

**St. Mary Magdalen School
9 Sharpley Road
Wilmington, Delaware 19803**

Website Address: www.smmschoolde.com



**2020-2021
Parent / Student Handbook**

This handbook has been modified to reflect the plans for Fall Reentry 2020. All changes are outlined in *blue text*.

Welcome to St. Mary Magdalen School (SMM)

The policies, procedures, and general information contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping parents and students to adjust to our school and to become an integral part of the total school community.

Our school welcomes you, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever we together make it. Let us always have the spirit to do the things which will make it outstanding.

Mission Statement

Saint Mary Magdalen School, in partnership with parents, parish and community, seeks to nurture, develop and educate the whole child by faithfully carrying out the example of Christ through education, service and worship.

Belief Statements

1. We believe that God is at the heart of who we are and all that we do.
2. We believe that an effective Catholic education develops the whole person spiritually, intellectually, socially, and physically.
3. We believe in the importance of teaching self-discipline and instilling a value system consistent with our Catholic faith that will foster a child's moral development.
4. We believe that our school is rooted in the mission of Jesus through service to others.
5. We believe in a school community that depends on mutual respect and cooperation among teachers, students, parents and administration so that children will experience the love of Christ within a safe Catholic environment.
6. We believe in the need for a strong academic curriculum that helps children increase their ability to achieve their fullest potential and instills a life-long love of learning.
7. We believe that each child has unique gifts and talents given by God to be shared with others.

Profile of a Graduate

As Disciples of Christ, St. Mary Magdalen School graduates will...

- Know, understand, and live the tenets of our Catholic faith.
- Recognize Christ in all they encounter and respond with compassion to all people within the Catholic faith community and beyond through service to others.
- Take ownership of a personal relationship with God and continually foster spiritual and moral development through prayer and sacraments.
- Serve as Peacemakers.

As responsible citizens, they will...

- Recognize God in self and others, and act with integrity and moral courage.

- Acknowledge that God-given talents should be used in the development of self and service to others while appreciating diversity and individual differences.
- Embrace the integral relationship of self to larger communities, and accept stewardship of God’s creation.
- Be “community builders” who promote spirit, service, pride, and patriotism.
- Be strong global citizens committed to improving themselves, community, and the world.

As academically strong students, they will...

- Demonstrate a capacity for critical thinking and problem solving.
- Have the knowledge and skills necessary to achieve their fullest academic potential in high school.
- Cultivate the values of self-discipline, hard work, and perseverance in order to be successful.
- Develop a natural curiosity and love of learning beyond academics.
- Be motivated to explore new academic interests and learning experiences.
- Think critically, communicate effectively, and work collaboratively.
- Communicate information and ideas clearly and concisely through multiple media.

Accreditation

Saint Mary Magdalen School has received accreditation from the Middle States Association of Colleges and Schools.

For the Sake of God’s Children (FSGC)

Saint Mary Magdalen School supports and complies with the policies and practices established by the Catholic Diocese of Wilmington through the “For the Sake of God’s Children” initiative.

Parents as Partners

St. Mary Magdalen School upholds the tenet of the Diocese of Wilmington that the parent is the primary educator of the child. We are proud to be partners in your child’s education. In keeping with our partnership, we ask that parents:

- Support and uphold the mission and goals of St. Mary Magdalen School.
- Support and uphold the school’s discipline policies as well as classroom rules and procedures.
- Abide by the policies within this handbook.
- Treat all school staff with respect and courtesy.
- Read the school newsletter and calendar, and keep abreast of all developments regarding your child’s education. The school newsletter is the primary form of communication to parents.
- Provide all requested information promptly.
- Contact appropriate staff, administration, and/or teachers if there is a change in a student’s health or well-being.
- Ensure that students arrive to school on time, well-rested, dressed in uniform, and with a nutritious lunch.

Admissions Information

Nondiscriminatory Policy

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

The dates of St. Mary Magdalen School Open Houses are published on the school website, in the church bulletin, and in the school newsletter. Registration opens in the fall and is announced via the school website.

The following documents are required for registration:

- Birth Certificate
- Baptismal Certificate (does not apply for non-Catholics)
- For Grades 1-8, a copy of the latest progress report and a signed "Release of Records" form
- For Kindergarten, a complete mailing address of the present preschool
- A Registration Fee, due at time of application
- Copy of current immunization record

Pre-Kindergarten 3 applicants must be 3 years of age on or before August 31st and must be toilet-trained.

Pre-Kindergarten 4 applicants must be 4 years of age on or before August 31st and must be toilet-trained.

As per Delaware Bill No. 63, Kindergarten applicants must be 5 years of age on or before August 31st.

In addition, all Kindergarten students must complete a screening by our teachers. Dates and times of these screenings will be published with the registration dates.

Once applications are received, they will be reviewed by an admissions committee. For school purposes, a "parishioner" is defined as one who is registered with the parish office, attends Mass regularly, supports parish endeavors, and contributes \$15/week to the parish offertory. Some combination of the above contributions of time, talent, and treasure should be made with the intent of promoting the mission of St. Mary Magdalen School. Qualified families are expected to be committed to the philosophy of Catholic education, provide regular financial support to St. Mary Magdalen Church, abide by the school rules and regulations, and support our Home and School Association's activities and fundraisers. A reasonable weekly offering is requested by the pastor. Acceptance to St. Mary Magdalen School is based on the following criteria in this order of acceptance:

Early Childhood and Kindergarten

- Brothers and sisters of children already attending SMM
- Oldest child of parishioner entering the school for the first time at the Early Childhood level
- Catholic children from parishes without a parish school
- Catholic children relocating from out-of-town
- Catholic children from parishes with a parish school
- Non-Catholic brothers and sisters of children already attending SMM
- Non-Catholic students

Grades 1-8

- Catholic students relocating from out-of-town Catholic schools
- Parishioner – Catholic student transferring from a Catholic school
- Parishioner – Catholic student transferring from a non-Catholic school
- Non-Parishioner Catholic students transferring from another Catholic School
- Non-Catholic students transferring from another school

It is an expectation that the student and family, once accepted to SMM, remain in good standing. Adhering to the Parish Commitment Agreement is expected in order to be considered a parishioner and receive the discounted parishioner tuition rate.

Tuition and fees are determined yearly dependent on budget needs. SMM collects tuition and fees via an automatic withdrawal plan. Tuition Policies are maintained and will be available with the tuition rates each year.

School Handbook

Once a child is attending SMM, there is an understanding that all school families will adhere to school policies and procedures as outlined in the Parent-Student Handbook. Students in Grades 5-8 will sign a student Code of Conduct. Student behavior is to adhere at all times to the Code of Conduct. This is to be signed and returned to school.

Attendance

Attendance is mandatory from Kindergarten through eighth grade. State law maintains that students may be retained if they have been absent for 20+ or more days in a school year.

Attendance is recorded based on the following criteria:

Tardy	Student arrives after 7:55 AM and before 10:00 AM.
Absent in AM	Student arrives after 10:00 AM or leaves before 10:00 AM.
Absent in PM	Student leaves between 10:00 AM and 1:00 PM.
Early Dismissal	Student leaves after 1:00 PM.

During alternating weeks when students are learning remotely from home, students will be marked as present.

Arrival

Students are expected to be in their homerooms and ready to begin the day at 7:55 AM. Supervision will be provided beginning at 7:30 AM. For safety reasons, students are not permitted to enter the building before supervision begins. Please do not drop children off outside of the school building before 7:30 AM as there is no supervision available. Before School Care is available beginning at 7:00 AM in the Church Hall for a fee. Pre-Kindergarten students should report directly to the Early Childhood building.

Once the students have entered the building, they are to report directly to their classrooms.

Parents will be asked to complete the following short screening questionnaire for their children each morning before dropping their children off at school. This form does not need to be submitted to the school but rather should guide families in determining whether attendance is appropriate.

Parents are to check students' temperatures at home every morning. Students with temperatures 100.4 or higher are to stay home and consider coronavirus testing if no other explanation is available. Parents are required to ask their children or monitor for any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives will require the parent to keep the student home from school.

