

St. Mary Magdalen Catholic School

Passionately Catholic & Academically Excellent

Handbook

2024-2025



Mrs. Amy Crawford Bauer, Principal

Rev. Eric J. Banecker, Pastor

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HANDBOOK

This handbook contains specific policies and procedures of St. Mary Magdalen Catholic School. Through any designated agents acting on its behalf, the school reserves the right to amend or add policies, procedures, rules, and regulations in this handbook at any time and make them applicable to its current and newly enrolled students. Students and their parents must abide by the school’s policies and procedures for the student to attend St. Mary Magdalen School.

MISSION STATEMENT

At Saint Mary Magdalen School, we are dedicated to being passionately Catholic and committed to creating a path to academic excellence for our students. Guided by the teachings of the Gospel and serving as a vital ministry of our parish community, we promote an engaging and nurturing environment in which to advance the full potential of each child, integrate our Catholic faith values and virtues, and nourish a strong moral foundation for a life-long relationship with Jesus Christ.

ABOUT ST. MARY MAGDALEN SCHOOL

Catholic Identity

Saint Mary Magdalen was the first to encounter the Risen Christ, as depicted in all four Gospel accounts. We strive to emulate our patron saint's deep faith, joy, and hope as we integrate our Catholic values and virtues, nourishing a solid moral foundation for a life-long relationship with Jesus Christ.

Like Mary of Magdala, we also bear witness to our Risen Lord, Jesus Christ. Each day at Saint Mary Magdalen School, we aspire to live our Catholic faith in words and actions as His Missionary Disciples. As such, we instill our love of others and incorporate the Gospel teachings to form a deeper relationship with Jesus Christ, our Father, and others. Our students actively participate in the following:

- Daily Religion Classes
- Weekly Class Mass
- First Friday School Mass
- Schoolwide Morning Prayers
- Schoolwide Afternoon Prayers
- Attend Penance Services and Confession
- Sacrament of First Reconciliation in Second Grade
- Sacrament of First Holy Communion in Second Grade
- Sacrament of Confirmation in Seventh Grade
- Altar Service Participation
- Student & Faculty Adoration Time
- Disciples of Jesus: Monthly Catholic Virtues Awards
- Prayer Partnerships between Grades
- Living Rosary with 4th and 7th Grade Students
- All Saints Day with a First-Grade Saints Pageant
- Annual Christmas Show
- Stations of the Cross during Lent
- May Procession with Crowning of Mary with 8th Grade
- Children's Choir Participation at Scheduled Masses
- Priests and Deacons in School and Campus.
- Culture Project for Students in 7th and 8th Grades
- After-School Blaze Program for Girls
- Youth Group as Available
- Crucifix and a Prayer Corner in Each Classroom
- Religious Icons and Images on Display in the School
- Monthly Stewardship Projects
- STREAM Program for 6th-8th Grade Students
- Teachers are Catechist Certified

School History

On June 4, 1963, Archbishop John J. Krol established St. Mary Magdalen Parish to serve 143 families in the Rose Tree-Marple Newtown area. The community used temporary quarters in the neighborhood for the clergy and as a chapel while work was done on more permanent buildings. The construction of a rectory and a combination chapel and school began in April 1965. The parish buildings are on 12.7 acres, formerly part of “El Rancho,” or the Fetterman farm.

The founding pastor, Rev. Gilbert J. McDevitt J.C.D., announced the opening of the school in September 1965. On November 8, 1965, the doors of the new parish school officially opened. The building contained a chapel, sacristy, four classrooms, and an office. By 1970, the first church was completed, and the entire school building was able to expand to individual classrooms for each grade. Facilities for a library and an auditorium were also available.

Sister Mary Kathleen O.P., the founding principal, served from 1965 to 1984. In 1984, Sister Mary Immaculate Doyle, O.P., became her successor. Like many schools in the Archdiocese over the years, the school’s religious faculty was gradually replaced by lay teachers. In September 1993, Miss Patricia Miniszak became the first lay principal overseeing an entirely lay faculty. In September 2008, Miss Miniszak was named the first president, and Mrs. Barbara Burke became our fourth principal until June 2015. Mrs. Mary Anne Johnston joined the staff in September 2013 as vice principal and later served in the role of president until June 2015. Our fifth principal, Ms. Denise Winterberger, served the school from 2015 to 2022 and then as principal emeritus for the 2022-23 school year, while then vice-principal Mrs. Jennifer Roehrig served the school as our interim principal. On July 1, 2023, the school announced its sixth and current principal, Mrs. Amy Crawford Bauer, and Deacon Joseph Boyle was named its third president.

Since its founding, many transformations and modifications have been done to serve the community’s changing needs. Today, our parish, with over 5,900 members, keeps its eyes on the future with high expectations for our school. We endeavor to build upon the strong foundations and standards the school has established. St. Mary Magdalen will continue to offer students an academically excellent Catholic education.

ACCREDITATION & RECOGNITION

St. Mary Magdalen School is accredited by the **Middle States Association of Colleges and Schools**, a recognized accrediting agency by the State of Pennsylvania. Our school is a member of the National Catholic Educational Association.

In 2018, St. Mary Magdalen School was named a **National Blue Ribbon School**. This award is the highest award bestowed to schools by the United States Department of Education.

In 2019, 2022, and 2023, the school received the **Archdiocese of Philadelphia’s Distinguished Instruction Award** based on the results of the Terra Nova test scores. Our school was recognized because 96% of the 3rd through 8th-grade students met or exceeded their level’s ‘anticipated’ scores

in every content area. Moreover, 85% of our students' scores show at least one full year's growth in their learning.

The school participates in the **Connelly Foundation's Neumann Scholars** program. Initiated in 1995, it identifies academically talented eighth-grade students in the parochial school system through an independently administered competitive examination. It provides four-year scholarships to attend one of the Archdiocesan high schools. Since its inception, St. Mary Magdalen School has had **39 Neumann Scholars** who have received and accepted this honor, including the highest number of scholars from one class from the same school—Six students in our Class of 2020.

ACADEMIC POLICIES

Classroom and Class Preparation

Students are responsible for completing class assignments and homework on time. Failure to prepare for class conveys a lack of sincerity. Primary-grade teachers will provide age-appropriate consequences.

Each teacher assesses the daily performance of their students. Examining copybooks and worksheets for neatness, completeness of work, and class participation are part of the student's overall grade. Class participation is part of the assessment for the Report Card grade.

All students must be encouraged to use their copybooks properly. Students should not tear pages from copybooks, skip pages, or use their copybooks for drawing or doodling.

We expect the students to:

- Give their attention and respect to teachers at all times.
- Show respect and a willingness to share and take turns with other students.
- Participate fully in class in oral and written responses as circumstances dictate.
- Follow the school's Code of Conduct.

Homework

1. Homework is written or non-written tasks assigned by teachers to be completed by students outside of the classroom.
2. Homework is used to practice newly taught skills, review previously mastered skills, develop independent study habits, or expand and enrich the curriculum. Homework is an authentic assessment to determine a child's understanding of learned concepts and skills.
3. Practical and applicable homework assignments are determined according to the student's age and developmental level to reinforce skills taught in class and foster independent study habits.
4. A one-day extension to complete homework or projects is granted to a student if a reasonable and timely written explanation is received from their parents.
5. Projects are also a means to evaluate a student's time management and other skills. Project-based learning incorporates many benefits, including deeper engagement and

interaction with learning content, encouraging a higher order of thinking and problem-solving skills and developing and fostering 21st-century skills like collaboration and communication.

6. Projects are assigned to students with clear objectives, procedures, timelines, and formulas for rubric grading. Please encourage your child to allocate their time for these assignments. Periodic checks on long-term projects aid students' time management, an essential skill.
7. Students in the upper grades receive long-term assignments. If a computer issue occurs before the completion of the paper, it should be submitted in handwritten form.
8. Homework is not to be used as a behavior management tool or as a form of punishment.
9. Homework should be completed by the students independently. While this does not preclude parental assistance or interest, the assignments should not require disproportionate parental assistance or supervision.

Homework Responsibilities

The Homework Policy was added in 2017 as a more comprehensive guideline for students and parents. When implementing this policy, the teachers and the principal consider students' academic, social, and emotional needs.

Students' Responsibilities:

- Ask for help if an assignment needs clarification.
- Copy each assignment carefully, and record due dates and essential information.
- Set a time each day to do homework.
- Maintain the highest quality work on assignments.
- Take home all necessary resources, such as packets, textbooks, notes, and study guides.
- Bring the completed homework to school when it is due.
- Be responsible for obtaining their assignments when absent.

Recommendations for Parents:

- Promote a positive attitude toward your child's homework as part of their learning process.
- Reinforce the importance of the quality and care expectations your child should use in their assignments.
- Provide structure, a workspace, and the tools needed to help your child organize and complete homework.
- Be available to supervise and support, but refrain from doing your child's assignment.
- Consider the amount of your assistance that is appropriate when supporting their assignments.
- Communicate often with your child and their teacher.
- Provide feedback to the teacher when there is a homework concern.

Teachers' Responsibilities:

- Establish clear objectives and guidelines for special projects.
- Communicate your expectations to students.

- Post all assignments on your teacher's website page and provide the time for students to record their homework assignments.
- Model homework strategies and provide models as appropriate throughout the school year.

Principal's Responsibilities:

- Ensure homework follows the Archdiocesan educational goals and guidelines.
- Facilitate communication between classroom and specialist teachers concerning homework.
- Monitor and support the teachers in the implementation of homework guidelines.
- Encourage teachers to use homework to reinforce learning.
- Foster communications between the school and home to maintain and build the parent and school partnership related to homework.

The chart below shows the appropriate time each grade level should devote to homework each night.

