



HUMBLE TX 2018 – 2019 STUDENT HANDBOOK

MISSION STATEMENT

St. Mary Magdalene Catholic School exists to develop students who have academic strength, strong moral values and a deeper understanding of their Catholic faith, so that they may succeed as individuals who make wise choices, serve others and attain a deep relationship with Christ.

ST. MARY MAGDALENE CATHOLIC SCHOOL



Dear Students and Parents/Guardians,

The Family Handbook is provided to inform students and parents/guardians of the procedures and policies of St. Mary Magdalene Catholic School. We ask parents/guardians to carefully read the handbook and review the appropriate sections with their child(ren).

The enrollment of a student at St. Mary Magdalene Catholic School is considered to be an agreement on the part of a student and his/her parent/guardian that the student will comply with all the school procedures, rules and regulations as set forth in this handbook.

The Principal retains the right to amend this handbook for just cause. By no means is this handbook considered all-inclusive. Students and parents/guardians will be given prompt notification if such changes are made.

The Family Handbook reflects the policies of St. Mary Magdalene Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary Magdalene Catholic School during the 2018-2019 school year. The signed copy is due by Friday, September 1, 2018.

We thank you in advance for your spirit, dedication, support, cooperation, prayers and living testament of discipleship.

Joshua Raab, Principal
530 Ferguson St.
Humble, Texas 77338-8018
281-446-8535
Fax: 281-446-8527
www.smmcs.org

OFFICE HOURS: 8:00 A.M. – 4:00 P.M.
2018-2019 FACULTY AND STAFF

Principal	Joshua Raab
Director of Development	Eddie Greene
Director of Curriculum and P.R.I.D.E Academy	Cathi Hughes
Director of Admissions	Laura Rocha
Counselor	Laura Valladares
Athletic Director	Tom Walsh
Bookkeeper	Kelli Pitt
Nurse	Myriam Herrejon
Secretary	Sam McKinney
Art Teacher	M'Liss Painter
Technology & Music Teacher	Bryan Whitworth
Spanish Teacher	Carmen Rodriguez
Pre-School (K3 Teacher)	Nina Prisco
Pre-School (K3 Aide)	Ruth McLin
Pre-School (K4 Teacher)	Lisa Littel
Pre-School (K4 Aide)	Linda Rodriguez
K5 Teacher	Letty Garay
K5 Teacher	Nedi Salazar
1 st Grade Teacher	Angela Holden
2 nd Grade Teacher	Janette Noel
2 nd Grade Teacher	Rebecca Amstutz
3 rd Grade Teacher	April Dandridge
4 th Grade Teacher	Micha Rucka
5 th Grade Teacher	Lauren Chevalier
5 th Grade Teacher	Christiana Chavez
Middle School/6 th Grade Homeroom/Math	Brandon Bridger
Middle School/6 th Grade Homeroom/Spanish	Carmen Rodriguez
Middle School/7 th Grade Homeroom/Lang Arts	Mary Turner
Middle School/7 th Grade Homeroom/Science	Mark Nuar
Middle School/8 th Grade Homeroom/Social Studies	Steve Chambers
Middle School/8 th Grade Homeroom/Religion	Meris Bridger

School day begins at 8:00 am

School day ends at 3:20 pm

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MISSION STATEMENT OF THE ARCHDIOCESE OF GALVESTON-HOUSTON

Catholic Schools on the Archdiocese of Galveston-Houston call young people to holiness and prepare them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence.

Our schools are committed to the evangelizing mission of the church to educate and form witnesses who transform the world.

I. PHILOSOPHY STATEMENT OF ST. MARY MAGDALENE CATHOLIC SCHOOL

We *believe* that in our Christian community, children will experience a safe, kind and loving atmosphere that is interwoven with Catholic faith and gospel values.

We *believe* teachers and parents share the responsibility for the religious, intellectual, moral, physical and social formation of the student. Parents and teachers work together through mutual respect and understanding toward the common good of each child.

We *believe* our nurturing educators are dedicated to identifying individual learning styles and emotional needs in order to challenge and reach each learner through innovative and age appropriate methods.

II. VISION STATEMENT OF ST. MARY MAGDALENE CATHOLIC SCHOOL

Our vision is to help form the complete child through Faith, Reason, and Virtue. In doing this, we will provide for the world, future leaders grounded in Gospel values and strong morals, using the Catholic faith as our educational foundation. We envision a school where all students have access to the best technology, the best teachers and the best resources. A school where teachers receive the best professional development and have access to the best resources as well is our vision as well. When we plan for the future, we keep in mind teachers and students alike. We strive to reach these goals based within the confines of our realistic budget. This is a realistic approach, but we always keep our eyes on the prize and creating future leaders.

III. OBJECTIVES

- To provide a Christian environment that emphasizes our Catholic Faith and Gospel values.
- To provide a student-friendly environment that promotes learning.

- To provide an opportunity for teachers and parents to share in the education of our children.
- To provide an environment reflecting mutual respect and understanding toward the common good of each child.
- To identify individual learning styles and emotional needs in order to reach all learners.
- To provide an academic challenge to reach each learner through creative and developmentally appropriate methods.
- To create a loving atmosphere in order to meet the emotional needs of all students.
- To academically challenge each student according to his/her developmental level.
- To provide an environment where each child can become aware of his/her own potential for success.

IV. FACULTY VISION STATEMENT

A. Who We Are

We are the faculty of St. Mary Magdalene Catholic School, an integral part of the St. Mary Magdalene Catholic Community.

B. Why We Come Together

We come together to:

- proclaim the Good News of Jesus Christ
- teach and prepare our students for the future
- support each other, our students, and their parents/guardians

C. What We Believe:

We believe that:

- mutual respect and trust at all levels in our school and our world are of primary importance
- we teach the whole child
- how and what we teach not only impacts our students and their parents/guardians, but also our community and the world

D. How We Choose to Serve

We choose to:

- be Christian examples for our students
- continually create new ways to share excellence in education, as practiced at St. Mary Magdalene Catholic School

V. ROLE OF PARENTS

Expectations of Parent/Legal Guardian

When your child is enrolled at St. Mary Magdalene Catholic School, the school expects that you agree to the following:

1. Follow all of the rules and policies within the SMMCS Family Handbook.
2. Use appropriate behavior and language when interacting with any SMMCS students.
3. Do your best to help throughout the year to participate in any SMMCS events and fundraisers.
4. Be a supportive partner with the school and teachers in the education of your child.
5. Promote your school and speak well of it to others, both on and off campus. Act as a positive role model and represent our school in a positive manner whether on or off campus.
6. Understand and support the religious nature of the school.
7. Read all communication from the school and request clarification when necessary.
8. Observe parent-teacher conference dates and special requests for meetings.
9. Obey all classroom rules, guidelines and procedures.
10. Discuss concerns or problems with the appropriate personnel instead of resorting to or listening to gossip. Keep lines of communication open with SMMCS employees at all times.
11. Address concerns and problems with the person(s) most directly involved, within the appropriate time frame, before contacting higher authorities. Contact with teachers should be during school hours and not at home on their personal time. Work closely, positively, and productively with all SMMCS employees to resolve any concerns that may arise.
12. Be actively involved in the life of the school and volunteer assistance whenever possible.
13. Pay all tuition/fees in a timely fashion. Should any difficulties arise in your ability to do so, contact the school immediately.
14. Support the Lion Fund Drive.
15. Arrive on time each day for morning drop off and afternoon pick up and adhere to the carpool guidelines in the handbook.
16. Monitor students' home usage of all electronic devices, including but not limited to cell phones and computers, to identify any harassment or bullying.
17. Sign in and out at the office and wear a visitor's badge while on campus during school hours.
18. Turn audio beepers and phones off or to vibrate while on campus or at school functions.
19. Refrain from bringing any device on campus (including in your car) that would threaten school and student safety, such as a firearm or knife.
20. Refrain from calling or texting students on their cell phones during school hours.
21. No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts without the express written permission of the Principal.

We, at St. Mary Magdalene 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 and psychologically. Your choice of St. Mary Magdalene Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

We acknowledge that we are not the school for all families, and we will exercise the right to ask families to leave if any of the above expectations are seriously breached.

As stated in the Declaration on Christian Education, Second Vatican Council, October 28, 1965:

“Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators. This role in education is so important that only with difficulty can it be supplied where it is lacking.

“Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence the family is the first school of the social virtues that every society needs.

“It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to the faith received in Baptism, to worship Him and to love their neighbor. Here, too, they find their first experience of a wholesome human society and of the Church.

“Finally, it is through the family that they are gradually led to a companionship with their fellow men and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people.

“The Council also reminds Catholic parents of the duty of entrusting their children to Catholic schools wherever and whenever possible and of supporting these schools to the best of their ability and of cooperating with them for the education of their children.”

STUDENT RECORDS

St. Mary Magdalene Catholic School will make efforts to ensure the privacy of student records. Parents/guardians and students will be given access to records directly related to their student. This includes duplicate report cards or progress reports, transcripts and health records. Parents/guardians wishing to view student records should make a request 24 hours in advance. Student records are not released to an outside agency or school without the written consent of a student's parent/guardian. See page 28 for further information regarding the release of records.

Buckley Amendment

St. Mary Magdalene Catholic School abides by provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school provides the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

Ordinarily the schools will endeavor not to take sides in disputes between parents in recognition of the crucial role of both parents in the lives of their children. Continued strife between the parents is harmful to the children and does not set a good example for them. It is expected that even divorced and separated parents will treat one another with Christian charity and will display a spirit of forgiveness. Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the Principal contact the Superintendent to discuss whether continued enrollment is a viable option.

CHILD ABUSE POLICY

In order to protect students, St. Mary Magdalene Catholic School, the Archdiocese and the Church, the school has a child abuse policy which addresses: (1) identification and reporting of child abuse, and (2) training school personnel and volunteers to identify child abuse. School personnel in the Archdiocese of Galveston-Houston have a moral and legal obligation to report suspected child abuse or neglect. The school personnel should document all observations and conversations and report to the Principal

immediately, and to Child Protective Services within twenty-four (24) hours. The Principal will determine the need to follow up with the child and/or the parents.

VIRTUS TRAINING REQUIREMENT

All volunteers, school employees or anyone who has regular and/or unsupervised contact with students need to complete the VIRTUS “Protecting God’s Children” safe environment program. Volunteers include, but are not limited to, the following:

- Room Parents
- Field Trip Chaperones
- Library Volunteers
- Workroom Volunteers
- Classroom Volunteers
- Classroom Party Volunteers
- Special Events Volunteers
- Extra-curricular Volunteers
- Athletics Volunteers

The VIRTUS program has been implemented throughout the Archdiocese of Galveston-Houston to assist Catholic Church communities in being safe havens for children, and in being messengers for preventing child sexual abuse within the Church and society in general.

A child-safe environment begins with making the adults that interact with children aware of how to protect children. The “Protecting God’s Children” program consists of two parts: a criminal background check, and the three hour “Protecting God’s Children” workshop. This awareness session educates and trains adults about the dangers of abuse, warning signs of abuse, ways to prevent abuse, methods of properly reporting suspicions of abuse, and appropriate responses to allegations of abuse.

Sessions are offered throughout the year at St. Mary Magdalene Catholic Church/School and other Catholic parishes. To ensure that the office records are properly updated, individuals who have completed the program under the sponsorship of another Catholic organization should notify the school office. Please contact the school office for further details about this program, or go online to www.virtus.org.

***VIRTUS is an Archdiocesan-wide program
and is mandatory for all school volunteers.***

VI. GOVERNANCE

A. The Cardinal

The Cardinal, as the chief representative of the Church's teaching authority, is head of the Archdiocesan System of Schools. The Superintendent carries out the administration of the schools. Religious education is under the guidance of the Director of the Office of Continuing Christian Education.

B. Texas Catholic Conference Education Department (TCCED)

TCCED is the designated coordinator of all activities related to state accreditation. As such, it shall establish standards that a diocesan system of schools must satisfy to be accredited and shall adopt an accreditation process to be used in Catholic schools.

C. Texas Catholic Conference Education Department Accreditation Commission

Membership consists of all superintendents of the fourteen Texas dioceses, other experts in the field of education, and two bishop members who serve as Episcopal liaisons. The Commission, through committees, is responsible for setting up the operations, ongoing planning of the accreditation process, review of school compliance, and reporting of accreditation status.

D. Archdiocesan Board of Education

The Archdiocesan Board of Education is an advisory council delegated by the Cardinal and responsible to the Archdiocese for Archdiocesan-sponsored educational programs.

E. Superintendent

The Superintendent of schools is the organizational and instructional leader in the system of Catholic schools of the Archdiocese of Galveston/Houston. The Superintendent's specific responsibilities include: directing and coordinating the Catholic School office, coordinating and supervising the central administrative services for the efficient operation of all Catholic schools, implementing all policies of the Archdiocesan Board of Education and implementing the principles and standards for accreditation (TCCED).

F. The Pastor

The Pastor is the spiritual leader of the parish and the ex-officio chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately presented. The immediate direction of the school and its instructional program is, however, to be delegated to the Principal. Satisfactory and

effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy.

G. The Principal

The Principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. As the educational head of the school, the Principal is held accountable for school policies outlined in the Texas Catholic Conference Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum, the Catholic School Office Administrator's Handbook of Regulations, and policies established by the local School Board.

H. The School Board

The School Board is the liaison of the school community. It participates with the Pastor in the selection and support of educational administrators. The Board also evaluates the effectiveness of the Board's policies and the programs which it establishes, and approves the financial expression of the educational plan, the budget. The board plays an advisory role in all areas.

I. The Teacher

The Teacher's primary responsibility is classroom instruction. The Teacher is responsible for supervision of students, effective communication with the school community, and following guidelines of the curriculum for the grade as provided by the Archdiocesan Curriculum in accordance with the Essential Elements of the State of Texas.

VII. LINE OF AUTHORITY

The Catholic Church abides by the principle of subsidiary, which states that problems should be solved at the lowest level possible. St. Mary Magdalene Catholic School abides by this principle, and implements it in the following manner:

1. If a concern or incident arises, the teacher will contact parents/guardians in writing or by phone. In extraordinary circumstances, the Principal may make this initial contact. Faculty members expect parental support in development and implementation of a plan to solve the concern.
2. If a parent/guardian wishes to discuss a concern or incident, the teacher is the first person the parent/guardian must contact in writing or by telephone. Teachers should be contacted by e-mail or voicemail. The teacher will return the parent/guardian's call within 24 hours whenever possible. If communication with

the teacher does not resolve the concern, the Principal may be contacted as the final person in the line of authority.