Parents may not enter St. Mary Magdalen during arrival or dismissal.

Dismissal

The students are divided into groups according to their modes of transportation. (See "Transportation.") In September, the order and procedure for dismissal will be explained and practiced with the students.

If any student, on any given day, chooses a means of transportation other than the normal daily means, the parents must notify the homeroom teacher, in writing, of the change. Please be advised that teachers cannot always check email during the school day; a follow-up call to the school office may be necessary.

From 7:30 AM - 2:45 PM, all students must enter the school through the main entrance by the gym. No one will be allowed to enter the school at the Sharpley Road entrance. It is for deliveries only during the school day.

Absence Due to Illness

It is required that every student attend school daily. When a student is absent, he/she is required to bring on the first day he/she returns to school, a written excuse signed by his/her parent or guardian stating the reason for the absence. In the case of absence, parents are to call the office in the morning before 8:30 AM. This policy is for the protection of the St. Mary Magdalen students. Extended absence due to illness (more than three days) requires a statement from the doctor who treated the absent student.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher. These tests must be taken within one week of the original test date.

Students should be fever free for 24 hours (without the use of fever-reducing medications) before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day to allow for the protection of the entire school community.

*Parents will need to communicate to the teacher and the school nurse when a child is ill **and the reason(s)** for the illness.*

Request for Early Dismissal

Requests for students to be excused from school during school hours are to be sent in writing to the homeroom teacher. The teacher will notify the school office. A student will not be released unless the secretary knows the reason for the release, and the person to whom the student is being released. No student can leave the school building during school hours unless accompanied by an adult. Parents are urged to try to have medical and dental appointments arranged during non-school hours.

Parents picking up a child for early dismissal should enter the gym lobby. Parents may not enter the school building. The student will be sent down to the lobby for dismissal.

Truancy

Truancy is an unexcused absence. A student is truant if he/she leaves school without signing out through the school office, leaves school without the permission of his/her teachers, or comes to school but does not attend classes. Truancy will result in an appearance before the Discipline Board.

Punctuality

Punctuality is a trait that is highly valued in the world in which we live. We ask the cooperation of parents in helping to cultivate this habit of punctuality and promptness. Students coming late to school are disruptive to the order of the classroom.

The school bell rings at 7:55 AM. Any student who arrives after that time will be considered late. Students arriving after 7:55 AM are required to sign in with the hall monitor in the foyer outside the gym. All tardy students must wait in the gym lobby until the conclusion of morning prayers and announcements. Any student arriving after 8:05 AM must stop at the lobby entrance and receive a late pass to enter the school. Any late excuse notices should be handed in at that time.

Vacations or Trips

Vacations or trips during the school year are strongly discouraged. Valuable instructional time cannot be replaced. Should parents find it necessary to take a vacation or trip when school is in session, no assignments will be given in anticipation of the vacation. It is neither the responsibility of the school to provide work in advance, nor for the teacher to tutor students who miss instructional time for a vacation.

Upon return, make-up tests and assignments will be given at the discretion of the teacher. All missing (graded) work is due to be made up within a week of the student's return to school.

Birthdays

Student birthdays are acknowledged each morning during the morning announcements. Teachers have grade- and homeroom-specific policies regarding when and how birthday treats may be shared with classmates. Please contact the student's homeroom teacher for more information.

Please do not distribute invitations for parties at school unless there is one for each child in the class.

Parents who choose to send in birthday treats should send in items that are individually wrapped or non-edible (stickers, pencils, etc.).

Child Abuse Laws

St. Mary Magdalen School abides by the Child Abuse laws of the State of Delaware. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Communication

Newsletter and Friday Folders

Consistent communication between school and home is essential to the good function of SMM. Weekly newsletters and monthly calendars will be posted on the school website for this purpose. In addition, every student will be issued a special folder that will be utilized to bring home important communications. This folder will be sent home every Friday and is to be returned on Monday.

The following policies have been adopted regarding weekly newsletter and Friday Folder communications:

1. Information included in the newsletter will be for:
 - a. Promoting of school and parish events or announcements (HSA, Athletic Association, and other school groups)
 - b. Other diocesan/parish-sponsored events that do not conflict with similar SMM activities
 - c. High school admission related activities
2. Information included in the Friday Folders may include the above types of communication and student specific academic updates.

Every effort should be made to utilize the school newsletter instead of the folders to reduce our carbon footprint and simplify the distribution process. The deadline for newsletter submissions is Wednesday at noon.

Parents are expected to read the weekly newsletter and check the Friday Folder regularly to stay informed. This is the primary form of communication for updates from the school. Please emphasize with students the importance of bringing home any and all forms of communication which they receive from their teachers.

Parent/Teacher Communication

Communication between parents and teachers is critical for student success. Parents who want to speak with a teacher are asked to write a note or email the teacher or to call the school office to request a meeting. Phone calls or text messages to teachers' homes and cell phones are not appropriate. Parents may expect a response within 24 hours of original contact on weekdays, Monday through Friday.

Parents/students in Grades 4-8 can check academic progress online via PowerSchool. Teacher webpages are available for reference.

It is the responsibility of the parent to notify the homeroom teacher of any educational or physical needs the student might have.

The teacher will contact the parents if there is an observable change in academics or behavior.

Change of Address or Phone Numbers

Please notify the school of any change in address, telephone number, place of employment, email address, or emergency phone numbers so that we may keep our records updated. Please notify the Principal of any

change in the family situation. The Principal or office will subsequently inform all involved teachers of any pertinent information.

Conferences

As indicated on the yearly calendar, parent-teacher conferences are held in the fall. Parents may request a conference at any time with a teacher by contacting the teacher directly, or calling the school office and setting up a time convenient to both parent and teacher. Teachers may also request conferences.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Code of Conduct

Students in Grades 4-8 will sign a Code of Conduct agreeing to abide by the values presented in the school Mission Statement and Belief Statements. By virtue of attending SMM, students agree to uphold the Code of Conduct at all times. Student choices which violate the Code of Conduct may result in disciplinary action. See Code of Conduct at the end of this handbook.

Unacceptable Behavior

It is the goal of St. Mary Magdalen School to provide a safe, caring learning environment for all students. The following behaviors are unacceptable:

Physical Aggression

pushing
shoving
spitting
kicking
hitting
defacing property
stealing
demeaning and humiliating physical acts
locking in closed/confined space
physical violence
threatening another
inflicting bodily harm

Social Alienation

gossiping
embarrassing another
spreading rumors
ethnic slurs

dirty looks
public humiliation
excluding from group
social rejection

Verbal Aggression

mocking
name calling
taunting
teasing
intimidation
verbal threats

Intimidation

graffiti
defacing property
playing tricks
taking others' possessions

If parents or students are aware of any of these behaviors, they have a responsibility to report it to a teacher, school counselor, and/or administrator so that the issue can be addressed.

Items such as, but not limited to, questionable books and pictures, unapproved electronic devices, matches, cigarettes, electronic cigarettes, laser lights, or anything that will detract from a learning situation are not allowed in school at any time. Administration reserves the right to determine the appropriateness of any item or action if any doubt arises.

Bringing a weapon such as, but not limited to, a knife or gun onto school property is strictly prohibited. Any student in possession of a knife or firearm (with or without intent to cause harm) will be immediately suspended. This will be followed by a meeting with the Principal requiring the mandatory attendance of parent(s). Immediate disciplinary action will be taken, up to and including expulsion. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Possession and/or use of drugs, alcohol, tobacco, or electronic cigarettes are prohibited. It is within the jurisdiction of the administration to determine what constitutes prohibited material. Any student with drugs, alcohol, tobacco and/or electronic cigarettes will be immediately suspended. This will be followed by a meeting with the Discipline Board requiring mandatory attendance of parent(s), resulting in further disciplinary action up to and including expulsion. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Bullying and Cyber-Bullying

Bullying is defined as unwanted, physical, emotional or verbally aggressive behavior among school-aged children which involves a real or perceived power imbalance. The behavior is repeated over time.

Bullying is unacceptable at St. Mary Magdalen School and is grounds for disciplinary action up to and including expulsion.