SMM Homework Policy		
Grade	Time	Days
1-2	30	Mon - Thur
3-4	60	Mon – Thur
5-6	90	Mon – Fri
6-8	120	Mon – Fri

Academic Responsibilities

- Students are responsible for adequately completing projects, class work, and homework on time. Grades on tests and quizzes should be commensurate with the student's ability.
- Students who do not fulfill their academic responsibilities in an academic trimester are placed on academic probation for the next trimester. Probation is designated as a trimester, during which evaluation of a student's progress is monitored.

Academic Probation Notification Process

1. The teachers will note any student experiencing academic difficulties in assignments or assessment scores and contact their parents to inform them of the possibility of academic probation.
2. The progress report issued before the report card will include a notification citing the possibility of academic probation. Parents are responsible for viewing, signing, and retaining a copy of their child's Report Cards.
3. The school will send the parents or guardians written verification if a child is placed on academic probation.
4. Notification will also be sent to any moderators of extra-curricular activities to inform them of the situation so that they support the steps necessary for academic success. Extra-curricular activities include but may not be limited to CYO, Drama, Band, and Instrumental Music.

Academic Probation Conditions

- The parents and students will confer with the administration and the teacher.
- The teacher will outline the student's program for improvement.
- The teacher will inform the parents or guardians of the student's progress.
- The process will follow the stated format:
 - Parent contact
 - Periodic meetings with the student
 - Report Cards
- If the student successfully meets their academic responsibilities, we will remove them from academic probation and notify the parents in writing.
- If the student cannot meet their academic responsibilities, the administration and teacher or teachers will review the situation and decide on the next steps. They will then meet with the parents and the student to determine a plan of action, including but not limited to the following:
 - Testing and assessment of learning
 - Tutoring
 - Extra-curricular activities suspension for a determined period allows students to focus on academic success.
 - Further discussion and possible transfer from the school.

Grade Promotion or Retention

Each student's progress is monitored throughout the school year. Within the December Report Card period, the parents or guardians are informed of their child's academic, social, and emotional progress. In February, the teacher will contact the parents of any student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of May, the teachers will schedule a follow-up meeting with the parents. If retention is indicated, the parents will receive an official notification, which must be signed and returned to the school administration. Promotion or retention is at the administration's discretion in consultation with the teacher.

Report Cards

Report Cards are issued online at the end of each Trimester (three times yearly) for K through 8th-grade students and twice yearly for Pre-K students.

Each student is responsible for their reported grade by satisfactorily fulfilling these requirements:

- Major tests with a minimum of three tests in major subjects per marking period
- Quizzes
- Oral and written reports
- Homework
- Independent classroom work
- Active participation in classroom lessons and activities
- Class and individual projects

Mid-trimester Progress Reports provide students and parents a measure of their progress halfway through the marking period of each trimester, which allows for necessary improvements in areas that may not be up to the children's ability. Progress Reports are on the FACTS Family Portal at the designated times. It is the parent's responsibility to review, print, sign, and return to the school.

Honor Roll

St. Mary Magdalen School will recognize student performance using an Honor Roll system for students in grades five through eight. Recognition is based on the student's overall performance noted on their Report Card.

- First Honors: Grades in all subjects ranging from 95% and above.
- Second Honors: Grades in all subjects ranging from 90% and above.
- Principal's Effort: Grades in all subjects ranging from 85% and above.
- To qualify for Honors, students must have a 3 or 4 in all Special Subjects, Personal & Social Growth, Effort, and Study Skills.

FACTS® Family Portal

The FACTS® Family Portal is a private and secure online portal that enables parents or guardians to view academic information specific to their children while protecting their children's information from others. Parents may view their child's attendance, grades, and other useful school information. We encourage all parents to log in regularly to access their child's progress.

Teachers' Sites

Teachers use a Google® website to post classroom information, daily homework assignments, projects, and long-term assignments. To access teachers' sites, go to the 'Faculty & Staff' page on the school's website at stmarymagdalenschool.net.

Transfers

See also the *Tuition* and *Academic Policies*.

For students who transfer to another school, we encourage parents to meet with the principal to obtain the official transfer request form and any other required forms, including a release of their health records. Records will only be forwarded to another school once all the necessary documents are returned and any tuition or unpaid balances are resolved.

Standardized Testing

The TerraNova® Test is a nationally recognized standardized test used to assess students' academic abilities in reading, language, mathematics, science, and social studies. The test measures a student's performance relative to other students in the same grade nationwide. It is administered each year in March to all students in grades 1 through 8. The child's results

are provided to parents and utilized by the school for curriculum planning. Parents should plan to avoid any unnecessary absences during the testing week.

Assessments

Teachers periodically give formative and summative assessments or tests to determine students' understanding of the material. No more than three tests may be given to a student in one day, which does not include quizzes. Graded assessments are to be signed by parents and returned promptly.

Graduation

Eighth-grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all their financial obligations have been met. The administration and the eighth-grade teachers determine the procedures for graduation.

Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if the student's conduct record or academic record indicates that the privilege may not be extended.

APPLICATION, INQUIRY & ENROLLMENT

St. Mary Magdalen School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to its students. The school does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school administered program. The school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The school follows our state and local public school district's age requirements for admission. The school administration determines the admission date for children from different public school districts. A student who is six years old by September 1 is eligible for first grade. Students entering Kindergarten must be five by September 1. Students entering the Pre-Kindergarten program must be aged 3 years for Pre-K3 or 4 years for Pre-K4 by September 1 and fully toilet trained.

Student Re-Enrollment

Currently enrolled students with families in good standing, including those up-to-date with their financial agreements, are automatically eligible and invited to re-enroll through their secure login on the FACTS Family Portal.

The school communicates with its current families about the re-enrollment process for the next school year. Each family's prior financial obligations must be met before re-enrollment is processed. Parent or guardian questions or concerns about their financial standing or other obligations should be directed to the parish's Business Manager.

New Student Enrollment

Our enrollment inquiry period is held annually for Pre-Kindergarten, Kindergarten, and other students new to our school. Interested families should complete the electronic **Inquiry Form** for any new child they wish to enroll. The Inquiry Form submission is a non-binding open period of interest intended to assist all families wishing to learn more or begin the first step of enrollment at St. Mary Magdalen School.

We communicate our enrollment opportunities and process through the school's website and communications as well as the parish's website and communications. See the 'Admission' pages of the school website for more information about the school and its enrollment process.

We accept new enrollments using the following preferential order:

- Parents are registered, active parishioners with a new sibling of a currently enrolled child in our school.
- Parents are registered, active parishioners with a new child to enroll.
- Parents are active parishioners from Catholic parishes without schools.
- Parents are active parishioners whose parish has filled or closed its enrollment.
- Parents are registered Catholics from another parish school for other reasons.
- Parents are Non-Catholic with a child they wish to enroll.

An invitation to complete the **Application Form** will only be extended to interested families based on the following:

- Criteria in the Acceptance Policy
- Available Space
- Submission Date of Inquiry Form

The Application Form's submission includes a non-refundable fee per family, payable by credit card through FACTS. The Application Form submission is a good-faith, non-binding second step in the enrollment process of St. Mary Magdalen School.

Once the Application Form and fee are submitted, new families will be invited to complete their enrollment by completing the **Enrollment Form** through their login on the FACTS Family Portal.

The necessary forms and certificates needed to complete enrollment are:

1. Complete the FACTS Application Form
2. Birth Certificate
3. Baptismal Certificate
4. Up-to-Date Immunization Records
5. Health History Form
6. Complete the Textbook Use Form

See the 'Health' section or visit the Nurse's page on the website for more information. In addition to the above enrollment requirements, all new students must have a completed physical examination submitted before the start of school.

Admission of Non-Catholics

Our school serves many vital purposes, which include students' academic, social, and physical development. However, the primary purpose of our school is religious formation. As a parish school, we are a ministry within the body of the Catholic Church. We impart catechesis and evangelization through the proclamation of the Gospel and the formation of our faith to form ourselves and others as missionary disciples of Christ. The school presents a complete Catholic religious education program to develop faith in all our students so they may live their Christian lives to their fullest.

We admit students of non-Catholic families to our school under the following conditions:

1. The Pastor gives permission.
2. Adequate space is available without denying the admission of eligible Catholic students.
3. The parents or guardians agree in writing to permit their child to attend religious classes and religious functions, including Masses, offered as part of the school program.
4. The parents or guardians commit themselves in writing to accept our school's tenets, goals, objectives, and regulations.
5. The parents or guardians agree to assume responsibility for all financial obligations in writing.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania prescribes the total number of days school is in session. There are 180 instructional days within the school year.

Absence Policy

1. You must call the school if your child is absent or arrives late. Leave a message on the school's voicemail that includes the caller's name, child's name, grade, homeroom, and the reason for the absence before 8:30 a.m. An email to your child's homeroom teacher and office@stmarymagdalen.net with this information will also suffice.
2. A doctor's note may be required for an absence of more than three days.
3. If your child's name appears on an attendance report from the homeroom teacher and you did not notify the school, we will call you to verify the absence or check on your child's whereabouts. Please be vigilant and proactive by calling the school because the safety and welfare of your child are essential to all of us.
4. In the case of illness during school hours, staff will contact the parents or adults listed as emergency contacts for your child.
5. Absences accompanied by a doctor's note are considered **excused**. All others are considered **unexcused**. (*Please note that this does not imply truancy.*) Students are permitted 15 unexcused absences per school year. This includes vacations, mental health days, common colds, and other short-term illnesses that do not require a visit to the doctor.
6. Excessive unexcused absences will be reported to the student's home school district for further investigation since the student will not be meeting the requirements for completion of the present grade level.
7. Any child who stays home without their parent's knowledge is liable to suspension.
8. Any child who leaves school without parental permission is liable to suspension.
9. The student is responsible for completing work and assessments missed due to absence. The teacher will communicate a reasonable timeline for completing missed assignments. Students who exceed the permissible number of unexcused absences will be expected to hand in all work and take assessments on their due date/date of return.
10. Students who are absent for any reason are not permitted to take part in extracurricular activities, including CYO sports, on the day(s) they are not in school. Students must be marked present for at least a half day to participate in school and CYO sanctioned activities.