3. If a concern regards a broader issue than the student, or a classroom incident, or the teacher directly, the Principal should be contacted. (For example: a parent/guardian has a suggestion for uniform policy addition.)
4. Please respect the line of authority:
 - Teacher or faculty member first
 - Principal as the final school authority

Misunderstandings may occur if the problem is not first investigated at the source. Personal issues are not appropriate items with which to approach other faculty members, parent organization representatives, School Board members or the parish priest. *Go to the source. Our expectation is that all communication will be such that it is respectful to and for all parties involved.*

VIII. STUDENT–PARENT COMPLAINT PROCESS

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. We ask you to follow the guidelines below if there are concerns:

- If the student is comfortable doing so, have him/her talk to the teacher about the concern.
- If the student is not able to approach the teacher on his/her own, the parent will contact the teacher to schedule a conference, including parent and student, to discuss any and all concerns.
- After conferencing with the teacher, if the parent does not feel the concern has been addressed sufficiently, the Counselor or Principal may be contacted.
- A formal grievance may be filed in writing and must be received within five (5) working days following the occurrence of the event on which the grievance is based. Please contact the Principal for a copy of the current Archdiocesan appeals process/grievance procedure for further details. Please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within Catholic Schools.

St. Mary Magdalene Catholic School does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program or political beliefs.

IX. SCHOOL REGULATIONS

A. Admissions

St. Mary Magdalene Catholic School admits all students to the rights, privileges, programs and activities made available to the student body. St. Mary Magdalene Catholic School does not discriminate on the basis of race, color, creed or national origin in the administration of the admission, athletic or scholarship programs. Special education, gifted and ESL/bilingual classes are not available at SMMCS.

Admission to St. Mary Magdalene Catholic School for returning and new students considers the development, scholastic and behavioral qualifications of the applicant, as well as the available openings in each grade level, the overall composition of the class and the resources available to meet the student's needs. Applicants must show readiness to benefit from and contribute to the group learning environment present in our classrooms.

B. Admission of Students

1. Each child must meet requirements as outlined by the Archdiocese:
 - Three years old by September 1st to enter Pre-Kindergarten 3 (Pre-K3)
 - Four years old by September 1st to enter Pre-Kindergarten 4 (Pre-K4)
 - Five years old by September 1st to enter Kindergarten
 - Six years old by September 1st to enter the First Grade.

The child's original birth certificate (not a hospital copy) must be presented for proof of age, along with the child's social security card.

All Pre-Kindergarten students must be **completely** potty trained.

To ensure the best education, students must be English speaking.

2. Baptismal Certificates are to be submitted for all Catholic students applying for admission. If the child has been baptized at St. Mary Magdalene Catholic Church, it is necessary to obtain a copy of the Baptismal Certificate from the Parish Office. Students do not have to be Catholic to be admitted.
3. A health record filled out and signed by a doctor is required. Immunizations must be up to date. All new students and any student wishing to play sports must have a physical dated on or after **June 1, 2018, no exceptions**. Forms can be found online.

4. In order to manage the size of individual classes, applicants may be placed on a waiting list at the discretion of the school administration. Vacancies will be filled from the waiting list on a first come, first served basis.
5. Students applying for admission to the kindergarten and pre-kindergarten programs will be evaluated to assess their readiness to spend a full day in a school environment. The evaluation will consider separation from parent/ guardian, toilet training, interaction with other children, and ability to follow simple instructions. The evaluation may include a referral from the child's current preschool/daycare/"Mother's Day Out" program.
6. Acceptance of transfer students will be based on the most recent standardized test scores, report cards, teacher recommendations, and admissions exam results. Admissions exams are administered to ensure that incoming students are on level with age-appropriate material. Elementary and middle school applicants must have an average of "C," 78% or better, in all academic subject areas.
7. St. Mary Magdalene Catholic School will not accept any student who is currently under suspension from any school, district or educational system.
8. All new students will be given a trial period of not less than one nine-week term in which to prove himself/herself both socially and academically. If during this trial period there are any problems, including a Level 2 or Level 3 infraction, a student may be asked to withdraw from St. Mary Magdalene Catholic School. The recommendation and decision of the school is final.
9. Parents are expected to disclose to appropriate school personnel any significant information which may affect their child's education progress or the other students' learning environment. Such information includes, but is not limited to, diagnostic evaluations, medications or specific family situations. Failure to disclose such significant information during the application process or as the situation changes may result in dismissal of the child.
10. SMMCS retains the right, at any time, to ask the student/family to leave.

C. *Withdrawal*

Please notify the school at least 48 hours in advance of your student's withdrawal date to facilitate record processing. Report cards are issued after all records have been cleared. In addition, all financial obligations, including the Before and After School Program, billing must be met prior to report cards being issued. All textbooks,

workbooks, library books and other school property must be returned to the teacher. Records will be forwarded to the next school at its request. A permanent record card is kept on the file noting the school the student transferred to and the date of withdrawal.

D. Registration

In-school registration for all present students will begin in early spring (date to be announced). A place for the coming year will be guaranteed for the student and their siblings who register during this time, after the \$300 registration fee has been paid.

Open enrollment will begin on March 1, 2019 for all new students for the 2019-2020 school year. Applications will be taken for available openings. Applications are submitted through the SMMCS website and are not considered complete until **non-refundable application fee of \$125 per student and the \$300 registration fee** has been paid online. Applications and fees will be taken for available spaces only. Once classes are filled, those wishing to be considered for vacancies will be placed on a waiting list. Applications for 8th grade are limited to returning students and new applicants transferring from another Catholic school.

Classroom Requests

The placement of a child in a classroom is done with much deliberation between teachers and administration. Teachers look at the gifts of the students and the teachers, as well as the interpersonal relationships between students in making recommendations to the administration for the classroom selection. The school administration will assign students to classes, making every effort to place each student in the class that best suits his/her needs. In all cases, particular attention is given to an even distribution of students. For this reason, parents/guardians ***will not*** be able to select their student's teacher. If you have a specific educational concern, you are welcome to make an appointment with the administration to discuss options for your child.

E. Tuition Rates and Fees

Tuition rates are published in early spring prior to registration.

Student Fee

A \$300 Registration Fee is due at the time of registration. This fee is non-refundable. The student fee is due by July 1st or a \$35 late fee will be added.

The Student Fee covers testing fees, student diocesan tax, student insurance, accreditation, classroom supplies (pens, pencils, map pencils, erasers, paper, construction paper, rulers, protractor, compass, glue, crayons, paints, craft supplies, etc.), art supplies, computer lab supplies, science materials, consumable texts and workbooks, book rental, library subscriptions, clinic supplies, yearbook, one field trip (up to \$30), and a school window decal for a vehicle. The Pre-K Student Fee also covers an afternoon snack, a tote bag for carrying daily work, sleeping mat rental, and the cost of special events.

Students who use supplies in excess may be asked to purchase additional supplies during the school year.

An Athletic Fee is a per student, per sport non-refundable charge due prior to the beginning of the sport. The charge will be \$75 per sport to the parents' FACTS account.

Before and After School (P.R.I.D.E. Academy) Fees are charged on a per usage basis. A non-refundable registration fee of \$30 is charged for the first student, \$20 for the second child, and \$10 for each additional child per family to reserve a space in the program. Usage charges are as follows:

- **AM Session** (6:30 – 7:40 A.M.) – \$8/day/child
- **PM Session** (2:00/3:20 – 6:30 P.M.) – \$8/day from Dismissal until 4:30 P.M. per child **OR** \$13/day for the first child and \$12/day for each additional child staying until 6:30 p.m.
- **Noon Dismissal** (12:00 – 6:30 P.M. ~ *includes lunch*) B&ASP will be available on noon dismissals for Parent-Teacher Conferences and before Spring Break – \$8 from Dismissal until 1:15 P.M. per child **OR** \$25 from Dismissal until 6:30 P.M. per child. **PLEASE NOTE:** For your student to participate in the After School Program on Noon dismissal days, you **MUST** make reservations with Mrs. Hughes via email (chughes@smmcs.org) a minimum of **2 (two) days prior** to the Noon dismissal day. ***NO EXCEPTIONS WILL BE MADE.***
- **After 6:30 P.M.** there will be \$1 per minute per child charge.

Financial Assistance

The Archdiocese will make the determination for Financial Assistance through PSAS (Private School Aid Service), based upon their review of a CONFIDENTIAL application submitted through the Archdiocesan-sponsored company. Applications are available online at www.choosecatholicchools.org.

F. Financial Obligations

1. Payments will be made directly to FACTS.
2. Tuition is due on the first, fifth, or tenth of each month utilizing FACTS.
3. Tuition payments are made in ten equal installments. The first installment is due July 1st, and the remaining nine installments are paid beginning September 1st and ending the following May 1st.
4. Statements will be sent by FACTS via email or USPS. A late fee of \$35 will be assessed after the first failed attempt for payment by FACTS.
5. The Bookkeeper and Principal will schedule an appointment with a responsible family member to discuss tuition that is not paid by the end of the month, so that a plan of payment can be arranged. All payment plans shall be documented. Late payments of tuition fees may result in the dismissal of the student from St. Mary Magdalene Catholic School.
6. Students of families who have neither paid all tuition due nor made acceptable arrangements will not be allowed to continue classes at the start of the following quarter.
7. Registration for the following school year will not be allowed for students of families who have neither paid all tuition due nor made acceptable arrangements.
8. Student fees are non-refundable with the exception of those families who have re-enrolled but have moved out of the area. In such cases, a refund of student fees, minus a processing fee of \$50, will be allowed.
9. Tuition is a yearly fee. To ease the financial burden for our parents, tuition may be paid in 10 monthly installments. The first monthly tuition payment is due the 1st day of July, followed by nine monthly payments due the 1st, 5th, or 10th of each month, from September 1 through May 1.
10. If a student withdraws from St. Mary Magdalene Catholic School, a prorated tuition balance refund will be granted only in the case of (a) an extended illness, (b) a move of the student's family from the Houston area or (c) withdrawals requested by St. Mary Magdalene Catholic School. The tuition is prorated by month, with 20% of the semester tuition balance charged for each month or partial month a student is enrolled at St. Mary Magdalene Catholic School.

Tuition balance refunds for withdrawals other than the reasons listed above will be granted as follows:

- First semester withdrawals in August – 75% semester tuition balance refunded
- First semester withdrawals in September – 50% semester tuition balance refunded
- First semester tuition balance refunds for withdrawals after September 30 will not be granted.
- Second semester withdrawals in January – 75% semester tuition balance refunded
- Second semester withdrawals in February – 50% semester tuition balance refunded
- Second semester tuition balance refunds for withdrawals after February 28 will be not granted

Refunds must be approved by the Principal and Pastor. Decisions of the Principal and Pastor are final.

11. FACTS will charge \$35 NSF fee in addition to a \$30 NSF fee that will be assessed by the school.

12. All records and report cards will be held until all financial obligations are met.

G. Office Hours

The school office hours are 8:00 A.M. to 4:00 P.M. on days when school is in session. The office is closed on school holidays.

H. Attendance

1. The ordinary school day at St. Mary Magdalene Catholic School begins at 8:00 A.M., with dismissal at 3:20 P.M. Students must be in attendance a minimum of 4 hours within a given day to be considered present for the full day.
2. Please be prompt in bringing students to school and picking them up after school. School doors will be opened at 7:40 A.M. Students should not be left at school earlier than 7:40 A.M. **If they are left before 7:40 A.M. or 20 minutes after dismissal, they will be sent to our Before and After School Program (P.R.I.D.E. Academy) and charged accordingly.** All families must complete and return the paperwork for the **P.R.I.D.E. Academy** by August 17th, 2018, whether you plan to use the **P.R.I.D.E. Academy** or not. If you do not plan to

use the **P.R.I.D.E. Academy**, the information you provide will be used to dismiss your student(s) to the proper custodian in case an unexpected emergency arises.

3. Early dismissal of students is discouraged and should be kept to a minimum (**especially after 3:00 pm**) in order to maximize instructional time. No student will be permitted to leave during the school day without a written request from a parent or guardian and permission from the Principal. Parents/ guardians must sign their student out at the school office. Parents are discouraged from removing their student for any part of the day, including lunch, for events such as birthdays, playdates, parties, etc. Special permission should be obtained from the Principal for all absences outside the normal school hours.
4. Parents are required to contact the student's homeroom teacher or school nurse by 9:00 A.M. on the day of an absence or in advance if known. It is the policy of the school to contact the parents of students who are absent and who have not informed the school. This policy is for the protection of our students. If a child is absent, **a note from the parent must be given to the teacher when the child returns to school. This includes Pre-Kindergarten students.** The note should state the reason for the absence. This note should contain the student's full name, dates of the absence, specific reason for each day (flu, measles, etc.) and the parent signature and phone number. If a note is not received within 48 hours of an absence, the absence will be considered unexcused. These notes/letters will be retained in the office for one year. **A child may not be absent from school more than three (3) consecutive days without a doctor's excuse.** The Principal may require a physician's verification of an illness at any time.

Absences are classified as either excused or unexcused. An excused absence allows the student to make up work missed. The following are considered excused absences:

- Student's illness or injury
- Family emergency
- Death of a family member
- Doctor or dental appointments that cannot be scheduled before or after school
- Religious holidays/Religious celebrations

All other reasons, including vacations, will be considered unexcused absences.

With an excused absence, it is the responsibility of the student to check with each of his/her teachers to determine what work needs to be made up. Students have

one day for each day of absence to turn in makeup assignments (i.e. one day of absence = work due the day following return to school; two days absence = 2 days after return to school, etc.). A zero will be given for work that has been required by the teacher and has not met the guidelines for makeup work. When a student is absent three days or more, a request can be made for makeup work on the morning of the third day and can be picked up after school. Students absent more than five days must make arrangements with their teachers for making up the work missed within one week (5 school days) after their return to school.

When short or long term assignments have been given a predetermined date, no extra days are given for makeup work. If students are absent on a predetermined due date, the material is due the day the student returns to school.

Make up exams in Middle School can be given before or after school. Middle School students should make arrangements with their teacher(s).

5. **We strongly discourage extended vacations outside the scheduled school holiday periods.** Parents are encouraged to schedule trips or family outings during scheduled school holiday periods so as to eliminate the need to interrupt a child's learning process. All work missed will be made up by the student in a reasonable amount of time. The Principal and Teacher should be consulted and notified well in advance of such vacations.
6. Students must be in attendance $\frac{1}{2}$ (3.5 hours) of the school day in order to participate in school-related activities on that day or evening.
7. Awards for attendance will be given out at the end of the year. **Perfect Attendance** will be awarded for zero absences with no more than two tardies. **Faithful Attendance** will be given for five or fewer absences with no more than two tardies.
8. Excessive absences (20 days or the equivalent of 20 days including tardies) can be cause for a student to be retained in the current grade for another year.

I. Arrival and Departure Procedures

The arrival and dismissal system ensures the safety of our students during arrival and departure times. It is important that procedures, traffic flow patterns and reduced speeds on campus be followed. ***(Please see the mapped diagram attached at the end of this handbook.)*** Students should enter and exit vehicles from the right side.

For the safety of our students, the use of cell phones by drivers during carpool is prohibited. Offenders of this policy are subject to a conference with the Principal and to further consequences, at the Principal's discretion.

No one should be walking through the school parking lot between 7:40 – 8:00 A.M. and/or 3:00 – 3:40 P.M. This includes both parents and students. If a parent/guardian has school business to attend to, please wait until after 8:00 A.M., before 3:00 P.M. or after 3:40 P.M.

