



# **School of the Madeleine**

## **Parent-Student Handbook**

**1875 Illion Street  
San Diego, California 92110  
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**Parochial School of the  
Diocese of San Diego, California**

**Accredited by the Western Catholic  
Educational Association**

**Accredited by the Western Association  
of Schools and Colleges**

**Member of the National Catholic  
Educational Association**

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## **Welcome**

School of the Madeleine is a private Catholic elementary school located in South Clairemont in San Diego. It is the parish school of St. Mary Magdalene Church and is staffed by a lay faculty dedicated to the Catholic education of its students. Our school prides itself on its Catholic identity and robust academics. The skills our students learn and develop during their years at School of the Madeleine set them up for lifelong success.

This handbook is for families and staff to use as a reference throughout their time at Madeleine. Please note that there may be instances that fall outside the scope of this handbook. In these cases, it is the responsibility of the administration to evaluate and make decisions regarding policies. Together, as parents, faculty, staff, and administration, it is our goal to work as partners in the Catholic education of your children.

## **History of School of the Madeleine**

In September of 1957, School of the Madeleine opened with three hundred students in grades one through six. The school was staffed by Sisters of Saint Francis. By 1960 the school expanded to include a kindergarten through eighth grade class, for a total of seventeen classrooms. In 1985, the kindergarten was moved from the main building to the convent building. This new developmental program expanded to offer two kindergarten classrooms and a pre-first class. Two preschool classrooms, for three- and four-year olds, were added in the 1992-1993 school year. In March, 2000, a multi-purpose building was completed. It includes a library, a computer lab, a tutoring room, the advanced math classroom, the faculty lounge and workroom, the janitor's room, a storage room and bathrooms. In 2014, a science lab was completed. In the summer of 2022, the kindergarten remodeled and repurposed an existing space, now used as a science classroom. At the present time, School of the Madeleine offers a full program from preschool through grade 8. There are three preschool classrooms, two kindergarten classrooms, one pre-first classroom, and two classes of each grade from grade one to grade eight.

## **Statement of Philosophy**

Each student at School of the Madeleine is a unique creation of God, actively involved in the growth of his or her own mind, body, and spirit. The administration, teachers, staff, and parents as the primary educators, are committed to the development of each child by providing loving support, inspiration, and quality instruction. Our faith community promotes Roman Catholic values, traditions, worship, and service throughout our school, parish, local, and world community.

## **Mission Statement**

**“Our love is not to be just words or mere talk,  
but something real and active.”**

**1 John: 3:18**

Students at School of the Madeleine learn and practice their Roman Catholic faith, discover their strengths, and grow in mind, body, and spirit.

The School of the Madeleine community:

- encourages faith, respect, love, and service in our school, parish, local, and global community
- creates a learning experience focused on success
- promotes Christ-centered decision making
- supports a healthy lifestyle

## **Schoolwide Learning Expectations**

**A Graduate of School of the Madeleine is a compassionate Catholic/Christian who:**

**Lives faithfully by:**

- Developing a personal relationship with God
- Modeling Christian values
- Honoring God and all creation
- Participating in Catholic liturgies, sacraments, and prayers understanding Catholic tradition, doctrine, and scripture

**Learns responsibly by:**

- Developing critical thinking skills
- Listening actively and expressing ideas clearly
- Setting personal goals
- Demonstrating knowledge in all subjects
- Utilizing technology ethically and effectively

**Leads respectfully by:**

- Demonstrating tolerance, respect and compassion towards others
- Respecting life
- Taking responsibility for his/her actions
- Understanding the importance of current events and global issues
- Working for social justice

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## **Policy of Non-Discrimination**

School of the Madeleine, in the Diocese of San Diego and as part of St. Mary Magdalene Parish, mindful of its mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. School of the Madeleine, in the Diocese of San Diego, and as part of St. Mary Magdalene Parish, does not discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, athletic and other school-administered programs.

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### **Admission Policy for School of the Madeleine**

Applications for new enrollment have priority according to the following:

1. Existing school families that have a sibling who is baptized Catholic
2. Registered and supporting parishioners of St. Mary Magdalene at least 1 year prior to application date
3. Existing school families that have a sibling who is not a baptized Catholic
4. Non-supporting registered parishioners and baptized Catholic students from other parishes
5. All others

Within the above-listed categories, the school reserves the right to select the appropriate candidate(s).

1. For a family to qualify as a parishioner at St. Mary Magdalene Parish:
  - a. The students are baptized Catholics.
  - b. The family regularly attends Sunday Mass at St. Mary Magdalene, and participates in the sacramental life of the parish.
  - c. The family supports the parish through weekly offerings and volunteer service to the parish and school.
2. When space is available, an interview will be scheduled with both parent and student. Testing is administered for students in grades K-7:
  - a. To determine the level of their basic skills,
  - b. To determine their developmental readiness, and
  - c. To ascertain at which grade level they would be most successful.
3. All new students are accepted on a probationary status for one school semester. This period of time is designed to ensure proper adjustment to the school environment and curriculum.