Lateness

A student who arrives late for school after 8 a.m. or the first-morning bell must:

- Present a late slip from a parent explaining the reason for the lateness.
- For any student who arrives late to school more than ten (10) times, the parents or guardians must meet with the administration to discuss the reason for their chronic lateness and its repercussions on learning. There will also be an age-appropriate consequence levied by the homeroom teacher.
- Consistent unexcused lateness will be reported to the student's home school district for further investigation since continual tardiness impacts a student's overall attendance record.

Vacation Policy

The planning of family vacations is strongly discouraged during the school year. Contact the Principal directly if there is a need for your child to be away on vacation during scheduled school days. Repeatedly taking vacations or breaks during school time may be grounds for dismissal. If a child misses school due to a vacation, all work must be done when the child returns to school. While some teachers are able to provide work in advance, others may not. Teachers are only obligated to provide lessons or schoolwork to the student after the material has been presented in class.

SCHEDULE

See also the *Daily Bell Schedule* (Appendix B) and *Transportation Section*.

Arrival

All children must go directly to the gym upon entrance between 7:40 a.m. and 7:55 a.m. The school is not responsible, nor will it assume any responsibility for students before 7:40 a.m. The start of the school day is 8 a.m.

Dismissal

Pre-Kindergarten children are dismissed from their classrooms by their teacher at 2:45 p.m. If applicable, Pre-K3 students who only stay for the morning are dismissed at 11:45 a.m. Their teachers dismiss students in grades K through 8 at 3 p.m. Without the Principal's permission, no child may leave the building before dismissal.

Early Dismissal of a Student

Students will only be excused early in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher, who will forward it to the office. The student will be called down to be dismissed from the school office when their parent, guardian, or emergency contact arrives at the office to sign the "Student Sign Out Book." All early dismissals should occur before 2:30 p.m. due to the incoming buses in the front of the school building.

Emergency Closings

If it is necessary to close school or cancel classes, you will be notified by phone and email through our electronic FACTS communication system. The decision to close the school is usually in conjunction with the Rose Tree Media (RTM) School District.

In an emergency requiring an early closing, parents should have a plan and advise their child at the beginning of the school year where to go if the parent or caregiver is not at home.

Emergency Contacts

The school requires the parents or guardians of each student to complete two (2) emergency contact forms provided by the school. The information on this form must be accurate and up-to-date so the school can contact a parent or guardian in an emergency. Parents must notify the school office and the student's homeroom teacher of any change of address, phone number, or family name as soon as possible.

BOOKS AND MATERIALS

Students must carry their books in a suitable book bag or backpack. All textbooks must be covered, neat, and free from inappropriate material and kept in the proper place when not in use during the school day.

Each student is responsible for identifying their books, copybooks, and related materials with their name, grade, and room number. Writing on books or pencil cases is unacceptable. The student's parents or guardians must pay the school's cost for any lost or damaged textbooks. We expect students to take care of personal belongings, lunch bags, books, and clothing. Please mark personal items with name labels for easy identification.

Lost & Found

Parents can check the Lost & Found table in the gym lobby area. Any unclaimed or unmarked items left for an extended period may be donated to charity, recycled, or discarded at the administration's discretion.

Library & Media Center

A library-media specialist staffs the school library & media center and is available to the students during the school day. Students may sign out books once a week. Students may incur a fine for any overdue books. Damage or loss of school-owned books will result in the parents or guardian being responsible for the book's replacement cost. While in the Library, we expect all students to act in accordance with the Code of Conduct and speak in appropriate and quiet tones.

CAMPUS CARE

As good stewards, the students must not litter or intentionally damage any property or facilities. We encourage students to take care of the school building and the surrounding campus property. Damage to the property or parish campus to and from school is inappropriate. The school is responsible for all storage areas and desks and reserves the right to search them at any time without notice. Defacing desks, chairs, books, or cubes is strictly forbidden. Any student who causes intentional damage to school property or items will be liable for financial compensation, cleaning, replacement, and possible disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

*See also the **Responsible Use Policy (RUP) for Technology** (Appendix A).*

Cellular phones, electronic music players like iPods®, headphones, AirPods®, Smartwatches, Fitbits®, handheld electronic video games and gadgets, other handheld entertainment or wifi-enabled devices, or any other similar items the school faculty or administrators view as distracting or disruptive to the learning environment are not permitted unless the Principal has prior knowledge and approved it under a particular circumstance.

Students needing cell phones due to extra-curricular activities must place them in their homeroom class collection system each morning. Student cell phones are to be off upon entering the school. Students may only take out and turn on their phones once they are

outside the building at the end of the school day. These rules apply to Smartwatches, Fitbits, and all other smart, wifi, or cellular-enabled devices.

Students must follow the school policy to avoid the Principal taking their phones or devices. If a student has their phone or similar device out, is found using their device, or it goes off during school, it will be taken from the child, and only a parent may claim the phone by arranging the pick-up through the Principal's office.

The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers, or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy. See the full RUP for more information and scope of use.

DISCIPLINE POLICY

Code of Christian Conduct

As a disciple of Jesus Christ and a member of St. Mary Magdalen School, I am asked each day:

In the Spirit of Reverence, to honor God and demonstrate respect for prayer, the Eucharist, and the sacraments and embrace the differences of others in word and deed.

In the Spirit of Respect, to obey those in authority and to treat everyone with dignity and honor, looking beyond the outer flaws and recognizing another's inner qualities.

In the Spirit of Responsibility, to participate in the life of my school in a peaceful manner in order to create a safe environment.

In the Spirit of Unity, to build and renew strong and honest relationships within our school, families, and community and to become what we receive in the Eucharist.

Each morning, students recite the following pledge in response to our Code of Conduct:

“As a Disciple of Jesus Christ and a member of St. Mary Magdalen School, I promise to follow the Code of Conduct each day by honoring God, treating everyone with dignity, participating in the life of my school in a peaceful manner, and building strong and honest relationships within the school community.”

Adherence to the Code of Conduct

To comply with the school's dress code, which includes wearing all required pieces of the SMM uniform and adhering to the rules in the **Dress Code and Uniforms** section and the **Code of Conduct** within this Handbook. Additionally, students will:

- Be prepared for class with the materials and assignments required by each teacher.
- Complete homework assignments and turn them in on their due dates.
- Be compliant with classroom and school directives, including no chewing gum, and their cell phones will be powered off and away from the time of their arrival to dismissal from the building.
- Respect others, including their space, by keeping hands and feet to oneself.
- Be attentive and on-task during class.
- Be respectful to all persons in word and action.
- Be within the physical boundaries of the classroom and school.
- Be honest in completing all tests and assignments.

The accumulation of six (6) **Codes of Conduct (CCs)** in a trimester will equate to and result in a lunch detention. The collection of ten (10) CCs within a trimester will result in a second detention, a parent conference, and suspension from the next extracurricular activity, including CYO (games/practices/events). Fifteen (15) CCs within a trimester will result in suspension. Infractions involving inappropriate Use of Technology (see Appendix A or RUP), unauthorized use of cell phones, damage to the school or another's property, and behavior violations deemed serious by the administration, including but not limited to fighting, harassment, and vulgar language, will be handled directly by the school administration.

COMMUNICATIONS

*See also the **Academics & Safety** Sections.*

Effective communication is the most significant element that assures a positive relationship between the school and its families. The school's communication methods alert and inform parents of policies, activities, events, and student progress.

Standard Communication Methods include:

- The Student & Parent Handbook
- School Website
- FACTS Family Portal Online
- FACTS Electronic School Alerts

- Principal's Communications
- Emergency Communication System
- School Calendar
- Physical Communication Envelopes with Printed Correspondence
- Parent-Teacher Conferences
- Home & School Meetings
- Tests, Assessments, Progress Reports, and Report Cards

FACTS® Family Portal

The FACTS® Family Portal is a private and secure online parent portal allowing parents or guardians to view academic information specific to their children while protecting their children's information from others. You may view your student's attendance, grades, and other useful school information. We encourage every parent to log in regularly to access their child's progress.

School Website

The school's website address is **stmarymagdalenschool.net**, and the site is home to important information about the school, which includes a **Parent Portal** that is a hub for parents of enrolled students and provides links to the monthly calendar, nurse's page, C.A.R.E.S., Principal Hawk Heralds, H&S, events, and other resources. There is also current information on admissions, from inquiry and visiting the school to the steps to complete our enrollment for any new families interested in the school. Key informational pages include Academics, Enrollment, Student Life, Stewardship, Faculty and Staff, and Volunteer Requirements.

Teachers' Communication Sites

Teachers use the Google® website platform to post their classroom information, daily homework assignments, projects, long-term assignments, and more. Parents and students can access each teacher's website directly from the school website under the teacher's name on the Faculty & Staff page.

Communication Envelope

Most school communications will come to parents electronically via email or text through the FACTS systems. However, when printed information is necessary, the youngest enrolled child in each family is responsible for bringing their parents the written communications enclosed in their family's Communication Envelope. These envelopes are sent home on

Wednesdays when necessary. Parents should check, empty, and return the envelope the following school day.

Parents should place written communications, completed forms, checks, or money from home in a sealed envelope and marked with the necessary details. All return communications and orders will go to the school office through the student's homeroom teacher each morning.

Conferences

The faculty is always eager to discuss your child's growth and progress. The school schedules time for parent-teacher conferences during the first trimester Progress Report period for Grades K to 8. To arrange parent-teacher conferences at other times, contact the teacher in writing to arrange a time at both parties' convenience whenever necessary. Please state the nature and area of concern in advance so the teacher can effectively prepare to address it with you for your child's benefit.

