3740 for more information.

Emergency Procedures

Fire drills will be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Exit classroom, close doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. In line, face away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

Lockout and Lockdown drills are held periodically.

1. Coded announcement will be given;
2. Close and lock all classrooms doors;
3. Follow teacher instructions.

Extra-Curricular Sports

The St. Mary Magdalen Catholic School competitive sports program is open to boys and girls in grades 5 – 8. The program strives to develop the students by teaching the fundamental skills of each sport and by instilling the concept of discipline and teamwork and promoting a spirit of Christian sportsmanship. Academics are expected to be the primary concern of students and parents. A student must maintain an overall “C” average or above to participate and conduct must be satisfactory. Students who receive a failing grade in any core subject on the report card or progress report will be ineligible to participate until improvement is shown. Students’ grades will be evaluated at mid-trimester and trimester for eligibility, as well as time of tryouts. The school administration reserves the right to deny students the right to participate in extracurricular activities in the event of poor academic performance or inappropriate conduct or behavior.

Catholic Youth Sports (CYS) provides developmental sports opportunities in grades K – 5 and competitive sports opportunities in grades 5 – 8. Information is given out throughout the year and students may participate if they are in good academic standing.

Field Trips

Field trips are considered part of the curriculum. All students are expected to attend class field trips or attend school for the day. A Diocesan Field Trip Permission form is sent to the parent for completion and submittal to St. Mary Magdalen Catholic School prior to student participation in the field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips. Younger / older siblings are not eligible to attend.
- Chaperones must be 21 years of age or older. All volunteer chaperones shall be fingerprinted through the Diocese of Orlando and shall have undergone Safe Environment training and a background investigation prior to serving as a chaperone.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- The school field trip permission slip and the letter of introduction will be sent home by the teacher sponsoring the field trip. This is the only permission form which may be used.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are non-refundable (**checks only please.**)
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- At conclusion of the field trip please keep in mind that in order to preserve academic time siblings may not be signed out early.
- **Diocesan approval is required for students to be ‘signed out’ while attending a field trip in order to stay later than the scheduled time of departure or decline to ride the school provided transportation. Parents are required to email Sylvia Pabon-Castro, Assistant to the Superintendent, for approval at spabon-castro@orlandodiocese.org.**

Gum Chewing

Gum chewing is not allowed by students while on campus during school hours or at after school activities.

Home and School Association

As a member of our school community all parents are members of the St. Mary Magdalen Home and School Association as its primary purpose the organization and implementation of parent volunteer programs for the school, and a commitment to fundraise each year to enhance the education of our students. Each family is expected to contribute towards and assist in our home and school fundraising efforts.

Home-School Communication

School to home email is used for communication. Families of children whose parents reside in separate households, must notify the school secretary if they would like to receive information via the email system.

Homework

Homework is considered an important part of the student's study skills. Outside activities do not excuse anyone from homework. The type and length of home assignments depend upon the teacher's methods and the student's performance level. Both written and study-type assignments are most important and are the student's responsibility. The role of the parent is to provide a suitable atmosphere for study. Parents are urged to help their children develop good study habits by setting aside a definite study time each night. Parent interest is a definite asset; however, too much help destroys the spirit of independence and creativity. The suggested average amount of time spent on homework is:

- Kindergarten – 10 minutes
- Grade 1: 20 minutes
- Grade 2: 30 minutes
- Grade 3: 40 minutes
- Grade 4: 50 minutes
- Grade 5: 60 minutes
- Grade 6: 60 – 90 minutes
- Grade 7: 60– 90 minutes
- Grade 8: 60 – 90 minutes

Questions regarding the amount of time needed for an individual student to complete the homework should be addressed to the classroom teacher.

Insurance

Every child at St. Mary Magdalen Catholic School is covered by the Diocesan insurance plan for the hours he / she is under school supervision. Twenty-four hour coverage is available at an extra charge.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket. Items placed in the lost and found remain there for 10 days. After 10 days, items are donated to charity. Please clearly mark all student items with name and grade to facilitate their return.

Lunch and Lunch Accounts

The St. Mary Magdalen Catholic School hot lunch program is provided five (5) days a week through a third party vendor, SLA. The cost of hot lunch is \$4.00 per meal. Parents will be required to pay the return fee for checks that do not clear. If students do not participate in the hot lunch program, they bring their own lunch. Students are expected to use the same manners used in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors are expected at all times.