## Tuition Policies

1. Tuition may be paid in 10 equal installments from July through April of the school year through Blackbaud Tuition. No child may begin school in August unless student fees and the first two months tuition payments are current. Refer to current tuition and fee schedule for details. First month tuition and student fees are nonrefundable.
2. Returning families requesting tuition assistance must complete the required forms and furnish specified documents.
3. Tuition is due by the 1st of the month and is considered delinquent on the 10th. A late charge will be assessed.
4. Student fees for the upcoming school year are due May 1st and are nonrefundable.
5. The first month tuition is due July 1st and is nonrefundable. Non-payment of tuition by July 10 will result in a student being dropped from enrollment and placed on a waiting list.
6. Any checks returned by the bank are subject to a service charge through Blackbaud Tuition.
7. At the time of re-registration for the next year, tuition payments must be current as of the re-registration date. Classroom seats will not be held for families whose tuition payments are delinquent.
8. If tuition or fees are unpaid and/or delinquent:
  - a. No report cards will be issued
  - b. No student will be allowed to begin a new quarter
  - c. No family will be allowed to re-register if accounts are delinquent. Priority seating will be lost and new families will have priority.
  - d. NO 8th grader will be allowed to participate in graduation activities or ceremonies if tuition and fees, including PSA fees, are not fully paid by May 1st. No diploma will be awarded.
  - e. No tuition assistance will be granted to any student whose family is delinquent in tuition and/or fees.
  - f. Students transferring from one Catholic school in the Diocese to another must meet all previous obligations before being enrolled at the new school.

Unpaid and delinquent accounts will be referred to appropriate collection agencies or small claims court as necessary.

No tuition refund will be given for a child who has attended any part of a school month. No tuition refund will be given for extended vacations or illnesses.



## School Hours

For safety and insurance reasons, no students should be on campus prior to 7:45 a.m. Supervision is provided for students from 7:45 a.m. to 8:00 a.m. Students must be picked up by 3:00 p.m.

8:00 Classrooms open

8:05 Tardy Bell: Students should be seated in class.

Morning Recess varies

12:00 Minimum Day Dismissal

Lunch Recess varies

2:45 Dismissal

### **Minimum Day After-School Care Provided by School of the Madeleine**

*(No additional cost)*

12:00 - 2:45 on select dates only

### **YMCA Character Builders Onsite After-School Care**

*(Families must be registered for this program to attend)*

12:00 - 2:45 Minimum Day After-School Care (Only on days that minimum day after-school care is not provided by School of the Madeleine.

2:45 - 6:00 After-School Care for registered families (YMCA)

## Attendance

### **Absences**

California compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of exceptions. In the event of chronic absence, the school may notify the School Attendance Review Boards, California Department of Education. Promotion to the next grade level may also be in jeopardy.

Prompt and regular attendance is necessary to be a successful student. Excused absences include illness and medical/dental appointments accompanied by a note from the doctor. When the student returns after a medical appointment, the student must check into the school office with that note. If a student is absent three days or more, a note from a medical provider must be submitted. Excessive absences may result in grades being withheld; a conference with the administration may be required.

### **Parents will complete these two steps to report absences:**

1. Parents are asked to call the school by 9:00 a.m. each day a student is absent. A call or voice message left with attendance is sufficient for this purpose. The school office does not accept emails for reporting absences.
2. Parent/guardian is required by law to provide a legitimate reason for the absence by written and signed notice to their child's homeroom teacher upon their child's return.

### **Family Vacations**

Parents should arrange vacation plans to coincide with vacations on the school calendar. Vacations that do not coincide with the school calendar are considered unexcused absences. If it is necessary to miss school for trips or family reasons, the parents should discuss this with the classroom teacher and administration. **Homework assignments are NOT provided in advance due to vacations.**

### **Leaving School Early**

NO child is permitted to leave the school grounds at any time during the day without a written and signed request from the parent/guardian. Students must be signed OUT at the school office by the parents or someone authorized by the parent. Persons designated as emergency contacts on the child's emergency contact list may not pick the child up in non-emergency situations during school hours without parent/guardian consent. Parents or authorized adult representatives not known to office personnel will be asked to present identification.

If a student will be leaving school early for an appointment, the parent is asked to notify the teacher in advance by email. At the time of the student's early departure, the student will be called from their classroom (gr. 1-8) to meet the parent in the office. Students will not be called to the office in advance. *(Parents with children in kindergarten will first sign out the child at the school office, then pick the child up from their classroom)* Students returning to school following an appointment must check in at the school office before returning to their class. Parents should accompany their child to the office when returning to school.

### **Participation in School Events**

Students must be in attendance at school for the entire school day on the day of the extra-curricular event, if they wish to participate. Extra-curricular activities include after-school sports, clubs, and socials.

### **Tardiness**

It should be a rare occasion that a student is late for school. Parental cooperation is requested in order to keep tardiness to an absolute minimum. Students will be marked tardy after 8:05 a.m. Teachers are required to document tardiness as part of their legal responsibilities. Five tardies per quarter will negatively impact the Successful Learning Traits/Responsible Behavior grades. If tardiness persists, a parent-teacher-principal-student conference will take place in order to carefully examine the situation.

## **Missed Work Policy**

School work missed during times of absence is the student's responsibility. Frequent and extended absences will negatively impact academic progress/achievement.

For each day of an excused absence, the student has that many days to complete classwork/homework missed. In this case, assessment makeups will be determined by

the teacher. For excused absences, parents should email the homeroom teacher by 9:00 a.m. if they would like to request homework. Homework can be picked up in the office hallway after school is dismissed and before the office closes.

For unexcused absences, the teachers will inform the students in regard to this missed work when they return from their absence. For assessments on material covered prior to an unexcused absence, students will be required to take the assessment on the day they return from their absence. It is the responsibility of the student to arrange with the teacher to make up work and schedule assessments upon returning from the unexcused absence.

In the case of excused or unexcused absences, it is the responsibility of the student to ensure that all make-up work is completed and turned in for credit.

## Student Health

### Medications

All medications, both prescription (including EpiPen) and over the counter, must be kept in the Nurse's Office, and administered by school personnel only. Children are not allowed to keep any medication with them for self-administration. Medications are not provided for students by the school.