Office Telephone Use

The telephone in the school office is for administration use only. A student may use the phone only in the case of an emergency with their teacher's and principal's permission. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

If a student remains at school without prior notice, they may use the phone to call a parent. The office will relay any urgent message from the parent to their child. We will not interrupt any student or teacher during class time. Any parent messages may be sent to the school office when necessary, and we will direct them to the appropriate teachers.

Parent-to-Teacher Outreach

If a situation arises regarding your child, the parents should feel free to arrange to discuss it according to the appropriate chain within the school administration—first with their teacher, then as necessary, the Principal, and if deemed essential, the Pastor. Teachers may not be interrupted during the school day. If you are dropping off a needed item to your child, such as lunch, forgotten books, or musical instruments, leave them on the foyer table located between the two entrance doors, or when necessary, take the item to the school office marked with the child's name and room number.

Legal Custody Issues

Parents must inform the school administration of all legal custody agreements or custodial amendments. The school must have a copy of the custody decree, enabling our staff to make informed and effective decisions that comply with the order when required. If there is joint legal custody, the school administration must have the schedule or calendar of the days designated to each parent or guardian. If relevant, we ask the custodial parent to supply the school with a copy of any restraining orders. See also '*Release of a Child.*'

Those who have legal custody of a student may attend school meetings, participate in educational decisions, and review academic records regarding that student. Persons who do not have legal custody, including those with visitation rights but not legal custody, have no such educational rights and may not participate in these matters. The school requires the parents or guardians to sign an agreement regarding administering parental participation issues and tuition payments.

Release of a Child

The school will not release a child to a parent or guardian who does not have physical custody of that child without the written consent of the custodial parent or guardian. To determine the custodial parent or guardian, all separated or divorced parents of children enrolled in the school must provide a copy of the Court Order or Custodial Agreement adjudicating the custody determination. Any Court Order or Custodial Agreement is confidential and held in a secure file in the Principal's office. If any joint or partial schedule of parental physical custody is in place, it must be shared with the school's administration, teacher, and school nurse. Upon enrollment or re-enrollment, both parents must sign the enrollment documents.

Records Release

Unless a court or custody agreement specifies otherwise, each parent or guardian with legal custody is entitled to access all school records of the child. For those who are not a parent or guardian, absent a subpoena or court order, the child's records may only be disclosed upon written consent of the parent or guardian with legal custody.

DRESS CODE & UNIFORMS

Students should adhere to the following policies concerning grooming and attire. Students, except Pre-K, are only to wear their gym uniforms on specified gym days or when using an authorized Home and School dress-down pass. Any student violating the dress code policy

will be subject to disciplinary action and will require the proper uniform to be brought to school before they can return to class.

Hair and Grooming

Students' hair should be neatly groomed, clean, and conservatively styled. Extreme hairstyles are not permitted. Hair is to be its natural color. Boys' hair should not be below the ears/collar or covering their eyes.

Jewelry

Jewelry is not part of the school uniform; girls may wear small, conservative post-earrings (one earring per ear). Boys are not permitted to wear earrings. A small religious medal or cross on a chain is allowed. All other jewelry is not permitted, including wrist and ankle bracelets or bands, pins, and buttons that are not a part of the school uniform.

Attire Specifications

- Girls' jumpers, skirts, skorts, and kilts will be no shorter than three inches above their knees and **not rolled**.
- Students' shirts must be neat and tucked in.
- Colored t-shirts or turtlenecks should not be worn under uniform blouses or shirts.
- Shoes with laces must be tied.
- No make-up, artificial nails, or fake eyelashes are permitted. Females may wear light-colored nail polish.

Uniforms

See also ***Formal & Informal Uniform & Ordering*** (Appendix C & D) or visit our website.

The school's regulation formal and informal uniforms are to be purchased through ***Flynn and O'Hara Uniforms***. The school's Pre-K and gym uniforms must be purchased through ***B&E Sportswear***. A limited number of gym uniform replacement pieces may be available through the School Store.

Students may wear informal & formal uniforms in the fall and spring and formal uniforms only in the winter. Parents should review the current Uniform Ordering Sheets for exact dates, apparel items, specific ordering details, and any applicable deadlines.

Attire that differentiates from our official apparel or our vendors is discouraged and not an acceptable part of the uniform dress code. It is ultimately the parent's responsibility to comply with the dress code for their child. 5th through 8th-grade students who do not adhere to the dress code will receive a demerit.

HEALTH & MEDICAL

Immunizations and Health Exams

See *PA Required Immunizations for School* (Appendix E).

The Pennsylvania Department of Health requires certain immunizations for entry into school and continued attendance. Children may attend St. Mary Magdalen School if they have received the required immunizations as mandated by the Pennsylvania Department of Health. See the Appendix for the current list of school vaccination requirements, or go to the PA Department of Health's website regarding School Immunizations and contact your child's healthcare provider for more information.

Students entering Pre-K, Kindergarten, first grade, or any newly enrolled in our school for the first time need a physical and dental (K-8) exam and an updated immunization record supplied to the school for that calendar year.

Nurse

The parish provides a school-certified, registered nurse four days a week from Monday through Thursday. The public school district of Rose Tree Media provides a registered nurse one-half day each Friday. The nurse from the RTM school district is responsible for checking every child's height, weight, hearing, and vision and making referrals to parents when possible issues or concerns arise. The nurse maintains all health records. All students are screened yearly under the state-mandated program.

The school provides limited care, including first aid for accidents or illness, until the student's parents pick them up to take home, the doctor's office, or the hospital. The nurse will arrange the student's transportation to the hospital in emergencies. If your child has a specific medical problem, please notify the nurse and their homeroom teacher of the problem. The school keeps **Emergency Cards** for each student. Parents should be sure the school always has current emergency individuals and numbers on file.

Parents should use our website's Parent Portal to access the Nurse's News page with needed medical forms, medicine policy, and health information.

Illness or Injury

Any accidents or unusual illnesses at school are reported immediately to the administrator. The school will notify the parents when a student has become ill or accidentally injured. The school will call 911 for emergency assistance with serious health crises or injuries. Likewise, please notify the school nurse of any illness or medical condition for which your child is being treated or monitored. A student may only participate in school or parish-related activities (e.g., CYO sports) if present in school.

An insurance form is available for parents if their injured child requires treatment. A follow-up incident report must be written and kept on file in the school office.

Lice Policy

See *RTM Student Health Lice Control Procedures & Policy* (Appendix G).

Medications

Parents are responsible for administering medications when possible to their children. Administering medicines during school hours, CARES, or while attending other school-related programs is discouraged unless critical for the student's health and well-being.

Prescription medication indicates any medication prescribed by a licensed physician or dentist. Non-prescription medications are those available without a doctor's prescription and available over the counter.

Medication Authorization Form

Prescription or non-prescription medication will only be dispensed in school if a completed and signed Medication Authorization Form is on file each calendar year. The form must specify the times the medicine must be administered and the appropriate dosage.

Prescription Medications

Prescription medication must be in its original labeled pharmacy container and accompanied by a copy of the prescription, which requires a physician's signature. A completed School Medication Authorization Form is also necessary for asthma inhalers, Epi-pen, insulin, or other prescription medications.

Any short-term prescribed medication to be administered during school hours must also be in its original labeled container, and the parents must complete and sign a Short-Term Medication form.

Non-Emergency Medication

All medication, prescription and over-the-counter, must be kept in the Nurse's Office. Medication required during school hours is to be administered by the school nurse, which is a policy of the Archdiocese of Philadelphia. If there is no school nurse or health aide in the building, then the medication shall be managed by a person designated by the principal. No medicine may be kept by a student during the school day—including cough drops.

However, nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication on Field Trips

Students requiring medication on field trips must provide the nurse and field trip teacher or authorized person with the medication authorization form and the required medication as outlined above. If the school's trip exceeds the length of the school day and further medicines need to be administered, the parents must notify the school in writing before the day of the trip.

LUNCH & RECESS

All students will remain in school for lunch as scheduled within the school day. The school divides the fifty-minute lunch period into twenty-five minutes for lunch and twenty-five minutes for recess.

Cafeteria

The school expects its students to clean their places after eating, pick up all their items, dispose of trash in the trash receptacles, and walk to the playground as directed when dismissed. The students are to extend respect and courtesy to the Lunchroom Monitor, staff, and volunteers supervising and assisting in the cafeteria, classroom, or outdoor recess areas.

In addition:

- Polite behavior is expected of all students at all times.
- Students will enter and leave the cafeteria in a quiet, orderly manner.

- Students will obey the Lunchroom Moderator, volunteers, and teachers on duty.
- Students should refrain from returning to classrooms for play equipment, snacks, or other forgotten items.
- Students should remain in their seats while eating.
- Conversations among students should be in soft tones. Shouting is prohibited.
- Students are dismissed by grade and table. While waiting for dismissal, the students must be seated quietly and their table and floor clear of waste.
- The sharing of any food or drinks is not permitted due to allergies.
- Students may only eat food in the cafeteria.
- The school encourages healthy eating habits.
- Students unable to follow the lunch and cafeteria rules may be disciplined, seated at a different table, or lose their recess.

School Lunch Program

Our H&S offers parents the option to purchase nourishing and affordable meals delivered by our select vendors or prepared in school for their children in grades K through 8, four days per week throughout the school year. All grades, including Pre-K, can order pizza on Wednesdays, which is the 8th-grade fundraiser. The school also offers chocolate or low-fat white milk at lunch through the online ordering system for a flat fee for the entire school year.

The meals must be ordered in advance and paid for using an online program with the currently offered lunch options, costs, dates, and order deadlines through the Online Ordering System. Please see any additional details, conditions, or procedures outlined by the H&S and the Online Ordering System.