Media Center

Library Hours

Monday, Tuesday, Thursday, Friday from 7:45 am – 3:15 pm

Wednesday from 9:30 am – 2:15 pm (closed during 10:00 am Mass)

Loan Periods

- Grades K – 5: Books are on loan for one week and are due on the student's regularly scheduled library day.
- Grades 6 – 8: Books are on loan for two weeks and are due on the student's regularly scheduled library day. Special due dates may apply for book report books.

Book Checkout and Return

Students learn to take proper care of library books and materials. Students should return books when they are due so that other students may enjoy them, too. Books may be renewed as needed per the discretion of the school media specialist. We do not charge fees for late returns. Lost or damaged books are the financial responsibility of the parents of the students who check them out. Report cards and transcripts can be withheld for outstanding library infractions.

Electronic Books (eBooks)

All students have access to Overdrive, the industry's leading digital reading platform. OverDrive offers the largest digital content catalog in the world. We use the Sora app or the Sora website to access Overdrive's ebooks and audiobooks. Students may log on to their Sora accounts using a computer, tablet, or smartphone to read electronic books. These titles may be renewed just like a physical library book. Books that are not renewed will automatically "return" on the due date.

Missing Work

The completion and turning in of work on time is essential for academic success. The objective of assigning homework is for students to receive practice and reinforcement of skills taught in the classroom. It is extremely important that all assignments be completed and turned in when due. Grade levels establish policies regarding missing work. In the case of absences, students have the same number of days to complete class work and homework as the number of days they were absent. Tests missed due to absence must be taken within one week of the original test date. Work will not be given ahead of time for students who will be absent for vacations or trips unless preapproved by administration in extenuating circumstances. These students are encouraged to refer to homework assignments listed on the RenWeb. Students returning from absences due to vacations are responsible for completing all missed work. Teachers are not responsible for re-teaching concepts taught during a student's absence due to a vacation or trip.

Office Records

Parents/Guardians are requested to notify the School Office and update FACTS of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. FACTS is updated by going to the main dashboard under School Information, click on Web Forms and then Family Demographic Form. Make sure to SAVE at the bottom of each form. Please make sure to update Emergency Contacts forms with individuals (other than parents) who are authorized to pick up your child in an emergency if you are unavailable.

Other Extra-Curricular Activities

A variety of extra-curricular activities are offered at St. Mary Magdalen Catholic School. A student must maintain an overall "C" average or above to participate in extra-curricular activities and conduct must be satisfactory. Students who receive a failing grade in any core subject on a report card or progress report will automatically be ineligible to participate until improvement is shown.

Parties

Students are permitted the following parties a year: Halloween, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties.

Playground Regulations

Students must stay in the areas assigned. All other areas are off-limits. Rules to be observed:

- Gymnastics, cart-wheels, body contact sports are not permitted; no pushing, tackling, piling, etc.
- Only balls provided by the school are permitted unless otherwise approved by the teacher.
- Students are expected to respect and obey the staff and volunteers on duty.
- No obscene language is permitted.
- Students should stay away from all street areas. If play equipment goes out of the playground, an adult on duty should be asked for permission to retrieve it.
- No radios or other electronic equipment are allowed on school grounds.
- Students are required to behave in such a manner that their actions are not harmful to themselves or others.
- Unnecessary roughness is forbidden along with teasing, harassment, bullying or making mean comments.

Sacramental Formation Program

The St. Mary Magdalen Sacramental Formation Program is under the direction of the Parish Director for Religious Education. Students in grade 2 are prepared for two sacraments – Reconciliation and First Eucharist. Parents are required to be active partners with the parish in the preparation of their children for these sacraments. Information about immediate preparation for these sacraments will be sent home in a timely manner through the Parish Religious Education Office.

School Commission

The purpose of the St. Mary Magdalen Catholic School Commission is to promote the value of Catholic education. It is a consultative board - a board that operates in the policy making process by formulating and advising the school principal concerning school policies, but never enacting policy. The SMMCS Commission assists the school in implementing the goals and objectives in the school's strategic and action plans.