The Physician's Recommendation for Medication Form is required for the school to keep and administer ***long-term prescription medicine*** including ***EpiPen*** to students. This form must be renewed before each new school year if a continuation of medication is needed. Medication kept in the Nurse's Office during the school year is sent home with the student on the last day of school unless a parent requests to pick it up.

***Short-term over-the-counter medicine*** must be identified, either by being in the original package, or in individual dosage units identified by the manufacturer. A note signed by the parents should specify dosage, time to be given, and duration of time the medicine should be given.

***Short-term prescription medicine*** must be in the original prescription container with the child's name, dosage, and times clearly stated. A signed note from the parent should state the time during the school day the medication is to be given.

***Long-term prescription medicine*** must be in the original prescription container with the child's name. A Physician's Recommendation for Medication Form supplied by the Nurse's Office must be completed and signed by the physician and parent and included with the medication.

***EpiPen*** An Allergy Action Plan and Physician's Recommendation for Medication Form must accompany an EpiPen that is kept at school. It is the school's policy that if an EpiPen is administered, 911/ambulance will be called. Students with a nut allergy will be

assigned to a nut-free table during recess and lunch.

### **Illness/Injury**

No nurse is on duty at the school, but the office staff may serve in a limited capacity and administer minor first aid. All teachers, administration, and office staff are First Aid, CPR, and AED certified. When a student is injured or becomes ill, the parents/guardians will be contacted. No student will be permitted to go home before this contact is made. If the parents/guardians cannot be reached, and the illness or injury is serious enough to require medical attention, 9-1-1 will be called.

**Children who are ill should remain home.** Children sent home from school for illness should be picked up within the hour of notification. They will be released only to a parent/guardian or to the person authorized by the parents. **Students should be fever-free and without vomiting or diarrhea for 24 hours before returning to school.**

### **Insurance**

The student accident program provides financial aid in helping to meet hospital, surgical and medical expenses incurred by reason of student injury. The insurance plan covers accidents which occur on school property, at school-sponsored activities, and while going directly to and from school. Should an accident occur, parents will be notified immediately. Insurance forms are available at the school office if you wish to extend your coverage.

### **Communicable Diseases**

Students who have contracted a communicable disease (chicken pox, German measles, measles, mumps, scabies, strep throat, whooping cough, pink eye, impetigo, hand-foot-mouth disease, Covid-19 etc.) must be reported to the school office. Students should be no longer contagious and fever free without vomiting or diarrhea for 24 hours before returning to school. Students suspected to have a communicable disease at school will be sent home to be examined and cleared by a medical professional. Parents of those students exposed to the disease are informed of such exposure by written notification. The school is required to report outbreaks of infectious diseases to the county health department.

### **Lice**

Immediately upon detection, parents are required to report any head lice/nits to the school office. School of the Madeleine will enforce a “no nit” policy. Affected students are to be kept at home and treated. Re-admittance to the classroom will require a note from doctor or professional lice removal company, who treated the child, verifying no lice or nits. Classrooms exposed to lice will be sent home a written notification. If parents receive a notification they should immediately inspect their children for lice and continue regular inspection for several days after receiving the notice. Lice and/or nit detection warrants immediate exclusion from school. It is the parent’s responsibility to eradicate the presence of lice/nits from their child and home.

## Campus Safety

### Safety First

Any adult noticing anything that might be considered a danger to any student is requested to report it to the office so that the matter causing concern may receive immediate attention.

### Parking

Parents/Guardians are requested to park in the main lot or along the street, observing city parking regulations. The small parking lot in front of Kindergarten is reserved for faculty use only.

- **SPEED LIMIT** on the property and in the PARKING LOT is 5 miles per hour.
- All drivers must follow the directions given by the staff and safety patrol.
- Do not park in designated reserved parking spaces.
- No double parking on Illion Street.
- No U-turns on Illion Street.
- No blocking intersection of Gardena Ave. and Illion St.
- Please be respectful of neighbors and do not block their driveways.

### Student Drop-off and Pick-up

Faculty-Supervised drop-off begins at 7:45 a.m. at the school gate and parking lot, for students in first through eighth grades. Kindergarten and preschool students must be walked to their classrooms by their parents.

Student pickup begins at 2:45; students are picked up at the front gate or in the parking lot. Faculty supervision in the parking lot is present for the safety of your children. Please be respectful, follow their directions, and monitor your children at all times. No dogs are allowed in the parking lot.

### School Safety Patrol

Students in grades 5 and 6 are chosen to participate in the School Safety Patrol Program, under the direction of the San Diego Police Department. Their job is to control traffic as well as the crosswalk, which is the only place students and adults are allowed to cross the street. Safety Patrol students provide a very important public service. They are to be respected and obeyed by all when on duty. Students or parents who disregard patrol persons or safety rules will be reported to the principal and the San Diego Police officer responsible for monitoring our school.

### Bicycles, Skateboards, Rollerblades, E-Bikes

Students in grades 4-8 are permitted to ride their bikes to school. The space between St. Mary Magdalene church and Gardena Avenue is a NO bike riding zone for students. Students must walk their bikes if they are in this zone and on school campus. Bicycles should be placed in the bike rack and LOCKED. The school accepts no liability for bicycle damage or theft. Skateboards and rollerblades are **not** allowed on campus and should **not** be brought to school.

## **Security Gate**

The front gate remains closed during and after school hours. On school days, it is open briefly in the morning beginning at 7:45 a.m. to allow students to enter and again at dismissal. When the gate is closed, please use the call box. Identify yourself by first and last name to gain access. A sign is posted under the call box with instructions.

## **Security Cameras**

Cameras are installed throughout the school buildings, outdoor areas, parking lots, etc. Camera images are on display in the school, and security camera recordings may be used in the case of an investigation.