Students are not to enter the building prior to 7:40 A.M. or 20 minutes after dismissal. First bell rings at 7:55 A.M. Students are not to enter classrooms prior to 7:55 A.M. **Supervision is not provided for students prior to 7:40 A.M. or 20 minutes after dismissal except through the Before and After School Program.** Students staying after school for tutoring sessions or for any school sponsored club will be released by the responsible teacher to the parents from the front of the school. The Teacher will also be responsible for checking the remaining students into the P.R.I.D.E. Academy in the Family Life Center.

Faculty and staff are not available for conferences during arrival and dismissal times.

ARRIVALS:

Doors to the school will open at 7:40 A.M. On-duty staff members and Safety Patrol students will begin opening car doors in the two designated arrival areas.

- The K3 and K4 parents **must** “Park and Walk” their students into the school from the courtyard entrance. Parents must stay with their student in the hall until the Teacher opens the door to the classroom. One Teacher from each K3 and K4 room will be on hall duty by their classroom. Students are to sit on the floor with their tote bags until the teacher opens the door. We encourage parents to leave as soon as the student enters the classroom.
- K5 through 8th grade students are divided alphabetically into two groups, **A to L** and **M to Z**.
 - **A to L**: Students whose last name begins with the letters **A to L** are to enter the school parking lot from Ferguson St. and exit back onto Ferguson St. All car riders are to remain in the vehicle during drop off until a staff member opens the vehicle door.
 - **M to Z**: All students whose last name begins with the letters **M to Z** are to enter the church parking lot from the south entrance by the between the back of the church and Magdalene House, immediately turn left and drive through the circular drive in front of the courtyard. All car riders are to

remain in the vehicle until a staff member opens the vehicle door. Students will enter the school building through the courtyard entrance. Staff members will be on duty to escort the students into the school.

If your passenger door is unusable, or if your student cannot enter/exit by him/herself, please use the Park and Walk option.

- “Park and Walk”:

Parents have the option of parking and walking up to the courtyard entrance of the school. “Park and Walk” drivers are to enter the church parking lot from S. Houston Ave., between the church and Magdalene House. This is the same entrance used by **M to Z** drivers. “Park and Walk” parents must take the second left (turn after passing the church) and must park in on the side of the church by the south side of the school. Parents with students in K5 through 8th grade **ARE NOT** allowed to walk their children to the classroom. Teachers will direct the students to the proper hallway. “Park and Walk” vehicles need to exit on Ferguson St.

TARDY POLICY:

It is important that every student develops the habit of being on time. **All students** (K3 through 8th Grade) are expected to attend school regularly and to be on time for classes. Students who enter a class after the tardy bell are a disruption to the class. All doors to the school are locked at 8:00 A.M., and any student entering the building after that time must enter through the main entrance of the school. **Students must be signed in by an adult in the front office in order to be admitted to class. There will be no exceptions.**

- **The tardy bell rings at 8:00 A.M., and students are expected to be *in class* at that time and ready to receive instructions for the day. If it is 8:00 am and a student is just walking in the building but not yet in their class, they **will be counted as tardy.****
- Parents/guardians **must** accompany the tardy student into the front office. The parent/guardian must sign the student in on the Absence Log. The student will then receive an Admit Slip. Students are not allowed to enter the classroom without an Admit Slip if the 8:00 A.M. bell has rung.
- ***Tardies will affect Family Involvement Commitment (FIC) balances.*** One hour will be added to the FIC overall balance once a student (or family) has received three tardies within one nine-week period. One half-hour will be added to the FIC for each tardy thereafter.
- The tardy policy is in effect for each 9-week grading period.

DISMISSALS:

PreK through 8th grade students will all be dismissed at 3:20 P.M. Pre-K students without an older sibling will be dismissed from the **M to Z** side. Any PreK student with an older sibling in grades Kindergarten through 8th will be dismissed with their sibling at the sibling's designated area (**A to L**: front of school building; **M to Z**: circular drive at the courtyard of the church).

- Students will dismiss through the same door they use for arrivals. Please make sure the car tag number is visible at all times. The teachers or Safety Patrol members will place the students in the right side of the vehicle.
- Parents have the option of parking and walking to pick up their student from the outside library door. "Park and Walk" drivers are to enter the church parking lot from Isaacks Ave., between the church and the cemetery. Parents must park in front of the church office and, bringing their car tag with them, walk down the sidewalk on the south side of the church office. Teachers will release the students to parents waiting outside the library door. "Park and Walk" vehicles need to exit on Isaacks Ave.

Students and parents both need to be aware of the category in which they fall. If a student is a "Park and Walk" student, that student will be in the library, not in the car line.

Students are not allowed to leave with anyone other than their assigned pick up without written permission from a parent or guardian. If a change in the person picking up a child is needed, please send a written note to school with the change. **Due to the size of the student body, phone calls to the school's office for changes should be of an emergency nature and not routine.** If possible, calls should be made before 10:00 A.M. for early release days, or noon for regular dismissal, so that students and staff can be notified.

Parents and visitors are not permitted to enter the school buildings 20 minutes after dismissal without a scheduled appointment. Under no circumstances will a student be allowed to remain in the school building or on school grounds before 7:40 A.M. or 20 minutes after dismissal, other than tutoring, the Before & After School Program, club meetings or athletics.

Parents will be called for students not picked up by 12:20 P.M. on NOON RELEASE DAYS.

LEAVING DURING THE DAY:

To remove a student from school during the day, parents should send a note to the homeroom teacher at the start of the day stating the reason and time of departure. A sign-in and sign-out sheet is to be filled out by the parent in the school office when a student arrives late or is dismissed early. ***Students will not be called down for dismissal until the parent arrives at school to sign out the child.***

J. Academics

Curriculum

St. Mary Magdalene Catholic School is composed of Preschool (Pre-K) through eighth grade. PreK students are required to study Religion, Language Arts, Mathematics, Social Studies, Spanish, Technology, Physical Education and Fine Arts. All students in grades Kindergarten through 5th Grade are required to study Religion, Language Arts, Reading, Mathematics, Science, Social Studies, Physical Education, Technology, Spanish and Fine Arts. Middle School students are required to study Religion, Language Arts, Reading, Mathematics, Science, Social Studies/History and Physical Education, in addition to two electives from the following:

Study Hall	Engineering
Technology I	Service
Robotics (Technology II)	History of Cinema
Art	Spanish I / Beginner
Theatre (after school)	Spanish II / Intermediate
Music	Spanish III /Advanced
Chess (after school)	

The Curriculum of the Catholic Schools within the Archdiocese of Galveston/Houston focuses on a total, Christ-centered environment. Archdiocesan schools plan according to archdiocesan curriculum guides and the Texas Essential Knowledge and Skills (TEKS), which serve as the core curriculum objectives in academic subjects. The objectives for Religion are from the Archdiocese of Galveston/Houston. All textbooks are selected from the approved textbook list developed by the State of Texas and the Archdiocese of Galveston/Houston. Supplementary material is used to enrich and expand the curriculum. A set of curriculum guides for SMMCS is maintained in the office if parents wish to view them. Please contact Mr. Raab.

SMMCS provides a strong Catholic liberal arts education. Special education classes, Chapter One/Remedial Math and Reading programs, ESL/Bilingual instruction, or basic pace classes and behavior control classes **are not available at SMMCS**. St. Mary Magdalene Catholic School reserves the right to ask a student to leave the school at

any time due to the inability of the School to meet the academic/behavioral needs of the student.

SMMCS has a structured behavior program with rules and expectations clearly identified for all parents and students. Sacramental preparation is provided and required by the Parish, but the School curriculum reinforces and teaches to these sacraments.

Sacramental Preparation

Sacramental preparation is a parish event. Parents are required to participate in a program of preparation along with their child. Details of the program and meeting dates may be obtained from the **Parish Faith Formation Office**. Students who are baptized Catholic and are in grade two or above may enroll in the parish Sacramental Preparation program to prepare for the Sacrament of Reconciliation and the Sacrament of the Eucharist. A series of meetings for parents and students will take place for First Reconciliation and First Eucharist. Preparation for First Reconciliation is required before preparation for First Eucharist may begin. The school children will be prepared along with the CCE children. Parents of school children preparing for these sacraments will attend the parent sessions at the same time their children are in sacrament class.

Liturgical Celebrations

Students in grades K5 – 8th participate in the celebration of the Eucharist every Wednesday morning. Students in K4 begin participating at the beginning of the second semester. Official dress uniforms for K5 – 8th graders must be worn for school Masses. The entire school celebrates special feast days and commemorations of special events. Daily prayers in the classroom are a part of the religion program and daily announcements. Prayer services are conducted in the classroom regularly. All parents are welcome and encouraged to attend Mass with the school community.

Academic Requirements

K3 through K5 students are expected to maintain satisfactory averages for the year in the academic subjects. Promotion from K3, K4 and K5 shall be based upon accomplishing the essential elements in the curriculum as well as social, emotional and physical growth.

Elementary students (1st through 5th) are expected to maintain averages of 70% or better in all subjects to be promoted to the next grade.

Middle School students (6th through 8th) must complete three years of classes with passing grades of 70% or better.

Homework

Homework assignments are given to reinforce the material taught to the students during the day. Homework should foster a habit of independent study. The student is responsible for written as well as study assignments. We ask that parents cooperate by providing the necessary quiet time and place. Proper study habits develop when the student has a regular time and place each day to do homework, especially if parents encourage the child and examine the work.

The type of assignments and the time devoted to it are determined by the grade level and age of the pupil. Assignments may vary in length and there may be some evening when no homework is assigned.

Anticipated allotment of time for homework:

K5	=	0 – 10 minutes	Gr. 5	=	50 – 60 minutes
Gr. 1	=	10 – 20 minutes	Gr. 6	=	60 – 70 minutes
Gr. 2	=	20 – 30 minutes	Gr. 7	=	70 – 80 minutes
Gr. 3	=	30 - 40 minutes	Gr. 8	=	80 - 90 minutes
Gr. 4	=	40- 50 minutes			

Special note:

1. No homework, projects or tests should be due the day students return from a major holiday.
2. During “Testing Weeks” no homework, additional tests or take home projects will be assigned (i.e. during mid-terms, finals, ITBS or CogAT weeks). In class projects/work is acceptable.

Students should review notes and new material daily to attain good grades. Homework and studying are different tasks. Homework guidelines and times are addressed at the student orientations.

Late Work Policy

SMMCS affirms its stand on academic emphasis in its grading policy. A zero is recorded for cheating or failure to turn in work. If a student has an excused absence, one day for each day’s absence will be allowed for making up all missed work.

For grades 4th – 5th, late homework will be subject to a 10-point deduction from the grade earned for each day the assignment is turned in late. A grade of zero will be recorded if the completed assignment has not been turned in by the end of the third day.

For Middle School, late homework will be subject to a 10-point deduction from the grade earned for each day the assignment is turned in late. A grade of zero will be recorded if the completed assignment has not been turned in by the end of the third day.

Homework or late work that has been faxed to the campus will not be accepted.

This same policy will be followed by the 3rd grade at the beginning of the second semester in order to allow for a transitional period.

For students in grades K5, 1st and 2nd, alternate strategies will be used to develop good study habits and task completion. Developmental levels will be considered in the strategies used. They may include but are not limited to: rewards/praise for on-task behaviors and task completion, parent conference, denial of free time and individual study plans.

When an absence occurs, it is the student's responsibility to inquire about, complete and return all required assignments. Late work guidelines also apply for make-up work.

Promotion/Retention

A student is promoted to the next grade if, considering the student's abilities, the student has satisfactorily completed the current grade curriculum.

A student may be retained in the current grade if, in consideration of the student's abilities, the student has not satisfactorily completed the current grade curriculum. A student failing one or two subjects for the year will be required to attend a summer school program (or an approved alternative program). A student failing more than two subjects for the year will not pass to the next grade level. A student receiving below a 70 in the class will fail the class.

If a student receives below a 70 one or two classes, he or she must attend summer school at a state level accredited school and achieve a passing grade of C (78%) or better to receive credit for the course at SMMCS. Students who do not make up failing courses will not be allowed to return to SMMCS or to graduate, if in 8th grade. Students in K5 – 8th grade who fail 3 or more subjects will be asked to repeat the grade if they wish to return to SMMCS. The parents and students are entitled to a full explanation of how grades were determined.

Students must meet attendance requirement to be eligible for promotion. Please see the "Attendance" section on page 14 of this handbook.

Additional requirements for 1st and 2nd grade:

Students must successfully complete the on grade level STAR Reading Assessment by Renaissance Learning administered the last nine weeks of school. These assessments measure skills associated with a student's ability to read, such as reading a story fluently, answering comprehension questions, knowledge about letters and letter sounds (phonics).

Grade Reporting

The school year is divided into four nine-week quarters. As much as possible, every grade or assessment given, both academic and conduct, is the result of an honest, careful evaluation of all phases of a student's work, effort and development.

K3, K4 and K5

Students' progress is reported in terms of individual development and learning. Numerical grades are not used at these levels. Information shared with parents is derived from observations, samples of student work and classroom activities. Written reports for the K3 and K4 students are issued at the fall and spring conferences. K5 students receive written reports beginning with the second quarter. Progress for the first quarter in K5 is discussed verbally at the fall conference. Written reports for K3, K4 and K5 students require a parent/guardian signature as acknowledgement.

Grading for K5

The marking code for K5 report cards is:

- S** Satisfactory – Goal achieved
- T** Time Needed
- NA** Needs Attention – Child not able to complete goal
- NE** Not Evaluated

Report Cards

- Parents/Guardians of students in 1st – 8th grades will receive electronic report cards at the end of each quarter.
- Report cards may be withheld until all obligations (i.e. financial, make-up work, return of school property) have been reconciled.

All grades received in subjects will be designated by numerical grades on report cards, except Physical Education, Handwriting, Music, Art, Spanish and Technology, which will receive a grade of E(excellent), S (satisfactory), N (needs improvement) or U (unsatisfactory).

- The following Middle School classes will be graded with E, S, N or U: Art, Robotics (Technology II), Service, Study Hall, **Engineering and History of Cinema**. All other classes will be numerical grades.

All subjects will be considered when determining both the “A” and “A/B” Honor Rolls. A student receiving an “N” or “U” grade in Conduct will not be eligible for either Honor Roll.

- Any dispute of a child’s grade must be made in writing to the Principal within five days after the issuance of the report card.

Grading for Elementary

The marking code on the report card for grades 1 – 5 is:

A+ 99 – 100	Outstanding	D+ 76 – 77	Below Average	
A 95 – 98		D 72 – 75		
A- 93 – 94		D- 70 – 71		
B+ 91 – 92	Above Average	F 0 – 69	Failure	
B 88 – 90				
B- 86 – 87				
C+ 84 – 85	Average	E 90 – 100	Excellent	
C 80 – 83		S 78 – 89		Satisfactory
C- 78 – 79		N 70 – 77		
		U 0 – 69	Unsatisfactory	

Grading for Middle School

The marking code on the report card for Middle School is:

A+ 99 – 100	Outstanding	D+ 76 – 77	Below Average	
A 95 – 98		D 72 – 75		
A- 93 – 94		D- 70 – 71		
B+ 91 – 92	Above Average	F 0 – 69	Failure	
B 88 – 90				
B- 86 – 87				
C+ 84 – 85	Average	E 90 – 100	Excellent	
C 80 – 83		S 78 – 89		Satisfactory
C- 78 – 79		N 70 – 77		
		U 0 – 69	Unsatisfactory	

Classroom Conduct

Classroom conduct refers to both behavior and responsibility issues that take place in the classroom.

