

INFORMATION AND POLICIES

ABSENCE / ILLNESS

Absences are formally recorded each day in the office. Normally, illness is the primary reason for absence from school, barring a family trip or emergency. **If your child is ill and will be absent from school, please call the school office (425-747-6770 x 201) before 8:30AM and leave a message on voice mail.** A written excuse must accompany the student upon return to school. This note should contain the date(s) absent from school, reason for absence, and your signature. If you know that your child will be tardy, a written note of explanation is also required for the tardy to be excused.

It is important that students are on time for the beginning of the school day to participate in morning prayer, homeroom activities, and to receive instructions for the day. Our program works best when students and families take this obligation seriously. A student who is developing a pattern of habitual tardiness will have his/her parents notified. A teacher may require that time lost be made up. In serious cases, promotion to the next level may be affected.

The school will always call home regarding an absence to verify the child's whereabouts if not notified of absence by the parent. SEE: ATTENDANCE

Students who become ill at school will be cared for temporarily in the school office until parents or emergency contacts are notified. It is required that each family have an emergency form on file listing current contact numbers and indicating the procedure for care desired by parents. Students will usually not call home in the event of illness; the school office will contact you. We do not have the facilities or staffing to care for ill children in the long term. It is the family's responsibility to arrange for picking up a sick child as soon as possible.

It is extremely important that a child should not return to school after an illness unless he/she is well enough to go out at recess time. Experience shows that students returning before they are fully recovered risk not only a relapse of the illness, but often pass on the infection to others, continuing the cycle. In addition, the school does not have adequate personnel to supervise children staying indoors at these times. In our school, teachers must use part of their short breaks to take turns on playground duty. On rare occasions, an exception to this policy may be granted if the child has a chronic condition that can be regulated - such as asthma. In these cases, a physician's note of request is required and permission must be received from the office because the student will come to the office during the recess periods. In no case should the child be unsupervised.

As concerns grow regarding flu outbreaks, it is important to know the following:

As a school, we will continue to emphasize hand washing at numerous times during the day, particularly before meals and after daily all-school events. Combining that with routine reminders to cover all coughs and sneezes remain the most important ways we can keep students healthy.

We will also be monitoring students when they arrive each morning for flu and cold-like symptoms. Any child not appearing fully well will be referred to the office. If the office staff determines that a child cannot return to the classroom, you will be called. It is important that you arrange for pick-up as soon as possible as we do not have facilities to quarantine suspect cases. It is the parents' responsibility to make sure the child is cared for at home until the symptoms subside and he/she returns to normal. Any child or adult treated for a confirmed case of the flu will not be allowed to return until we receive written doctor's confirmation.

AGE OF ADMISSION TO SCHOOL

A child **MUST** be 4 years of age on or before the first full day of school for admission to Pre Kindergarten. A child **MUST** be 5 years of age on or before the first full day of school for admission to Kindergarten. For the child's benefit, no exceptions will be made. Occasionally, even if the child meets age requirements, testing may be requested to determine the advisability of acceptance into Kindergarten. The Principal makes the final determination on all student acceptance.

AMENDING THE HANDBOOK

The school retains the right to amend this handbook for just cause and parents will be given prompt notification through the school newsletter if changes are made.

ANNOUNCEMENTS / INVITATIONS FOR OUTSIDE EVENTS

It is imperative that ALL notices, announcements, and bulletins relating to activities of students (other than normal school routine) be submitted to the school office for approval before distribution. No bulletins or announcements may be made to a classroom without prior approval from the Office. Notices approved for the home packets must be received in the school office by noon Tuesday of the week they are requested to go out. Unless previous arrangements have been made, notices must be supplied already duplicated in sufficient number. Announcements concerning private for-profit businesses or programs, and those supporting political candidates will not be sent out. Party invitations *ARE NOT* to be distributed at school unless the ENTIRE class is invited.

ATTENDANCE

Students are expected to be in attendance regularly. Excuses for dismissal are the parents' responsibility. *Every effort should be made to schedule doctor and dentist appointments outside of school hours.* If it is unavoidable that an appointment be scheduled, written notice is to be submitted to the office the morning of the appointment before the teacher may release the child. While we realize that individual family situations sometimes require flexibility, effort should be made to avoid taking a child out of school outside of scheduled break times. If a student will be missing school due to parental choice, the classroom teacher should not be expected to provide pre-assigned coursework, homework or projects, or to reschedule end of trimester evaluations or exams.

Attendance in class is an integral part of the academic process. Student interaction and participation give depth to written material and constitute the social characteristics of the school experience. To advance to the next grade level, students are to show satisfactory progress in a classroom setting. Therefore, any student showing numerous absences or tardiness during a particular grading period or year may be assigned a failing grade and risk retention at the present grade level. Allowing for health emergencies and individual situations, this may be interpreted to mean absences in excess of 24 days per year or habitual tardiness totaling 40 per year.

Students are expected to take part in all activities and classes offered for their grade level. Every opportunity is given to provide for individual differences and abilities in making a particular offering a positive experience for each child. In extreme cases, a parent may petition the Administration to excuse a student from a particular class or event. A mutually agreeable alternative is preferred, but if reconciliation of the differences cannot be reached and the problem persists, the school may suggest alternative enrollment. If a parent requests that a child not participate in a scheduled off campus activity, the child is to remain home that day. Parents do have the right to request that their child not participate in the Archdiocesan-mandated Safe Environment units.

BIKES, SKATEBOARDS AND ROLLERBLADES

Students who use bikes, skateboards, rollerblades and the like to travel to and from school are expected to follow appropriate safety codes and to take personal responsibility for the item's security. Bikes must be locked in a designated, secure location during the day. Skateboards and rollerblades may be left in the school office in the morning. To ensure the safety of others, none of the above may be ridden on school grounds between 8:00AM and 3:30PM on any school day. Disregarding this rule may lead to loss of the privilege to use these items on site.

CAR POOL PATTERN

The major concern during the permitting process to open our school was our traffic impact on the neighborhood. The final plan that was adopted by the city gives us very little leeway to modify it. A map is provided on the school web site packet and is also periodically included in the parish bulletin to inform all those who drive the parish grounds.

In brief, if you think of our campus as a big clock with 12 o'clock being to the east, ALL afternoon traffic will need to enter at the northwest entrance (8 o'clock), travel all the way up the hill, turning south along the upper most drive ONLY, and then proceed west down the hill along the south drive - all in a clockwise fashion. The church building should ALWAYS be on your right side. If you intend to park and walk your child to the office or classroom, please use the available spaces only after making this west turn.

Morning drop-off routes and visitor parking are evaluated and adjusted as we grow and more vehicles are involved. Please watch for updated maps outlining necessary changes.

CARE OF SCHOOL PROPERTY

The appearance of the school and parish campus and the way it is kept has a great deal to do with the reputation of our school. Care of school property portrays a matter of pride and also a good school spirit. For this reason, all pupils will regard with care whatever school property is allowed for their use (e.g., desks, furniture, books, technology, and physical education equipment.)

Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility. Books taken home (text or library) must be in a waterproof backpack or book bag. Plastic or paper bags are permissible if a book bag is not available. *IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP ALL ITEMS SAFE AND IN GOOD REPAIR.*

A technology fee is collected at the beginning of the year from all upper school students using our school equipment. This fee includes laptop insurance coverage for the current year. A \$100 deductible is charged to the family for any computer that is lost or damaged and needs replacement or repair via this coverage.

CHILDREN UNACCOUNTED FOR AFTER SCHOOL

We certainly understand that emergencies and traffic problems can make it difficult to pick up students on time at the end of the day. PLEASE let us know as soon as possible so we can make arrangements for appropriate supervision. The School Office closes at 4:00PM each day. Children not picked up by 3:15PM with no notification may be sent to an aftercare provider. A charge will be applied.

CLASS SIZE

Class size is regulated by School Commission policy and is in accordance with good instructional practice. While the class target size for Grades K-8 is 24 students, it may vary depending upon scheduling and progress toward long-range goals. Accommodation of parish students is a priority that could affect class size. Enrolling more than 24 students in any one class for a school term will be done so at the Principal's discretion only after consultation with the School Commission and Pastor. The PK enrollment goal is 20 students.

COMMUNICABLE DISEASE

School operation complies with all Diocesan, State and Commission guidelines regarding students or staff with communicable or transmittable diseases. Persons connected to the school who fall in this category have every right to privacy, opportunity and non-harassment. No discrimination in attendance or employment shall be invoked in conflict with those guidelines. A copy of the diocesan policies, state directives and School Commission policy are available for viewing in the school office.

If a serious health issue threatens the community (i.e. pandemic influenza) we will follow the guidance provided to us by our local health authorities. These directives are revised regularly and will be communicated to you as they become available.

In the inevitable event of routine classroom outbreaks (e.g., head lice, common cold viruses, etc.) we will notify families in the rooms involved and work with you to follow the recommended steps to combat any additional spread. It is extremely important that we all work in unison to terminate these nuisance cycles. Updated information regarding treatment and policies is regularly posted on our school web site under Student Health.

CONFERENCES

A conference concerning student-related topics may always be requested with the teacher. Due to his/her need to attend to the students and class preparation, a phone call ahead of time with a short explanation of the reason for the visit is appreciated so time can be given to your concerns. Without this call, we cannot guarantee availability. Appointments should be scheduled before 8:20AM and after 3:00PM. A teacher may ask for a special conference as the needs of the child might require. When you have a concern, please confer first with the child's teacher, as he or she is most directly involved. If the problem is not resolved, the parent or teacher, or both, may then meet with the Principal. The Pastor is not involved at the school level unless all efforts fail to resolve a continuing problem.

COUNSELING AND REFERRALS

School support counseling is available through various local agencies such as Catholic Community Services. Other family arrangements are welcomed and encouraged.

If a situation warrants, school staff may suggest the help of one of these third party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or the Principal at 425-747-6770 x201.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency within 48 hours of a disclosure by a child to an employed professional or in cases of suspected abuse. For the benefit of the child, we will often err to the side of over-reporting rather than under-reporting and we reserve the right to not inform the parent, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

CUSTODY ISSUES

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

CYO ATHLETIC PROGRAM

Our parents, in conjunction with the parish, sponsor the CYO program for our students. Cross Country, Track, Basketball, Soccer and Volleyball are some of the activities that will eventually be offered for students. Practices and games take place outside of school hours. Participation is governed by policy from the diocese and is open to any child with a connection to our parish. For more information, check our web site or call the school office.

DIRECTORY INFORMATION

The family information included in this handbook is meant for the sole purpose of providing a service to our school families. Family information should not be used to solicit for personal profit or be shared with outside agencies unless specific permission has been given. Families must indicate each year at registration time whether their personal information should be unlisted.

For academic reasons, the school may choose to release addresses to state or local educational agency personnel in order to determine eligibility for specialized assistance programs. By law, these agencies may only use this information to verify public district of residence.

DISCIPLINE POLICY

Central to the mission of St. Madeleine Sophie's as a Catholic school is the maintenance of a learning environment that upholds the dignity of all individuals through faith, justice and love. Each of us has dignity because others recognize and respect our rights. Others have that same right to dignity through the recognition of their rights. When problems arise, we have options and non-violent alternatives. The goal we strive to reach which will empower this peace-filled environment is to have each child become a successful self-manager. To attain this, each child needs to know what is expected of him/her in terms of behavior. He/she also needs to take part in planning the rules that govern student behavior.

Thus, to insure that every child is provided an adequate learning environment, we will implement the following disciplinary principles:

- *Through their cooperation, attentiveness and behavior in class students will:*
 - *Allow teachers to teach*
 - *Respect their own and others right to learn*
 - *Behave in ways that support the best interests of the class and school*

- *Student positive behavior will be recognized and reinforced. This is accomplished through (examples):*
 - *Gaining special additional privileges and awards*
 - *Special recognition assemblies*
 - *Published recognition in both the classroom and the wider community*

We believe that each person has the right to be respected and the responsibility to respect others. We know that conflicts ("wants in collision") are inevitable. Because of our desire for a peaceful environment where the dignity of each person is preserved, we value non-violent resolution of conflict. At St. Madeleine Sophie, our process for resolving conflict begins by allowing:

1. *Each child to relate his/her side without interruption.*
2. *The adult moderator then paraphrases each side in order to clarify positions and checks for understanding and the level of agreement.*
3. *The students and moderator together decide on a solution.*
4. *The students and moderator evaluate the behavior so that the students can prevent that situation from taking place in the future.*
5. *The students express reconciliation (apology, positive act, etc.)*

An important element in Catholic education is helping students learn to make responsible choices and seeing how these decisions impact the greater community. However, there are times when some student's choices of behavior are inappropriate in, or out of school. When a student's behavior or attitude harms the St. Madeleine Sophie community or reputation, the student becomes subject to any or all of the following steps as determined at the discretion of the Principal or his delegate. These are listed as type "A", "B", and "C" Choices and Consequences.