## **Photography**

Taking pictures (stills or video) during school hours and during school curricular events will be authorized only through the principal or a teacher. Public posting (i.e. Facebook, Instagram, and like social media sites) is expressly forbidden for any school-sponsored event. Any picture(s) taken on campus by students, especially in bathrooms, will result in serious disciplinary action.

## **School Visitors**

Any person, including parents, who come on campus during school hours **must** report to the school office and receive a visitor's pass. The pass identifies the person as a visitor with permission to be on our campus.

Parents who wish to confer with teachers should make a scheduled appointment and check into the office.

## **Emergency Information**

Parents must maintain current contact information in SchoolSpeak, such as address, employment, phone numbers, health updates, and emergency contact persons.

**EMERGENCY INFORMATION MUST BE KEPT UP-TO-DATE.** Your cooperation in this matter is essential.

## **Emergency Procedures**

Emergency procedures are reviewed annually. School of the Madeleine is prepared to care for its students in the event of a major disaster. School of the Madeleine text alerts are the primary source of information in the case of an emergency.

Emergency dismissal may be made by the principal or a representative if there is a situation that poses a risk to the safety of students. If an emergency occurs outside of school hours, please look out for a School of the Madeleine text alert.

Fire, earthquake, and lockdown drills are held at regular intervals throughout the school year, or as needed.

## Academic Information

### Honesty in Academics

Student work and achievement should be the result of his/her own efforts. Inappropriate testing behavior, copying another student's work, use of artificial intelligence programs, or plagiarism will result in a **zero** grade for any specific assignment and a conduct referral. Students who allow an assignment or test to be copied will receive a zero and a conduct referral.

### Access to Student Records

Student records are accessible to parents/guardians in the presence of the principal or a school representative. Records may be reviewed by requesting an appointment with the principal and/or appropriate office personnel twenty-four hours in advance.

### Standardized Assessments

Students take online assessments in the Fall, Winter, and Spring to measure their reading and math progress using Renaissance Star Reading and Renaissance Star Math. Star Assessments provide teachers with reliable and valid data to drive their instructional practices. Results are shared and communicated with parents. A Readiness Test is administered to students entering kindergarten. Students entering 1st-7th grades are given an entrance test. The ACRE (Assessment of Catholic Religious Education) is administered to grades 5 and 8.

### Reporting Student Progress

The report card grading scales used are consistent with the expectations of the Diocese of San Diego for parochial school students.

#### 1. Standards-Based Report Card/Kindergarten through grade 3

|   |    |   |
|---|----|---|
| 0 | NP | Even with help, a student is not making progress (NP) towards Grade Level Standards |
| 1 | IP | The student is making initial progress (IP) towards Grade Level Standards           |
| 2 | P  | The student is progressing (P) toward mastery of Grade Level Standards              |
| 3 | M  | The student is mastering (M) Grade Level Standards                                  |
| 4 | E  | The student exceeds (E) Grade Level Standards consistently                          |

## 2. Traditional Diocesan Report Card/Grades 4 through 8

### Diocesan Grading Scale:

|    |        |    |    |       |    |
|----|--------|----|----|-------|----|
| A  | 93-100 | O  | C  | 73-76 | S  |
| A- | 90-92  | VG | C- | 70-72 | S- |
| B+ | 87-89  | G+ | D+ | 67-69 | NI |
| B  | 83-86  | G  | D  | 63-66 | NI |
| B- | 80-82  | G- | D- | 60-62 | NI |
| C+ | 77-79  | S+ | F  | <59   | U  |

## 3. Conferences

- a. Hard copy report cards are issued four times a year. A formal parent-teacher conference is scheduled for the first report card grading period in November. Parents are required to sign the envelope within 10 days and return to the homeroom teacher with the exception of the fourth quarter. Fourth quarter report cards should be kept at home for records.
- b. Timely communication is important. Any matter involving a student's work or behavior must be taken up with the teacher first. A parent or student may request a meeting with school personnel; however, appointments are necessary to avoid conflicts in schedules. Please contact the respective teacher to schedule an appointment.

## 4. Progress Reports

- a. Progress Reports are digitally sent through SchoolSpeak at the midterm of each quarter to students. Parents must view progress reports on SchoolSpeak. It is the responsibility of the student and parent to inquire as to the steps necessary to correct deficiencies.

## Awards

The following awards are offered to students throughout the year:

### 1. **Honor Roll**

Students in grades 6-8 are eligible for Honor Roll status for the report card periods. To be on the Honor Roll, all grades must be **B+** or better in the seven academic areas: religion, English, spelling, math, social studies, science, and reading/literature. Students must achieve a B+/G+(87%) or better in Spanish, PE, and Responsible Behavior to be on the Honor Roll.

- a. **Second Honors** Grades must be B+ or better in the major academic areas.
- b. **First Honors** Grades must be A (93%) or better in the major academic areas.



2. **Merit Awards for Grades 6-8**
  - a. **Citizenship Award** is given to those students who received an **O** in Responsible Behavior.
  - b. **Service Award** is given to students who go beyond “the call of duty.”
  - c. **Most Improved** is awarded to students who showed improvement during the quarter in any academic, behavioral, or social skill.
3. **Recognition Awards**
  - a. **Student of the Week** is a bi-monthly award given to students in each class for improvement, cooperation, effort and citizenship.
  - b. **Super-Kid Awards** are given to recognize effort, good manners and helpfulness around the campus. Students submit these awards for a bi-monthly drawing.
  - c. **Stellar Standout Student Awards** are given to grades 5-8 to recognize effort, good manners and helpfulness around the campus.
4. **Valedictorian/Salutatorian Honors**
  - a. The student must receive First Honors in all four quarters of 8th grade.
  - b. The student receiving the highest average percentage in all seven academic subjects is awarded the honor of being valedictorian. The student receiving the second highest percentage will be named the salutatorian.