General Conduct

General conduct refers to behavior and responsibility issues that happen both inside and outside the academic classroom. This includes behaviors in the hallway, lunchroom, playground, etc. All Students in Grades 1-5 will receive a weekly conduct grade.

Honors, Awards and Recognition

“A” Honor Roll:

All “A’s” in Religion, Language Arts, Spelling, Math, Science and Social Studies
“E’s” in all other subjects, including Conduct

“A/B” Honor Roll:

All “A’s” and “B’s” in Religion, Language Arts, Spelling, Math, Science and Social Studies
“E’s” or “S’s” in all other subjects, including Conduct

Academic Achievement

Academic Achievement Awards are given at the end of the school year in all major subject areas.

Cheating

Our school expects academic honesty. Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports. Some examples to avoid are:

- Copying someone else’s homework or class work
- Giving homework or class work to someone to copy
- Plagiarizing – using another person’s work, ideas or a quotation as if it were one’s own
- Using unauthorized notes (i.e. using a “cheat sheet” of any kind)
- Giving or receiving help on a test by talking to another student during the test, showing work to another student during the test, or talking about the test after it has been taken to someone who has not yet taken it.

Both students will face disciplinary action and receive a zero on the assigned task. The first offense will result in an automatic office referral.

On some occasions, students will collaborate (work together in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly defined and announced as such.

Honor Code

The Honor Code maintains that each student believes in and wants to uphold respectful, honest and responsible qualities toward faculty and fellow students. Honesty with self, others and the school in regards to both academic and non-academic issues is fundamental in creating and maintaining a strong Christian community.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students with two or more grades below 78%/C, a grade below 70%/D, and/or a grade of U or two N's in any Special during any nine weeks grading period will be placed on academic probation until those grades are improved. If the grades are not improved by progress report time, the student will remain on probation. If a student remains on probation for more than one nine weeks period, SMMCS reserves the right to ask the student to enroll elsewhere.

K. Textbooks

Textbooks used at St. Mary Magdalene Catholic School conform to Archdiocesan curriculum guides. The student is responsible for the care and safety of his/her textbooks, which are considered school property. A textbook rental fee is included in the Student Fee. **Books are to be kept covered at all times.** Fines will be assessed to cover the loss if books have been damaged, abused or lost.

If a student would like to keep an extra book at home, the parents/guardians must order one directly from the publisher, depending on availability. Under no circumstances are parents/guardians or students permitted to purchase or have a teacher's edition.

L. Planners and Lockers

Every effort will be made to keep the lines of communication open. Parent/ teacher communication is crucial to the success of students and strengthens the school/home relationship. Each week, students will bring home information from the office to their parents. In addition to this information, all parents are expected to check our school website and their Parent Portal regularly. Homework assignments can be found on the

Parent Portal as well as your student's Planner. Grades will be input within five days of being given. Also, the weekly newsletter, *The Lion's Roar*, which will be sent to you via email will also provide important information.

Students in 2nd – 8th grades will receive planners, which they will bring home each day. The planner may contain homework assignments, communications from the teacher, and/or daily work. We ask that you take time each day to review this information with your student. The planner is the responsibility of the student, not the parent.

Middle School students are privileged to have lockers in which they may store their personal belongings. This privilege may be revoked or revised **at any time** if abuse of guidelines occurs. Students are required to maintain a clean and orderly locker. Monthly locker checks may be conducted. **No permanent marking, stickers or tape are allowed on the locker. Any birthday decorations will be allowed on lockers for up to one week after the actual birthday of the student and then must be taken down by the student.** Locker shelves and magnets may be used. In order to prevent tardiness to class, students are advised to visit the lockers before school, before lunch, after lunch and after school. Students may only occupy **ONE** locker, which will be assigned to the student. 8th Graders are assigned two lockers. Students may not share a locker with another student. A locker schedule/rotation will be used to improve locker availability for students.

M. Tutorial Assistance

Students will be invited for tutoring either before or after school. Based on a student's assessments and/or Standardized test results, teachers will offer tutoring by invitation only. There is no extra cost for this assistance.

N. Extracurricular Activities and National Junior Honor Society

St. Mary Magdalene offers a wide range of extracurricular programs and activities to meet the interests of students. Competitions such as the Spelling Bee, the Geography Bee, and the Science Bee challenge students. Students can serve the school community through activities such as Safety Patrol and Altar Servers. Cultural celebrations, such as Go Texan Day, International Day, Mardi Gras and Black History Month, are student favorites.

Students share their musical talents by participating in the Christmas Program, Talent Show, and choir. Students are encouraged to become involved in activities with an after school club such as Chess Club and Spirit Club. Older students participate in

activities and programs such as National Junior Honor Society. Our students are invited to participate in the intra-school soccer program in the spring.

Extracurricular activities can be offered before, during and after the school day. Additional programs and activities are added as interest develops and resources become available.

St. Mary Magdalene Catholic School maintains a chapter of the NJHS. The qualities that are considered in potential candidates are scholarship, leadership, character, citizenship and service. Students in the 6th, 7th or 8th grade who have earned a grade point average of 92% or better in the core subjects will be considered for admission to the NJHS. Selection letters are generally sent out at the start of the second semester. Incoming 6th graders will not be considered until the grades for the first semester are released.

After meeting the scholarship goals of a GPA of 92% or better, students are then evaluated on leadership traits (holding an office in a school club, school society, Boy Scouts, Girl Scouts, or Church or Youth Groups), character traits (an evaluation form is sent to the candidate's core subject teachers), citizenship (the candidate's absence and attendance record is examined, as well as responses from the evaluation form), and service. Candidates are expected to have at least 5 hours of community service before the second semester. The Fall Festival is an excellent way to obtain service hours. Other service hours can come from Scouting, DECATS, helping teachers or administrators at SMMCS, or volunteering time in our Parish. Generally, "chore type" service hours are not considered (i.e. babysitting for the neighbor). Forms can be obtained from the Chapter Advisor. If a student wishes to be inducted into the NJHS, it is advisable to begin to gain leadership experience and service hours in the beginning of the school year. Students who wait until they have been selected often find they do not have enough time or opportunities to gain the leadership or service components of the selection process and are disappointed when they are not selected due to lack of qualifications.

O. Athletics

St. Mary Magdalene Catholic School athletics are offered to eligible student athletes as an enhancement to the academic environment. It is an extension of the curriculum. Our philosophy is that athletics should teach fair play, sportsmanship and an understanding and appreciation of teamwork. Each Athlete will be given a copy of the Athletic Manual. All policies and procedures must be read and the signature sheet must

be completed and returned to the Athletic Director before the student will be allowed to participate in any sport.

All students attending games or events must be supervised by an adult appointed by the parent/guardian, if the child's parent/guardian is not attending. Parents are responsible for the supervision of students who attend games or events.

Students who participate in athletic activities are assessed a non-refundable fee per athlete for each sport. The fees will be \$75 sport and will be charged to the parents' FACTS account. Fees are due prior to the beginning of play in a season. The Athletic Director coordinates fees for student/athlete participation with the bookkeeper.

We rely on parents/guardians to transport the student athletes to practices and games. All parents/guardians volunteering for a carpool must register to be on the school-approved drivers list and be VIRTUS trained. For information on how to become a registered driver and/or VIRTUS certified, please contact the school office.

Parents/guardians are expected to pick up their student athletes immediately at the conclusion of all athletic events. If a parent/guardian is late more than twice a season, his/her student athlete may be suspended from the following competition date. Extenuating circumstances will be determined by the Athletic Director.

SMMCS belongs to the Galveston-Houston Catholic Athletic Association (GHCAA). The GHCAA is a competitive league. All coaches, parents and friends of SMMCS who wish to volunteer their help for any sport **MUST** be **VIRTUS** trained. All coaches, students and parents who participate in sports at SMMCS must abide by GHCAA league rules.

Questions regarding athletics should be directed to the Athletic Director.

Participation

Sports require a serious commitment. Academic and behavior requirements, as well as financial obligations must be met for eligibility. Athletes must be passing all classes with no lower than a 78% on Report Cards. Athletes must also have satisfactory conduct. Any student who has a grade of 77% or below or has unsatisfactory conduct (1 Unsatisfactory or 2 Needs Improvement) at report card time will be placed on probation. If the student has not brought up the grade(s) or does not have a satisfactory conduct grade in all classes, he/she will be ineligible until all marks are satisfactory at the next reporting period. Students must be in attendance for at least ½ (3.5 hours) of the school day in order to participate in an extracurricular activity. Any exception to this rule will be made by the administration.

Students assigned to detention must serve detention before participating in extracurricular activities. Multiple detentions may result in removal from the team at the discretion of the coach and/or administration. Students who have received an in- or out-of-school suspension are not permitted to participate in any type of extracurricular activities on the day they serve their suspension.

Equipment or Uniforms

Any equipment or uniform belonging to the school and checked out to the students for use becomes the responsibility of that student. When it is time to return the equipment or uniform, the student is financially liable for the current replacement costs if the equipment or uniform is damaged, lost or abused more than normal use prescribes. All sports equipment must be turned in to the coach of the sport in clean, satisfactory condition within 5 school days of the completion of the sport. The cost(s) of damaged or missing equipment or uniforms will be billed to the student's family after that time.

Attendance at Practice

Students are required to attend every scheduled practice. Practice is where students learn skill development and team building. Students must practice well before they can expect to play or perform well. Regular attendance at practice and a positive, Christian attitude have a bearing on the amount of game or performance time a student can expect. Coaches may have additional practice/play rules which will be shared with their team at the beginning of each respective season. The coaches will also advise the students of practice dismissal times for their sport. Students not participating in an activity (siblings or friends) are NOT permitted to attend or watch practice while they wait. Coaches can't coach and supervise at the same time.

Practice will begin promptly at a designated location. For safety reasons, students are **NEVER** permitted to wait unattended anywhere on the school campus.

Practice and game/performance schedules will be provided to each registered participant. Game schedules are subject to change due to inclement weather, unavailable facilities and other unforeseeable conflicts which may arise for either the hosting or visiting team. In the event of a cancellation, students will be notified as soon as possible and will be allowed to use the office telephone to notify their parents/guardians. The school will also notify parents via email.

Students may and are encouraged to attend sports and extracurricular events as spectators when accompanied by their parents or supervised by another adult. Arrangements must be made prior to the day of the event. **All students attending**

games or events must be supervised by an adult. Parents are responsible for the supervision of students who attend games or events. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to the same disciplinary actions as during a school day.

Occasionally, due to the distance we must **travel to away games or performances,** students may need to be excused from their final period classes early, depending on the distance. Teachers will be notified in advance of early dismissal requirements. It is the student's responsibility to get any assignments from their teachers and make up the work on schedule, as if they had not been dismissed early.

In accordance with the policies of the Archdiocese of Galveston-Houston, students are to be transported to and from games via carpools. Coaches **cannot** transport students to or from the games or practices. All drivers providing pre-arranged transportation must be VIRTUS-trained and have supplied their driving information (*copy of driver's license, driving record from Texas DPS, and copy of current vehicle insurance*) to the front office. Students without pre-arranged transportation provided in writing to the front office to practices or games will remain at school. A student's playing time may be affected by late arrival to practices and/or games; practice and warm-up time with the team is very important.

As a representative of the school, students must wear the required clothing at all events, as well as during practice. Coaches will discuss the required clothing for both practice and games with their teams. Students not dressed in the required practice or game clothing will be required to sit out until they are dressed appropriately. This helps to teach both team and individual responsibility.

All students must be picked up promptly at the end of the scheduled practice time. In the event of a late pick up, students will be supervised by the coach/sponsor. Students who are picked up late two times will be asked to leave the team/activity.

All SMMCS athletes are provided with additional accident insurance through the school for any injuries sustained as a result in participating in school-sponsored athletic events. **A current annual physical must be on file with the nurse.** Students cannot tryout or participate until a current physical has been performed. The date of the physical must be **June 1, 2018 or later, no exceptions.**

P. Records

If a parent wishes to view his/her child's records, or needs a copy of records (including medical records), a request must be made in writing and submitted to the school office at least 24 hours in advance.

The following items will be found in the student's file:

1. Academic transcripts
2. Copy of birth certificate
3. Copy of Social Security card
4. Copy of sacrament certificates
5. Application
6. School test records
7. Other testing records

Q. Parent – School – Community Relationship

Communication

Communication is the link between school and home. Therefore, we work to keep lines of communication open. Parents may contact faculty and staff by phone, fax, written notes or email. The following guidelines safeguard confidentiality and foster communication.

Our goal is that faculty and staff will respond to phone calls, notes and/or email messages within 24 business hours of receipt. Managing the volume of communications we receive is challenging as we maintain the education and welfare of our students. At times, it may be necessary to prioritize responses to communications based on the importance of the issue rather than the order of receipt.

Due to the nature of technology involved, SMMCS cannot guarantee the confidentiality of email. Therefore, email is appropriate for quick, uncomplicated messages when time and/or confidentiality are not critical factors. Time sensitive messages or those of a confidential nature are best communicated through written notes or phone calls and will be handled as priority. Examples include carpool changes, academic progress and behavioral concerns.

Please refrain from sending repeated communications on the same topic as this increases the volume of communications that must be addressed and may delay a faculty or staff member's ability to respond in a timely manner.

We respect our faculty and staff members' family time and, in most cases, do not require them to reply to communications outside of school hours. Communications related to the school should be sent through school systems rather than contacting faculty at home through personal phone numbers, email, etc.

Formal Conferences

Parent/teacher conferences for K5 through 8th grade are held twice a year, during the fall and then in the spring. The dates for the 2018-2019 school year are October 11th and 12th, and March 22nd. These conferences are meant to be positive in nature and include input from parents and teachers. These conferences are required by the Archdiocese and must be attended by a parent/guardian. Appointment notices are sent home to notify parents of these conferences.

Informal Conferences

Teachers are available to discuss issues during the regular school day by appointment. Our Counselor and/or Academic Coach serve as an advocate for students and may be included in conferences regarding a student. When in need of a parent/teacher conference, parents are encouraged to call the school office (281-446-8535) to make an appointment, or to email the teacher directly. Teachers will make every effort to return phone calls or emails from parents within 24 hours.

Intervention Conferences

Parents/guardians of students who experience ongoing academic, social and/or behavioral difficulty may be asked to meet with the classroom teacher. The Principal, Academic Coach and/or the School Counselor may be included in the conference. When we work together, concerns can be identified, potential causes discussed, and recommendations made to ensure success.

Parent – Teacher Organization (PTO) Committees

The PTO is an organization of all parents/guardians and teachers of St. Mary Magdalene Catholic School. We encourage every parent to become an active participant in the PTO to provide the necessary link between home and school. Parents will be notified of PTO Committee meetings.