TYPE 'A' CHOICES

POSSIBLE CONSEQUENCES

<ul style="list-style-type: none"> • Tardiness • Littering • Eating outside authorized areas • Repeated dress code infractions • Running, roughhousing, yelling or otherwise disturbing school atmosphere • Inappropriate or disrespectful language, materials, gestures, behavior • Violation of classroom, playground, assembly rules • Chewing gum • Being in an unauthorized area 	<ul style="list-style-type: none"> • Teacher informed • Loss of a privilege • Classroom consequences • Repairing of physical damage • Work details during recess or after school
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TYPE 'B' CHOICES

POSSIBLE CONSEQUENCES

<ul style="list-style-type: none"> • Repeated Type "A" choices • Vandalism/graffiti • Conduct injurious to the school's image. Traffic/Safety violations • Cheating, plagiarism or dishonesty • Skipping class • Library material destruction • Use or possession of tobacco products • Off grounds without school permission • Fighting physically • Consistent attitude of disrespect toward students, staff, parents, faculty or administration • Inappropriate behavior in the presence of a substitute teacher • Play-fighting 	<ul style="list-style-type: none"> • Teacher, parent and Principal are always informed • Loss of privileges • Student behavioral contract • Repairing of physical damage • Work detail • Probation • Suspension • Parental monitoring in class • Saturday school
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TYPE 'C' CHOICES

POSSIBLE CONSEQUENCES

<ul style="list-style-type: none"> • Repeated Type "B" Choices • Theft • Major vandalism, graffiti or destruction of school, personal or neighborhood property. • Destruction of another person's reputation • Lying when dealing with administrators during disciplinary matters • Serious personal violence • Arson or false alarm • Possession of weapons • Possession of illegal substances or related paraphernalia, whether for own use or with intent to sell 	<p>In addition to previously described steps, the Principal or his designate may suspend the student pending further action. This will include a hearing with parents, witnesses and other concerned parties, subject to the Principal's discretion. If, after the hearing, the Principal expels the student, the parents may appeal the decision as per due process procedure.</p>
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(The lists of choices above are not all-inclusive but are indicative of the type of behavior counterproductive to our goal of providing a positive learning environment.)

Explanatory Notes:

DETENTION

After school detention for disciplinary reasons begins at 3:05PM or five minutes after the last scheduled class period. Failure to attend on the day assigned results in a doubling of the amount. Detention lasts no longer than 45 minutes per day, but may begin after academic detention in the case of both being assigned.

BEHAVIORAL CONTRACT

A management plan is developed jointly between the student, teacher and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The contract should be positive, affirming and include an expiration clause. In extreme cases, the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

WORK DETAIL

Some infractions warrant assignment of a work detail (gum, vandalism, graffiti, etc.). These times are assigned by the supervising adult and monitored by the janitorial staff. Such times vary in duration and may consist of indoor or outdoor labor consistent with the infraction and age of the student. Failure to show up for a work detail results in doubled time. Times assigned are usually during recess but may be before or after school and, in extreme cases, on a weekend – after consultation with the child's parents. Because of the expense of clean up and the possible damage to carpeting and furniture, students chewing gum will scrub the undersides of desks and chairs and other areas where gum tends to land.

SUSPENSION

When a student's behavior at school becomes so disruptive to self and/or others that effective learning and community atmosphere are impossible, the student may be temporarily removed from the school. In order to be reinstated, the student and parents must meet with the administration and other involved persons to work out a solution for the particular difficulty. The student does not receive any credit for homework, tests, etc. that are missed during the suspension. Suspension also means separation from all school activities.

IN-SCHOOL SUSPENSION

In some cases where actions and advantages may warrant, a student may be required to work off disciplinary hours during the school day.

DISCIPLINARY PROBATION

This consists of a formal behavior contract arrived at between the school administration, parents and the student. When a student is placed on disciplinary probation, any infraction becomes more serious. A student on probation may be expelled for any negative-type choice.

EXPULSION

This is the permanent removal of a student from St. Madeleine Sophie School.

DUE PROCESS

Due process procedure for conduct, grievance and disciplinary measures are in accordance with Archdiocesan policy, and with the published St. Madeleine Sophie Parish due process procedure included elsewhere in this handbook. These publications are both on file in the school office.

CONDUCT FOR SUBSTITUTE TEACHERS

All persons need to be treated with respect. This is especially true for replacement instructors in the school setting. As the reputation of the school and its students is on the line, no leeway is given for disrespect to an adult placed in temporary charge of the class. A Type-B consequence is automatically assigned.

SATURDAY SCHOOL/PARENTAL MONITORING

In some isolated instances, it may be advisable for a student to be assigned to meet with a teacher for work assignments on a Saturday. Such an assignment is done after consultation with the parents and administration and its cost is assessed to the family. Likewise, it may be beneficial to require that for a child to return to class, a parent must accompany them for a designated time, taking part in the regular class assignment schedule. This is scheduled at the teacher-parent level.

USE OF SCHOOL NAMES, LOGOS AND MOTTOS

No one may use the school name, logo or motto on any type of social media or in any other way (e.g., printing t-shirts, creating blog pages, etc.) without the express written permission of the principal or pastor.

BULLYING

A fundamental right of all members of the St. Madeleine Sophie School community is the right to be treated with respect and dignity. No one has the right to treat another in any way that will cause physical or emotional pain. While the term “bullying” is most recently being used in the media and courts to describe severe, often premeditated, cases of harassment, our intent is to promote an environment of trust and safety for all students. Some actions that could fit under a loose definition of “bullying” include:

<u>Primary Grades PK-2</u>	<u>Intermediate Grades 3-5</u>	<u>Middle School Grades 6-8</u>
Name-calling Taking and/or hiding another student's possessions Invading personal space Starting or spreading rumors Hitting, pushing, biting Writing unkind notes/e-mail	Name-calling Physical contact: pushing, shoving, poking Belittling, put downs Writing and/or passing unkind notes/e-mail Lying about another student Negative gestures and facial expression Starting or spreading rumors Retaliating Demanding another's possessions, food, or money	Name-calling Lying about another student Starting or spreading rumors Physical threats Intimidation Writing and/or passing unkind notes/e-mail Negative gestures and facial expressions Insults of any kind Demanding another's possessions, food, or money Sarcasm with intent to hurt another Taking and/or hiding another student's possessions

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

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

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

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

Teachers and teaching assistants will follow these steps:

1. Each verified incident of bullying shall be documented in writing.
2. At the time of a second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior.

3. If the parent is not at home, a call will be made to the workplace rather than leaving a message on the answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.

If there is a third verified incident, the student will be removed from class until a conference can be scheduled with the student, the parents, the teacher and the Principal. Appropriate disciplinary measures will be discussed at this time. Students identified as taking part in harassment or bullying of another school individual, whether during class time, via electronic means, at a school related activity, or even after school hours, will be considered for immediate Type C consequences.

Summary: RIGHTS AND RESPONSIBILITIES

Student Rights

- Students have the right to be treated with respect by everyone.
- Students have the right to learn in class.
- Students have the right to safety.
- Students have the right to be heard when there are needs, concerns or sides to be presented.

Student Responsibilities

- Students have the responsibility to treat others with respect.
- Students have the responsibility to allow others to learn in class.
- Students have the responsibility to follow the rules to ensure safety for all.
- Students have the responsibility to listen to others and respect their positions.

Teacher/Parent Rights

- Teachers and parents have the right to be respected in how they are treated, spoken to, and referred to by all.
- Teachers and parents have the right to be heard.
- Teachers and parents have the right to be contacted about the students when there are issues impacting their dealings with children.
- Teachers and parents have the right to rules, policies and procedures that enhance their work with children.