Forgotten Lunch Statement

When students forget their lunch, they should inform their homeroom teacher immediately. Once alerted, the office will call to notify the parents. Food delivery services like DoorDash® or Uber Eats® are not an option for forgotten lunches. We will provide a food option such as cheese crackers or cereal at lunch if theirs cannot be delivered in time.

Food Allergies

If your child has an airborne or known food allergy, such as a dairy or tree nut allergy, please contact our nurse at nurse@stmarymagdalen.net or by phone to discuss and implement a plan that works best for your child's safety and developmental needs.

Restricted Food & Beverage Statement

Students are not permitted to bring soda, power drinks, or items in bottles or containers to school, and we ask parents to refrain from sending in unhealthy fast-food lunches. Our school administration will not accept deliveries from GrubHub®, DoorDash®, or other food delivery services on behalf of its students.

Birthday Celebration Policy

The school would like to celebrate birthdays, holidays, and special occasions with treats. However, in doing so, we must also follow health and safety protocols regarding food allergies. Parents may send only approved food items on the list below for morning snacks for a student's birthday. Treats are not to be distributed during lunch periods. We will not distribute or serve store-bought or homemade treats other than those listed. Unapproved snacks will remain in the office for pick-up by a parent at the end of the day.

- Haribo Gummy Bears
- Smarties
- Dum-Dum Lollipops
- Ring Pops
- Skittles (Not recommended for grades Pre-K through 2nd)
- Starburst
- Swedish Fish
- Sour Patch Kids
- Made Good Cookies
- Oreos (No tree nuts or peanuts and non-dairy)
- Chips Ahoy (No tree nuts or peanuts, but contains dairy)

If a child has a documented allergy but does not like or cannot have any of the above items on the approved list, parents, with prior consent from the administration, may send in snacks labeled clearly with their name to be kept in the teacher's closet and provided during celebrations.

It is not mandatory to send in treats. We will announce students' birthdays in the morning and recite a birthday prayer. In addition, to honor your child's birthday, parents may consider:

- Donating a book to the library or the classroom. The librarian will place a label inside the book cover noting the donor family's name and reason for the donation.
- Donating a board game or card game to the classroom for times recess is indoors.
- Donating a suitable outdoor item for play during recess.

We thank you in advance for your understanding and cooperation with this policy.

Wellness Program

In response to the Child Nutrition Reauthorization Act, Nutritional Development Services and the Office of Catholic Education have partnered to create a School Wellness Policy for Archdiocesan schools.

St. Mary Magdalen School recognizes that student wellness, proper nutrition, and regular physical activity are related to a student's well-being, growth, development, and learning readiness. It also recognizes that schools can provide a learning environment where students can participate in positive dietary and lifestyle practices. We are committed to providing a healthy school environment that promotes these concepts as part of the education of the whole child. Our school is a member of the Pennsylvania Advocates for Nutrition & Activity (PANA), National Dairy Council, Keystone Healthy Zone School Program, and Action for Healthy Kids.

PHYSICAL EXERCISE AND EDUCATION

See the ***Gym Uniform*** and ordering (Appendix D).

Gym Class

Gym classes occur weekly. All students in grades K-8 are required to participate in gym activities. The school expects students to demonstrate good sportsmanship and follow all safety guidelines as instructed. Any student who displays conduct that may harm themselves or others or reflects poor sportsmanship is subject to disciplinary consequences from the instructor and possibly the principal.

Any child injured during gym should report it to the teacher immediately. However, if they wait until home, please notify the nurse to file the report the next day. If a child has health restrictions, the nurse must have a doctor's note on record stating the restriction's cause and duration. The school nurse will communicate the necessary information to any teachers as needed.

Recess

See also ***Safety & Security Policy*** and ***Yard Duty Responsibilities*** (Appendix F).

During the morning recess, Kindergarten to 4th-grade students will have a 'walk-and-talk' recess daily. Students in 5th through 8th will have a working 'healthy snack break' during third-period class each day. Snacks should be non-sugary, healthy, and nutritious.

Outdoor recess is weather permitting. Decisions to have an outside break during cold weather depend upon the temperature and the wind chill factor. The students should plan and dress accordingly for recess outdoors. Only students with medical excuses or permission and supervision from the homeroom teacher will be allowed to remain in the building during recess.

PARENT INVOLVEMENT & VOLUNTEERS

Our Catholic identities are rooted in the knowledge that the parents are their child's first and primary teachers. Reinforcing this through example is fundamental to Catholic life. We partner with parents to raise children who have faith, focus, and achieve to the best of their abilities. SMM families value our shared educational mission and appreciate the partnership between home and school. As a parent, we hope you will find meaningful ways to be involved, share your talents, and engage in this fantastic journey during your child's time with us. All parents working with students or attending field trips must have all Safe Environment Clearance on file in the office (*see below*).

We expect all our students to show courtesy and respect to all parents and volunteers.

Safe Environment Policy

*See our website for links and forms for all our **Volunteer Requirements**.*

All volunteers, including coaches, must provide the following documents, kept on file with the school, to serve in any capacity in the school. We ask every adult volunteer to submit all their up-to-date and complete documents by **September 1 or prior to their volunteer service** for the current calendar year. Only adults who comply with the requirements may volunteer in any capacity.

To protect the safety of all children, the Archdiocese of Philadelphia's policy is that those who serve as a volunteer within their school complete all current state law requirements and all of the archdiocese's clearance training and forms as outlined below. These clearances are free to volunteers.

- PA Police Criminal History Record Information (Every Five Years)
- Pennsylvania Child Abuse History Clearance (Every Five Years)
- PA Disclosure Statement (Once)

- Mandated Reporter Training (Once)
- Mandated Reporter Acknowledgement Form (Once)
- Safe Environment Class "Protecting God's Children" (Once)

In addition, the below clearance must be obtained by volunteers who have been living in PA for less than ten years.

- Federal Bureau of Investigation Fingerprint Clearance

Clearance requirements may change without notice. For more information and to access the volunteer forms and links, visit the 'Volunteer at SMM' page on our website in the Parent Portal.

Any additional questions on volunteerism, the clearance process, clearance form submission, or the current status of your volunteer records on file should be directed to the school office's Safe Environment Coordinator (safeenvironment@stmarymagdalen.net).

SAFETY & SECURITY

Each school year implements and complies with the mandatory number of required safety drills. We have a minimum of ten required safety exercises or practices for Fire, Shelter-in-Place, and Lockdown procedures.

Asbestos Emergency Response Act

St. Mary Magdalen School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA.) A plan copy is available for review at the school office during regular office hours. ACER Associates is the school's asbestos program manager.

Fire Drills

We conduct fire drills periodically each school year. The school follows a fire drill plan, which all staff, students, and visitors follow. It includes leaving the building quickly, quietly, and orderly when the alarm rings according to the emergency exit closest to their class or current location using the directions posted in each school area.

Shelter-in-Place

Shelter-in-Place provides a refuge for students, staff, and visitors inside the school building during an emergency, such as severe weather or hazardous outdoor material release. Shelter

locations are in designated areas of the building that maximize the safety of its occupants. The Shelter-in-Place is implemented only when evacuation would place those in the building at risk. The shelter locations in the school may change depending on the emergency.

Lockdown

The school implements and follows a Lockdown Protocol when there is any threat of violence or serious incidents that could jeopardize the safety of students and staff. Threats may include but are not limited to campus intruders, nearby shootings or incidents, or civil disturbances. We will notify parents through our electronic communication system on the days these drills are conducted. Please reassure and discuss with your child the importance of these drills.

Emergencies

If there is an emergency, the school will contact the parents with information and directives through our electronic communications as soon as possible. See also the Communication section.

General School Safety

All students must adhere to the following safety regulations to help ensure the safety of the school's occupants:

- Running is not permitted at any time within the school building.
- Students are not permitted to engage in any unauthorized activity or to freely move about the school premises without the expressed consent of their teacher or authorized staff member.
- Entrance into the school is prohibited before or after the school's stated hours of operation without staff approval.
- No student may leave the school premises at any time without permission. A violation of this rule will result in automatic suspension. Every student must stay within the school's established outdoor boundaries during recess.
- All visitors must ring the bell, enter through the main entrance, and report directly to the school office to sign in and obtain a badge. All doors with direct access to the outside are locked.
- Students may not open any of the school's outside doors to anyone seeking entrance—including known adults or parents. Likewise, parents and volunteers may not open doors to let anyone seeking to enter the building. For the safety of our school, everyone must ring the bell and identify themselves to gain entrance by the school office.

Playground Safety Guideline

Student wrestling, pushing, shoving, hitting, fighting, tackling, piggyback riding, roughhousing, or similar behaviors are not allowed on the playground.

- Throwing ice, snow, snowballs, rocks, stones, sticks, or similar hard objects is prohibited.
- Any games requiring a student to lie on the ground are restricted.
- Bullying (verbal or physical) is not permitted.
- Only inflatable balls (i.e., basketball, playground, or similar) are permitted. No hardballs (i.e., baseball) of any type are allowed on the playground.
- A student who wishes to enter the building before recess ends must receive permission from one of the playground supervisors on duty. (Emergencies Only)
- The climbing of fences or trees is prohibited.
- There is no hiding behind bushes.
- Sliding Board: Feet first, face forward, seated position, and slide down only (no climbing up the slide). One student is allowed on the slide at a time. No running or pushing on platforms. Students should not stand at the bottom of the slide.
- Hanging and Climbing Bars: Students should stay upright, not stand on top of the bars, hang upside down, or do flips to dismount the equipment.
- When the first bell rings, the students must stop playing and walk to their lines. The Yard Duty Coordinator will signal the children to return their playground equipment in their class bags, form a line, and quietly enter the building.
- Students must obey the playground supervisors at all times.
- Yard aides must immediately report any known accidents to the school nurse.