Cyber-bullying (even if it takes place off school property) between two or more SMM students will be grounds for discipline up to and including expulsion.

Academic Dishonesty

Academic dishonesty is a very serious offense. Homework assignments and school work are not to be copied or shared with classmates. Plagiarized work will not be accepted and is subject to disciplinary action and possible failing grades. Cheating on a test or exam may result in a zero for that test. A Discipline Referral will be sent home. National Junior Honor Society students who participate in academic dishonesty may be subject to dismissal from that organization.

Off-Campus Conduct

The administration of SMM reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of students during the course of a school day. This off-campus behavior includes, but is not limited to, cyber-bullying and/or activities in which the student is associated with SMM.

Discipline Referral

When a student chooses an unacceptable behavior, he or she will receive a Discipline Referral, signed by a teacher or school administrator. Parents are asked to discuss the incident with the child and sign and return the form to the homeroom teacher on the next school day. A student who receives two (2) Discipline Referrals in one trimester will receive an "I" for Unstructured Time Conduct on his/her report card. A Discipline Board hearing between school and parents will be required after four (4) Discipline Referrals are issued within the school year. The Discipline Board is comprised of the Principal, Assistant Principal, and one or more teachers.

In addition, students in Grades 7-8 will be given an infraction card at the beginning of each trimester. The card must be kept in the student's homework organizer at all times. Teachers, administrators, lunch monitors, and aides may sign an infraction card for minor behavioral or uniform issues. These issues may include: out of uniform violations, chewing gum, eating at an inappropriate time, and lateness to class. Five infractions will result in a Discipline Referral.

Curriculum

The Diocesan curriculum guidelines, consistent with Delaware state guidelines, guide the teaching of all secular subject areas. St. Mary Magdalen offers students the opportunity for growth in the following major subjects.

Religion

All grades receive instruction in Catholic doctrine and traditions, Bible study, social justice, sacraments, liturgy, and morality. Attendance at Mass and participation in liturgical prayer services is an integral part of the school year for all students.

Language Arts

All grades receive instruction in reading, English, spelling, vocabulary, writing, and application of literature.

Math

Basic mathematics and higher level math skills are taught at all levels. Students are ability-grouped in Grades 5-8 based on a placement test, final math average from the previous year, and standardized test results. Students in Grades 7 and 8 are offered Pre-Algebra; qualifying eighth graders receive instruction in Algebra I and Honors Algebra I.

Social Studies

All students receive age-appropriate instruction in history, geography, economics, and current events.

Science

Students in Grades Pre-K - 5 are introduced to general science through observation and hands on activities. Grade 6 receives instruction in Earth Science, Grade 7 in Life Science and Grade 8 in Physical Science.

Spanish

Students in Grades Pre-K - 6 receive instruction once a week which includes vocabulary, common expressions, conversations and culture. In Grades 7 and 8, Spanish meets five (5) times a week and is considered a major subject. Instruction includes grammar, as well as conversation, culture, vocabulary and common expressions.

Fine Arts

Students participate in music, art, and art appreciation and students have the opportunity to participate in band and the performing arts.

Physical Education

Students participate in physical fitness education programs appropriate for each grade level on a weekly basis.

Barbara Wanner Learning Commons (Library)

The mission of the Barbara Wanner Learning Commons is to encourage a lifelong love of reading, to enhance and extend classroom learning through the utilization of varied resources, and to prepare students for lifetime use of libraries and information sources. The library collection supports the curriculum as well as providing recreational reading across all grade levels. All students receive weekly instruction in both technology and library skills. Students are able to check out library books according to the rules and policies posted by the librarian. All books are expected to be returned on time. Students will be held financially responsible for lost or damaged books.

Custody Agreements – Divorce/Separation Policy

SMM will remain neutral in all cases of divorce or separation. Parents are expected to provide the school with a copy of the custody degree as well as any restraining order which would restrict/prohibit parental or third party access to their child.

Parents should keep SMM apprised of any and all changes in custody, visitation or restraining orders.

Each parent with legal custody is entitled to access all school academic records and other school related info. Parents without legal custody (including those with visitation but not legal custody) have no educational rights and are not privy to school records/school information.

So that teachers may share the same information with both parents, we allow only one conference, and it is our expectation that both parents attend.

Early Childhood Education Program (Pre-Kindergarten and Kindergarten)

Policies and procedures specific to our Early Childhood Education Program can be found in the SMM Early Childhood Program Handbook.

Emergency Closing of School

School closure announcements will be made on the Diocesan website (www.cdow.org) and through local radio stations, including, but not limited to, WDEL (1150 AM), WILM (1450 AM), and WJBR (99.5 FM). SMM will not be addressed individually. We are included in “Catholic Elementary Schools in New Castle County.”

In the event SMM is to be closed or to begin late due to inclement weather or another emergency, parents will be notified. The Diocesan Office of Catholic Schools will call the Principal with school closure information. Once the call is received at SMM, as a courtesy the message will be shared with the school community through School Messenger, providing it is available for use. Please make sure all contact information is current to ensure parent contact.

School closure information is also updated on the school website in real time. Please check the website during the school day when there is questionable weather. Please do not call the school or rectory office, as the phone lines need to be kept open to receive closing information.

Please note that the Catholic schools do not always follow the directives of the public schools regarding school closing. The Brandywine School District may be closed, have a late start, or an early release and we may remain open with a regular school day.

Blizzard Packets

Students are required to work on Blizzard Packets when we have a weather related day off from school. Students are not required to work on Blizzard Packets during late start days or early release days. Blizzard Packet materials are due back to school one week from the snow day. Students will be held accountable for material completed during snow days.

After School Care Policy for Snow Days

No After School Care will be offered when school is closed for snow. This includes both early dismissal snow days and full day closings. One hour of coverage will be provided after the announced dismissal time to pick up children. Credit is offered on full snow day closings. In the event of a late start, Before School Care will start one hour before the school delayed opening time.

Emergency Procedures

St. Mary Magdalen School has a Crisis Management Plan which is evaluated regularly. Fire/emergency drills are practiced at regular intervals as required by law and are an important safety precaution. Exit directions are posted in each classroom.

Extended Care

Before School Care

Before School Care is available from 7:00-7:45 AM on all school days at the cost of \$2.00 per day per student. Before School Care will take place in the Church Hall. The children will be walked to school at 7:45 AM daily.

After School Care

St. Mary Magdalen School provides After School Care to all registered students from 2:45-6:00 PM on school days at a cost of \$11.00 per day per child for Grades K-8, and \$14.00 per day per child for students in the Early Childhood Education Program (Pre-Kindergarten 3 and 4). On days there is an early dismissal, care is provided from 11:45 AM-6:00 PM at a cost of \$19.00 per day per child for Grades K-8, and \$22.00 per day per child for students in Pre-Kindergarten 3 and 4.

There is a six day minimum per month, and students must be pre-registered to use this program. A snack and drink and activity are offered every day. There will be a quiet place for students to do homework and/or an outdoor play period.

Parents should refer to the [Extended Care website](#) directly for changes to the program for changes specific to Fall Reopening 2020.

Field Trips

Per the Diocese, there will be no field trips in the Fall of 2020. Parents will be notified when field trips are able to be scheduled.

Financial Obligations

It is important that parents recognize the financial responsibility assumed in enrolling a child at St. Mary Magdalen School. Payments are due on time so that the expenses for running the school may be paid. When payments cannot be made on schedule because of emergency or extraordinary situations, either the Pastor or Principal must be contacted so that appropriate arrangements may be made for fulfilling one's financial obligations.

Tuition and School Support

The faith community shares in the financial concerns of the school. Yearly budgets reflect goals and objectives determined by the school Principal with input from the faculty and in consultation with the School Board. The Parish Finance Council reviews the budget and incorporates it with the total Parish budget. These amounts and the payment schedule are given to all families in a timely manner. Tuition and school support are paid directly to the Parish.