## **Homework**

Homework is assigned to reinforce concepts and skills that have been presented in class, train the student to work independently and to accept responsibility, and to help students plan ahead. Weekend homework may be given. This may also include long-term projects which foster the student’s creativity and self-discipline through enrichment and independent projects and/or research. If, on occasion, a student cannot finish their homework in the time given due to special circumstances, a note from the parent with an appropriate explanation may be accepted to grant an extension on the deadline.

Parents are urged to make sure that their child(ren) has a comfortable, quiet and organized place to study; sets the proper amount of time aside each day for homework assignments; and finishes all assignments on a consistent basis.

In general, families can expect to spend the following amount of time on homework each school day:

- Grades 1-3: 20-40 minutes per night
- Grades 4-5: 45-60 minutes per night
- Grades 6-8: 90-120 minutes per night

### **Probation**

All new students are on probation for the first semester. A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency or for continued misconduct after warnings.

### **Promotion/Retention**

Only those students who are developmentally ready and complete the work of a particular grade level in the basic skills areas shall be considered for promotion to the next grade.

Retention of a student occurs only after (a) due consideration is given to all the facts related to the student's development and progress, and (b) timely consultation between the teachers, parents, and principal.

### **Withdrawal for Academic Reasons**

Certain students may be given a recommended transfer on academic grounds if it is believed that the school cannot meet their individual needs or the student is clearly unable to profit from school work due to lack of ability or emotional instability.

## **Extra-Curricular Activities**

### **After-School Sports:**

**Boys:** Soccer(1-8) Football(5-8), Basketball(3-8), Track (K-8)

**Girls:** Soccer (1-8), Volleyball(5-8), Basketball (3-8), Track (K-8)

### **Other School Activities**

**Altar Servers** Grades 3-8

**Choir** Grades 2-8

**Student Council\*** Grades 4-8

**Safety Patrol\*** Grades 5-6

\*Students are selected based on eligibility and discretion of the staff moderator.

**Other after-school programs available at an additional cost.**

### **After-School Sports Eligibility Policy**

After-School Sports are an important extension of the total educational curriculum at School of the Madeleine. We encourage all students to take advantage of these unique opportunities to develop individual skills, team skills, qualities of leadership, sportsmanship and school spirit.

It is expected that students involved in after-school sports have met the minimum requirements with regard to their studies, effort, and behavior at school. As such, these extra activities are an extension of, not a replacement for, the basic responsibilities for one's studies, behavior, and effort in school. Eligibility lists come from the Athletic Director's office.

**To be eligible for after-school sports**, the students are expected:

1. To not have any S(Seldom) for Student Learning Traits for grades K-3
2. To demonstrate at least an S- (Satisfactory) level of effort in each area of study.
3. To maintain their school work at a C- average (70%) or better in each subject area.
4. When a student does not meet the criteria for eligibility during the regular season, the student is suspended from the first practice and first game in the week. Ineligibility begins immediately. After that, the student will be re-evaluated weekly as needed.
5. If a student receives a Conduct Referral, the student is not eligible for extra-curricular activities for at least one week.

## **Dress Code**

### **School Uniform**

Students must be in their complete uniform during the regular school hours. A navy blue or black belt must be worn with uniform shorts and long pants. Students are to wear only their school sweatshirt, or school jacket while on the school campus. Uniform jumpers, skirts, and skorts must be no more than 3 inches above the knee. Uniform shorts, PE shorts, and skorts/skirts may not be rolled.. Appropriate socks must be worn. If the dress code is violated there will be a disciplinary consequence. (See uniform guidelines below)

### **Jewelry**

Girls are allowed to wear one pair of single-ball or jewel type earrings. Dangling earrings are not allowed. Students are allowed to wear watches and religious medals. Smart watches are not allowed to be worn during the school day. Boys are not permitted to wear earrings.

### **Hair**

Hair color must be the natural color. Students may not highlight, dye, or change their natural hair color in any way. Hair should be neat and clean. Boys' hair length must not reach below the top of the ear, touch the collar of the uniform polo, or be below the eyebrows. No "fad" or spiked hair styles. Shaving of the scalp, lines, and designs anywhere on the head are not acceptable. There must be an appearance of hair on the scalp.

### **Make-Up**

Make-up of any kind is not allowed while at school. This includes nail polish except clear. Acrylic nails, regardless of color, are not allowed. If a student comes to school wearing make-up, they will be given a consequence.

**Dress-Up Days**

On certain occasions throughout the year, students may earn a dress-up privilege. It is expected that for school dress-up days, students are in collared shirts/blouses, pants, and skirts/jumpers (no shorter than 3 inches above the knee). Jeans, denim skirts, sweatsuits, beachwear, leggings, or tight, form-fitting clothing are not allowed. Only uniform shorts may be worn for dress-up days. Students are entitled to a dress-up day on their birthday.

**Halloween Costumes**

Students are permitted to come to school in costumes on Halloween or the designated date for the celebration. Students may not bring weapons/swords or have their faces/heads covered. Costumes should not be bloody, gory, or satanic; no cross-dressing is permitted; and no costumes that are too short, have bare midriffs, or spaghetti straps, or that make fun of any culture are allowed.