Special Learning Needs

St. Mary Magdalen Catholic School recognizes that each student has unique learning needs. Classroom teachers make numerous accommodations to meet the learning needs of each student, and they work closely with parents to ensure student success. Additional support is provided as needed. Specific learning needs are addressed on an individual basis. Concerns should be communicated with the classroom teacher. Documentation of special learning needs and services provided for the student should be shared with the school administration and guidance counselor.

Student Records

Parents requesting student records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Mary Magdalen Catholic School Office for distribution. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Student Safety

Students will not be permitted to leave school premises during school hours and during extracurricular activities without a written request from a parent. Doctor appointments, with the exception of emergencies, should be scheduled for after school hours, when possible. If it is necessary to pick up a student before dismissal, a written note from the parent notifying the teacher is required in the morning. **Students being picked up early (prior to dismissal time) must be checked out in the school office prior to 1:45 p.m., (12:45 on Wednesday).** They must be signed out by a parent in the school office. Parents are not permitted to go to the classroom to drop off or pick up a child. Parents wishing to visit a teacher or a class must contact the school office in advance to make arrangements. Homework, books, lunches, P.E. clothing, etc. should be brought to the office, not the classroom, marked with student name and grade as early as possible.

Student Services

School Counselor

The school counselor coordinates all school-based guidance services and maintains the confidential records of services. The counselor provides individual, small group, and crisis counseling, conducts classroom developmental guidance, administers individual screenings, and oversees the administration of school-wide standardized testing. In addition, the counselor consults with parents, teachers, administration, and other professionals regarding special concerns and needs of students, and makes referrals when appropriate.

Requests for Student Information

Parents may need information from teachers regarding their children's academic, social and/or emotional progress in school when they are seeking outside help from professionals. St. Mary Magdalen Catholic School is committed to working with parents to get necessary paperwork completed in a timely manner following the rules for privacy for all students. If you need any information for doctors, counselors, psychologists, psychiatrists, public schools, or tutoring centers please bring all paperwork to the school administrative secretary, in the school office. She will have you sign the necessary release forms and she will distribute the papers to be completed to the proper teachers. The information will then be sent to the professional you have indicated. **Teachers are not permitted to complete forms unless the forms come through the school office.**

Programs and Services

Cognitive Affective Psychomotor Skills (CAPS) (Gifted)

The CAPS enrichment program is designed for students in the third through eighth grades that need the stimulation of advanced critical and creative thinking skills, demonstrate abilities above regular class curricula and express interest far advanced for regular class work. CAPS. is an acronym for Cognitive Affective Psychomotor Skills which are the areas of focus for class activities through the enrichment program.

Each year during the fourth quarter, teachers are asked to evaluate and recommend students to be considered for the gifted program. A committee comprised of administration, the school counselor and the gifted teacher select the students who exhibit the necessary qualifications based on standardized test scores and teacher input.

The Enrichment Placement Rubric is used to record information for students who are recommended for the program. The following scores are included on the rubric:

- standardized test scores from the language arts and math portions of the TerraNova Assessment
- composite score from the Cognitive Abilities Test (CogAT)
- reading level scores from the S.T.A.R. test.

Teachers evaluate students' learning and motivational characteristics along with their verbal and social abilities on a Characteristic Checklist for Enrichment. This checklist is based on a scale of the characteristics for gifted students utilized within the state of Florida. Teachers also submit portfolio class work and assignments from students which exhibit creativity and critical thinking skills listed on the Characteristic Checklist for Enrichment.

All third grade students have a weekly class with the gifted teacher for the first semester of school. In December, third grade students are evaluated for the CAPS Program. The third grade students who qualify for CAPS begin class in January.

Family Life Program

The Family Life Program, taught by the homeroom or middle school Religion teacher, provides a healthy and wholesome education in Christian family living and human sexuality, as directed by Catholic beliefs and values. The focus of the program is centered on the fundamental principle that all people are made in God's image and likeness, and for this reason are to be treated with dignity and respect. This program is designed to teach, in developmentally appropriate ways, behavior and relationship skills, virtues, and Catholic beliefs and values that pertain to family life education and human sexuality.

Title I Program

Title I is a federally funded program intended to reinforce classroom instruction in reading, writing, and math skills. To qualify for Title I, students must show need, and meet the criteria for the program. Standardized test scores, teacher assessments, and report cards are used to determine student need. Students participating in Title I meet with teachers from Seminole County on Tuesday and Thursday afternoons from 3:30 – 5:30 pm. Seminole County also provides parent training to assist parents in helping their children meet with success.