The PTO of St. Mary Magdalene Catholic School is a community of caring adults who reach out, learn, communicate and grow together in mutual respect and Christian concern. The PTO will be a means:

- To provide contact and communication among the administrator, faculty, staff, parents/guardians and parish
- To develop skills and promote communication and understanding among the administrator, faculty, staff, parents/guardians and parish
- To help the school community learn more about education at the local, archdiocesan, state and national levels
- To offer their services, talents and financial assistance to the school community to aid the educational process by volunteering where needed in the school

Room Parents

Room Parents are volunteers whose duties are to assist the Principal, teachers and students in many ways. **All Room Parents must be VIRTUS trained.** Please contact the classroom teacher to volunteer as a Room Parent. During the first few weeks of the school year, an orientation meeting will be held for all room parents to define the duties of this volunteer position.

Volunteers

All volunteers MUST BE VIRTUS TRAINED to ensure the safety of all students. Information on VIRTUS training can be found at www.virtus.org.

Volunteers are valued members of our school community. They are parents, grandparents, parishioners of St. Mary Magdalene Community or members of the local community. Catholic schools depend on parent participation in donated time to keep tuition down. This participation also offers parents an opportunity to share in their child's education. Mothers, fathers and grandparents are welcome. **All families of SMMCS are expected to participate in the Family Involvement Commitment (FIC).**

Please contact the office to inquire about volunteering any time during school hours. Volunteers must check in at the front office and get a name tag before going to areas of the campus. Volunteers must also check out upon completion of their activity.

Volunteers represent the church and the school and, as such, should show support for the school, staff and policies at all times. Volunteers are entrusted with keeping matters concerning students, families or staff members confidential.

School Administration is responsible for all volunteer activities and may terminate services of any volunteer who fails to uphold the policies and procedures of the school, parish or Archdiocese.

School Board

The St. Mary Magdalene School Board functions as an advisory board to the Pastor and Principal and reviews policies, goals and objectives for the school. The Pastor, Principal and School Board annually review policy implementations, the school's budget and its strategic plan.

School Board meetings are held monthly. Parents are invited to attend. Parents may submit to the President, at least seven days in advance, an issue to be presented to the Board. The person will be notified of the meeting and time allotted to address the Board. Personnel and individual student issues may not be addressed.

R. Emergencies

Drills

Emergency drills for obstructed and unobstructed evacuations are conducted several times during the year. Students also participate in tornado drills each year. "Shelter-In-Place" procedures, supplies and instructions are also part of our emergency preparation.

Severe Weather

In case of extreme weather, St. Mary Magdalene School will follow the guidelines of the Humble Independent School District. A decision will be made by the Principal to open the school on time, open late or close for the day. The following television stations will carry information on early morning news, should there be a closing or late opening of the school:

TV Channels 2, 11, 13, 26

Please do not call the school. Listen to the local TV and radio stations. If the Humble School District is closed, St. Mary Magdalene School will be closed unless a different decision is made by the Principal.

Immediate Response Information System (IRIS)

St. Mary Magdalene Catholic School may need to get information to parents as quickly as possible. To facilitate this need, SMMCS has partnered with a rapid communication system called IRIS. IRIS will deliver emergency messages to parents individually by the communication method(s) of their personal choosing. In addition, SMMCS may use IRIS to keep parents updated on important school wide information or changes relating to groups in which students participate.

S. Health Program

SNAP Health Portal

The SNAP Health Portal acts to better connect you with your child's school health and wellness information. This web-based system provides an easy, secure, and green way for you to update and review important school health information and medical documents throughout the year. The school nurse will provide you with your access code and instructions on using the portal.

With 24-hour access over the web, you will be able to:

- Electronically sign and submit all health forms safely over the internet
- Review and update new health information such as vaccinations, health conditions and screening results throughout the year
- Receive immediate notifications when there are changes in your child's health status
- Easily message the school health clinic to expedite communication

Physical Examination

All students must have a school physical **after June 1, 2018, no exceptions**. The Catholic School Health Report Form can be found on the SMMCS website. This physical will be kept on file for the school year and will be used for sports physicals. The signed forms are due before the student will be allowed to attend school, practices or games.

Immunizations

In order for every student to be protected from communicable disease and to be able to participate in school programs, the Texas Department of State Health Services has established minimum immunization requirements. All new students admitted to a Catholic School in the State of Texas are required to furnish a copy of their immunization record to the school office before they may enter school on **the first day**. **All immunizations must be kept current.**

Complete immunization record must include day, month and year with physician validation

Diphtheria/tetanus/pertussis containing vaccine

- Ages 3 – 4 entry: 4 doses
- Kindergarten entry: 5 doses, one dose on or after 4th birthday, unless the 4th dose was given on or after the 4th birthday
- Grade 7 entry: required to have one booster if at least 5 years have passed since the last dose of a tetanus-containing vaccine or when the 5 year interval has lapsed (Tdap)

- Grade 8 entry: one dose Tdap booster when 10 years have passed since the last dose.

Hepatitis A, 2 doses

- Ages 3 – 4th grade entry: 1st dose to be given on or after age 1
- Ages 3 – 4th grade entry: 2nd dose to be given a minimum of 6 months after 1st dose

Hepatitis B, 3 doses required for all students in grades PreK3 through 8th

HibCV, minimum 1 dose required for students younger than 5 years, given after 15 months, or a primary series with a booster on or after age 1

Meningococcal, 1 dose for students entering grades 7 and 8

Measles, Mumps and Rubella (MMR)

- Ages 3 – 4 entry: 1 dose on or after age 1
- Kindergarten – 4th grade entry: 2 doses (1st dose on or after age 1)
- Grades 5th – 8th entry: 2 doses of measles containing vaccine, 1 dose of rubella and mumps

Pneumococcal, minimum 1 dose for students 59 mos. or younger, given after age 2 (unless a primary series was received as an infant with a booster given after age 1)

Polio

- Ages 3 – 4 entry: 3 doses required
- Kindergarten – 8th grade entry: 4 doses required, one dose on or after 4th birthday, unless the 3rd dose was given on or after the 4th birthday

Varicella

- Ages 3 – 4 entry and 5th grade – 6th grade entry: 1 dose required (2 doses if given after age 13)
- Kindergarten – 4th grade entry and 7th – 8th grade entry: 2 doses required

Vaccine Exemptions

The law allows **(a)** physicians to write a statement stating that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and **(b)** parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The school will maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs. The Archdiocese accepts only medical exemptions.

Instructions for the affidavit to be signed by parents/guardians can be found at www.ImmunizeTexas.com.

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Provisional Enrollment

All immunizations must be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible, and provide acceptable evidence of vaccination to the school. The School Nurse shall review the immunization status of provisionally enrolled students every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable, provided a physician or public health personnel has validated it. The month, day and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Clinical Facility

Our School Nurse operates the clinic, and is always looking for assistance from VIRTUS-trained volunteers with medical backgrounds. St. Mary Magdalene Catholic School is fortunate to have a nurse coordinate the activities and direct in-services for the staff. The clinic staff will be available to administer minor first aid. SMMCS is proud to say that we have been chosen for a number of years to mentor the students from Lone Star College of Nursing during their pediatric clinical rotation.

Illness

A student's health is primarily and ultimately the responsibility of the parents.

If your child is sent to the clinic because of illness or accident and needs to go home, you and/or the person you name on your emergency card will be notified immediately.

Students must be picked up within thirty minutes of notification. If you cannot pick up your child within thirty minutes, the next person on your emergency card will be promptly called.

For the protection of all students, the following rules will be in effect and will be followed at all times. A child having one or more of the following symptoms will be sent home:

Fever 100° or higher; vomiting; nausea; severe abdominal pain; diarrhea; eye infection; sore throat; acute cold; persistent cough; head lice; pinworms (until treated); swollen glands around jaw, ears or neck; any skin lesions in the weeping stage; acute skin rashes; skin eruptions; suspected contagious diseases such as conjunctivitis (pink eye), chicken pox, flu, etc.; or general malaise – feeling too bad to remain at school.

Parents are encouraged to observe their children for signs and symptoms of contagious diseases and to notify the school of any changes in the child's medical conditions. *If your child has any of the above symptoms in the morning before coming to school, please keep him/her home.* A student may not return until he/she is **free of fever, vomiting and/or diarrhea for at least 24 hours.**

If in doubt of a communicable disease (pink eye, all skin rashes including poison ivy, lice, pinworms, chicken pox, mumps, mono, etc.), the parents should consult their family physician before sending the child to school. Do not send your child to the clinic to see the nurse as this may expose other students to a communicable disease. **Parents are required to notify the clinic if the student has a communicable disease. When a student returns to school after having a contagious disease, he/she must present himself/ herself to the clinic with a note from a doctor stating diagnosis before re-admittance to class.** Students must submit a note to the school office for all absences – no exceptions.

A written physician's statement must be submitted to the nurse if a child has activity restrictions during the school day, needs to use crutches, a wheelchair, wear a brace or cast, etc. The statement must describe the limitations and duration of the limitations.

Sports Physicals

Any student participating in a school-sponsored sport must provide the school with a yearly physical. Sports Physicals must be done **AFTER June 1, 2018, no exceptions.** The signed doctor's forms are due before the student is allowed to attend practices or games. Forms can be found on the website.

Medication

The daily routine of the clinic includes the management of medications. St. Mary Magdalene Catholic School adheres to Texas Education Code 12.914 on the administering of medication by school employees.

The nurse and all staff members are prohibited by law from administering any kind of medication to a student without written consent of the physician. If a child needs medication, he/she must bring an official form HF-7.0 **signed by a physician and by a parent/guardian** (see pages 63-64). If the orders change a new signed form is necessary. The medication must be brought and picked up by a **parent/guardian** to the clinic before school starts in its **original** container, properly labeled with the type of medication and the time and amount to be taken. The amount of medication should be kept to a minimum. The student is responsible for coming to the clinic and asking for his/her medication. The student will be supervised by the clinic staff and/or school administration in taking the medication. The school will not be held responsible for any other medication that is taken by the student. If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. **ALL MEDICATIONS** must be administered through the clinic. **Students may not carry or administer any medication, including lip balm, sunscreen, bug spray, cough drops, etc.**

Aspirin, pain relievers (e.g. acetaminophen, ibuprofen, etc.) and cough drops are considered medications. These medications may not be given to your student unless a permission slip signed by your physician and a note giving your consent is on file. A parent's signature alone is not sufficient. Physicians may fax orders to the school nurse at 281-446-8527. Do not send these medications with your student to take as needed, as they will be taken by the teacher. No stock medication will be kept in the clinic for student use.

Disease Control Measures

These conditions require exclusion from school attendance in accordance with guidelines adopted by the Texas Department of Health effective 9/1/97.

Chicken Pox: Readmit after 7 days from onset of rash, except immune compromised individuals, who should not return until all blisters have crusted over (may be longer than 7 days).

Conjunctivitis (bacterial and/or viral): Readmit after a physician's certificate of health permit is obtained.

Diphtheria: Readmit after a physician's certificate of health permit is obtained. Report suspected cases immediately to local health department. Fever (100° or greater): Readmit when fever subsides.

Gastroenteritis, viral: Readmit when diarrhea subsides and 24 hour symptom free.

Head Lice (pediculosis): Readmit when one medicated shampoo or lotion treatment has been given and all nits have been removed. Second shampoo or lotion treatment in 7-10 days is required.

Hepatitis, viral type A: Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.

Impetigo: Readmit when treatment has begun.

Influenza: Readmit when fever subsides and 24 hour symptom free.

Measles (rubella): Readmit after 4 days from rash onset. In an outbreak, unimmunized children should also be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to the local health department.

Meningitis, bacterial: Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.

Mumps: Readmit after 9 days from onset of swelling.

Pertussis (whooping cough): Readmit after 5 days of antibiotic therapy. Unimmunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.

Pinworms: Readmit after treatment.

Poliomyelitis: Readmit after a physician's certificate or health permit is obtained. Report all cases immediately to the local health department.

Ringworm of the scalp: Readmit when treatment has begun.

Rubella (German measles): Readmit after 7 days from rash onset and 24 hours symptom free. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs. Report suspected cases immediately to the local health department.

Salmonellosis: Readmit when diarrhea subsides.

Streptococcal sore throat and scarlet fever: Readmit after 24 hours from the time antibiotic treatment was begun.

Tuberculosis, pulmonary: Readmit after antibiotic treatment has begun and a physician's certificate or health permit is obtained. All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

Vision and Hearing Screening

Students are screened for adequate vision and hearing and for scoliosis on a schedule determined by the Texas Department of Health. Parents, students and staff may request screening at any time. Students who fail the screening will receive a referral

notice for further evaluation. **These evaluation forms must be returned within 2 weeks of receiving them.**

Texas Department of Health currently requires vision and hearing screening for all students in grades K4, K5, 1, 3, 5, 7, and all new students entering the school. Scoliosis screening is provided for all students in grades 5 through 8, every three years.

A parent/guardian can present proof of vision, hearing and scoliosis "Bend Test" evaluations from private sources in lieu of this screening.

T. Love & Logic, Discipline, Behavior and Character

Discipline Philosophy

The ultimate goal of our discipline plan is to teach students to choose responsible behavior and, in doing so, raise their self-esteem and increase their academic success. This can be observed in students whose behaviors are consistent with Christian moral principles and values. With Christ as our model, we strive for an environment conducive to learning in which all persons, as well as their rights and their belongings, are respected. One of the keys to building responsibility in children is to allow them to experience logical and natural consequences, while developing problem-solving skills. If students are to be successful in the real world, they must be capable of making independent, responsible choices. Discipline builds each child's self-worth and encourages the formation of a whole person. A self-disciplined person feels good about himself/herself and respects those in authority. SMMCS believes it is just as important to recognize students who consistently comply with all rules and behavioral guidelines as it is to teach and guide those who struggle in this area.

Becoming self-disciplined is a developmental process involving the whole child – spiritually, morally, intellectually, socially, culturally and physically. As partners with the parents/guardians, the school endeavors to teach students the necessary skills to eventually become a responsible, self-directed adult.

Our focus at St. Mary Magdalene Catholic School is to teach life skills in a developmentally appropriate way through

- Modeling them in our own lives and in our interactions with students.
- Pre-teaching the skills before events occur.

- Infusing the skills in our curriculum and in our daily interactions with students.

Although our aim is to assist each student in becoming self-disciplined so that positive and appropriate behavior is intrinsic, we recognize the need for a school-wide discipline program to respond to inappropriate behavior and incident marks. Discipline is the responsibility of every student, parent/guardian and educator since it is both a cooperative as well as an individual effort. The student will be given reasonable opportunity to explain his/her actions. When disciplinary action is necessary, it must be carried out with empathy, confidence, consistency and a judicious use of consequences. Any disciplinary action must be logical, positive and fair. Incident marks may impact a student's conduct grade.

Corporal punishment is not allowed at St. Mary Magdalene Catholic School.