**Mass Uniform**

As requested by the parish, students must be dressed as follows for all school Mass days unless it is a scheduled PE day:

## Uniform Guidelines

Boys: Regulation navy pants (appropriately sized)/ **No uniform shorts on Mass days**  
Uniform shirt or polo

V-neck sweater or vest encouraged

Girls: Uniform skirt, skort or jumper/ **No uniform shorts on Mass days**

### BOYS

|                   |  |
|-------------------|--|
| Pants             | **Regulation navy pants (appropriately sized)<br>**Regulation navy shorts (appropriately sized)<br>Students must wear a belt (navy blue or black).   |
| Shirt             | *White/gray polo knit with Madeleine logo may be long or short sleeve.<br>White long sleeved shirt may be worn under uniform shirt on cold days.<br>Shirts must be tucked in with the exception of the PE uniform shirt. |
| Mass Day          | Navy blue long pants with uniform shirt or polo  |
| Sweaters          | Several options available. See Dennis Uniform guidelines   |
| Sweatshirt        | *K-8 navy-blue quarter-zip school sweatshirt   |
| Jacket            | *Blue uniform jacket   |
| Shoes             | Rubber-soled, close-toed shoes (solid white, black, gray, or navy-blue)<br>Trim is limited to white, black, gray, or navy-blue. No checkered shoes.  |
| Socks             | Plain white, black, gray, or navy ankle or crew socks (socks must show above the shoe including high-tops).  |
| <u>PE</u> *Shorts | *Navy nylon short with logo  |
| <u>PE</u> *Tops   | *Gray T-shirts with the logo (jog-a-thon or other school related t-shirts are permitted as well) Shirts don't need to be tucked in.  |
| <u>PE</u> Shoes   | Rubber soled-solid white, black, gray, or navy-blue (No other colors allowed.)   |
| <u>PE</u> Sweats  | K-8 navy-blue sweats are allowed.  |

**\*Purchased only at Dennis Uniform. (Refer to Dennis Uniform guidelines)**

**\*\*Regulation refers to a clothing item that may be purchased from another clothing company but maintains the same look as Dennis uniform.**

## GIRLS

- \*Jumper \*K-3 Marymount plaid jumper/skort  
\*3-8 Marymount plaid skirt/skort  
Uniform jumpers/skirts/skorts 3 inches above knee.
- Shorts/Pants Regulation navy shorts or pants (appropriately sized)  
**Students must wear a belt (navy blue or black).**
- Blouse Girls (K-3) must wear the uniform, white collared blouse under their jumper.  
The collared blouse can also be worn with the skirt, skort, walking shorts, and pants.
- \*Shirt \*3-8 white/gray polo knit with Madeleine logo.  
Girls (K-3) are allowed to wear the polo shirt **w/logo with their skorts, skirts, shorts, or pants**. Long sleeved white shirt may be worn under a uniform shirt on cold days.  
Feminine cut polo shirts and PE shirts do not need to be tucked in.
- Mass Day \*Uniform skirt, skort or jumper with uniform shirt or polo.
- Socks Plain white, black, gray, or navy ankle or crew or knee high cable knit socks (socks must show above the shoe including high-tops).  
Opaque navy tights. No leggings.
- \*Sweaters Several options available. See Dennis Uniform guidelines.
- Sweatshirt K-8 navy-blue quarter-zip school sweatshirt
- \*Jacket \*Blue uniform jacket
- Shoes Rubber-soled, close-toed shoes (solid white, black, gray, or navy-blue)  
Trim is limited to white, black, gray, or navy-blue. No platform shoes.  
No checkered shoes. No military style/combat boots/or boots of any style.  
Patent leather shoes may be worn on Mass days.
- PE \*Shorts \*Navy nylon short with logo, appropriately sized and of a modest length
- PE \*Tops \*Gray T-shirt with the logo (jog-a-thon or other school related t-shirts are allowed) PE shirts do not need to be tucked in.
- PE Shoes Rubber soled-solid white, black, gray, or navy-blue (No other colors allowed.)  
No checkered patterns allowed.
- PE Sweats K-8 navy-blue sweats are allowed.

***Uniform shorts, PE shorts, and skirts/skorts may not be rolled.***

**\*Purchased only at Dennis Uniform. (Refer to Dennis Uniform guidelines)**

**\*\*Regulation refers to a clothing item that may be purchased from another clothing company but maintains the same look as Dennis Uniform.**

## Discipline

### **Classroom Management/Assertive Discipline**

In order to effectively carry out our philosophy regarding discipline and create a positive learning climate, we base our approach on assertive discipline. Assertive discipline is the basic belief that all of our students can behave appropriately in class and at school. We have established certain rules and consequences dealing with the issue of discipline in each of our classrooms. Specific classroom rules, rewards, and consequences are outlined and discussed at the beginning of the school year.

A student enrolled at Madeleine assumes the personal responsibility for his/her conduct. Each student is obliged to be considerate and respectful of classmates, teachers, and all adults. Students are asked to accept this opportunity to become a part of the school community by fully respecting the rights and privileges of all the other members of the school community. The basic attitude of respect characterizes the actions of the student toward himself/herself, other students, teachers, custodians, visitors, guests and principals.

**The School of the Madeleine student is expected, therefore, to conduct himself/herself according to the principles of Christian and civic behavior. Each student is expected:**

1. To be honest in all dealings with other students, teachers and school personnel.
2. To cooperate positively with classmates, teachers and school personnel.
3. To respect the rights and the value of each individual person on the school premises or at school-sponsored events and functions.
4. To obtain permission from the proper authority for the use of any of the school facilities or materials.
5. To comply promptly with the directions of the school officials.
6. To be courteous, attentive and respectful when classmates, teachers, visitors, administrators or speakers address individual classes or the assembled student body.
7. To be responsible for the care of all materials loaned to the student for the course of studies during the year.

### **School Rules to Maintain a Safe and Comfortable Environment**

Students are required:

1. To follow the published dress/grooming code and to be in complete school uniform while at school.
2. To play in assigned areas, in a manner that is safe for everyone, to keep the playground neat and clean by using the trash cans for litter.
3. To walk their bicycles while on campus and be sure that the bicycles are locked.
4. To return all borrowed equipment and materials on time and in the same condition as they found them.
5. To walk (not run) in the hallways and breezeways.