The following policy applies to tuition. Registration/re-enrollment parishioner rates for tuition will apply only to those parents who have the following qualifications:

- Are active, participating and registered parishioners of St. Mary Magdalen Parish.
- An active parishioner is defined as one who is registered with the parish office, attends Mass regularly, supports parish endeavors, and contributes \$15/week to the parish offertory.
- If the above does not apply at Registration/Re-enrollment, non-parishioner tuition will apply. Should the family register and be an active, participating parishioner then parishioner tuition will apply the following year.

- St. Mary Magdalen is always ready to offer tuition assistance when justified. If a family no longer maintains active parishioner status, the non-parishioner tuition rates will then apply for the next school year. If it is no longer possible to fulfill financial obligations to the parish, please inform the Pastor or Principal as soon as possible so as to not lose parishioner status.
- Mass attendance and participation in Parish life, as outlined in the Parish Commitment Agreement, is fundamental.

Electronic Payment of Tuition

SMM collects school tuition via an automatic withdrawal plan through your bank account. This plan was adopted for the primary purpose of providing a method of payment which ensures a more predictable cash flow, as school operating expenses must be paid on a weekly basis. The automatic tuition program also aids in the administrative and record keeping parts of fee collection.

We have partnered with FACTS Management Company to manage our tuition payment program and financial aid assessment. FACTS is used by many schools locally and over 6,500 schools nationally. We are excited to work with them and confident that this program will offer greater efficiency and financial stability for the school while providing convenience to families.

Tuition Payment Plans

1. Payment In Full: One payment is due on or before July 31. A 2.0% discount is given with this option.
2. Two Payments: The first payment is due on or before July 31 and the second payment is due on or before December 31.
3. Monthly Payments: Monthly payments begin in July and continue through June (12 months). The monthly payment must be made on the 1st, 12th, or 22nd of each month.

Tuition Requirements for Early Withdrawal

Once new students have been accepted and present students have re-enrolled, the school must be notified in writing of any intended early withdrawal date. Families are financially responsible for the tuition in the month of withdrawal. No records will be released until all financial obligations are met.

Delinquent Payments

All financial responsibilities for a current school year must be met on a regularly scheduled basis and in a timely manner. Parents who are delinquent more than ninety (90) days, and who have not consistently responded to all correspondence, may be asked to remove their children from the school until all past due balances have been satisfied

Tuition Assistance

Tuition assistance is available from St. Mary Magdalen Parish and the Diocese of Wilmington. Applications must be submitted online by the beginning of March (the year prior) through <https://onlines.factsmgt.com/aid>.

When payments cannot be made on schedule because of emergency or extraordinary situations, either the Pastor or Principal must be contacted so that appropriate arrangements can be made for fulfilling one's financial obligations.

Graduation

All financial responsibilities to St. Mary Magdalen must be paid in full before Graduation, including but not limited to tuition fees, field trip monies, and lost or damaged school books. Students will not be permitted to attend graduation ceremonies if all financial obligations have not been met, nor will records be released to high schools.

Enrollment/Re-Enrollment

All financial responsibilities for a current school year must be met prior to enrollment for the upcoming year. No student will be permitted to return to school in August if all prior year tuition and fees have not been paid in full.

For the Sake of God's Children (FSGC) – Volunteers

Volunteers must be in compliance with policies and practices established in "For the Sake of God's Children" (FSGC).

While during Reopening 2020, parents and volunteers are not permitted in the school building, parents are still encouraged to obtain and renew their FSGC clearances in anticipation of the lifting of restrictions. Parents may still volunteer as lunch substitutes.

A "volunteer" includes anyone who volunteers or works with the youth in school, including but not limited to Boy Scouts, Girl Scouts, Science Olympiad, Lego League, Odyssey of the Mind, SMM parents, and grandparents.

All parent volunteers who supervise children for any period of time (e.g., field trip chaperone, library or computer aide etc.) must complete background clearance.

The following requirements must be met by all volunteers:

- Volunteer Covenants (included in the summer packet of information) signed by each volunteer
- Background Clearance Reports must also be obtained for any volunteer who contributes a total of five hours or more during the course of the year or who supervises children in any capacity. Clearance reports are valid for five years. Parents may contact the school or Parish office to confirm current background clearances.

Please go to the Parish website for more detailed instructions on the process of applying for a background clearance report. All necessary instructions, forms and educational videos can be obtained at www.smmchurch.org under the tab "FSGC Program."

Fundraising

No fundraising may occur on school property without express permission from school administration. No one has authority to use the School or Parish logo in solicitation without permission.

Health Services and Regulations

SMM employs a full-time nurse to provide the following services to students:

- Gives first aid, sees ill students, and makes home contacts as necessary.
- Advises parents regarding results of vision and hearing tests when impairment is evident (Grades K, 2, 4, and 7).
- Checks students referred by teachers.
- Keeps health records up to date.
- Performs postural screenings for Grades 5-8.

Hygiene

The nurse will visit each classroom in the first weeks of school to demonstrate appropriate hand washing techniques. Teachers will provide opportunities for hand washing throughout the day. Students will wash their hands before and after lunch.

Each classroom and high traffic areas will have a sanitizing station. Students should sanitize their hands any time they enter or exit the classroom including:

- *Recess times*
- *Special*
- *Lunch*
- *Bathroom break*
- *Any hallway movement*

*Hand sanitizer is considered to be a “medication.” Any parent who does **not** want their child to use hand sanitizer must provide a note in writing to the school nurse.*

Hand sanitizing stations will be installed throughout the building and students will have access to them throughout the day. Parents are welcome to send students with hand sanitizer to use but it must be fragrance free.

Health Records

Necessary health records required by State Law and the Diocesan Office are maintained by the school nurse. All students are required to have a completed Delaware Student Health Form (completed by the physician and available on the nurse’s webpage) on file, as well as a Student Information Form with appropriate emergency information to be submitted online. Students with medical conditions, such as asthma, etc. must have an updated action plan, signed by their physician, on file in the Nurse’s Office for each new school year.

Food Allergies

Students with food allergies must have an updated action plan, signed by their physician, on file in the Nurse’s Office for each new school year. The forms can be found on the nurse’s webpage. Students with food allergies should be aware and proactive in their care of food allergies and reactions according to their developmental level. They should not trade food with others or eat anything with unknown ingredients. A nut free table will be provided at all lunches. Please provide your child’s teacher with “safe treats.”

Illness

If a student becomes ill in school, he/she should report to the nurse's office. Students must not leave the building because of illness without authorization. Students should be fever free for 24 hours (without the use of fever-reducing medications) before returning to school. **Students who are sent home during the school day with a fever or stomach upset will not be allowed to return to school the next day, to allow for the protection of the entire school community.**

*Students who present with multiple Covid-like symptoms **and their siblings** will be sent home.*

*Students who are sent home from school due to illness must be picked up within **60 minutes** of calling home. **Parents who place our community in jeopardy with a delay will be subject to a \$25 late fee.***

Medication

When a student requires medicine, over-the-counter or prescription, please review the Medication Guidelines available on the nurse's webpage. If the school nurse is not available, and a student must take medication during the school day, the parent or an adult authorized by the parent must bring the medication to school and administer it to them. Students are not permitted to bring any type of medication to school; medications should be transported to and from school by an adult. All medications should be clearly labeled and in the original container. Medications will be kept under a double-lock. Students requiring medications on field trips must make arrangements with the school nurse.

Personal Protective Equipment (PPE)

All students (Pre-K-8th) will be required to wear masks during arrival and dismissal and while moving through the hallways. Students in Grades 3-8 will be required to wear masks in class when unable to maintain a 6-foot distance from each other. *We recommend that parents send students with a plastic bag to place their mask in when not in use (recess, etc.).*

*Masks are recommended for students in Pre-K through Grade 2. **Parents of students in Grades Pre-K-2 who would like their child to wear a mask each day should send a note to their child's homeroom teacher expressing this wish.***

Students will not be required to wear masks while eating or outside.

Teachers will wear face shields when not in close contact with students (ie. at the front of a classroom) and will wear both masks and face shields when at distance less than three feet working with a student (ie. working in a small group). Teachers may also choose to wear masks for the duration of the day regardless of distance from students.