Teacher/Parent Responsibilities

- Teachers and parents have the responsibility to speak, act and refer to one another with respect, especially in front of children.
- Teachers and parents have the responsibility to listen and attempt to understand.
- Teachers and parents have the responsibility to keep open and active the lines of communication regarding the students.
- Teachers and parents have the responsibility to support, abide by and enforce rules, policies and procedures of the school community.

Just as it is expected that all staff will make a total commitment toward establishing open and honest links with parents, it is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the Administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.

DISMISSAL/EARLY DISMISSAL

Children are dismissed at 3:00PM each day. Going home directly after school is of great importance. Unless a child is remaining after school for a supervised activity, (s)he is expected to go home immediately and directly. *SEE: CHILDREN UNACCOUNTED FOR AFTER SCHOOL*

Students may not leave the school premises at any time, for any purpose, without the written authorization of parent or guardian and the permission of the Principal. Requests to be excused during the day will be sent to the office. These will indicate the time of dismissal and the reason. Similarly, if you approve of your child walking home or to a bus stop at dismissal time, we require a signed letter indicating this intent and specifying any expected arrangement.

Any pupil released during the school day must be signed out at the Office. We encourage a parent, guardian, or delegate to do this in person for the safety of the child but a student in grades 6, 7 or 8 will be allowed to sign him/herself out if the parent requests such in advance through written note verified by phone. We appreciate every effort made to schedule dentist and doctor appointments outside of school hours, as early dismissals are disruptive to the instructional process.

DRESS CODE /UNIFORM

St. Madeleine Sophie Catholic School requires a complete student uniform in good, clean condition to be worn at all times. The Principal determines any exceptions on designated "Non Uniform Dress Days."* These uniforms contribute to the school's sense of pride and harmony and are a tradition of Catholic schools.

Included in that tradition is a climate of values which stresses personal respect and dignity, care for others, and the pursuit of academic excellence. Student dress should be consistent with these values and the stated goals of the school. To this end, any attire or appearance that is seen as disruptive to the learning environment, contrary to stated values, or presenting a safety hazard, is not appropriate. In short, students at St. Madeleine Sophie School should appear neat, clean, and modest in dress. Parent and student support of these standards is seen as most important to maintaining an acceptable norm of school dress and in helping promote a positive learning environment.

Following are the acceptable guidelines for each part of the uniform for the Lower School, **Grades PK-3**, and for the Upper School, **Grades 4-8**. Note that the two uniform options are not identical and that certain parts of the uniform must be purchased through the Dennis Uniform Store or the school's uniform exchange.

Girls' Uniform Grades PK-3:

Shirt:	Uniform style white blouse, white polo knit shirt with collar, or white turtleneck. No colored logos.
Pants:	Uniform regulation pants may be corduroy or cotton twill. Uniform regulation navy pant.
Sweater:	Navy regulation sweaters: v-neck or cardigan Navy regulation vest.
Tights:	Coordinate <u>appropriately</u> with uniform.
Jumper, Shift:	Hamilton plaid regulation jumper or shift.
Skirt:	Hamilton plaid regulation skirt.
Sweatshirt:	Navy school regulation sweatshirt. Must feature <u>REQUIRED</u> logo.
Fleece:	Navy uniform regulation vest or jacket w/logo.
Shorts:	Navy uniform regulation walking shorts.
Skorts:	Hamilton plaid, navy twill, or navy corduroy with lycra shorts.

Girls' Uniform Grades 4-8:

Shirt:	Uniform style white blouse, white or navy polo knit shirt with collar, or white turtleneck. No colored logos.
Pants:	Uniform regulation pants may be corduroy or cotton twill. Uniform regulation navy pant. Uniform regulation khaki pant; Dockers khaki pant.
Sweater:	Navy regulation sweaters: v-neck or cardigan Navy regulation vest.
Tights:	Coordinate <u>appropriately</u> with uniform.
Skirt:	Hamilton plaid regulation skirt. Khaki or Navy skirt.
Sweatshirt:	Navy school regulation sweatshirt. Must feature <u>REQUIRED</u> logo.
Fleece:	Navy uniform regulation vest or jacket w/logo.
Shorts:	Navy uniform regulation walking shorts. Khaki walking shorts.
Skorts:	Hamilton plaid, navy twill, or navy corduroy with lycra shorts. Khaki Twill.

Boys' Uniform Grades PK-3:

Shirt:	Uniform style white button shirt, white polo knit shirt with collar, or white turtleneck. No colored logos.
Pants:	Uniform regulation pants may be corduroy or cotton twill. Uniform regulation navy pant.
Sweater:	Navy sweaters: v-neck or cardigan. Navy regulation vest.
Sweatshirt:	Navy school regulation sweatshirt. Must feature <u>REQUIRED</u> logo.
Fleece:	Navy uniform regulation vest or jacket w/logo.
Shorts:	Navy walking shorts.

Boys' Uniform Grades 4-8:

Shirt:	Uniform style white button shirt, white or navy polo knit shirt with collar, or white turtleneck. No colored logos.
Pants:	Uniform regulation pants may be corduroy or cotton twill. Uniform regulation navy pant. Uniform regulation khaki pant; Dockers khaki pant.
Sweater:	Navy sweaters: v-neck or cardigan. Navy regulation vest.
Sweatshirt:	Navy school regulation sweatshirt. Must feature <u>REQUIRED</u> logo.
Fleece:	Navy uniform regulation vest or jacket w/logo.
Shorts:	Navy walking shorts. Khaki walking shorts.

Note: Khaki-colored apparel and navy knit shirts for boys or girls are Grade 4-8 options only.

REGULATION articles are defined as appearing identical to items purchased directly from our uniform supplier. For instance, PANTS purchased anywhere other than the Dennis Uniform Store are an acceptable part of our uniform only as long as they conform to the Dennis design (e.g., straight leg, no rivets, cargo pockets or contrasting stitching). Waist and length cut must be uniform style.) Dockers-brand pants for Upper School students meeting the accepted style may be purchased wherever they are sold **but must be of identical style and color**. SWEATSHIRTS and FLEECES are pre-ordered only through the Uniform Store.

ALL STUDENTS

- On days when the student body will meet in formal assembly (e.g. Mass, etc.) a uniform sweater or sweatshirt, or fleece should be worn. These days will be pre-announced.
- Clothing should fit properly and be clean. It must not be torn, shredded, written or drawn upon.
- Shirts must be tucked in at all times.
- Capri-style pants and leggings are not considered uniform regulation.
- No colored or printed tee shirts may be worn under the uniform shirt or blouse.
- Shoes must be in good, clean condition and always fastened or tied. For safety reasons, shoes with open toes, open heels, slippery soles and sandals are not permitted. Boots may be worn from Nov. 1 until May 1.
- Plain navy, brown or black belts are permitted with the uniform.
- Jeans or sweatpants may not be substituted for uniform pants in an emergency.
- Blouses, shirts or turtlenecks must be worn under sweaters or sweatshirts.
- Socks and/or tights are required at all times. They must coordinate appropriately with the uniform and must be visible above the cut of the shoe. They must be a solid color (blue, white or red).
- Hats, bandanas, coats or non-uniform sweatshirts may not be worn inside the school buildings or church. Sunglasses or other eye protection needed for a medical condition must be approved through a physician's note.
- Hair ribbons, ties, bows and clips must stay within the school's color scheme.
- Hairstyles, make-up and accessories should be moderate and appropriate for school. Unnatural hair color is not allowed.
- Jewelry should be unobtrusive (no large hoop earrings, large chains, etc.) to prevent injury during the school day.