Students are not allowed:

1. To be in the classroom without teacher supervision.
2. To use the office hallways to “cut through.”
3. To eat or play in the restrooms.
4. To chew gum on campus.
5. To engage in gambling at any time.
6. To show inappropriate affection on campus.

## **Types of Discipline**

### **Warning**

Notice to the student that continuation or repetition of a specified behavior may be the cause of other disciplinary action.

### **Detention**

Disciplinary action is administered by the teachers or principal for the violation of school regulations. This action may last from one to five days. Notices of detention will be sent home. Detention can be held during lunch or after school. Parents will be notified concerning after school detentions. They may occur on the day of the offense. Medical emergencies/appointments are the only acceptable reason for a delay. Sports participation is not an excuse for missing a detention on a specific date.

### **Conduct Referral**

A student will receive a conduct referral for a serious infraction. All conduct referrals are handled by the principal, vice principal, or teacher. Conduct referrals may be filed in the student’s permanent file. A conduct referral lowers a student’s responsible behavior grade by at least one letter grade.

### **Suspension and Expulsion**

Students who seriously or habitually disrupt the learning environment of the school or interfere with the learning process of other students are subject to serious disciplinary action. This action may result in either suspension or expulsion. Suspension is the physical exclusion from classes and loss of student privileges for a definite period of time. Expulsion is permanent termination of student status at School of the Madeleine with no possibility of re-admission to the school. In all cases of disciplinary action, the student’s viewpoint and explanation will be sought.

Due to the seriousness of expulsion or suspension, these consequences will be used, in most instances, after concerted efforts have been made to address inappropriate behavior. These efforts, in most situations, will include written documentation of the procedures used by the school, including parent-administrative conferences, which explain both the nature of the undesirable behavior as well as the actions taken to modify the student’s behavior. Parents are informed of the suspension in written form from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Work and assignments missed are the total responsibility of the student to make-up when he/she returns to school.



Students may be suspended or expelled without benefit of the above outlined procedure for certain offenses that have an immediate and severe impact on the school, staff, or other students. The kind(s) of behaviors that constitute this kind of action may include, but are not be limited to:

1. Infliction of or threatened physical injury to another person (see Student Threat Policy).
2. Possession or use of controlled or illegal substances such as alcohol, drugs, and tobacco (including electronic cigarettes and vape pens).
3. Possession of any device that may be used as a weapon.
4. Theft or damage to property of the school, another student, visitors or school personnel.
5. Indecent or obscene conduct or language while at school or at a school sponsored event.
6. Leaving the campus during the day without permission, or habitual truancy.
7. Dishonesty, cheating, or plagiarism.
8. Actions gravely detrimental to the moral and spiritual welfare of other students.
9. Disruptive or incorrigible behavior which impedes the progress of other school children.
10. Threatening another student, teacher, or school personnel.
11. Drawings or photos of weapons.
12. Possession of firecrackers or stink bombs in any form.

#### **Transfer on Grounds of Parental Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, in rare instances, parents may so persistently and overtly refuse to cooperate with the school staff, policies, regulations, or programs, or may so seriously interfere in matters of school administration or discipline as to significantly reduce the school's ability to serve their children. In these cases, the child(ren) will be asked to leave.

## **School Policies**

### **Child Abuse**

Any teacher or other school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report to the Police Department or the Department of Social Services, Child Protection Services.

### **Harassment Adult to Adult**

Harassment in any form, including sexual harassment, is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the principal immediately. The principal will contact the Office for Schools or the Office for Human Resources for Diocesan procedures on Harassment and Sexual Misconduct.

### **Harassment and Bullying**

The school affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harassment, a serious offense, occurring at school or online, including sexual harassment, in which an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender is prohibited. Engaging in racist, sexist, or harmful speech will result in a suspension.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending the conclusion of the investigation by the school. Disciplinary action for Harassment will follow the Student Discipline Policies.

## **STUDENT THREAT POLICY AND PROCEDURE**

1. Any and all student threats of harm to self or others must be taken seriously.
2. Whoever hears or learns of the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parents/guardians of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.

6. The parents/guardians of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.

7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed.

a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.

b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.

c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings, writings, or electronic content, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

d. The principal shall receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.

8. If the psychiatrist or psychologist recommends readmission, and if the principal is satisfied with the report given, the principal will, after consideration, including a conference with the parents, decide whether to re-admit the child. The outcome of the investigation, including the police and mental health reports, will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to re-admit will require consultation with the pastor.

9. Disciplinary action including suspension/expulsion will be administered as appropriate.

10. If the student is readmitted to the school, the mental health care professional must, at the principal's or pastor's request, provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation, and any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of readmission and continued enrollment.

11. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parent permission is received.

12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation before being destroyed.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

## **General Information**

### **Field Trips**

Teachers may plan educational field trips to enhance the curriculum during each school year. Students are expected to attend these excursions. No child will be allowed to go on a school-sponsored activity unless the official school permission slip is returned and signed by a parent and/or guardian.

### **Transportation of Students**

Drivers for field trips must have one seat belt per passenger and appropriate and current insurance for their vehicle. Drivers must be Livescanned and CMG certified. According to California State Law, children must be seated in the rear seat of a vehicle in an appropriate car seat or booster seat until they are 8 years old or 4' 9" tall.

### **Counseling Program**

A counseling program is available to the students and their families. The counselor is available one day per week. Parents need to fill out a permission form in order for their child to be seen by the counselor.