All adults who enter the building should wear a mask.

Physicals and Immunizations

Students in Pre-Kindergarten, Kindergarten, and new entrants are required by the Diocese of Wilmington to have a physical examination prior to entry into school. See the nurse's website for printable forms and additional details.

While new students are granted 14 days from the first date of attendance to show proof of required immunizations, parents are strongly urged to provide these forms to the school nurse on or before the first day of school. All students are expected to be immunized, unless a medical exemption has been presented; there are neither parental exemptions nor religious exemptions in Diocesan schools.

Water Bottles

Students are encouraged to bring refillable water bottles to school as they will be unable to utilize the water fountains without one. Water bottle policies are specific to each classroom. Only water is allowed in water bottles. Please be sure water bottles are carefully closed. It is the responsibility of the parents to pay for school materials damaged by water bottles.

Covid-19 Event

In the event of a confirmed case of coronavirus in our building, the Delaware Department of Health liaison will be notified immediately. SMM will follow the instructions set forth by the Delaware Department of Health. This may include a closure of school for thorough cleaning and disinfection of all surfaces and rooms. Students should take home all consumable books and any textbook that doesn't have an online component. Teachers and students should prepare for an extended closure if need be.

Homework

A reasonable amount of homework is important in the development of good study habits and time management. The amount and type of work will be determined by the teacher depending on the grade level and the ability of the students.

The work assigned for home study supplements that which is done in school. Information about homework, projects and upcoming tests are provided to parents on individual teacher webpages and in student planners. Changes to assignments and due dates are often necessary. It is the sole responsibility of the student to write down assignments and know due dates after that information has been clearly articulated by the teacher.

In September each teacher will inform the students and parents of his/her individual policy concerning the disciplinary action for not doing and/or completing homework assignments. Students and parents are to be respectful of and are to abide by each teacher's policy.

Home and School Association (HSA)

The Home and School Association is a cooperative, non-profit parent organization maintained for the purpose of accomplishing the following objectives:

1. To promote the welfare of children and youth in the home, school, church, and the community.
2. To secure adequate laws for the care and protection of the youth.
3. To bring into closer relation the home and school, so that parents and teachers may cooperate intelligently in the training of the children and youth.
4. To develop between educators and the general public such united efforts that will secure for every child the highest advantages in physical, mental, social and spiritual education.

All parents/guardians of students enrolled at SMM are strongly encouraged to actively participate in the HSA.

Lost and Found

The lost and found is located in the gym and contains all missing sweaters, hats, gloves, lunch boxes, etc. Please label all personal belongings with the student's name. Please have children check the designated lost and found before considering an item "lost." Lost items are donated on a monthly basis.

Lunch Policies

All students will eat in the classrooms seated at their desks. A lunch monitor will supervise the children at all times. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Lunch monitors may issue Discipline Referrals and will report behavior problems to the teacher.

Weather-permitting, all students will have outdoor recess before or after eating lunch. Students are not permitted to be outside unless they are accompanied by a lunch monitor or teacher. Students are not permitted to leave the school grounds. No student is to remain inside the building without teacher/lunch monitor supervision. Recess rules are expected to be followed at all times.

Lunch Vendor

At the time of this printing, Lintons is exploring how to potentially serve our student population during this time of social distancing. The school will communicate information about hot lunch as it becomes available. Until that time, please send your child with a bagged lunch.

National Junior Honor Society (NJHS)

The St. Mary Magdalen Chapter of the National Junior Honor Society has been established to recognize and reward students who exemplify the qualities esteemed by the NJHS: scholarship, citizenship, character, service, and leadership.

Students will be nominated after the first trimester of their seventh or eighth grade year. Each seventh or eighth grade student who has maintained a grade point average (GPA) of exactly 3.5 or better each trimester and who has received a grade of "satisfactory" (S) on effort and conduct in all academic and special subjects as listed on the report card may complete an application for consideration to the NJHS Faculty Council.

The Faculty Council, in turn, will evaluate the student on the remaining four designated qualities – leadership, citizenship, character, and service, as defined in the NJHS Handbook. Candidates will be required to submit a self-nominating essay incorporating personal evidence of leadership, citizenship, character and service. Each candidate must also complete a Student Activities Profile for review by the Faculty Council.

These evaluation forms, essays, and Student Activity Profiles will then go to the Faculty Council for final selection. Candidates subsequently selected by a simple majority vote of the Faculty Council will be offered membership in the SMM Chapter of the NJHS. Participation in the induction ceremony is required for full membership. Parents and families are invited to attend the induction ceremony.

Students must maintain the scholastic and discipline requirements once they are inducted into the NJHS. If a student does not meet the standards set forth by the NJHS, they will be placed on probation for a trimester. If the student does not bring his/her grades back to a 3.5 after one (1) trimester, he/she will be dismissed from NJHS. Students may be dismissed for behavior issues at the discretion of the NJHS Faculty Council.

Photo Policy

The Diocese has published the Acceptable Use of Technology Policy (AUP) which provides guidance as it pertains to taking, sharing or posting photos and videos within the school or during school or parish events. Although the AUP policy does not apply to parents unless they are For the Sake of God's Children volunteers, parents are encouraged to work with the faculty to determine the proper and least disruptive times to take pictures to best promote the educational environment and to foster a safe environment for all students. It is important to value others' privacy within our community; parents are encouraged to ask permission before sharing or posting electronic images of other people or their children.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Mary Magdalen School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration/teacher may recommend the repetition of a grade, tutoring or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Recess

All grades use the playground and black top for recess. Students should be mindful and considerate of other students when playing outside. For student safety, the following rules will be in effect during recess times:

1. Students will be supervised on the playground by lunch monitors and/or teachers.
2. Each student should be careful when using the playground equipment and should be considerate of other students.
3. Fighting is never permitted.
4. Drinks and/or food are not to be brought to the playground.
5. Rough games are not permitted.
6. Only articles (bats, balls, etc.) which are soft and flexible are permitted on the playground.

7. Students are expected to be respectful to the lunch monitors and to other students at all times.
8. All injuries and/or problems are to be immediately reported to the lunch monitor who will inform the teacher and/or the administration.
9. Students are not permitted to return to the school building without permission from the lunch monitor or teacher.
10. Only students in grades 4-8 may use the monkey bars.
11. *Basketball and football will not be permitted as the students are unable to maintain a safe distance.*
12. *Games that require close contact (tag, etc.) are not permitted.*

Students in Grades Pre-K through 4 may have an afternoon recess and snack period. Parents are asked to include nutritious snacks in their children's lunch box and to dress children in weather-appropriate clothes.

Report Cards - Grading Scale

Report cards are distributed at the end of each trimester electronically. Interim reports are sent home to parents halfway through the trimester in Grades 4-8. Parents are encouraged to contact the teacher for further information, if necessary.

Grading Scale – Grades Pre-K - 2

The skills on the report card are evaluated by the following ratings:

P	Proficient
G	Very good
S	Satisfactory
I	Improvement needed
N	Not yet demonstrating
NA	Not applicable at this time

Grading Scale – Core Academic Subjects

The following numerical grading scale is used in Grades 3-8:

A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Grading Scale – Specials

Special subjects may be graded on the following scale, or at times, on a Pass/Fail basis. The following grades apply to specials:

P	Proficient
G	Very good
S	Satisfactory
I	Improvement needed
N	Not yet demonstrating
NA	Not applicable at this time

PS	Pass
FL	Fail
N/A	Not applicable at this time

Grading Scale – Effort and Conduct

In addition to numerical grades, each student will receive separate grades for the effort and conduct put forth by that student as observed by each of his/her teachers. The grading scale is as follows:

O	Outstanding
G	Very good
S	Satisfactory
I	Improvement needed
N	Not yet demonstrating
NA	Not applicable at this time

Examinations

Mid-term and final examinations are administered in Grades 7 and 8. Students are tested on mastery of material in grammar, math, reading, religion, science, and social studies.