When in doubt, clothing and accessories should always be brought to the school office for pre-approval. Requests for waivers to any of the above due to medical concerns must be accompanied by a physician's note.

***NON-UNIFORM DRESS DAYS**

On days designated non-uniform or free dress, clothing should fit properly, be clean and free of inappropriate pictures or wording. Jeans or shorts should not be torn, shredded or drawn upon. The length of the shorts should be to mid-thigh. Tank tops, open toe shoes or sandals are not permitted. St. Madeleine Sophie parish sponsored scout troops may wear their uniform on day of meetings.

All school staff assist in monitoring student appearance. In the majority of instances, questions are handled at the classroom level. In any debatable or recurring situation, the final judgment will be made by the school administration. Students not properly attired or groomed may be sent to the office for alternatively supplied clothing. In habitual situations, a student may be sent home and any school time lost can be required to be made up.

DRUGS, ALCOHOL AND ILLEGAL SUBSTANCES

The possession or use by students of tobacco products, drugs, alcohol or other illegal substances and the paraphernalia used to administer them is prohibited. The Discipline Policy lists such infractions as Type "C" choices.

If a student is found with, or under the influence of, drugs, alcohol, any illegal substance, and/or drug paraphernalia, school authorities will use the following procedures:

- If school staff suspect that a student has consumed any harmful substance, the situation will be treated as a medical emergency. This means the appropriate first aid, including calling 911, if judgment indicates.
- If staff members are satisfied that the student has not consumed any harmful substances, the student will be isolated in the office. (In both of the above circumstances, any drugs, alcohol, etc. will be confiscated and held by the school pending a decision as to its disposition.)
- Parents will be called and informed of the student's medical condition and asked to come to the school to take the student home.
- The student will be on suspension from school at least until a conference with the parents is arranged and held.
- The purposes of the conference will be to:
 - a) Decide the student's immediate future status as a student at St. Madeleine Sophie;
 - b) Identify appropriate interventions to deal with the student's harmful involvement with any substance;
 - c) Decide on future consequences for any similar behavior.

It is assumed that the student will be placed on Disciplinary Probation as a minimum for the first offense, and if there is a related future incident, he/she will be at the risk of permanent expulsion from the school program.

If school officials have reasonable cause to suspect that a student is harmfully involved with drugs, alcohol, or other illegal substances, a school administrator will contact the student's parents and share the information that has led to this suspicion. In such circumstances, the school administrator may ask the student's parents to have the student submit to a drug test and to share the results of that drug test with the administrator as a condition of continued enrollment at St. Madeleine Sophie. Refusal or failure to comply with this request will be considered grounds for the student's expulsion from St. Madeleine Sophie School.

If the results of the drug test are positive for any illegal substance, a conference, as outlined above, will be arranged and held before the student is allowed to continue as a student at St. Madeleine Sophie School.

DUE PROCESS PROCEDURES

St. Madeleine Sophie School, as part of St. Madeleine Sophie Parish and the Archdiocese of Seattle, is committed to encourage an open and honest atmosphere in its relationship with students and the parents of those students. Any problem, complaint, suggestion, grievance, or question will be answered as quickly and satisfactorily as our resources permit. A Due Process procedure is helpful to use in those occasional situations when ordinary means of communication are not sufficient.

Informal grievance:

For reconciliation between a parent or guardian and a teacher or employee of the school:

The aggrieved parent or guardian shall first talk directly and privately to the employee with whom he/she has a grievance. If he/she is still dissatisfied, he/she may then talk to the Principal.

For reconciliation between a parent or guardian and the Principal:

The aggrieved parent or guardian shall first talk directly and privately to the Principal.

Formal grievance: *(Documentation from this point on shall be kept by all parties concerned for future reference.)*

If the parent or guardian is still dissatisfied, he/she may send a formal letter to the Principal stating the grievance. The Principal shall respond by return letter within a reasonable time (usually considered to be no more than seven working days.) If the aggrieved party is still dissatisfied, he/she may seek recourse from the Pastor.

Informal Pastoral intervention:

The parent or guardian shall first talk directly and privately with the Pastor about his/her concern.

Formal Pastoral intervention:

If the parent or guardian is still dissatisfied, he/she may send a formal letter to the Pastor stating the grievance. Within 21 days of receiving the letter from the parent or guardian, the Pastor will respond to the employee by return mail, review Archdiocese and School policy, gather all relevant facts, and hold a formal hearing with the parent or guardian and other affected parties present to hear each other's position. He, through written letter, will notify the parent or guardian, the affected party or parties, and the Principal of his decision on the matter.

If the parent or guardian is still dissatisfied, he/she may seek recourse from the Due Process of the Archdiocese. This is initiated by contacting the Assistant Superintendent for Personnel of the Catholic Schools Office, 206-382-3498.

If, after the Archdiocesan Due Process has run its course, the parent or guardian is still dissatisfied, he/she may wish to seek legal recourse.

EDUCATIONAL RECORDS

Educational records are available to parents or guardians and others as provided by federal law. Appointments are arranged to view the records through a signed, written request. The Principal and/or his delegate may be in attendance at such viewing.

Those items constituting the educational records are: the permanent record card, previous report cards, and any standardized test results. Release of this information is made to other educational institutions through written request. Three days prior notification is required to meet each request. In cases where the size of the file or number of requests warrants, a mailing and processing charge will be added.

Access to educational records is not denied the non-custodial parent unless the school has on file a certified copy of the most recent court documents prohibiting such. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

No written records will be released upon transfer to a new school until all financial and contractual obligations have been satisfied.

ELECTRONIC DEVICES

Electronic devices such as cell phones, iPods, mp3 players, pagers and radios may be brought to school at the sole risk of the student and his/her parents. They may not, however, be used during school hours or inside of the school building. Students choosing to use any electronic device outside of these guidelines risk having the item confiscated and kept in the school office.

EMERGENCY RECORDS

For practical purposes, all school emergency records must be accurate and up to date. Any change in address, home or work telephone numbers, emergency numbers, marital status, or approved carpool drivers should be immediately reported to the school office.