Discipline is more about teaching, learning and problem-solving rather than about punishment. The best discipline is self-discipline. The results of the students choices, whether good or bad, are used to develop self-discipline, independence, and self-esteem. *Discipline is not about consequences in order to control, but understanding that every action has a consequence that may be positive or negative.*

The school reserves the right to hold the student accountable for off-campus conduct. A student is a St. Mary Magdalene student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school administration.

Student Behavioral Expectations and Standards for Conduct

Students are expected to comply with all school and classroom rules, as well as specific, individual instruction requested in a developmentally appropriate manner. Although all students are expected to follow directions, the degree to which a kindergarten student is capable of complying is different than that of an 8th grader. Therefore, each teaching team (K3 – K5, 1 – 3, and 4 – 5) will present their students with a list of behavioral expectations. These lists will provide students with behavioral guidelines. Please remember that these are guidelines and are not considered to be an all-inclusive list. In general, each SMMCS student is expected to:

- Attend all classes regularly and on time;
- Follow directions the first time given;
- Demonstrate courtesy and respect for others;
- Keep hands, feet and objects to yourself;
- Respect the property of others, including the church property and facilities;

- Prepare for each class by having appropriate materials and assignments when entering into the class;
- Complete all academic work as assigned;
- Be responsible for using appropriate language in school;
- Report dangerous behaviors and or situations to school personnel;
- Be well-groomed and properly uniformed and abide by the rules of modesty, safety and cleanliness.

Accountability Process

There will be an accountability card that gives specific detailed incidences for which the student will comply with either a logical consequence also known as service or a detention. The accountability card is used for 3rd - 8th grade:

1. A student receives a mark from a teacher.
2. For 3rd – 8th grades, the teacher fills out the Student Accountability Card both online and sends the hard copy home to be signed by the parent and student the day of the incident.
3. The signed parent form is placed in the principal's box.
4. Every week that the student does not receive an accountability mark, it is the teachers responsibility to add 4 points back to their conduct grade.

PLEASE NOTE: The teacher that gives an accountability mark for an incident is responsible for notifying the parent and contacting the homeroom teacher the same day the mark is given.

Lion Accountability Chart

Level 1 (service) *Give warning first before mark is given

(Parents contacted via RenWeb)

1. Chewing gum in school
2. Repeated off-task behavior (after redirection is given and non-compliance is still present)
3. Disrupting the learning of others (after redirection is given and non-compliance is still present)
4. Writing or passing notes/pictures during class
5. Improper use/possession of cell phone or other electronic device
6. Any other demerit not listed deemed a level 1

Level 2 (service/detention) 12pts

(Parents contacted via RenWeb)

1. Non-permanent vandalism
2. Honor code violation
3. Leaving the classroom or building without permission
4. Misconduct during a field trip or off campus event.
5. Inappropriate physical contact or dangerous horseplay
6. Obscene communication or action
7. Threats of violence
8. Any other demerit not listed deemed a level 2

Level 3 (service/suspension) (ISS) 48pts

1. Fighting
2. Striking or hitting a faculty member or adult
3. Severe violation of SMMCS technology acceptable policy
4. Permanent vandalism
5. Inappropriate display of affection
6. Any other demerit not listed deemed a level 3

Level 4 (service/suspension) (OSS) 75pts

1. Pornography possession or distribution
2. Leaving campus without permission
3. Terroristic threat or action against any member of the community
4. Repeated/severe bullying or harassment as defined in the handbook
5. Any other demerit not listed deemed a Level 4

Level 5 (expulsion) 100 pts + OSS

(Parent contact by administration; conference and visit with principal and counselor. Second yearly offense will result in expulsion.)

1. Intentionally causing a severe physical injury to another person
2. Pulling a fire alarm or perpetuating a bomb scare
3. Possession or distribution of drugs or alcohol
4. Possession or distribution weapons, firearms or explosives
5. Any other demerit not listed deemed a level 5

****Teacher will contact parent the day of the incident****

K3, K4 and K5 Behavior Consequence Chart**Minor Incidents:**

1. Warning/redirection
2. 2nd Warning/redirection
3. Cooling off period on campus
4. Parent notification and reflective recess with possible administrative visit

Major Incidents:

1. Immediate removal from setting, parent contact, administrative visit, on campus cooling off period for the remainder of the day
2. Immediate removal from setting, parent conference to discuss creation of a behavior plan, and off campus cooling off period (length of time determined by administration)
3. Administrative placement meeting

Statement of Student Privileges

- Graduation exercises;
- Participation in athletics;
- Participation in clubs or any extracurricular activities offered by the school;
- Socials in Middle School;
- Possession of a locker in Middle School

Levels of Student Misconduct / Violations

St. Mary Magdalene Catholic School recognizes that not all acts of misconduct or disciplinary violation are equal. While it is important for students to follow the dress code and to arrive to class prepared and on time, these violations will not carry the same consequences as an act of bullying, vandalizing or possessing a controlled substance. Common sense and moral teachings form the backbone of SMMCS's discipline policy and will be used to gauge the behavior of our students. Therefore, St. Mary Magdalene Catholic School, teachers and administration reserve the right to assign consequences based on the action, circumstances and/or previous violations.

Parent/Guardian Notification

Every effort will be made to contact the parent/guardian for all reoccurring misbehaviors. This contact can be made by telephone, discipline note, e-mail or conference. In most cases, the Teacher will be the first person to notify the parent. If the behavior continues and/or more serious infractions occur, these may be handled by the Principal.

Discipline Consequences

Since our school is a PreK – 8th campus, consequences will be administered with respect to the age and maturity level of the student. SMMCS focuses on maintaining the dignity of each student. Some of the disciplinary options, of which one or more may be used, are:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/guardians contacted via phone call, e-mail, note or conference;
- Conference with an intervention team assigned to the individual grade level (i.e. administrator, teacher, student, parent(s)/guardian(s) and any other appropriate personnel);
- Behavior contract;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Silent, solitary lunch;
- Detention;
- Consultation with Pastor;
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Referral to the Principal;
- Grade penalty for copying, plagiarism and/or cheating;

- In-school suspension;
- Involvement of law enforcement;
- Restoration or restitution (as applicable);
- Teacher removal of student from classroom;
- Withdrawal of various student privileges;
- Immediate expulsion;
- Other appropriate disciplinary options as deemed necessary by the administration.

Detention

Detentions will take place either before or after school and times will be set by the teachers. Any student that reports late to the detention may be assigned an additional after school detention. Detention takes precedence over appointments, practices, lessons, tutoring, athletic events, etc. Multiple detentions will result in further and more serious consequences.

In-School Suspension

Any student receiving an In-School Suspension will be assigned to a supervised area where he/she will complete all assignments. The student will not attend his/her regular schedule. In-School Suspension begins at 7:50 A.M. and extends through the remainder of the day. Parents may pick up their child at regular dismissal time, but the student will not be allowed to participate in any after-school or extracurricular activities. **This includes, but is not limited to, the Before & After School Program, Middle School socials, athletic events or school programs.**

Any student serving an In-School Suspension will be charged a \$75 fee to cover the cost of a substitute teacher for the day of the In-School Suspension. This fee will be charged to the student's family account.

Out-of-School Suspension

It is the philosophy of St. Mary Magdalene Catholic School that every child is privileged to attend classes every day of the school year in order to receive thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance. Students who receive an Out-of-School suspension will not be allowed on campus during the time of their suspension. When a student is suspended, he/she must make up all work that is missed. All work will be graded and, if turned in on time, no grade penalty will be assessed. **A student who has been suspended will not participate in any school or extracurricular activities on the day(s) of his/her suspension including, but not limited to socials, athletics**

and school programs. Any student suspended will also lose all field trip privileges for the remainder of the year.

Home Study Program

As a vehicle of fair treatment, a home study program may be appropriate when a student has been accused of a serious infraction. Placing a student on a home study program allows the student to be removed immediately from the situation until the school has had time to investigate the allegations or legal procedures against the student are resolved. This may serve as an alternative to expulsion.

Probation

If a student continues behavior patterns that result in major or severe referrals, administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment. He/she may be asked to leave St. Mary Magdalene Catholic School if all other options have been exhausted.

Evaluation

Evaluation by an outside agency, counseling or testing may be recommended when a student repeatedly fails to respond to efforts made to correct behavior that is unacceptable or that interferes with the learning environment.

Expulsion

St. Mary Magdalene Catholic School reserves the right to expel any student whose behavior is so grievous that it threatens the safety and security of any student or staff members. Reasons for expulsion include, but are not limited to:

- Participates in disruptive activities by a group such as gangs;
- Possesses, uses or delivers narcotics, dangerous drugs or alcohol on school sponsored activities;
- Pornography in any form;
- Smokes or uses any tobacco product on school property or at school related functions;
- Possesses, uses or conceals a weapon or any item construed to be a weapon on school property or at a school related function (a weapon is any instrument which may cause bodily harm or death);
- Threatens bodily injury or harm to student/school personnel;
- Assaults a student or any school personnel resulting in serious physical injury;
- Engages in chronic or repeated misbehavior, which disrupts the learning environment;
- *Disruptive, threatening or illegal behavior of a **parent** or **guardian** may result in the expulsion of a student.*

Violation of Moral Values / Christian Teachings

Students who participate in activities contrary to the moral teachings and values held by the Catholic Church will be subject to more serious consequences for their actions.

Social Media

Engagement in online Social Media such as, but not limited to, Instagram®, Twitter® and Facebook® etc. may result in disciplinary actions if the content of the student's or parent's media activity includes harassment, defamatory comments regarding the school, the faculty, other students or the parish.

Plagiarism / Cheating

Any student participating in plagiarism, cheating or copying will automatically receive a "0" on that assignment, as well as whatever other consequences the administration deems appropriate.

Controlled Substances

The use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. A student is subject to immediate removal from class and may be suspended, expelled or referred for prosecution if, while on school property or while attending a school-sponsored or school-related activity on or off school property, there is a question of:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or a controlled substance);
- Acting under the influence of an illegal drug, alcohol, narcotic, marijuana or a controlled substance;
- Medication misuse or over dosage.

Harassment

The Archdiocese considers harassment as a severe infraction. A referral to administration occurs when a student engages in harassment. Consequences up to and including expulsion may be taken against the student who engages in any type of harassment. Harassment includes, but is not limited to unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable or unsafe.

Bullying

St. Mary Magdalene Catholic School believes that everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyberbullying. Verbal or written threats made against the physical

or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) face detention, suspension and/or expulsion.

Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied, and the bully hides his/her actions or defends it as play or normal "joking." We will no longer accept that response when we see that the other party does not view it as play.

Bullying is defined by a power imbalance between a bully and his/her target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily. Examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression. It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber bullying is defined as use of the Internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

St. Mary Magdalene Catholic School will not tolerate bullying or cyberbullying. Students are encouraged to report any incident of harassment to their teacher or the Principal. We have in place a three tiered process to combat the destructiveness of bullying and to promote kindness and good social skills. The three tiers are:

Level One Intervention

If a child is accused of bullying, the classroom teacher investigates the accusation and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Our society has evolved into a much more verbally critical and sarcastic environment and sometimes educating our children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time, the administration will be invited to assess the situation with the teacher. Sometimes this means taking a course about bullying or having administration conduct an individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time, a referral is made to the counselor and/or principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop his/her social skills and to eliminate all bullying activity. The counselor and/or principal reserve the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all students.

Search and Seizure

St. Mary Magdalene Catholic School strives to provide an environment for students and staff that is free of drugs, weapons and any other item or substance that may impair or impact the school's ability to implement its policies, procedures and/or programs. The school is co-tenant of individual student lockers and desks. Without prior notification of students or parents, upon cause deemed reasonable by administration, an administrator may conduct a search and inspection of any area of the school and all personal effects, lockers, baggage and/or other student property. An administrator may seize and retain any illegal or unauthorized item discovered on school premises or in the possession of a student, whether discovered as a result of the search and inspection or otherwise. Any substances or items confiscated by the school may be turned over to the proper authorities.

Christian Charity

Christian charity and respect shall be observed during all verbal and non-verbal communication at all levels within the school community. The following actions will be deemed in violation of Christian charity and may result in dismissal from school:

- Public criticism of school personnel, policies or procedures;
- Threats of any nature toward personnel or families;
- Verbal/non-verbal acts of aggression, including yelling, screaming, pushing, threats, etc.;
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

Any student, parent or guardian participating in this behavior is subject to disciplinary action which may include exclusion from school activities, students being expelled from school, or other action deemed appropriate by administration, parish or archdiocesan authorities.

Appeals Process Grievance Procedures

Parents/guardians are encouraged to address concerns at the lowest possible level. A process is in place for parents/guardians to institute a formal grievance. Contact the Principal for the required paperwork. **The school Principal is the final recourse in every disciplinary situation and may waive any disciplinary rules for just cause at his/her discretion.**

U. Dress Code

Students attending St. Mary Magdalene Catholic School are expected to observe good grooming habits and to dress appropriately for each school day. Students enrolled in K5 through 8th grade are to wear the adopted school uniform. **Uniforms are to be complete**, clean and neat in appearance, and of proper size. The official school cardigan, fleece jacket or sweatshirt/hoodie are the only articles allowed in the classroom as covering over the school uniform. Belts must be worn with all shorts or pants having belt loops and shirts must be tucked in. Modesty shorts in solid navy are required under jumpers and skirts for girls. Extremes in hairstyles, jewelry or socks are unacceptable.

K3 & K4 students are to wear clothing that is appropriate to their age and size. Shoes and socks are to be worn daily. Clothing that is appropriate for sports and play is not necessarily appropriate for school. Safety should be a consideration when dressing PreK students. Sandals and boots are not safe for the playground and should not be worn.

******Please mark all clothing pieces with the student's name.******

Scouting uniforms may be worn on the last Tuesday of every month, provided the scouting uniform is worn in its entirety. Daisy aprons are to be worn over the school uniform.

On "Spirit Day" (2 P.M. release days) students may wear their "Spirit Shirt" or club/organization shirt and blue jeans, shorts or skirts (all shorts and skirts MUST be knee length). No short-shorts are to be worn at any time. Belts must be worn with all shorts or pants having belt loops and shirts must be tucked in. Shoes only on Spirit Day: no boots, sandals, crocs, clogs, platforms, shoes with heels higher than 1", or flip flops. If students need to wear a full dress uniform on early release days, a note will be sent home to parents.

******Please write student's name on all clothing items.******

UNIFORM REGULATIONS FOR K5 – 5TH GRADE

(K3 and K4 students are not required to wear uniforms – this is the parent’s choice.)

Sue Mills Uniforms is the official supplier for uniform items, with the exception of sweatshirts/hoodies and footwear. All uniform pants and shorts must have a visible “Mills” tag, easily identifying those items as purchased at Sue Mills. Uniform garments must have the required school emblems, patches, monograms or embroidery. Uniform skirts may not be shorter than three inches above the knee. Uniform shorts cannot be altered in length. T-shirts and sweatshirts will be sold through the school office. Footwear including shoes, socks and tights are purchased in local retail stores. Girls may wear tights, but not leggings.