Honor Roll

Students in Grades 5-8 are eligible to achieve Honor Roll or Principal's List distinctions at the end of the year. Students who achieve Principal's List are those who have earned all A's and no less than a G in all specials, effort, conduct, and unstructured time grades. Students who achieve Honor Roll are those who have earned all A's and B's and no less than an S in all specials, effort, conduct, and unstructured time grades.

School Pictures

School pictures are taken yearly. The students may have their picture taken in their uniforms or other appropriate outfits. The dates when pictures will be taken will be announced at the beginning of the school year. The purchase of these pictures is optional.

School Property

Lockers

Students in Grades 7 and 8 are assigned a locker in which to store clothing and textbooks. Students are allowed to go to their lockers only at specified times. The school reserves the right to open student lockers at any time without probable or reasonable cause. Lockers are expected to be clean and tidy at all times.

Students will be assigned times to visit lockers to prevent congregation in the hallways.

School Facilities

Arrangements to use school facilities are made through the school office and must be approved by the Principal. All school facilities should be left neat and clean. Parents are financially responsible for their student's willful destruction of school property.

Textbooks

Students are assigned textbooks by number. In order to provide adequate care of textbooks, students in every grade must have all books covered and carry their books to and from school in a book bag or some type of bag which will adequately protect the books.

Textbooks that are damaged, lost or destroyed by students will be repaired or replaced and the cost will be charged to the parents of the student assigned the book.

School Supplies

Students will be given a supply list prior to the opening of school. Throughout the year, it is the student's responsibility to come prepared daily with needed paper, pencils, pens and other supplies. *Whenever possible, students will utilize individual supplies.*

School Uniform/Dress Code

Lands' End is our exclusive uniform provider. **Student uniforms cannot be purchased through other retailers.**

School uniforms may be purchased through Lands' End online at www.landsend.com or by calling 1-800-469-2222. Our Lands' End preferred school number is 900151150.

All uniforms are expected to be neat, clean, and in good condition. Spirit wear is not considered to be part of the uniform.

During weeks when students are present in the school building, they may wear either their regular uniform or their gym uniform to mitigate parent uniform costs during this time of hybrid learning. Students should still wear their gym uniforms on gym day. Parents will be given sufficient notification before this policy expires.

PRE-KINDERGARTEN – No uniform required.

KINDERGARTEN - The gym uniform will be worn daily (Monday-Friday) with sneakers.

UNIFORM - GRADES 1-8

BOYS

- Fall/Spring Uniform: Navy uniform shorts (to be worn at the waist with a brown belt without any designs)
- Winter Uniform: Navy dress pants (to be worn at the waist with a brown belt without any designs)

- Maroon SMM monogrammed long- or short-sleeved polo shirt (to be tucked in at all times)
- Navy, black, or white crew socks (any logo must be the size of a quarter or smaller)
- Navy fleece (logo required)

GIRLS, GRADES 1-3

- Fall/Spring Uniform: Navy uniform shorts (to be worn at the waist with a brown belt without any designs) **OR** plaid uniform jumper – to be worn a maximum of 2” above the knee
- Winter Uniform: Navy dress pants (to be worn at the waist with a brown belt without any designs) **OR** plaid uniform jumper – to be worn a maximum of 2” above the knee
- White long- or short-sleeved blouse (Peter Pan collar) to be worn with jumper only.
- Maroon SMM monogrammed long- or short-sleeved polo shirt to be worn with navy pants/shorts or jumper
- Navy knee socks or navy tights
- Navy cardigan (Lands’ End ONLY but does not need to be monogrammed)
- Navy fleece (logo required)

GIRLS, GRADES 4-8

- Fall/Spring Uniform: Plaid uniform skirt (to be worn a maximum of 2” above the knee) **OR** plaid uniform skort (to be worn a maximum of 2” above the knee) **OR** navy uniform shorts, to be to be worn at the waist with a brown belt (no design of any kind)
- Winter Uniform: Plaid uniform skirt (to be worn a maximum of 2” above the knee) **OR** plaid uniform skort (to be worn a maximum of 2” above the knee) **OR** navy dress pants, to be to be worn at the waist with a brown belt (no design of any kind)
- Maroon SMM monogrammed long- or short-sleeved polo shirt
- Navy knee socks or navy tights
- Navy fleece (logo required)

GYM UNIFORM – BOYS AND GIRLS

The gym uniform is to be worn to school for the entire day on gym day only.

- Fall/Spring Uniform: Gray uniform mesh gym shorts (no logo required)
- Winter Uniform: Gray sweatpants (no logo required)
- SMM maroon long- or short-sleeved T-shirt (SMM logo required)
- Gray sweatshirt (SMM logo required – no sports logos)
- White crew socks (any logo must be the size of a quarter or smaller)
- Sneakers

Shoes

Dress shoes (navy, black, or dark brown – one solid color) OR all black sneakers are required at all times except for gym classes. If the sneaker option is chosen, the sneakers must be all black, including soles and logos.

Acceptable styles of shoes include: oxford style, saddle shoes, loafers, and top-siders. Unacceptable styles of shoes include: sandals, open-back shoes, boots, high-top shoes, shoes with heels over 2 inches (measured from the back exterior of the shoe), or any shoe that impedes student safety. Shoes with laces must be tied at all times.

School administration reserves the right to determine whether or not a shoe style is acceptable.

Jewelry

Girls only may wear no more than two (2) pairs of earrings with the uniform. Large earrings are inappropriate; hoop earrings are to be no larger than a nickel. Earrings for boys are deemed inappropriate. Students may wear one (1) necklace. No large neck chains or excessive amounts of jewelry, including bracelets, are to be worn with the uniform.

Make-up

No make-up or colored nail polish is to be worn with the uniform.

Hair

All students' hair should be neat with bangs above the eyebrows. Boys' hair should be above and not touch the shirt collar and trimmed around the ears. No scarves should be worn in the hair. Students should not wear large or distracting hairpieces, headbands, or bows. Parents will be contacted by the administration if the student's hair style is deemed inappropriate. Parents are expected to correct the situation as soon as possible.

Body Piercing and Tattoos

Body piercing and tattoos do not reflect the values of SMM. No tattoos of any kind are permitted.

Tag Day Attire

At times, students may participate in tag days, dress down days which raise money for a specific cause or charity. Student attire should reflect the values of SMM. The administration may ask a student who is inappropriately dressed to change and/or notify parents if tag day attire does not follow these rules. The administration reserves the right to determine what constitutes appropriate tag day attire.

Students may wear: jeans, sneakers, short socks, Bermuda shorts or capris, athletic shorts, skirts/dresses (no shorter than 3 inches above the knee), skorts, sweat pants, sweatshirts, slacks, or leggings with long shirts only.

Students may not wear: flip-flop sandals, tank tops, halter tops, t-shirts with inappropriate writing, short shorts, pajama pants, make-up, low-cut blouses or tops, clothing that is extremely tight, hats.

Sunday Best-Dressed

For some occasions, students are expected to wear "Sunday Best" clothes to school. "Sunday Best" is defined as clothing appropriate for attendance at church. Boys should wear a collared shirt or polo (no T-shirts), dress pants, and dress shoes. Girls are expected to wear dress pants, skirts, or dresses (no shorter than 3 inches above the knee). If a student is not dressed appropriately for a church or school event, he/she will be asked to call home for a change of clothes. If a change of clothes cannot be obtained, the student will not participate in the event. Please take this into consideration before coming to school on "Sunday Best" dress days. Specific guidelines will be given for Eighth Grade Graduation and May Procession.

Special Services

An in-school instrumental music program is available to students in Grades 4-8, and strings are offered to students in Grades 3-8. An additional fee is charged for the lessons. The program is explained to interested students and parents in September.

A certified school counselor serves the academic, social/emotional, and career preparation needs of all students PK3 – Grade 8. Several weeks per year are spent in each grade providing age-appropriate classroom lessons based upon American School Counselor Association standards. The school counselor consults with teachers and parents in identifying students who may benefit from individual counseling due to family changes, school adjustment, or mental health issues.

A Resource teacher is available in the Aquinas Centre to assist students in skill building. Students in Grades 1-8 will be referred to the Resource teacher through psychoeducational evaluations, Star testing, or the homeroom/subject area teacher.