ENROLLMENT/REGISTRATION/PAYMENTS

St. Madeleine Sophie School endeavors to make a quality education available to all those who exhibit the desire to attend. As space is available, enrollment is opened to the community. In cases where class loads reach the maximum, the privilege of attendance for NEW students and any returning students missing the registration deadline is awarded to those showing the strongest commitment to the Parish in the following manner:

1. *Catholics who are registered in St. Madeleine Sophie Parish and attending St. Madeleine Sophie Church with children already in St. Madeleine Sophie School and are current with their financial commitment.*
2. *Catholics who are registered in St. Madeleine Sophie Parish and attending St. Madeleine Sophie Church.*
3. *Non-Catholics with children in school.*
4. *Practicing Catholics out-of-Parish.*
5. *Non-Catholics new to the school.*

After applying this eligibility criteria, if the number of applicants exceeds the number of vacancies, the Principal, with advice from the Administrative Team, will decide who is to be admitted according to the following guidelines (not ranked in order):

- *Active in Parish and length of registered membership.*
- *Active in other areas, other parishes or ministries.*
- *Balancing of class needs as determined by Principal.*

(Pre-School attendance in St. Madeleine Sophie School does not guarantee a place in Kindergarten.)

Student registration for the coming year occurs in mid-winter. To register for the next school term, tuition must be current on ALL outstanding balances. If not, arrangements must be made with the Principal or delegate. To be eligible for a tuition plan less than the actual cost per pupil, a family must meet the qualifications listed in the definition of a parish membership.

- The family must be registered at the parish. Registration forms are available from the parish office.
- Families must regularly participate in parish life, the Sunday Eucharist and other liturgies where we gather as a parish community to worship.

- Families must be committed to reasonable financial support of the parish and have completed an annual sacrificial giving card. Quarterly financial records will be reviewed to determine that pledges are honored on a recognizable regular basis.
- Should there be circumstances where the above standards cannot be met, the family is asked to contact the School Principal or Pastor to discuss particular situations.

Tuition and fees are to be current by August 1st (in order for students to enter school for the coming term). Unless other arrangements have been made with the Principal, admittance will be denied.

ALL FEES COLLECTED AT TIME OF REGISTRATION AS WELL AS ANY PAYMENTS COLLECTED PRIOR TO THE OPENING OF SCHOOL (including tuition prepayments) ARE NON-REFUNDABLE IF REGISTRATION IS CANCELED FOR ANY REASON ON THE PART OF THE APPLYING FAMILY. Any late fees incurred continue to remain the responsibility of the enrolling family. **If the school cannot place your child, deposits will be refunded.**

Tuition is billed one month in advance. In the event of an early withdrawal, services will not be prorated for refund, as staff costs are already committed. In addition, the school reserves the right to call due the full year's tuition pledge amount if the family withdraws from school before the end of term without one month's notice. Application of any portion of this policy is at the discretion of the Principal. *SEE: TUITION*

EXTENDED DAY CARE PROGRAM

A before and after-school child care service serving PK-5 is provided on site for families enrolled in St. Madeleine Sophie School through arrangement with the Lake Heights YMCA. Information regarding this program is sent home periodically or can be attained by calling 425-644-8417.

FACULTY ROOM / SCHOOL OFFICE

The Faculty Room is one spot in the building where teachers are allowed an uninterrupted break and is not open to visitors or parents and students except by invitation. Their time is very short. Please respect the privacy of this area. Messages should be routed through the school office.

In addition, our tiny school office is the hub of all our communication and business. Since it is physically so small, we ask parents and staff alike to not use it as a place for meeting, carrying on long conversations or making personal cell phone calls. This will allow our office staff to devote their attention to their work and help ensure confidentiality.

FAMILY COMMUNICATION

A FAMILY ENVELOPE will be sent to each parental contact via the youngest enrolled child each Thursday. The envelopes are to be returned the next day. In addition to the web and e-mail, these packets are the principle means of communication to the home from the school and other organizations. Please impress upon your children the need for being conscientious in delivering the envelope to you. Many times you will be asked to sign various notices and return them to school. Please cooperate in doing this promptly. It will save follow-up phone calls.

The school will supply the initial envelope. Additional envelopes, in the event of loss or destruction, will be available from the office at the cost of \$2.00.

The newsletter and family packet may be used by individuals to publicize events or opportunities, however, we reserve the right to edit such announcements and we normally do not accept flyers advertising for-profit ventures. For determination of what would be acceptable, contact the School Office.

FIELD TRIPS

Consistent with State law and our insurance carrier, each child riding in a private vehicle on a school sponsored trip must be provided with, and wear, a seatbelt and occupy a booster seat (if applicable). All drivers are required to provide information when volunteering to drive for an outing verifying that he/she has adequate liability insurance coverage. This information need be given only one time per school year and is kept on file until expiration date of the policy as listed and then must be replaced. In accordance with our insurance policy, drivers who must bring younger siblings are not permitted to drive any children other than their own. A complete field trip guidance brochure will be sent home at the beginning of the school year.

The use of an official Parental Authorization form, provided by the school, is required by the Archdiocese of Seattle and its insurance agency. A form signed by the parent or guardian is to be on file at the school for each student leaving the school campus on a school sponsored excursion. If this form is not received prior to departure time, the student will remain at school under the supervision of the staff. Fax copies are accepted, however verbal permission over the telephone is not sufficient.

As an integral part of the educational program, field trips are designed to augment and provide opportunity for learning. All students are expected to participate in an out-of-school experience unless specifically released by the Administration. Parents wishing a child not participate in a specific event must notify the coordinating teacher and the school office in writing sufficiently in advance to allow for discussion of the issues involved. As a rule, we do not have the resources readily available

to provide supervision for a student not participating in a field trip. If you determine your child will not attend a specific trip, please keep them home that day. At the same time, field trips are a privilege afforded to the student. An individual may be denied participation if they fail to meet academic or behavioral requirements.

Since field trip expenses are often paid in advance based on the number of students and chaperones attending, no reimbursement for trips missed due to illness or other causes will be made.

FINES

Classroom teachers and staff reserve the right to collect fines from upper school students not to exceed \$1.00 for chewing gum or eating in the classroom (outside of special events) and also to collect fees equal to cost (plus labor if applicable) for any school property damaged or lost by any individual. Gum/food fines are placed in a service project account and fees for repair or loss are channeled back through the facilities or general school budget. In some cases a combination of fees and student labor may be instituted to offset a major expense. Failure to pay fines or fees results in withholding of trimester reports and transcripts and could lead to suspension.

FOOD ALLERGIES

It is important to remember that during any given year we could have students enrolled who have mild to somewhat severe nut or other food allergies. We take daily precautions to make sure that they are separated from any situation where they could become exposed. We ask that you always review with your child's teacher any snack considerations BEFORE sending treats to be distributed in the classroom. There is a link on our web site for ideas on nut-free snacks.