Official dress uniforms must be worn for school Masses, prayer services and special occasions. Most field trips will require the school “Spirit Shirt” and uniform pants, capris or shorts. Shoes **must** be black, brown, navy, white, hunter green and/or gray with rubber soles. Details on shoes should be minimal and colors are limited to those listed above. Shoes should fit well and provide support and traction for kids on the go. Athletic or tennis shoes are acceptable. Boots, sandals, crocs, clogs, high top, platforms, shoes with heels higher than 1”, light up tennis shoes, wheelie tennis shoes, or flip flops are not permitted. Shoelaces should match the color of the shoe.

Please visit the Sue Mills website at www.millswear.com. The SMMCS school code is 660.

UNIFORM DRESS CODE
BOYS (K5 through 8th grade)

<u>DRESS UNIFORM</u>	<u>CASUAL OPTIONS</u>
Navy pleated pants or shorts White oxford with monogram Plaid tie Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) Black, brown, white and/or navy belt	Navy pleated pants or shorts Green or white polo shirt with monogram Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks School “Spirit Shirt” or organization t-shirt (only on Spirit Days) Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.). Unobtrusive stitching in other colors will be considered on a case by case basis. Black, brown white and/or navy belt

GIRLS (K5 through 2nd grade)

<u>DRESS UNIFORM</u>	<u>CASUAL OPTIONS</u>
Plaid V-bib jumper White Peter Pan collar blouse White turtleneck Continental navy tie Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram Navy modesty shorts White, black or navy socks Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) Black, brown, white and/or navy belt White, black or navy tights (no leggings)	Navy pants, capris or shorts Green or white polo shirt with monogram White turtleneck Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks School "Spirit Shirt" or organization t-shirt (only on Spirit Days) Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) Unobtrusive stitching in other colors will be considered on a case by case basis. Black, brown, white and/or navy belt

GIRLS (3rd through 5th grade)

<u>DRESS UNIFORM</u>	<u>CASUAL OPTIONS</u>
Plaid knife pleat skirt White oxford with monogram White turtleneck Continental navy tie Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram Navy modesty shorts White, black or navy socks Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) White, black or navy tights (no leggings)	Navy pants, capris or shorts Green or white polo shirt with monogram White turtleneck Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks School "Spirit Shirt" or organization t-shirt (only on Spirit Days) Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) Unobtrusive stitching in other colors will be considered on a case by case basis. Black, brown, white and/or navy belt

GIRLS (6th through 8th grade)

<u>DRESS UNIFORM</u>	<u>CASUAL OPTIONS</u>
Navy skort White stretch blouse with logo Continental navy tie (must be worn all day)	Plaid knife pleat skirt with Navy modesty shorts Navy pants, capris or shorts

<p>on Mass days) Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) White, black or navy tights (no leggings)</p>	<p>Green or white polo shirt with monogram White turtleneck School "Spirit Shirt" or organization t-shirt (only on Spirit Days) Navy V-neck cardigan or school sweatshirt/hoodie or green fleece jacket with monogram White, black or navy socks Black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes (no red, purple, pink, orange, yellow, etc.) Black, brown, white and/or navy belt</p>
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Grooming and Attire

Hair Code

- Hair must be kept clean and combed at all times and worn neatly, not interfering with vision. Hairpieces are not allowed.
- Shaved hairstyles with tufts, designs, Mohawks, long spikes, etc. are not allowed for boys or girls. Ponytails are not allowed for boys.
- Hair must be natural in color. The final decision about the appropriateness of a student's hair is at the discretion of the school's administration.
- Boys' hair must be neatly trimmed. Bangs must be cut above the eyebrows; hair above the ears and above the shirt collar in back. Hair may not be tucked behind the ear.
- Girls' hair must be controlled with barrettes, clips, etc. to keep it out of the face.
- Girls' hair bows must conform to our uniform colors.
- Bandanas are not permitted.

After repeated reminders and/or write ups, parents will be asked to come and take their child for a haircut before he/she will be allowed to return to school.

Jewelry – Make-Up – Nail Polish

- Watches, religious medals or crosses on bracelets or small necklaces may be worn. Girls may wear stud earrings. Boys may not wear earrings. If jewelry becomes a distraction, even if it is within the dress code, the student will be asked to remove it.
- Make-up cannot be worn.
- Only clear nail polish is allowed.

Head Covering

No type of head cover, hat or cap is to be worn in school.

Sweatshirts/Hoodies

- School sweatshirts and hoodies will be available for purchase through the school.
- National Junior Honor Society sweatshirts will be ordered during the school year.
- Sweatshirts/hoodies can be worn on cold weather days only. Sweatshirts/hoodies should not be worn outside on days that the temperature is 80° or above. Uniform shirts and blouses must be worn under the sweatshirt/hoodie. On Mass day, dress uniform, including tie, **must** be worn under sweatshirts/hoodies.

Undergarments

- Undergarments should not be visible or distract from the uniform; therefore, white or flesh colored undergarments are encouraged.
- Shirts should be tucked into pants and a belt must be worn; midriff or undergarments are not to be exposed.

Shoes

Shoes must be worn at all times. Acceptable shoe colors are black, brown, navy, white, hunter green and/or gray tennis shoes or dress shoes. **NO other colors** on shoes are permitted other than small tags. **Unobtrusive stitching in other colors will be considered on a case by case basis.**

Jeans Days

- Jeans with holes, ragged hems or cut-offs are **NOT PERMITTED**.
- The cost to wear blue jeans is \$1 per student, per Jeans Day. Students must wear their uniform polo with the logo or spirit, club or organization shirt with their blue jeans.
- Students not paying the \$1 for Jeans Day, who are wearing jeans, will be in violation of the Dress Code, and the \$1 will be charged to their Family Account.

Approved Outerwear

- Green fleece school jacket with logo from Sue Mills
- School sweatshirt/hoodie available through the school's front office
- Sue Mills navy blue cardigan
- Personal coats may be worn on cold days, but must be taken off once inside the school building.

Free Dress Days

- Individual students will be informed of Free Dress Day (usually with a coupon)
- Free Dress Day clothing should be appropriate by all school standards. No spaghetti strap dresses or tops, short-shorts or exposed midriffs. No boots, sandals, crocs, clogs, platforms, shoes with heels higher than 1", or flip flops on Free Dress Days. Belts must be worn with all shorts or pants having belt loops and shirts must be tucked in. The school reserves the right to not allow a student to participate in Free Dress Days if the student does not abide by the Free Dress Day guidelines deemed appropriate by the school.

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

Dress Day Uniform

On Mass days, any student, K5 through 8th grade, missing any part of their Dress Day uniform **will be given a uniform violation**. Teachers will have 1–2 ties available for students who are not prepared for Mass. If the ties are not returned to the teacher at the end of the day, the family account will be charged \$15 for the tie.

Backpacks

Carrying backpacks/book bags is considered a privilege and may be revoked. The Principal may require that bags be stored in the student's locker or other storage facility and not be used for carrying books and/or school supplies between classes. Backpacks on wheels are not recommended for grades K5 through 2nd.

Electronic Devices

Any item that a student brings to school that becomes a distraction to the learning environment will be confiscated by the staff. There will be a \$25 fine, which **MUST** be paid before the device is returned. Specific violations may include radios, IPODS, cameras, cell phones and electronic games/devices. If the student has a cell phone, it must be turned off and kept in the student's locker during school hours. It must stay in their backpack during the Before & After School Program. All electronic devices should remain off during the Before & After School Program. Electronics and phones may be carried at extracurricular activities at the discretion of administration.

Skateboards, Skates, etc.

Skateboards, roller blades, skates and/or shoes with wheels are **not permitted** on the campus at any time. These items will be confiscated and may not be returned until the end of the school day.

V. Miscellaneous

Standardized Tests

Standardized testing is one of several means of assessing pupil performance. Catholic schools in the Archdiocese of Galveston-Houston participate in standardized testing in the spring of each school year. The Iowa Test of Basic Skills (ITBS) will be used for achievement testing, as well as the Cognitive Abilities Test (CogAT). Tests will be administered to give the teachers and the administration information regarding the natural endowments as well as the educational growth of the students. These tests are an important part of our curriculum focus, however they do not make up our entire focus. The Assessment of Children/Youth Religious Education (ACRE) test is a faith formation assessment for 5th and 8th grades only.

8th Grade Graduation

All information regarding the ceremony and activities will be shared with 8th grade parents during our two 8th grade parent meetings that take place during the school year with Mrs. Valladares.

Valedictorian and Salutatorian Selection

These students are selected, based on 6th – 8th grade core subject averages (Math / LA / Science / Social Studies). Attendance will be used as a tiebreaker if needed.

8th Grade Lock-In/Prank

There will be **no** lock-in for 8th grade students. Students will be allowed to continue the annual prank tradition. Students can arrive by 6 A.M. to start the annual prank. Pranks must not cause permanent damage to the school or school property. 8th grade students will be responsible for prank clean up.

School Newsletter, Notes, etc.

St. Mary Magdalene Catholic School is actively pursuing a “paperless” environment as much as possible; however, some communication items will be sent home with your youngest child. It is the responsibility of the student to bring these items home and give them to you. School newsletters, random updates and reminders, etc., will be mailed electronically and/or will be available on the school’s website at www.smmcs.org. The weekly newsletter, *The Lion’s Roar*, will be sent out twice a month, along with a weekly email reminder of important information and news for families. Families are encouraged

to read the newsletter to receive important information about upcoming events. Some school information can be found on our Facebook page.

School Calendar

Please view the 2018-2019 St. Mary Magdalene Catholic School calendar at www.smmcs.org.

School Pictures and Yearbook

Individual school pictures and class pictures will be taken in the fall. Full dress uniforms are required. All students are photographed for the yearbook. Parents will be notified in advance of Picture Day and will have the option of purchasing pictures. Uniforms for spring pictures are not required.

Lunch Program

Our caterer, Geomar, provides lunch menus one month in advance. ***Meals must be purchased at least 2 days in advance.*** You can pay by credit card on their website at <http://geomar.h1.hotlunchonline.net/>. In an ***emergency***, a student will be given a meal through the Lunch Program, for which the parent/guardian is expected to remit payment to Geomar.

Parents and guests with their child in the Family Life Center (FLC) ***must be VIRTUS-trained.*** They must check in and out at the front office prior to their child(ren)'s scheduled lunch time. Siblings are not allowed to attend.

Due to the numerous food allergies present in our student body, any food brought to share with classmates must be pre-approved by the School Nurse.

Students are not allowed to use a microwave or any other device to heat or re-heat their lunch.

Classrooms and the cafeteria are closed to visitors during the month of August and during standardized testing, with the exception of birthday celebrations.

Lost and Found

It is the parent's responsibility to see that the child's personal belongings are properly labeled in order to return an item to the student if it is found. **Articles that have been found are to be turned in to the school office. Unidentified items will be placed in the lost-and-found box. Unclaimed articles will periodically be given to a charitable organization.**

Asbestos

The St. Mary Magdalene Catholic School building, built in the year 2000, to our knowledge and stated in good faith, does not contain asbestos.

Emergency Contact

For the health and safety of your child, please immediately notify the school in writing of a change of address, phone number (home, cell or business) and/or email. In case of an emergency, we will attempt to contact the person(s) you have listed on your emergency contact form.

Library

Hardcover and paperback books are available for students' use. The student is responsible for any lost or defaced books. ***The student is also responsible for any late fees incurred if the student does not turn in a library book by the due date.*** Students will be able to check out library books until May 4, 2019. All library books must be returned by May 11, 2019. Fines and damages must be paid and all library books turned in before report cards are issued or before a student withdraws. Payment for a library book will be refunded if the undamaged book is found by the end of the school year.

Telephone Messages and Forgotten Items

- Students **are not** allowed to use the telephone to call for forgotten items.
- Students are allowed to retrieve items, including their lunch bag, dropped off at the table by parents.
- Messages may be given to students only in emergency situations by calling the front office.
- The telephone is for school business and emergencies. Cell phones should never be used by students during school hours, the Before and After School Program (P.R.I.D.E. Academy) or during after school activities.

Safety Patrol

SMMCS recognizes the value of a student Safety Patrol as an essential part of the school program to instruct our students in good safety habits, facilitate morning arrivals and afternoon dismissals, and to provide opportunities for leadership training.

All students in the 4th – 8th grades will be eligible to apply for service on the Safety Patrol. Selection among them will be made in consideration of qualities of:

- responsibility and good citizenship
- leadership capacity
- maturity

A faculty member shall be assigned as supervisor to the school Safety Patrol whose job it shall be to:

- receive and screen all applications for membership;
- select Safety Patrol members;
- instruct Safety Patrol members in their duties and responsibilities;
- where necessary, and for good cause, remove a member from the Safety Patrol.

No student will be allowed to participate in Safety Patrol without parental permission. A form will be available at the Info Expo for prospective 2018-2019 Safety Patrol members.

Safety patrol will be supervised by a staff member at all times.

Safety Patrol students are responsible for instructing arriving and departing students in appropriate behavior. Any student disregarding a warning from a Safety Patrol member will be referred to a supervising teacher for disciplinary action. ***ALL STUDENTS ARE REQUIRED TO OBEY THE SAFETY RULES AND INSTRUCTIONS GIVEN BY SAFETY PATROL MEMBERS.***

Members of the school Safety Patrol may be assigned to control and direct student traffic in the school buildings and on the school grounds at the Ferguson St. and Houston Ave. entrances.

No Safety Patrol member shall ever be permitted to direct or place himself/herself in the path of vehicular traffic.

The Safety Patrol will be responsible for opening doors and receiving students in the morning before school and dismissing students to their cars in the afternoon. Students on the morning patrol must arrive at school by 7:30 A.M. Students who are not able to be at their assigned post must notify the supervisor no later than 7:00 A.M. the day of the absence. Habitual tardiness or absences will result in dismissal from Safety Patrol.

Students on the afternoon patrol will be dismissed from class at 3:15 P.M. and will be on duty until 3:40 P.M. on regular dismissal days and 20 minutes after dismissal on early release days.

Field Trips

According to Archdiocesan regulations, students are **NOT** to take part in field trips without **written** permission from a parent/guardian. The field trip forms will be issued to students in ample time for the parent to fill out the form and return it to school. No other form except the one issued by the school will be accepted.

Field trips enrich our instructional program by accomplishing one or more educational objectives. School rules and expectations for conduct apply on field trips. Property damage caused by a student on a field trip is the responsibility of the student's family.

Fees for field trips are based on the number of students attending. If a parent does not wish for his/her student to participate, the school must be notified immediately so costs can be adjusted for the remaining parents. If a parent chooses not to send a student on a field trip, the student will be marked as absent and must stay home with the parent. This includes Camp Kappe and the 8th grade trip. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the medical restrictions must be submitted to the school nurse at least three days prior to the field trip. Once verification is completed by the school nurse, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher.

Participation in field trips is a privilege and not a right. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. A child who receives an N or U as a quarterly conduct grade may not participate in field trips during the school year. If a student is not permitted to attend the field trip due to school disciplinary reasons, the student must attend school that day and the school will place the student in another class for the length of the field trip.