Spiritual Activities

Our Catholic faith is essential to the mission of St. Mary Magdalen School. *Classes will attend mass approximately once per month.* Prayer services are scheduled according to the Liturgical Calendar.

The Sacrament of Reconciliation is made available for Grades 2-8 twice a year. Both students and parents are strongly encouraged to participate in the Parish Penance Celebrations.

Parish Sacramental Program

Sacramental programs are directed by the Parish Religious Education Office. First reception of the sacraments takes place in the home parish. Parents are responsible to prepare their children for the reception of the sacraments. The Parish provides in-depth programs for parents so that they are prepared to work with their children in an appropriate way from early childhood through adolescence. The school catechists follow an approved text for their grade level and supplement the sacramental program.

Student Records

The accuracy, privacy and confidentiality of all student records shall be preserved. Parents/guardians of students under 18 years of age and students over 18 years of age are afforded the right to inspect and review the record kept by the school on that student.

Technology

Acceptable Use Policy

Guidelines for technology usage will be reviewed in technology classes.

Parents and students must sign the SMM Acceptable Use Policy before students will be allowed access to the Internet at school. Unacceptable use of technology will result in disciplinary action as defined in the SMM Acceptable Use Policy. The SMM Acceptable Use Policy is posted on the SMM website.

Student Accounts

All SMM student electronic accounts will be deleted within 30 days of matriculation or withdrawal from the school.

Cell Phones

If a student needs a cell phone, he/she is to bring the cell phone to the homeroom teacher upon arrival in the morning and place it into a holding bin for the day. The cell phone is to be in the off position for the day. The cell phone may be picked up by the student when directed by a teacher at dismissal. At no time during the day should a cell phone be in the student's locker or in his/her possession. Students may not use cell phones or hold them in their hands while on school property during school hours (7:30 AM – 3:15 PM). Students using cell phones at school face disciplinary action.

Those who violate any of the rules regarding cell phones will incur a Discipline Referral and may forfeit the privilege of bringing the cell phone to school. Cell phones that are not being used in accordance with the rules will be confiscated immediately and must be picked up from school by a parent.

A school administrator will determine the appropriate disciplinary measure to be taken concerning the violation of cell phone use in school.

eReaders

eReaders may be used at school only for accessing books. The student is responsible for the safety of his/her device. No Internet access or gaming is allowed at any time. Unacceptable use of eReaders will result in the loss of privileges. The device may be confiscated by a teacher and returned to the parent.

Social Media

Engagement in social media sites such as, but not limited to, Snapchat, Instagram, Twitter, Facebook, etc., may result in disciplinary action if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students, or the parish.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Telephone Calls

Telephone calls may be made to the school office (302-656-2745) between the hours of 7:30 AM and 3:30 PM. The office is not open Saturday, Sunday, or holidays. Teachers and students will be called to the phone only in extreme emergencies, and only messages of an urgent nature will be delivered to students. Students may make calls from the office only in the event of an emergency or grave necessity and only with the written permission of the teacher.

Forgotten items are not considered to be an emergency.

Messages for faculty may be left at any time during school hours. Teachers will return calls at their earliest convenience. Calling or texting teachers on their personal cell phones is inappropriate.

Testing

There will be Diocesan testing each year. The testing fee is included in the tuition. This testing is standardized and rules for testing are sent from the Diocesan Office. Parents receive a copy of the test results.

Transfers

Parents of students transferring from our school are required to:

1. Notify both the Principal and Parish Finance Manager of withdrawal in writing.
2. Meet with the administration for an exit interview.
3. Sign a transfer form for the purpose of transmitting scholastic and health records to the new school.
4. Return all books and school materials to the teacher.
5. Fulfill all financial obligations to the church/school. No records will be released until all financial obligations have been fulfilled.

Transportation

To ensure the safety of all students, parents who drive their children to and/or from school, bring their children late to school, or pick them up for appointments or early dismissals are required to abide by the rules established by the Safety Committee. Instructions for carpool drivers can be found on the school website at www.smmschoolde.com on the Carpool/Safety link under "Student Life."

During the school day (8:00 AM – 2:15 PM):

- Keep cars out of the playground area.
- Do not park on the driveways. Use only the designated parking areas.
- Exercise caution and use reduced speed whenever driving in the immediate vicinity of the school.

FOR THE SAFETY OF ALL CHILDREN, DO NOT PARK ON SHARPLEY ROAD DURING CARPOOL TIMES. Parked cars create hazardous conditions for drivers.

Walkers

Students who live close to the school may walk home; students should be going directly to a home and not to an alternative pick-up location. Written permission must be given to the homeroom teacher if a student who ordinarily uses other transportation is walking home. It is the expectation that walkers have the capacity to walk home. When designating their children as walkers, parents acknowledge that students are able to walk home independently. Adult supervision will not be provided once students leave SMM property.

Morning Procedures

- Halstead Walkers must use the stairs that are to the far left of the driveway that exits onto Halstead Road. Halstead Walkers can then proceed through the playground area and cross the driveway at the crosswalk.
- Sharpley Walkers only are allowed to enter by the front door of the school. Sharpley Walkers arriving after 7:55 AM must enter through the gym doors.
- 202 Walkers must cross Concord Pike at the traffic light, walk to the crosswalk at the doors of the church, and proceed down the sidewalk around the Church and in front of the Rectory. They should then use the sidewalk at the side of the Rectory to cross at the crosswalk in front of the gym.

Afternoon Procedures

- Once all cars in the carline have exited the property, walkers and bike riders will go with the designated teacher to the approved areas to continue their walk or bike ride home.

Bicycles

Students in Grades 3-8 may ride their bikes to school. Bike racks are provided. According to Delaware State Law, Title 11, Section 4198L, all persons under the age of 16 are required to wear a helmet while riding a bicycle. All students riding a bike to school must comply with the Delaware State Law. Appropriate disciplinary action will be taken if a student who rides a bike to school is not wearing a helmet. Bike riders must use the same procedures as walkers. Bike riders must walk their bikes across any road with car traffic, and should park their bikes in the rack in front of the gym.

Carpool

To review the carpool procedures, please visit the school website at www.smmschoolde.com and click on the Carpool/Safety link under "Student Life." Please share this information with anyone authorized to pick up SMM students.

Carline Duty for SMM Families

- Each parent or guardian is obligated to volunteer one day a year at morning carline. The calendar is mapped out by class and parents are assigned by class for their youngest child.
- Homeroom parents will send a reminder of the assigned day along with instructions. Parents who are unable to volunteer should find another SMM parent/guardian as a replacement and inform the homeroom parent who will then inform the Carline Safety Committee.
- Carline volunteers must arrive at 7:25 AM to ensure proper cone placement. After completion at 7:55 AM, volunteers should sign their names in the Carline Duty Book located in the Main Lobby.

Morning Drop-Off Procedures and Regulations

- Drop off begins at 7:30 AM when school doors open. Before 7:30 AM, children must wait in the car with an adult until the official drop off time.
- No cars are permitted to drop off students on Sharpley Road, Halstead Road or in the lot directly in front of the school. These areas need to stay clear for students who walk to school, for the bus riders who are dropped off in this area and for cars entering and exiting the drop-off zones.
- Do not get out of the car while in carline.
- To walk a student into school, park in the parking lot by the playground. Cross the driveway at the crosswalk area, marked by yellow stripes, near the playground.
- Upon exiting the parking lot after walking students to school, get back in line to exit via Sharpley Road. Under no circumstances should cars try to pass other cars in the drop off line.
- Keep the car backseat clean of books, personal items, trash or debris, as it may fall out at carpool and be a hazard for both students and the safety monitors.