Smoking & Vaping

The school premises are a smoke-free environment. No smoking is allowed in the school building or property. Any student engaged in smoking, vaping, or found to have cigarettes, vape devices, smoking paraphernalia, matches, or lighters will be suspended from school. All school-related activities will be on hold until a conference is arranged with the parents and the principal.

STATIONERY & SUPPLIES

Parents will receive a list of all stationery, supplies, and related items required for the student for the upcoming year. The items purchased by parents may need to be replenished as needed throughout the school year. The school will defray some of the cost of students' essential items, especially items teachers need to be consistent in their classroom for all their

students. Additional student copybooks may be available for purchase during the school year in the school office.

STUDENT SUPPORT SERVICES

Delaware County Intermediate Unit (DCIU)

DCIU is a state-funded program, through Act 89, which provides remedial reading, guidance counseling services, speech-language support, and psychological services to any non-public school student in Delaware County with needs in the above areas.

Instructional Support Team (IST)

Saint Mary Magdalen's Instructional Support Team supports students who experience difficulty in the classroom due to consistent academic, social-emotional, or behavioral problems. IST is a problem-solving process that develops partnerships between the school and parents to improve a child's school performance. The IST includes the parent of the referred student, the child's classroom teachers, the Principal, two specially trained faculty members, and personnel from the Delaware County Intermediate Unit.

For parents seeking DCIU or IST assistance for their child, contact their classroom teachers for a referral.

TRANSPORTATION

*See also the **Daily Bell Schedule** (Appendix B) & **Attendance** Section.*

Student's Primary Mode of Transportation

Before each new school year, we ask parents and guardians to inform us of the primary way their child will arrive and leave, whether by walking, bus, or car to the school. Any change in their primary mode of transportation must be made in writing to their homeroom teacher and office, even if the change is for only one day. For any last-minute changes, a parent or guardian must call the office for inclusion in the announcements at the end of the day.

Buses

All families must register with the school district where they reside for bus transportation. The public school districts regulate their times and schedules. Parents with any questions or

concerns regarding bus transportation should notify the Transportation Office of their public school district.

Students arriving and leaving by bus enter the school from the front driveway, which is for buses only during morning drop-off and afternoon pick-up. When students are on buses, we expect them to conduct themselves according to the rules and safety instructions at all times. Any misconduct by a student on the bus will result in disciplinary actions, and they may lose the privilege of riding the bus. Drivers will write up any students who do not abide by bus safety regulations, and their parents will be notified. The second or third offense may result in a temporary loss of riding privileges. Additional violations may lead to the rescinding of bus transportation privileges.

Students will:

- Be courteous to fellow students and the bus driver.
- Keep hands, heads, and feet inside the bus.
- Keep the bus clean.
- Refrain from touching or tampering with the bus equipment.
- Keep their books, bags, and all other items out of the aisles.
- Not toss anything out of the bus windows.
- Remain in their seat until they exit the bus.
- Not fight or engage in any physical altercations.
- Refrain from distracting the driver when the bus is in motion.
- Alert the driver of an emergency.
- Help assist in the safety of younger students.
- Not take photos of other students, which is strictly prohibited.
- Not eat while on the bus.

Each student must ride the bus assigned by their school district in the morning and the afternoon. Students are only permitted to change their mode of transport with the written permission of their parents by sending a note to the homeroom teacher and the principal asking permission for this exception.

Due to insurance restrictions, students in one school district (*e.g., Rose Tree Media*) may not ride any bus from a different district (*e.g., Newtown-Marple*). The school is not in a position to grant these types of requests. The insurance of the school districts will not permit students from other districts to ride on their buses.

Car Riders

In the morning, cars dropping off any students must enter the back school parking lot, where students enter the school through the back walkway between the two buildings.

Drivers should follow the instructions and the designated or coned area as directed to the end of the building and have the children walk on the sidewalk to the door.

Students should only walk through the car lines or parking lot under the supervision of the parent or adult safety monitor. Pre-K and Kindergarten parents with students using car seats are requested to park, assist their child, and walk with them to the crosswalk. All other grades are to use the car line for drop-off.

Before dismissal, parents should arrive and park in designated spots by 2:55 p.m. Cars should not park along the curbs by the church, stop signs, or grassy areas. Parents must park in the back lots and walk to the sidewalk to meet their children. We ask all drivers to remain in their space until the students exit and are in their cars. Parents should avoid the church's front lot to aid traffic flow. Our school staff oversees pick-up procedures daily. The school does not assume responsibility for students on the playground before or after school.

Walkers

Walkers should arrive using one of the designated entrances closest to the gym based on their entrance and proximity to the school. Students crossing N. Providence Road should go to the crossing guard's crosswalk location across from the school on N. Providence Road. Rose Tree Media School District provides a crossing guard on N. Providence Road. However, the school is not responsible for the crossing guards' conduct or schedule, so parents should direct any related issues directly to the RTM School District.

Ride Share Service Policy

Rider Share Services, including Uber® or Lyft®, are prohibited from transporting children under 18 without a parent or guardian. It is against the law and the Archdiocesan policy. If the school learns of a student using this as a mode of transportation without their parent, we are obligated to report it.

TUITION POLICY

As our school's mission statement outlines, St. Mary Magdalen School provides Catholic Christ-centered faith formation that integrates with a solid educational foundation to serve and prepare all our students for high school and other higher academic pursuits. We are honored to partner with parents, as their child's primary educators, to form their children academically and spiritually for their life journey during their time with us.

The tuition and any school-associated fees are essential to our faith's mission. We operate with care and good faith with all our community members. Parents who choose to partner with our school agree to have an obligation to pay the tuition and any fees promptly, as outlined in our financial agreements. We encourage parents to seek financial aid opportunities and support the school's endowment and annual school fund that helps the school keep tuition low and Catholic education accessible to as many families as possible.

The School Board of Limited Jurisdiction determines tuition for the subsequent school year by January in consultation with the Pastor and the parish's finance committee. Fees or costs for other items, such as extracurricular activities, field trips, and registration, are additional and set by the school administration. Parents can access the current tuition rates and policy through the school website.

Tuition Rates & Payments

*See also **Enrollment** and the current **Tuition Rates & Policy** on our website.*

St. Mary Magdalen School utilizes FACTS for all its tuition payments through secure electronic transactions. FACTS offers parents various payment plans and withdrawal options within the enrollment stage through admissions. Parents may select a payment option during the FACTS Enrollment Application ranging from one payment to ten months. The parents are responsible for setting up and managing their FACTS Family profile and tuition payment dates and payments. FACTS will withdraw any required school fees on days established by the school administration. Our current tuition rates, fees, additional obligations, and related requirements are available on our website and FACTS Family Portal.

Early Withdraw

Families withdrawing a student or students before the beginning of the school year will receive a refund of tuition paid in advance minus two months at the prorated assessment per student.

Tuition refunds for students withdrawing after the start of the current school year may not be eligible for reimbursement depending on factors including but not limited to their withdrawal date and tuition payment plan. An evaluation regarding their tuition status, balance owed, or refund due less the two-month prorated amount for early withdrawal is determined by the Business Manager and at the Pastor's discretion.

Late or Missed Payments

We expect parents to keep tuition payments current. Late payments may impact the school's operations and require our staff to expend additional time and resources. St. Mary Magdalen

may impose financial penalties if payments are late or missed. Additionally, FACTS charges a processing fee if a payment is rejected and must automatically reattempt a second withdrawal a few days later.

Ultimately, parents are responsible for their student's tuition and other fees. The school reserves the right to withhold the release of any student's report card or diploma if the tuition account has an outstanding balance until the parent has met or made suitable arrangements with the Pastor and Business Manager. In addition, the school reserves the right to take further action if tuition payments are not made, including but not limited to withholding the release of any student transcripts or other records.

Extenuating Financial Circumstances

This policy provides clarity to parties with fairness and uniformity for equitable tuition approaches. We recognize that families may find themselves in difficult circumstances or unexpected situations. We will work with any families experiencing tuition challenges. Parents experiencing financial difficulties should reach out to arrange a meeting with our Principal, Pastor, and Business Manager.

Fundraising Partnership

St. Mary Magdalen School relies on annual fundraising efforts to help meet our operational costs and maintain a vibrant school. Without fundraising and aid from the parish subsidy, we would likely have to impose significant tuition increases. We ask all school parents to actively participate, create awareness, and volunteer in some events or fundraisers each year they have a student enrolled by sharing their time, talent, or resources in order to further our school's mission and its students. Fundraisers of a social nature also serve as a fellowship and communal opportunity for our many families to connect and come together as embodied at the heart and teachings of our Catholic faith.

Offertory Obligation

We require every family to contribute to the church offertory a minimum of \$25 per week or \$1,300 annually from June 30 to July 1. All gifts and offertories are tax deductible and support the parish subsidy, which aids the school.

Endowment Fund

Each child's education is an investment in the future. St. Mary Magdalen Endowment Fund, created in 2001, helps the parish to support all aspects of religious education now and in the future. The Educational Endowment Fund contributes approximately \$50,000 annually to

the School, Parish Religious Education Program (PREP), and Adult Faith Formation. We ask every new family to contribute a one-time offering once your oldest child begins first grade.

THE HOME AND SCHOOL ASSOCIATION

The Home and School Association (H&S) supports and brings parents, teachers, and staff together to advance Catholic education and the interest of the school's children. It strives to enhance the parents' and teachers' collective roles as educators by increasing their reciprocal understanding by providing opportunities for parents and teachers to work together for the good and growth of its students. The H&S Association promotes parent-school activities to raise educational awareness, build community, and conduct fundraising activities to benefit the overall enrichment of the school. Every parent with a student in the school is part of the Home and School Association. The H&S Board elects officers for a two-year term and has several *ex officio members*, which include the Pastor and Principal, and one year for the previous H&S President. The Home and School Association sends periodic newsletters and communicates with parents regarding upcoming H&S events and school-based fundraisers. To learn more, visit the Home and School page on the school website.