FUNDRAISING AND DEVELOPMENT

Even though the tuition pledge amount is set at the actual cost of educating each child, the amount realized from these pledges only covers approximately 70% of our operating budget. The remainder is realized through funding development fundraisers and parish support. The parish support amount is a distribution of the monies received in the Sunday collection divided up among all the ministry areas of the parish, of which the school is a part. Funding development includes the auction, golf tournament, magazine drive and other fundraisers as well as more long-term investments such as the endowment, alumni appeal, capital campaigns and the like. All enrolled school families are required to participate in these funding activities.

GUM / FOOD

For janitorial reasons, gum is forbidden on the premises, both in school and on the playground. This regulation is enforceable by fine, detention or one hour's janitorial service after school depending on the number of infractions. Candy and other food may be consumed only in designated areas and by permission. Pop and energy drinks are discouraged as beverages for snack or lunch. No food or drink is to be taken from the lunchroom or classroom to the playground during recess.

HEALTH RELATED ISSUES

Our goal is to provide the best service we can to families as they confront the inevitable childhood maladies. It is important to remember, though, that we do not have a health professional on staff and we rely on both prudence and reality in assisting children in need. For that reason, we have specific procedures for certain occurrences.

- a. The distribution of medications is outlined later in this Handbook.
- b. We expect each child to have full bladder and bowel control. If a child has an accident and is of an age where he/she cannot change unassisted, we will call parents to attend. A staff member will never be allowed to change a child's clothing.
- c. Initial and ongoing treatment of nuisance outbreaks (e.g., lice) are the responsibility of the family. We will follow health procedures as outlined on our website.
- d. We will try to offer hearing and vision screening during the year as a service and as resources allow. The first and best place for these kinds of tests is your own pediatrician.
- e. We will continue to provide health updates as they become available via local and regional resources via the weekly newsletter.

HOMEWORK

Home study assignments may be given at all grade levels (PK-8). The amount of time required for an individual to accomplish the assigned work will vary according to the ability and study habits of the child. Homework will generally not be assigned on Fridays. At times, long-range assignments are given and students may then choose to work on them on the weekend. The amount of homework per night is geared to the average student but should fall within these ranges:

PK or Kindergarten	<i>According to individual need</i>
Grades 1 & 2	<i>15-30 minutes</i>
Grades 3, 4, 5	<i>30-60 minutes</i>
Grades 6, 7, 8	<i>60-90 minutes</i>

If a student consistently spends more time than noted above in real studying, that is, without distractions such as TV or visitors, please notify the teacher. The teacher will evaluate the student's performance and adjustments or modifications will be recommended. If a student consistently spends less time than noted above in homework, the quality of the work in relation to his/her ability should be determined. At times, work that is assigned to be finished in class is not completed and

must be taken home, finished and returned the next day. It is important that a special place and time be reserved for homework and that the child returns all work expected as part of his/her responsibility.

HOT LUNCH PROGRAM

A nutritious hot lunch program is offered each school day by Queen Ann Catering. An employee is on site Monday - Friday to help prepare and serve the lunches. Information regarding the lunch program goes home via the Thursday Family Packet. Financial arrangements to purchase the lunches are made directly with the caterer.

IMMUNIZATION OF SCHOOL CHILDREN

In accordance with law, each child entering the school system **must** be in a documented state of immunity to measles, diphtheria, tetanus, poliomyelitis, rubella, etc. either by reason of having had the disease in the case of measles, or as the result of an accepted course of immunization. It is the responsibility of the parent or guardian of any child entering St. Madeleine Sophie School to provide documentation. Exceptions to this requirement, by state law, are made in special circumstances. Failure to comply with the immunization requirements WILL result in exclusion from school on the order of the State Board of Health. Immunization records are updated at the beginning of every school year. All forms **MUST** be on file the first day of school.

INCLEMENT WEATHER / CLOSURE OF SCHOOL

When inclement weather makes it necessary to close the school, parents will receive notification over the radio, TV and web site. Families are asked to listen to the early morning broadcasts on KOMO TV Channel 4 or KOMO Radio AM 1000. Archdiocesan schools normally follow the public school schedule for emergency closure. However, because public schools need to bus children distances away and we do not, *WE WILL NOT ALWAYS CLOSE WHEN THEY DO*. As soon as possible on the morning in question (usually by 6:00AM) we will have announced one of the following:

"St. Madeleine Sophie School is CLOSED."

When school is closed due to hazardous weather conditions, all other school activities and meetings will also be canceled.

"St. Madeleine Sophie School is on SCHEDULE B, OPENING ... HOURS LATE." (A time will be given)

If we have a delayed opening time, all after school activities will be canceled to alleviate hazardous driving and walking conditions that exist at such times. **There will be no PK if we have a late start.**

"St. Madeleine Sophie School will close early at..." (A time will be given)

If we close early because of hazardous weather conditions (VERY rare), the office will remain open until ALL CHILDREN are picked up. All other school programs will be canceled.

Rarely, classes may be canceled due to other special circumstances (e.g. severe illness outbreak, mechanical problems, situations involving staff attendance, etc.). In each case, we will do everything possible via any and all means to notify you prior to your arrival. If a remedy for the emergency cannot be assured prior to 9:30AM, all classes will be canceled for that day.

State approval for independent schools requires operation of the educational program for EITHER 180 days OR 1000 hours. While an effort is made each year to complete a minimum of both, we are not obligated to make up days canceled for legitimate reasons. The Principal always makes the final decision regarding calendar changes.

INSURANCE

Arrangements have been made with a recommended provider to offer primary or additional school-time and full-time student accident insurance. Families not having coverage of some type must take out this policy. If a family already has coverage of some type, taking out this additional policy is optional. Information may be obtained in the Office.

INTERNET USE AND WEB PRESENCE

The User Agreement signed by upper school students and families at the beginning of the year governs student use of internet access at school. The same Agreement governs use of all school provided technology whether at home or on campus. Details are outlined each year in the cover letter accompanying the Agreement.

It has been our experience that no server filter has yet been developed that fully works for our purposes. We continue to dialog with our sister schools regarding progress in that area and will pass along any information as it becomes available. In the interim, students are bound by the User Agreement that speaks specifically to safe, secure, and appropriate use of provided internet access. Students are expected to use the tool only as directed and only under teacher supervision at school and adult (parental) supervision when at home. We reserve the right for random auditing of the history log on student laptops and our main server to check for violations of this policy and inappropriate usage. Consistently demonstrated misuse of the resource will result in the loss of privilege. If a parent becomes aware of inappropriate use of school related technology, we wish to be informed immediately. As is the case with all student behavior, any conduct whether inside or outside of the school program which is detrimental to the reputation of the school or harmful or abusive to other students, families, staff and adults can result in a formal disciplinary action.

To insure compliance with our non-profit regulations and to maintain editorial and quality control over content, no group, association or individual may establish any web-related social media site using the school or parish name or logos without prior approval from the administration.