### **Textbooks**

Textbooks are provided on a loan basis. Students are held responsible for their care. Books MUST be covered at all times and, if lost or damaged, must be replaced. All books and supplies must be accounted for prior to graduation, promotion, and/or transfer.

## **Graduation**

- The Baccalaureate Mass and Awarding of Diplomas will be at the conclusion of the school year. Caps and gowns purchased using graduation fees will be worn.
- Graduation Fees are charged to the students in the 8th grade. This fee will be charged in two installments. A letter will be sent to all parents of eighth graders in the fall.
- Graduation is contingent upon satisfactory completion of all assignments and projects. After timely consideration between the teachers, parents, and principal, students who have not completed all work and passed all classes may not be permitted to participate in the graduation ceremony nor receive a diploma.

## **Labels**

All personal items (*uniforms, jackets, water bottles, lunch boxes, etc.*) must be identified by labeling with the student's name and grade.

## **Snack and Lunch**

Please send a snack with your child each day.

An optional daily hot/cold lunch service is offered through [Ki's School Lunches](#). Parents may order lunch online directly through the company. These lunches need to be preordered and are only available on full days of school.

If a parent must deliver a lunch, it must be labeled with the child's name and grade and left in the office to be delivered to your child. Parents are not allowed to deliver lunch to the classroom.

Students are to SIT at assigned tables for lunch. Students should use appropriate table manners, clean up after themselves and may not throw food or utensils. Food may be eaten only in the assigned area. No food may be taken into any play area or restrooms.

Nut free tables are offered to students with food allergies.

Recess times:

Kindergarten: 10:00 a.m. to 10:30 a.m.

Grades 1-6: 10:00 a.m. to 10:15 a.m.

Grades 7-8: Varies. Refer to schedules provided by teachers.

Lunch times:

Kindergarten: Eat 12:05 p.m. to 12:30 p.m.; Play from 12:30 p.m. to 12:50 p.m.

Grades 1-4: Eat 11:50 p.m. to 12:10 p.m.; Play from 12:10 p.m. to 12:30 p.m.

Grades 5-8: Eat 12:20 p.m. to 12:40 p.m.; Play from 12:40 p.m. to 1:00 p.m.

## **Co-Curricular Programs**

Programs including computers, library, P.E., Music and Spanish are offered at various grade levels.

## **Lost and Found**

All items found are placed in the school's "lost and found" area. Throughout the year the

lost and found will be cleared and all items that are not labeled will be donated.

### **Minimum Days**

Faculty in-service days are scheduled every Friday and a few other days throughout the year and school is dismissed at noon on these days. These afternoons are devoted to professional development for the faculty and staff, as well as for report card conferences. Refer to the [master calendar](#) for the schedule of minimum days.

### **Parties**

Invitations for any or all parties may **not** be passed out at school.

### **Birthdays**

Students may celebrate birthdays by dressing up. **Due to food allergies and sensitivities, do not send edible treats with your child on his/her birthday.**

### **School Directory**

A school directory is available for a nominal fee and is to be used for school business only.

### **Custody**

Parents must notify the school in the event there are any changes in marital or custodial arrangements. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

### **Email**

Administration, faculty and staff will respond to e-mail correspondence regarding school business within a 24-hour period excluding weekends and holidays.

### **Electronic Devices**

Cell phones must be turned in to the homeroom teacher who will store them in a secure location during the day. Cell phones may not be used on campus before, during or after school without a teacher's permission. Any use of phones or cameras in restrooms, regardless of intent, will be treated as a serious violation and will result in an automatic suspension of a minimum of two days. Any types of electronic device brought for use in the classroom may be used for the specific purpose for which they were brought and are not the responsibility of the school. Smart watches are not allowed. Refer to SCHOOL OF THE MADELEINE TECHNOLOGY RESPONSIBLE USE POLICY for additional information.

## **Faith Formation / Religious Opportunities**

Parents, as primary educators, are responsible for the faith formation of their children. All school personnel recognize their vital role as partners with parents in developing the spiritual growth of their children. The staff strongly supports and encourages parents in their endeavors to develop a strong family faith life, which includes prayer, Catholic devotions and sacraments, and participation in Sunday liturgy. School of the Madeleine offers a variety of opportunities to further develop our students' faith.

### **Masses**

School Masses are celebrated each Friday, on major feasts or for special occasions. Parents are encouraged to join us for these celebrations in order to further develop the faith formation of their children.

### **Prayer**

Prayer is an integral part of our school day. Throughout the year, students take part in many Catholic devotions such as Rosaries, Stations of the Cross, Adoration of the Blessed Sacrament, Benediction, and novenas, May Crowning. Parents are strongly encouraged to join us for these celebrations in order to further develop the faith formation of their children.

### **Celebration of the Sacraments**

Students have the opportunity to attend Reconciliation services as a class during Advent and Lent. Students can celebrate Eucharist each morning by attending the Parish Mass, or at our all-school Liturgy each Friday.

### **First Communion and First Reconciliation**

These sacraments are offered to second graders as well as any student who would like to start their faith formation.

### **Service**

Throughout the year, students and families are given the chance to participate in a variety of service opportunities. One such opportunity is through a classroom mission money collection during Lent for the Missionary Childhood Association. Junior high students are required to provide service to the school, parish, and larger community.

### **Right to Amend**

In all school policies, the administration, in consultation with the pastor, retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

**PARENT / STUDENT HANDBOOK**  
**Acknowledgment**

Students are responsible for following all the expectations stated in this Parent-Student Handbook. It is the responsibility of the parents to know the expectations and assist students in following the rules.

I have read and understand the Parent-Student Handbook for the **2024-2025** school year.

\_\_\_\_\_

Print Student Name

\_\_\_\_\_

Date

\_\_\_\_\_

Grade

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date