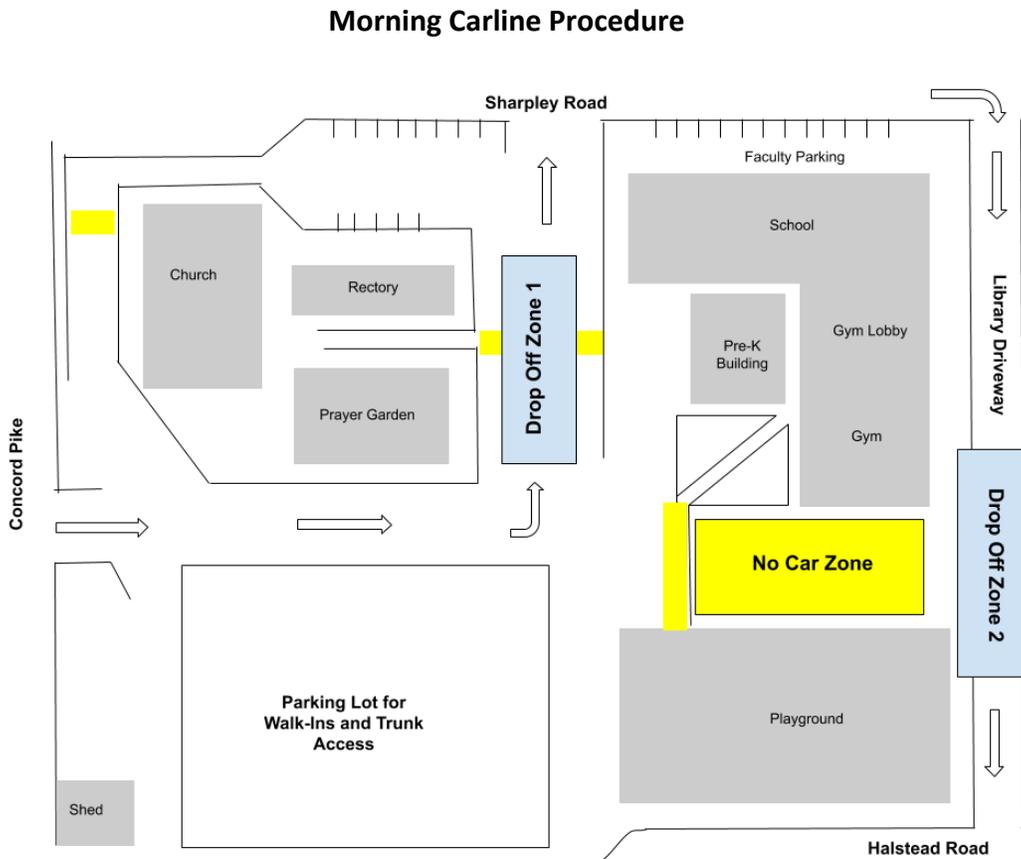
Drop-Off Zone 1: Front of School Entering from Concord Pike

- Cars will enter from Concord Pike and proceed to the drop-off area in the driveway area parallel to the gym.

- Please pull all the way up to the available cone closest to Sharpley Road. Safety monitors will assist children as they get out of the car. Children should exit on the passenger side of the car only.
- Wait for the car in front of you to exit. Under no circumstances should cars try to pass other cars in the drop off line.
- Students will enter the building through the main lobby. Drivers should then proceed to exit onto Sharpley Road.

Drop-Off Zone 2: Back of Library Entering from Sharpley Road

- Cars will enter the library driveway off Sharpley Road and drop off children in the designated drop-off zone, which will be clearly marked by cones.
- Safety monitors will assist children as they get out of the car. Children should exit on the passenger side of the car only.
- Students will enter the building at the main lobby.
- Cars will exit via Halstead Road.
- No cars will be permitted in the area between the playground and gym.



Afternoon Carline Procedures and Regulations

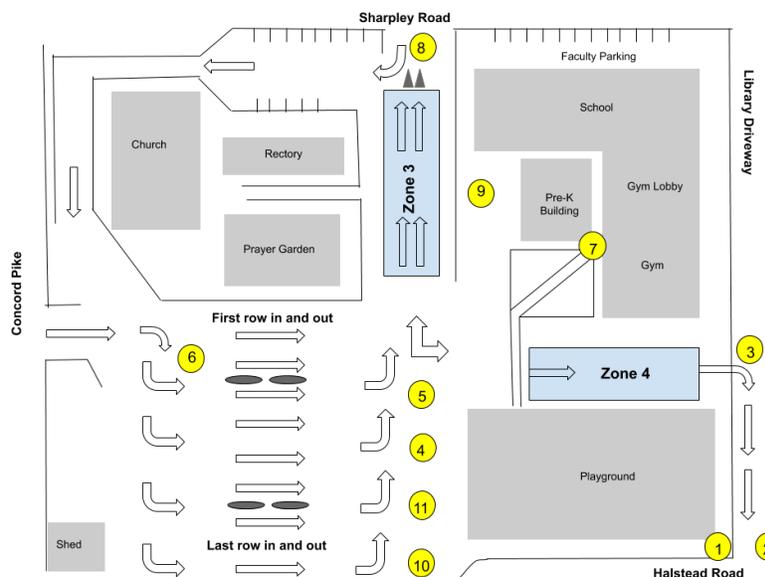
- Carline will open at 2:15 PM on full days and 11:15 AM on half days. Please do not come any earlier than these times, as it interferes with afternoon recess.
- For the safety of all students, there is no parking allowed in the lot in front of the school, in the lot in front of the Rectory, on Sharpley Road, Halstead Road or other neighborhood roads. The Principal must approve any exceptions.

- Cars are to enter through the parking area behind the Church and Rectory and line up in two lines in the drive between the Kindergarten and the Rectory, Zone 3 (these cars will exit onto Sharpley Road) or in the basketball area of the playground, Zone 4 (these cars will exit onto Halstead Road). Cars parked in the larger part of the parking lot will have the choice of exiting onto Sharpley Road or Halstead Road. The first car in each of these rows should line up according to the first full row of parking spot lines.
- Cars should not block the rectory parking lots or back up on Concord Pike. Cars are to enter the school property via Concord Pike or Sharpley Road.
- All of Zone 3 and Zone 4 should be filled prior to cars parking in the rows next to the prayer garden.
- Please turn cars off after parking. Drivers who have parked in Zone 3 or 4 must remain in the vehicle at all times.
- Parents should stay by their cars so students can see where they are parked and to encourage distancing. Please do not congregate near the gym lobby or outside the building during dismissal.
- No dogs are permitted at carline.
- All carpool students will exit via the lobby lawn area. After students have had adequate time to locate their cars, a bell will ring which indicates each car must be ready with passengers inside to exit. Any students who have not found their car will leave the parking area and return to the area in front of the lobby doors.
- When all students are safely out of the parking area, the teacher safety attendants will begin exiting the areas per the diagram.
- Cell phone use is not permitted once cars start moving.
- All cars will exit onto Sharpley Road or Halstead Road one lane at a time.

Late Pick-Up

- All cars arriving after 2:45 PM must enter from Concord Pike and get in the "late carpool" line and wait for the signal to proceed to pick up students from the gym lobby door area.
- At 3:05 PM any student not picked up will be sent to Extended Care.

Afternoon Carline Procedure



Visitors

All visitors are to enter through the main door of the school (by the gym). Visitors are expected to sign in and obtain a visitor's pass. The pass is to be worn while in the school building.

Visitors will be limited to St. Mary Magdalen School. All visitors must complete a health screening upon arrival.

RIGHT TO AMEND

St. Mary Magdalen School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Friday Folder.

St. Mary Magdalen School Code of Conduct 2020-2021



As a student at St. Mary Magdalen School, I will:

1. Act in accordance with the teachings of Jesus. I will display reverence during prayer and liturgy.
2. Show respect, kindness, and courtesy through my words and my actions to all who walk through the doors of SMM, including faculty and staff, fellow students, parents, guests, and volunteers.
3. Conduct myself with dignity at all times, using good manners and contributing to a productive learning atmosphere.
4. Use technology responsibly. I will follow the Acceptable Use Policy and the SMM Cell Phone Policy at all times.
5. Always try my best academically. I will ask for help when needed, maintain a “can-do” attitude, and submit my own work.
6. Encourage my fellow students to make good choices.

I understand that I am an example to my fellow students and that it is a privilege to be a student at SMM. I will follow this Code of Conduct.

Student Signature: _____

Date: _____