THE SCHOOL BOARD OF LIMITED JURISDICTION

The Board of Limited Jurisdiction (School Board) is a mission-driven, participative policy-making body established by the Archdiocese of Philadelphia and our parish to make critical decisions in specific areas of responsibility guided by the operating principles and strategic planning and in keeping with the rules, regulations, and vision of the Archdiocese. Led by an Executive Committee, the School Board of Limited Jurisdiction collaborates with the Pastor and Principal.

Through their committees, the School Board oversees the following areas of the school: Advancement, Spiritual Life, Enrollment, Finances, and Facilities. They do not handle curriculum, personnel, or student issues. The day-to-day management of the school is the Principal's responsibility. The Board will focus on long-term matters to improve our already strong school.

The Board utilizes a nominating committee to identify its future appointed members, which offers a broad and diverse cross-section from our parish and school. The School Board may establish sub-committees on which appointed and non-board members may serve specific tasks or functions. Any communications to the School Board must go through the Principal and the Pastor. Contact the Board's President for a list of appointed and current sub-committee members.

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2023-24

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APPENDIX A



RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2024

Preamble

The heart of our curriculum is timeless— love, truth, beauty, and mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life. In his 48th World Communications Day message, Pope Francis said technology is a "gift from God." The Pope challenged the Church to use this tool to promote the faith, asking how communication can "be at the service of an authentic culture of encounter?" Because of these things, we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways. We are interested in technology because of our faith. We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture increasingly dependent upon technology while challenging them to be digital ambassadors spreading the Good News. But it is our faith that guides how we use technology. We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype. We also acknowledge that we sometimes need to "unplug" from technology

as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face-to-face. We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

PURPOSE

Technology is a valuable educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms, cyberbullying awareness, and response to ensure appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use, including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers, or community members allowed access to school technology resources.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein. NB. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOALS

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship, and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

USER RESPONSIBILITIES

Our schools will make every effort to provide a safe environment for learning with technology, including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using computer hardware and software peripherals and electronic communication tools, including the Internet. With this privilege comes the responsibility for appropriate use. In the Archdiocese of Philadelphia (AoP), we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, harass, or defame other people, school personnel, and other school-related images or likenesses.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing them with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.
- **Under no circumstances is an AoP user authorized to engage in any illegal activity under local, state, federal, or international law.**

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given the appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual

property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal law could result in copyright infringement claims.

Responsible Use of School-Utilized Hardware/Devices: All AoP users are responsible for the general care of school-utilized hardware, devices, and peripherals. Users shall report any damage to the school's hardware or device to the local school tech or school administrators as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- School-created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app—or similar i.e. Class Dojo, Seesaw

In their normal responsibilities and duties, teachers, administrators, or staff members may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email, or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

*** Teachers, staff, faculty, and school administrators may not use a personal email address for any school communications or school-associated account creation. The use of a personal email address is a direct violation of this policy, and the consequences may include loss of legal protection, a formal written warning, and/or possible dismissal/ termination. ***

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically, this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face IDs may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators, and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school-issued accounts.

Storage Devices: The use of external removable hard drives, flash drives, or "thumb" drives is strongly discouraged due to the possibility of information loss, theft, and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use ChatGPT or another program to create materials and submit them as their own original work. Note— Many of these AI programs require users to be at least 13 years of age for use. Schools should thoroughly research the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoP Tech Team is happy to help evaluate any AI tools or programs.

Electronic and Mobile Devices, Cell Phone, Wearable Technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/Asynchronous/Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction or, where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.

- Students are not to use or preserve a photograph, image, video, including live streaming, or likeness of any student or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using either school-issued or personal devices.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO/VIDEO RECORDING

The below outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities. This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers, or faculty members is forbidden.
- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator, and/or, when applicable, from the student's parents and guardians.
- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.

- Using any recording device, including smartphones, tablets, iPads, Chromebooks, or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

Consequences of Violation

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

RUP violations can include, but are not limited to, the following examples:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy, or otherwise negatively impact any individual.
- Post, publish, disseminate, or display any defamatory, inaccurate, violent, abusive, profane, or sexually-oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator, or any other member of the school community or school-connected organization.
- Use a photograph, image, video, including live streaming, or likeness of any student, administrator, employee, volunteer, school image, or logo without the express permission of that individual and the principal.
- Create any site or post any photo, image, or video of another individual except with the express permission from both that specific individual as well as from the school administrator.
- Attempt to circumvent system security, blocked sites, or software protections. This includes using personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, 'disruption' includes, but is not limited to, network sniffing,

- pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
- Circumventing user authentication or security of any host, network, or account.
- Any virus or phishing protection software installed on school-utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites except for educational purposes under teacher supervision.
- Violate license agreements, copy disks/hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school community members.
- At all times, users shall take all reasonable precautions to refrain from
- transmitting, sharing, posting, or otherwise divulging any confidential information, including, but not limited to, Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, and other personal contact information.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to, the misuse of school images and logos, the creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal, and state laws. This includes, but is not limited to, copyrighted material, licensed material, and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school-utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school-utilized device, or the files of another user without the consent of the individual, building
- administrator or technology administrator will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school-issued devices without proper permission and direction.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor the usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

Usage of Social Media

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites or any other unauthorized sharing with the intention to harm/harass.

Examples:

- Posting teachers' personal information, such as their personal email addresses, personal phone numbers, or addresses.
- Sharing a fellow student's phone number without their knowledge and consent to harass, threaten, deceive, intimidate, offend, embarrass, annoy, or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech and refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources.

Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and/or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts. Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from the school administration to create any social media accounts related to the organization. Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher, or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email or cellphone number in their social media bios.
- A student's personal social media account should not be tagged or linked to when posting social media messages.
- Coaches may want to post specific highlights, game/season achievements, or accolades on either the coach's professional page or a school's social media page. Students should be mentioned by first name only.
- Per the PIAA bylaws, students, teachers, and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports or "electronic sports" refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School-sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session, both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they may contain content that is only suitable for students ages 13 and over. Games rated as Teen may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent/Guardian notice should include the game title, ESRB rating, and a link to Common Sense Media review or the ESRB rating review. Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration. Students' parents and guardians should be notified prior to the game being played. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature. Some examples of popular esports games include:

(The following are examples only; their appearance here should not be considered approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS: GO.)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary

Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles including MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary

For ratings of all games, please visit the ESRB website at esrb.org.

All school-sponsored esports activities must have the appropriate signed parental consent forms. The following permission forms are offered as templates that schools may use and may be customized for their specific needs.

[Link to Sample Permission Form \(Elementary\)](#)

[Link to Sample Permission Form \(Secondary\)](#)

[Link to Sample Permission Form for specific games \(K-12\)](#)

Parent permission must be granted for titles outside of the recommended ratings and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation. Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider the security of the devices when they are not in use, the ability of the device to access the school's network and be mindful of the possibility of potential damage or theft of student's personal gaming devices. Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and/or posts that are not school-appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore, or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esports program. The setup and network configuration process takes both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network/firewall setup and configuration. Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- NASEF Code of Conduct (PDF Download)
- Code of Conduct NASEF (Webpage)
- Within their esports code of conduct, schools need to include the following topics:
- In-game chat, game message boards, screen names, and player avatars must be school-appropriate and may not contain language or images that are harmful, defamatory, or otherwise offensive.
- The misuse of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Violation of the Responsible Use Policy may result in any or all of the following:

- Loss of use of the school network, computers, and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions.
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal

APPENDIX B

Daily Bell Schedule 2023-24

PERIOD	TIME
Prayers/HR	8:00 - 8:21
1	8:24 - 9:10
2	9:13 - 9:59
3	10:02 - 10:48
4	10:51 - 11:37
5	11:40 - 12:26
6	12:29 - 1:15
7	1:18 - 2:04
8	2:07 - 2:53
Prepare for Dismissal	2:53-3:00
Prayers	3:00

Bell Schedule for SMM School, Updated 8/2023

APPENDIX C

School Uniforms**2024-2025****INFORMAL UNIFORMS** (Pre-K to Grade 8)

Fall Dates: September 4 to October 18 **Spring Dates:** April 7 to June 13
 Formal uniforms may also be worn during these seasons.

Girls

Navy or khaki shorts or skort
 White or navy golf shirt with logo
 Solid white or black crew socks
 Sneakers in solid white, black, or gray
 Grades 5-8: Kilts may also be worn

Boys

Navy or khaki shorts with a belt
 White or navy golf shirt with logo
 Solid white or black crew socks
 Sneakers in solid white, black, or gray

Pre-K3 and Pre-K4 students must wear the official school gym uniform.
 See the enclosed '**Gym Uniform Sheet**' for details. The seasonal uniform dates are the same.