Title I Program (Continued)

Additionally, Seminole County determines which of its public schools are Title I schools. Students who qualify based on test scores and teacher recommendation must also be zoned for a Title I public school.

Focus on Safety

Focus on Safety is a 10-week program offered to students in Grade 5. An officer from the Altamonte Springs Police Department is assigned to St. Mary Magdalen Catholic School to teach resistance to drugs and negative peer pressure.

Duke University Talent Identification Program (TIP)

Duke University recognizes students in Grade 7 who have scored at the 95th percentile or higher on certain sections of the TerraNova Assessment. These students are invited to take the SAT or ACT college entrance exam. They also qualify to participate in higher learning programs. In the fall, students will receive written notification if they qualify to participate in the program.

Duke University 4th and 5th Grade Talent Search

Duke University recognizes students in grades 4 and 5 who have scored in the 95th percentile or higher on certain sections of the TerraNova Assessments. These students are invited to take the Explorer Test of Achievement for eighth graders. Higher learning programs are also available to them. In the fall, students will receive written notification if they qualify to participate in the program.

Student Withdrawal

Student withdrawal must be accomplished in written format to the principal explaining the circumstances and date of the withdrawal. The parents are asked to confer with the bookkeeper to ensure that tuition and all fees are paid up as of the date of the withdrawal. School records will be sent when financial responsibilities have been met and all textbooks and library books have been returned. The student's permanent record will be sent after a request from the new school has been received. Health records may be taken by the parent at the time of withdrawal if all of the above is in order.

Weather Emergencies

For school closings due to weather, we will always follow Seminole County Public Schools, as directed by the Office of Schools, Diocese of Orlando. At the onset of bad weather, parents are encouraged to listen to the local television and radio broadcasts regarding school closures.

St. Mary Magdalen Catholic School reserves the right to re-open St. Mary Magdalen Catholic School depending on our local campus situation. Please use the following communications regarding the status of St. Mary Magdalen Catholic School:

1. St. Mary Magdalen Catholic School website opening page – www.smmschool.org.
2. St. Mary Magdalen Catholic School telephone system, 407/339-7301 and 407/830-6245.

Visitors

School visitors (volunteers, parents, etc.) check in at the main office. For safety and security reasons, each person is required to check in at the office when he / she enter the building and to check out at the time of departure. First time visitors must present a valid driver's license for processing through the Raptor system. All visitors and volunteers are required to wear a designated nametag and identifying lanyard.

Volunteers

Volunteers are an important part of the St. Mary Magdalen Catholic School community. All parents are invited and encouraged to volunteer. Each family is asked to volunteer a minimum of ten hours, with at least five (5) of them being in the cafeteria or on the playground. In order to provide appropriate supervision, younger siblings may not attend as volunteers are asked to actively monitor students. In accordance with Diocesan policy and for the safety of the students, fingerprinting, successful completion of safe environment training and background checks are required for all volunteers.

Right to Amend

St. Mary Magdalen Catholic School reserves the right to, at any time it deems appropriate, amend the school handbook and change policies.

ADMINISTRATION, FACULTY, AND STAFF

Administration		Email Address	Voicemail
Mr. Garrett Linquist	Principal	glinquist@smmschool.org	5333
Mrs. Jennifer O'Brien	Guidance Counselor	jennifer.obrien@smmschool.org	5311
Mrs. Rachael Zurita	Guidance Counselor	rzurita@smmschool.org	5311
Mrs. Cynthia Dades	Development Director	cdades@smmschool.org	5506