Any parent who chooses to accompany their student as an individual, a driver or a chaperone for a school sponsored trip MUST be VIRTUS trained. There will be NO exceptions made. Please contact the school office with any questions regarding the training process.

When a parent accompanies a field trip as a chaperone, the parent is responsible for three to five students from a class. Those children are to receive your undivided attention. **No siblings or guests may attend field trips.** A parent acting as a **chaperone** on a field trip will receive credit toward the Family Involvement Commitment.

Drivers **MUST** be over 25 with a legal driver's license and insurance. The school office must have a copy of the driver's license, driving record from Texas DPS, and copy of current vehicle insurance on file before he/she may drive for a field trip. Each student must have his/her own seat belt in the transporting vehicle.

Permission slips are sent to parents/guardians in advance of each field trip. The permission slip must be returned filled out completely, signed by a parent/guardian and

all fees paid, at least 48 hours in advance of the field trip. Neither a faxed copy nor a phone call will be accepted in lieu of the original, signed permission slip.

Part of the school's Student Fee (up to \$30) is designated for field trips. The funds are used to cover one field trip per year for students. However, in some cases, costs exceed available funds. Additional costs for local and overnight field trips will be the responsibility of the parent/guardian. Parents are responsible for a larger portion of the cost of extended and/or overnight field trips for older students. Costs of items such as lunch, souvenirs, etc. are the responsibility of parents/guardians.

Parties

The Elementary parties/activities are:

1. **Halloween Party**, where students will be able to dress in appropriate costumes.
2. **Christmas Party**, where students will exchange gifts.
3. **Valentine Day Party** and card exchange where **all** students receive Valentines.
4. **End of School Party**.

The Middle School parties/activities are:

1. **October Social**
2. **Christmas Party**
3. **8th grade Class Trip**
4. **End of School Party**

Middle School Social

Middle School students will have one school social in the fall which will take the spot of a Halloween party. This will take place after normal school hours. Students must be in attendance for at least ½ (3.5 hours) of the school day in order to participate in any Middle School social. Any exception to this rule will be made by the administration.

Any parent/grandparent who choose to attend a classroom party MUST be VIRTUS trained. There will be NO exceptions made. No siblings may attend classroom parties.

Room parents must work with the teacher to organize parties. When more than one class exists on a grade level, the room parents must coordinate parties.

Birthdays

We invite parents/guardians to join their child for lunch on their child's birthday. Parents and guests with their child in the Family Life Center (FLC) **must be** VIRTUS-trained. They must check in and out at the school office prior to their child(ren)'s scheduled lunch time. No siblings are allowed to attend. Parents must sit with their student at the class table. Parents are also responsible for food distribution and clean up.

If your child's birthday falls on a weekend or holiday, you may choose a day to join your child. Those with summer birthdays may choose to celebrate on their half-birthday, or choose a day at random. Fast food lunches may be brought in for this special occasion.

For their birthdays, students may bring "treats" for the entire class, to be passed out at lunchtime. Please notify teachers at least 3 days in advance to avoid schedule conflicts. **Due to the numerous food allergies present in our student body, any food brought in to share with classmates must be pre-approved by the School Nurse.**

To protect the feelings of children, invitations for parties may not be passed out at school unless **ALL** children in the class are invited. Students may not receive flowers, candy, balloons or any other items or services at school, except for NJHS fundraisers.

Please refrain from sending limousines or other large vehicles to pick up students at dismissal for off-campus parties if all students in the class are not invited.

Visitors

During school hours, visitors (including parents) to the school are required to stop by the school office and sign in/out. A valid picture identification is needed the first time you sign in on campus. At that time, you will receive a visitor's badge, which will be turned in when you sign out. No class or teacher will be interrupted during school hours without office approval. Forgotten articles/lunches are to be taken to the office.

We are dedicated to providing quality instruction by limiting interruption of classroom routines. Visitors interested in our school are welcome to tour our campus, after making the appropriate arrangements. Office personnel can assist visitors with questions and provide information.

Classrooms and the cafeteria are closed to visitors during the month of August and during standardized testing, with the exception of birthday celebrations.

Teacher Lounges and Administrative Offices are off limits unless visitors have an appointment.

Classroom Observations

Parents may schedule classroom observations with the teacher. Request must be submitted at least twenty-four hours (one day) in advance. Classroom visits will not exceed 30 minutes or more than one classroom per day. Siblings and younger children are not permitted in the classroom during a visit. Parents are reminded that, during observations, there should be no contact between the parent and the teacher and/or students. No observations will be scheduled during the month of August, during standardized testing, or in the month of May.

If a parent/guardian needs to talk to a teacher, a conference should be scheduled before or after school, or during the teacher's scheduled conference period.

Distribution of Literature

Any literature, printed documents or materials which students, individuals or organizations wish to distribute must first be submitted to the school office for the Principal's approval. The school reserves the right to deny approval if distribution could disrupt school operations, interfere with school activities, be offensive or damaging in nature, or endorse political candidates. School-owned equipment or materials may not be used in the preparation or publishing of non-school sponsored publications.

Gum

Gum is not allowed on the school campus or at any school-related function off campus at any time.

No Smoking Policy

St. Mary Magdalene is a smoke-free environment. Smoking is not permitted anywhere on school property or at any school-related function off campus at any time.

Care of School Property

All buildings, equipment, supplies, materials and books are considered to be the property of St. Mary Magdalene Catholic School. Students who cause willful damage to such property will be assessed all costs to cover repair and/or replacement. Students will also be subject to suspension or expulsion.

Fundraising Model

The 2018 – 2019 St. Mary Magdalene Catholic School Fundraising Model will consist of five major activities:

- Lion Fund
- Fall Festival
- Spring Event
- Steps for Students
- Casino Night

We count on your support.

Lion Fund

At St. Mary Magdalene Catholic School, our goal is to build a bright future together and establish a culture of philanthropy. The Lion Fund is the cornerstone of a strategic advancement effort in the life of our school. It helps us to fund the achievement of our mission, by building a strong future for our children and providing sustainable support for the operation of our school. The Lion Fund is a giving campaign that will run during our school year from August to May. The vehicles we will use to conduct it include personal invitations, direct mail and classroom competitions.

Participate. Participate. Participate. Our goal is 100% participation from our families, faculty, staff and School Board members. A gift to the Lion Fund is an investment in our school and shows others that WE BELIEVE in our own mission. Throughout the year, we approach charitable foundations for grants and, if we cannot show them that we have 100% participation in our Lion Fund, there is very little chance that we can expect assistance. We are proud of our school, and our greatest strength is that we are a community that understands the importance of a quality Catholic education.

The operating costs of St. Mary Magdalene Catholic School are not covered by tuition alone. The Lion Fund Drive, through tax-deductible donations from parents and friends, helps cover these costs. The Lion Fund aids us in closing the gap between tuition and the actual cost of operating the school. We ask that each family contributes what they can, and also utilize their company's matching funds, if applicable. These matching funds have a significant impact.

Fall Festival, Casino Night and Spring Carnival

All of these events are parish-wide events and are open to the entire community. It is the duty of students, parents, families, faculty and staff of SMMCS to show their full support of these events. Parents and students will be asked to provide items and/or donations for Fall Festival Baskets and Spring Event Projects, which will be used during each event's Silent Auction.

Steps for Students

Steps for Students encourages involvement for our families and help obtain funds for our school.

Family Involvement Commitment (FIC)
St. Mary Magdalene Catholic School
2018 – 2019

The purpose of FIC is to promote equal participation among the families of the school and generate funds. Participating in SMMCS is one of the most important things a parent can do. This program provides an opportunity to meet and work with terrific people.

Guidelines

- All families are required to participate in the Family Involvement Commitment (K-3 through 8th Grade).
- Your participation in this program is recorded and will be available for your review.
- Each two-parent household will be responsible for raising at least \$350, and each one-parent household will be responsible for raising at least \$250 for the 2018-2019 school year.
- Funds can be raised through a combination of ways, including, but not limited to: volunteering, participating in school/parish functions, the Lion Fund, PTO participation, School Board participation, committee membership and/or donation.
- Items and/or money donated for class or teacher projects cannot be used toward FIC requirements.
- Families may not trade or donate FIC requirements to other families.
- When working at an event or activity, it is your responsibility to document your time on the FIC cards available in the front office. It is also your responsibility to get the event or activity coordinator, Principal, or Mrs. Laura Rocha to sign your form. After completing the form, you must return it to the school office and deposit it into the Commitment Box for recording purposes.
- Families falling short of meeting the Family Involvement Commitment by May 15th will be billed for the remaining balance owed.

Volunteer Credits

Each credit is worth \$10

- Two-parent households can receive up to, but no more than 25 credit hours for volunteering
- Single parent households can receive up to, but no more than 15 credit hours for volunteering

The following activities are worth 1 credit per hour served:

Teacher Helper, Room Parent, Houston Open, Office Aide, Library Aide, set-up and/or breakdown for Spring Event, Fall Festival, etc.

Field Trip Chaperones will receive 1 credit per hour served (up to 8 hours per family per field trip). In order to receive Chaperone credit, the adult **MUST** be VIRTUS trained and have completed a background check through the school. ***Attending a field trip as a “parent” does not constitute chaperone duty. Parents MUST meet qualifications and be assigned as a chaperone by the teacher and/or administrator.***

PTO Monthly Meeting and/or any Committee Meetings are worth 1 credit hour per meeting per adult family member in attendance.

Other volunteer opportunities will be announced through the school newsletter *The Lion’s Roar*.

Fundraising Commitments:

<u>Fundraiser:</u>	<u>Credits:</u>
Fall Festival Raffle Tickets	\$ amount = to 100% of sales
Spring Event Raffle Tickets	\$ amount = to 100% of sales

Donations:

Donations, gifts, grants, matching funds, the Lion Fund, etc. will be accepted at any time and will be credited at 100% of the total value.

*****If your family chooses to do a “Buy Out,” you can, at any time, donate your Family Balance.*****

Examples of Account Options

Example 1

20 volunteer hours	\$200
\$100 Lion Fund	\$100
\$100 worth Raffle Tickets	\$ 50
TOTAL	\$350

Example 2

Donation	\$175
Business Matching Fund	\$175
TOTAL	\$350

Example 3

25 volunteer hours	\$250
\$100 Lion Fund	\$100
TOTAL	\$350

Scheduled and “As Needed” (PRN) MEDICATION PERMISSION

Only **necessary** medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medication should be given outside of school hours, if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. Should school personnel refuse to give medication, the parent/guardian is informed and the incident documented. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for a student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the nurse or principal designee.
2. All necessary medication prescribed for a student must be signed by a physician, dentist, physician assistant, podiatrist, or nurse practitioner and parent/guardian. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. “Over-the-counter” medication must be in its original labeled container and have the student’s name on the bottle. Medications sent in baggies or unlabeled containers will not be given. “Over-the-counter” include ointments and eye drops and may not be given without a physician and parent signature.
3. It is the responsibility of the parent/guardian to bring all medication to the clinic/office and to pick up unused medicine. Any medicine unused that is not picked up will be destroyed.
4. Experimental medication/dosages will not be given. Herbal medication, dietary supplements, and other nutritional aids not approved as medication by the FDA will not be administered at school.
5. Only antibiotics prescribed to be taken four times a day with noon, as one of those times will be dispensed.
6. Medications must be kept in locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Unless other considerations are made.
7. A student may need medication in a school-related event. The principal is to authorize a school employee to administer medication. The medication must be in the original container, a photocopy of the parental permit, and the time(s) the medication is to be given.
8. Only the **school nurse** can give nebulizer treatments in school. Non-licensed school personnel are not permitted to administer this treatment. The parent must come to school to give the treatment if there is no nurse.
9. No one-time medication such as an antibiotic or sedative will be given.
10. Complete the “As-Needed Medications, Special Medication or Treatment” section for medications that are “prn” any other route other than oral and for special treatments needed.
11. Special forms must be filled out for emergency medications such as those for allergies. A special form must be filled out when a student is to carry asthma medication.

SCHOOL: St. Mary Magdalene Catholic School

NAME OF STUDENT: _____ ROOM: _____ GRADE: _____

NAME OF MEDICATION and _____

STRENGTH _____

DOSAGE: _____ TIME(S) _____

ROUTE _____ DIRECTIONS FOR GIVING _____

BEGINNING DATE: _____ ENDING DATE: _____

AS-NEEDED MEDICATION, SPECIAL MEDICATION OR TREATMENT SECTION

A. Circumstances warranting requested PRN treatment/medication:

- 1. Condition requiring treatment/medication: _____
- 2. Signs and symptoms of condition: _____
- 3. Signs and symptoms that require medication and/or treatment to be given. _____
- 4. Length of time signs and symptoms present to warrant treatment/medication: _____
- 5. Related signs and symptoms of condition which constitute a medical emergency for which EMS and parent called: _____
- 6. Maximum number of treatments per school day not to exceed: _____
- 7. Additional instructions/comments: _____
- 8. Supplies needed _____ Amount _____

- C. Skills required to administer treatment/medication: _____
- D. Method of administration of treatment/medication: _____
- E. Additional instructions/comments: _____
- F. This medication may/may not be carried by school personnel to school-related events or off-campus events. _____

Beginning Date: _____ End Date: _____

SIGNATURE OF PHYSICIAN: _____ **DATE:** _____

(STAMPED SIGNATURE NOT ACCEPTED)

PRINTED NAME: _____

PHYSICIAN'S TELEPHONE NUMBER: _____

Parent or Guardian

I want to be called: ___ Before giving the medication ___ Other
 ___ After medication is given

Comments or information:

I hereby request that the medication specified above is given to the above named student and that someone may give the medication other than a medically trained person.

I realize that the school does not have to agree to allow medication to be given to a student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit.

Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Archdiocese of Galveston – Houston, its servants, agents, and employees including, but not limited to the parish, the school, the principal, and the individuals giving the medication of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Archdiocese of Galveston – Houston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

SIGNATURE OF PARENT/ GUARDIAN: _____ **DATE:**

SPECIAL NEEDS LEARNERS AND REFERRALS

Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Mary Magdalene and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. St. Mary Magdalene, the local district is Humble ISD. This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Mary Magdalene and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Mary Magdalene, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Students' ability to meet the physical requirements of attendance.

St. Mary Magdalene Services for Special Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal, admissions coordinator and academic coach will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the principal, admissions coordinator and academic coach as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal, admissions coordinator and academic coach will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic*

Accommodation Plan. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a

student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the academic coach after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the principal, teacher, and academic coach after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the academic coach. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

STUDENT HANDBOOK ACKNOWLEDGEMENT

We have received a copy of the 2018-2019 Student Handbook, containing the operating procedures and policies of St. Mary Magdalene Catholic School. We have reviewed the contents of the Student Handbook. We agree to abide by the policies and procedures contained in the Student Handbook.

Parent/Guardian's Signature

Date

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Family Name:

Address:

City

Received by:

SMMCS Staff Member

Date

SPECIAL NEEDS LEARNERS AND REFERRALS

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- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

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student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the academic coach after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the principal, teacher, and academic coach after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the academic coach. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.