FORMAL UNIFORM

Winter Dates: October 21 to April 4

Pre-K3 and Pre-K4 students must wear the official school gym uniform. (*See above*)

KINDERGARTEN**Girls**

Khaki or navy pants or skorts
 White or navy golf shirt with logo
 • *short or long sleeve*
 Navy tights or knee-hi socks
 Black velcro 'Mary Jane' shoe

Optional

Navy cardigan sweater with logo

Boys

Khaki or navy pants
 White or navy golf shirt with logo
 • *short or long sleeve*
 Navy, white, or black crew socks
 Black leather velcro shoe

Optional

Navy v-neck sweater vest with logo

GRADES 1-4**Girls**

Plaid jumper or khaki slacks
 White blouse with 'Peterpan' collar
 • *short or long sleeve*
 Navy cardigan sweater with logo
 Navy tights or knee-hi socks
 Grades 1-2: Black velcro 'Mary Jane' shoes
 Grades 3-4: Tan 'Dirty Buc' Oxford shoes

Boys

Khaki twill pants with dark belt
 Blue Oxford shirt with striped tie
 • *short or long sleeve*
 Navy v-neck vest with logo
 Navy, white, or black crew socks
 Grades 1-2: Black leather velcro shoes
 Grades 3-4: Tan 'Dirty Buc' Oxford shoes

GRADES 5-8**Girls**

Wrap-around kilt
 White buttoned-down blouse
 • *short or long sleeve*
 Navy v-neck sweater with logo
 Navy tights or knee-hi socks
 Tan 'Dirty Buc' Oxford shoes
 Grade 8 Only: Tan Sperry shoes

Boys

Khaki twill pants with dark belt
 Blue Oxford shirt with striped tie
 • *short or long sleeve*
 Navy blue vest with logo
 White, black, or navy crew socks
 Tan 'Dirty Buc' Oxford shoes
 Grade 8 Only: Tan Sperry shoes

Our K to 8 grade uniforms must come from **Flynn and O'Hara Uniforms**.
 'Logo' indicates the official St. Mary Magdalen Catholic School logo or wordmark.

To view items and order, visit **flynnohara.com** or click on their link on the
 'Parent Portal' or go to their store.

Flynn & O'Hara Uniforms

Lawrence Park Shopping Center
 1991 S. Sproul Road, Broomall, PA 19008

Some shoes including the black velco 'Mary Jane' and 'Dirty Buc Oxford' shoes
 are available through Flynn and O'Hara.

Pre-K students wear the school gym uniform as their daily uniform.

See enclosed **Gym Uniform Information Sheet** for important ordering information
 for all grades. The gym uniforms are from **B&E Sportswear**. Your order must be
 placed by accessing our B&E virtual storefront on our website's Parent Portal page
 from **July 1 through August 9, 2024**.

Thank you!

APPENDIX D

Gym Uniforms**2024-2025**

All Grades—Pre-K 3 through 8

Our school gym uniforms, listed below, **MUST** be purchased directly through B&E Sportswear.

To place your order for the upcoming school year, visit our school website at **stmarymagdalenschool.net** and go to the ‘**Parent Portal**’ page. Click on the **B&E Sportswear** link to go to our storefront on their site.

You must order your child’s gym uniform through B&E’s online store from **July 1 through August 9, 2024**. The storefront closes to ensure items are available before school begins.

Fall & Spring Uniform

Standard SMM Items:

Black Mesh Shorts
Royal Blue Short Sleeve T-Shirt

Optional or Interchangeable SMM Items through B&E Sportswear:

Royal Blue Long Sleeve T-Shirt
Royal Blue Sweatshirt
Black Sweatpants

Winter Uniform

Standard & Mandatory SMM Items:

Sweatpants with the Elastic Bottom - Youth Sizes
Sweatpants with Elastic or Open Bottom - Adult Sizes
Royal Blue Short Sleeve T-Shirt or Royal Blue Long Sleeve T-Shirt

Optional SMM Item: Royal Blue Sweatshirt

Note: You may want to order extra pieces or size up for some items if your child may need a replacement because our in-house school store inventory is limited.

We do have sizing samples in the school and parish offices. If you want to view the samples, please call either office to schedule a time during our summer hours.

If you have any questions, please contact Tiffany Paolino or Stephanie Guadalupe at **spiritstore@stmarymagdalen.net**. Thank you!

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR



ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.



pennsylvania
DEPARTMENT OF HEALTH

APPENDIX F

St. Mary Magdalen Catholic School

YARD DUTY RESPONSIBILITIES

See also *Volunteer Requirements* and *Playground Safety* Section.

All parents covering Yard Duty must comply with all the PA Laws and the Archdiocese Safe Environment Policies for volunteering with children. Go to the Volunteer Section or visit the school's website for Volunteer requirements. All volunteers must have current clearances on file in the school office.

- We ask all school parents to actively participate in our recess yard coverage during the school year.
- A yard duty schedule and sign-up for the current school year are available on the school website on the Parent Portal.
- As part of our school-parent partnership, each family must cover lunch recess for three dates for one enrolled child or four dates for two or more enrolled children during the current school year, with at least one date in each trimester.
- If you cannot fulfill this obligation, an 'opt-out' fee is available and must be paid at the beginning of the new school year.
- On your scheduled yard duty day, please report (rain or shine) to the school office, sign in by 11:45 AM, pick up a recess lanyard, and go to cafeteria doors.
- Yard duty ends at 1:15 p.m. at the last afternoon recess bell.
- If you cannot come to Yard Duty on your chosen date, you must contact the Yard Duty coordinator and try to find a replacement. A substitute list is available for emergencies.
- If you do not show up for your scheduled Yard Duty or find a replacement, you will be charged \$75 per trimester.

Outdoor Recess

- You will be assigned, by a lanyard, to one of four locations in the recess yard:
 - Playground Area (behind the church)
 - Lower Parking Lot
 - Upper Right Lot
 - Upper Left Lot

- You must be alert and actively move around your location by circulating the area assigned to you. When not moving, be sure to position yourself in an area with a view of the largest area of your station. For the sake of all students, stay vigilant!
- Interaction with other adults should be brief.
- Please refrain from texting or using your cell phone during your watch.
- Enforce the playground rules.
- If you encounter any serious discipline problems, contact the Yard Duty Teacher or Yard Duty Supervisor immediately to resolve the situation. You may also use the "timeout" bench near the first-grade classroom doors at your discretion. You should discuss any concerns or issues with the Yard Duty Supervisor.
- When the bell rings, the students should stop playing and put playground equipment in their class bin or bag. Students will line up as a class and await their teachers, entering the school as directed.
- Remain on duty until all the students have returned to class at the end of recess.

Indoor Recess

- You will be assigned classrooms to monitor by the Yard Duty Supervisor. You stay with the classrooms once assigned to an area until the teacher returns.
- Students can use cards, board games, books, or other items for indoor recess, like Legos. No running, wrestling, or roughhousing is allowed.
- Class iPads® and Chromebooks are not to be used during recess, unless sanctioned by the teacher.
- Students must ask permission to use the restroom.
- If needed, use the intercom to call the office for discipline issues, student illness, or emergencies.

Playground Medical Emergencies

- Summon assistance immediately. Use the recess walkie-talkie or send a student to alert the nurse or office staff in the nurse's absence.
- Report the accident to the school office.
- Make sure another adult stays with the injured student.
- Never fail to give necessary aid (err on the side of caution).
- Do not move the child (due to the possibility of neck and spinal injury).
- In case of a severe emergency, in the absence of the school nurse, notify the Principal or office if emergency medical assistance is required.

St. Mary Magdalen Catholic School

Passionately Catholic & Academically Excellent

APPENDIX G

Student Health Lice Control Procedures

There are millions of cases of head lice in our country every year. Infestation by head lice is most common among Preschool children attending childcare, elementary school children, and the household members of infested children, regardless of socioeconomic status or hygienic living conditions. Lice do not hop, jump, or fly; they only crawl. Lice do not carry disease.

Head lice can cause embarrassment, misunderstanding, and unnecessary days missed from school or work. Based on current research and in conjunction with the Rose Tree Media School District policy, St. Mary Magdalen Catholic School has updated its guidelines for managing nits and lice within the school setting.

Educating staff, parents, guardians, and students is one of the most powerful tools in controlling head lice outbreaks. Regular monitoring by parents is an excellent way to detect and treat early infestations, preventing their spread to others.

A student may be suspected of having head lice or nits if the following conditions are present:

1. A student complains of a tickling sensation or itching behind the ears, at the back of the neck, and on the crown of the head.
2. The student has sores on the head caused by scratching.
3. Nits or lice are seen on the student's hair.

A student suspected of having head lice will be evaluated using the following procedures:

1. The student is discretely removed from the classroom and sent to the school nurse for evaluation.
2. The school nurse will inspect the student's head privately and unobtrusively.

If confirmed that a student has head lice or nits:

1. The parents or guardians are provided with information about appropriate treatment.
2. A school nurse will inspect other members of the same household attending district schools.

3. Any student who has likely had direct head-to-head contact with a student with live lice will be screened. However, classroom-wide screening is not merited. Please refer to the National Association of School Nurses Position Statement on Head Lice for further details.

Treatment & Return to School

1. Parents/guardians are expected to treat the child with an appropriate product (recommended by the student's healthcare provider) and remove live lice before bringing the student back to school.
2. A student may return to school the day after treatment but must be re-examined by the school nurse. The student will be sent home for further treatment if live lice are found.
3. The student will be re-examined at the discretion of the school nurse.

These procedures are based on the Centers for Disease Control guidelines, the Pennsylvania Department of Health, and the American Academy of Pediatrics. Awareness and prevention efforts will result in fewer cases of head lice.

These procedures aim to maintain a systematic and district-wide response for school personnel in educating and assisting parents in managing head lice, providing information regarding prevention and treatment, and minimizing school absenteeism of our children.

APPENDIX H

ARCHDIOCESE OF PHILADELPHIA
 SECRETARIAT FOR CATHOLIC EDUCATION
 222 North Seventeenth Street, Philadelphia, PA 19103-1299
 Telephone (215) 587-3585 • Fax (215) 587-2414

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

- a. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith and to form students in the teachings of Jesus Christ and the Catholic Church.
- b. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
- c. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
- d. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
- e. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of St. Mary Magdalen School, and by enrolling my child, I commit myself to uphold all principles and policies that govern the Catholic School.

St. Mary Magdalen Catholic School

Passionately Catholic & Academically Excellent

To sign the Parental Consent and Student Acknowledgment Form for the 2024-2025 Handbook and all necessary related consents for the current school year, please access our digital signature consent page, go to:

[Handbook & Technology Consent E-Signature Page](#)

Or, scan the QR Code with your phone's camera to access our e-signature consent file.



Please read and complete the entire Consent Form and submit it. Thank you.