Homerooms		Email Address	Voicemail
Mrs. Alejandra Aries	Kindergarten	aaries@smmschool.org	5503
Mrs. Maureen Parks	Kindergarten	mparks@smmschool.org	5502
Mrs. Samantha Heiskell	Grade 1	sheiskell@smmschool.org	5309
Mrs. Sarah McKee	Grade 1	smckee@smmschool.org	5307
Mrs. Mina Harper	Grade 2	mharper@smmschool.org	5305
Ms. Debbie Yachabach	Grade 2	dyachabach@smmschool.org	5303
Mrs. Shannon Albin	Grade 3	salbin@smmschool.org	5302
Ms. Rachel Dow	Grade 3	rdow@smmschool.org	5301
Mrs. Stephanie Griffin	Grade 4	sgriffin@smmschool.org	5304
Mrs. Colleen McWhorter	Grade 4	cmcwhorter@smmschool.org	5306
Mrs. Patty Cobb	Grade 5	pcobb@smmschool.org	5202
Mrs. Kristi DeCaprio	Grade 5	kcaprio@smmschool.org	5203
Ms. Charlotte Thomas	Grade 6/MS Math	cthomas@smmschool.org	5205
Mrs. Leslie Hage	Grade 6/MS Math	lhage@smmschool.org	5204
Mrs. Shannon Walker	Grade 7/Technology	swalker@smmschool.org	5507
Mrs. Daisy Nassis	Grade 7/MS Social Studies	dnassis@smmschool.org	5105
Mrs. Deborah Kelly	Grade 8/MS Literature	dkelly@smmschool.org	5102
Mrs. Julie Slebodnik	Grade 8/MS Language Arts	jslebodnik@smmschool.org	5104

Special Subject		Email Address	Voicemail
Mrs. Eva Amado	Spanish ELC/K-2	eamado@smmschool.org	
Mrs. Gilda Brink	MS Religion	gbrink@smmschool.org	5101
Mrs. Catherine Castillo	Technology Coordinator	ccastillo@smmschool.org	5508
Ms. Aniko David	Art Teacher	anikodavid@smmschool.org	5310
Mrs. Larissa Ehresman	Physical Education	lehresman@smmschool.org	5515
Mr. Albert Fernandez	Spanish (Grades 3-8)	afernandez@smmschool.org	5201
Mrs. Christine Gardner	Media Specialist	cgardner@smmschool.org	5504
Mrs. Monica Jimenez	Physical Education	mmolnar@smmschool.org	5515
Mrs. Betsy Moricle	Gifted / NJHS	bmoricle@smmschool.org	5511
Ms. Sara Plumley	MS Science	splumley@smmschool.org	5509
Mrs. Nancy Thomas	Resource	nthomas@smmschool.org	5308
Miss Candace Travis	Music	ctravis@smmschool.org	5516

ADMINISTRATION, FACULTY, AND STAFF

<u>Teacher Assistants</u>		<u>Email Address</u>
Mrs. Candace Dolph	Teacher Assistant - Kg	cdolph@smmschool.org
Ms. Ellen Eaton	Teacher Assistant - Kg	eeaton@smmschool.org
Mrs. Nicole Murray	Teacher Assistant - Kg	nmurray@smmschool.org
Mrs. Julie Hynes	Teacher Assistant - 1	jhynes@smmschool.org
Mrs. Judy Rickards	Teacher Assistant - 1	jrickards@smmschool.org
Mrs. Nathalia Castillo	Teacher Assistant - 2	ncastillo@smmschool.org
Mrs. Elisa Steiner	Teacher Assistant - 2	abowden@smmschool.org
Mrs. Peggy Beleckas	Teacher Assistant - 3	pbeleckas@smmschool.org
Ms. Carolina Vargas	Teacher Assistant - 3	cvargas@smmschool.org
Mrs. Alexia Bowden	Teacher Assistant - 4	abowden@smmschool.org
Ms. Joanne Deslandes	Teacher Assistant - 4	jdeslandes@smmschool.org
Mrs. Brooke Morales	Teacher Assistant - 5	bmorales@smmschool.org
Ms. Meg Simonelli	Teacher Assistant - 5	msimonelli@smmschool.org
Mrs. Nelly Infante	Teacher Assistant - MS	ninfante@smmschool.org

<u>Office Personnel</u>		<u>Email Address</u>	<u>Voicemail</u>
Mrs. Jody James	Receptionist	jjames@smmschool.org	5283
Mrs. Maureen Salerno	Receptionist	msalerno@smmschool.org	5283
Mrs. Meghan Stack	Receptionist/Athletic Director	mstack@smmschool.org	5283
Mrs. Ana Crowe	Registrar	acrowe@smmschool.org	5330
Ms. Lisa Watkins	Bookkeeper	lisa.watkins@smmschool.org	5331
Mrs. Josie Joyce	Administrative Assistant	jjoyce@smmschool.org	5245

EARLY LEARNING CENTER

<u>Administration</u>		<u>Email Address</u>	<u>Voicemail</u>
Mrs. Nery Naya	Director	nnaya@smmschool.org	5394
Mrs. Cherry Ramoutar	Assistant Director	cramoutar1@smmschool.org	5382

Infant Team

Damaris Ramos
Liliana Rodriguez
Meg Brennan

Toddler Team

Samy Suarez
Anh Ngo
Isabel Parra
Yunay Avila
Esmeralys Martinez

Twos Team

Ana Lopez
Zuleika Rivera
Amany Banob
Louimar Navarro

Pre-K3 Team

Katie Werner
Fekria Agaybe
Jen Marie Hernandez
Ariana Figueroa-Rivera

Pre-K4 Team

Dania Castellon
Paula Rivera
Millie Campbell
Mylitza Woodson

Support Staff

Maria Serrano



Image Release Form

(Photography and Image Assignment Waiver, and Release)

I _____
for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to _____ and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property. I understand and have been advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Diocese. Participants' names would not be identified, however, without specific written consent. I further understand that the Diocese has no control over the use of photographs or film taken by media that may be covering the event in which my child(ren)/ward(s) participate(s).

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature

Date

Witness

If applicable, name(s) of minor children/wards:



Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy August 1, 2023

1.0 Introduction

St. Mary Magdalen Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.

- The St. Mary Magdalen Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies will be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside network can result in disciplinary action.
- St. Mary Magdalen Catholic School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in St. Mary Magdalen Catholic School
- **Faculty/Staff:** any person who is employed by St. Mary Magdalen Catholic School, whether part-time or full-time, who provides instruction or supports the school operations.

2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Mary Magdalen Catholic School.

2.4 Technologies Covered: St. Mary Magdalen Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Mary Magdalen Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. Mary Magdalen Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school, it is disrupting instruction, and it is brought to the principal's attention, St. Mary Magdalen Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

3.1 Web Access

St. Mary Magdalen Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing is monitored, and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

St. Mary Magdalen Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Student's password(s) are not to be shared with anyone.

3.3 Social / Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, St. Mary Magdalen Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours.

Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours. Also, creating fake accounts using the school's name, logo or any other symbol that identifies as a school sanctioned account will be asked to be deleted and the student will face disciplinary action and loss of privileges.

3.4 Livestreaming

For distance education, St. Mary Magdalen Catholic School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and

only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher. It is required that students at home wear their school uniforms and that a quiet space is provided to avoid disruptions or distractions to the teacher and other students.

3.5 Mobile Devices Policy

St. Mary Magdalen Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

3.6 Personally-Owned Devices Policy

St. Mary Magdalen Catholic School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must follow the same code of conduct for use of personally owned devices on St. Mary Magdalen Catholic School campus or at other functions, whether on or off property, related to the St. Mary Magdalen Catholic School.

3.7 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus. Passwords need to be unique to each student and not shared with other students.

3.8 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

3.9 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

3.10 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian.

Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.

- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use

I, the student will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Send or distribute obscene, lewd or sexually explicit images.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

- ✓ St. Mary Magdalen Catholic School implements an effective internet filtering and reporting solution St. Mary Magdalen Catholic School, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with St. Mary Magdalen Catholic School to prevent from unauthorized access, including "hacking" and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Mary Magdalen Catholic School will hold an informational meeting to address the policy.

10.0 Limitation of Liability

- ✓ St. Mary Magdalen Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While St. Mary Magdalen Catholic School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ St. Mary Magdalen Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of St. Mary Magdalen Catholic School, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

- ✓ Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- ✓ Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature)

(Date)



*A Code of Conduct
for
Parents, Guardians, Caregivers,
Volunteers, and Visitors
of Catholic Schools
in the
Diocese of Orlando*

“Search Me, O God, and Know My Heart”

-Psalm 139

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement:

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extra-curricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
 - *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers' preparation and assigned supervisory time before, during, and after school Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged



Digital Audio and Visual Release for Participation in School Livestream Events, Recordings and Live Learning Sessions

I _____, for valuable consideration received, and for being allowed access to digital recordings of _____ School's digital learning live sessions and my child/ward's participation in _____ School's digital learning live sessions and other school livestream events, expressly assign to _____ School and the Diocese of Orlando including all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my child/ward's image or likeness, including, but not limited to all video, recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes and other livestream events in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for me and/or my child/ward's appearance or participation in the Property for these limited educational purposes.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student

Name of Student

Name of Student

Name of Student