INTERRUPTIONS OF CLASSES

Only in the case of emergency are teachers or students to be interrupted during school hours. Requests to see teachers before or after school should be made by appointment in order to give parents uninterrupted, individual attention. Leave written messages or forgotten articles at the office. All staff have voice mail boxes. These extensions are listed elsewhere in this Handbook. Teachers' home telephone numbers are not given and parents are asked to arrange to confer with them during the working day. Ordinarily, teachers are in the building from 8:00AM to 3:30PM.

Students arriving by 8:25AM are greeted daily in their class lines outside the playground entry doors by their homeroom teacher. Others arriving after the class has entered must go directly to the office to sign in. Except for the first few days of the school year for the new or very young students, we ask that parents **not** escort children directly to the classroom. Parents are welcome at any time in the office but we have found fewer interruptions to the start of the class day (with less loss of precious instructional time) when "good-bye's" are said outside, instead of inside, the room.

LEARNING DIFFICULTIES

St. Madeleine Sophie School teachers and are committed to meeting the needs of all enrolled children in so far as possible. We staff an Inclusion Specialist position as the main link between the classroom and home to the benefit of all students designated for a student support plan. Still, there could be some situations when the best possible service is beyond the resources of this parish. In all such cases, a dialog will be initiated to determine avenues for reasonable accommodations and modifications.

When a student experiences difficulty learning in the classroom, testing may be recommended to determine a cause. It is to the child's advantage to be identified early enough so that modifications in the instructional program can be made to accommodate the difficulty. Special educational referrals are available to any St. Madeleine Sophie student through their local public school district. Services may be provided for eligible students with learning or speech/language difficulties at a designated public school. If it is determined the child has a disability that makes it very hard for him/her to be successful in the regular classroom, the recommendation to secure the services of the resource specialist could be made. The child might be tutored before school or during release time in the school day. The expense of an additional outside tutoring beyond what our staff can provide is borne by the family of the student.

If it has been determined that a shadow aide is necessary for successful enrollment, the school reserves the right to work with the family in determining the best suitable candidate. The classroom teacher will be involved in the regular, ongoing evaluation of the aide's performance. An outline of expectations for all classroom assistants is included in the Faculty Handbook.

LIBRARY AND CURRICULAR MATERIALS

All learning support materials for our school instruction and library collections are chosen in accordance with the philosophy of St. Madeleine Sophie School and are made at the local level to augment instruction in accordance with diocesan and state guidelines. In keeping with our goals and objectives, selection is made by the teachers - with approval from the administration - based on professional criteria as to quality, suitability and interest. All materials are reviewed and updated as warranted. Questions or concerns regarding library or classroom materials should be made in writing to the Principal. Any action to remove or replace a resource in question is at the sole discretion of the administration or pastor.

LITURGICAL SERVICES

All-school Masses and liturgies are celebrated regularly. Parents are welcome and encouraged to attend these as well as any school functions held during the day. It is important that families regularly join the school community in celebrating our faith. All students attend these gatherings. The opportunity to receive the Sacrament of Reconciliation is scheduled during the Advent and Lenten seasons in the evenings as a parish experience. In this diocese, sacramental preparation for First Reconciliation and First Eucharist is offered for families as a parish education event. Information is sent home each year via the Family Packet.

LOST AND FOUND

Items of Lost and Found can be claimed in the Office. Due to extremely limited space, these items are donated to the St. Vincent de Paul organization on a monthly basis. While every attempt is made to reunite items with their owners, notification of a donation pick-up will not always be given in the family newsletter.

LUNCH

The lunch eating period begins around 12:00 Noon each day, followed by recess. PK students will stay through with their classmates until 12:15PM. Our goal is to provide a minimum of 15 minutes uninterrupted eating time and 30 minutes of noon recess. The schedule for the younger children is flexible based on their needs and adjusted periodically.

A parent's written request is required for students to go home for lunch. Please note if this is to be a regular occurrence. Those who go home only occasionally must submit a written request for each occurrence. Forgotten lunches may be brought to the school office to minimize classroom interruption. Please label lunch bags with the student's name and grade. A formal hot lunch program is available as described elsewhere in this Handbook. As updates become available, information

concerning prices and reductions, as well as the availability of milk or bottled drinks for those not buying the hot lunch, will be sent home.

Once students have used the restrooms after lunch, they are to proceed to their recess area. No loitering in the restrooms, halls, or the office is allowed.

MEDICATION AT SCHOOL

Only designated office personnel will administer medications to students. State law makes no distinction between prescription and non-prescription medication in this regard.

Students are not to keep medicine of any kind with them (this includes aspirin and Tylenol), with ONE exception. Effective August 2006, students with permission may carry and self-administer asthma and anaphylaxis medication if authorized in writing by their physician.

All medicines must come to the office in a labeled container (plastic baggies and envelopes are not acceptable). These containers must bear identification as to the name of the child, name of drug and dosage amounts. A written note by the parent giving specific directions and the school permission to administer medicine must accompany all medications. In addition, if it is a prescription medication, a signed physician or dentist's note must also be included. School staff will not administer pharmaceutical pessaries (suppositories) or catheters.

Special or extreme exceptions to this policy may be reviewed by the administration.

PARENT ASSOCIATION

A home and school association of St. Madeleine Sophie School is in the beginning stages of formation. It will serve as a main communication link between the school, parents and school commission. The mission statement of this group along with a copy of the bylaws is available on the school web site.

PARTIES AND EVENTS

Classroom parties may be part of the regular routine at the discretion of the teacher. On special occasions, a simple party may be arranged through consultation with the teacher and with the help of the room parent. A small treat may be brought to celebrate a child's birthday, but it is best given at lunchtime or at a time arranged by the teacher.

Invitations to parties are NOT to be passed out in school unless everyone is invited; either all the boys or all the girls or both. Please use the mails or telephone outside of school hours. Hurt feelings result when it is obvious that some children are not included in an invitation.

Students are not released from other classes to attend sibling parties.

PERSONAL BELONGINGS

Please sew a tape or somehow mark the name of your child on hats, coats, sweaters, P.E. clothes, etc. Be certain names are written on paper lunch sacks, etc. So very often, articles of clothing (especially sweaters) are lost and not claimed. Unclaimed items will be given to the St. Vincent de Paul Society monthly. The school and parish shall not be responsible for lost or stolen items or money which were brought to school unsolicited or kept in an unsecured place. Children should not bring money to school except for specific need (e.g. lunch, fine, fund raising, bus fare, etc.)

Outside of times when items from home could be brought to enrich the educational experience, students are asked NOT to bring personal belongings (e.g. toys, radios, music players, etc.) to school. We cannot be responsible for lost, stolen, or damaged items and their very nature often causes a disruption to the child's or other's daily experience. If an item causes a problem it can be confiscated. Timetable for the return of such items is at the discretion of the teacher.

If it is determined that a cell phone or similar device is necessary for student-home communication, use of such must be consistent with established classroom procedures or the privilege will be suspended.

PETS / ANIMALS

Due to health regulations, the potential for injury, and student allergies, we ask that you do not bring your pets with you on to school property. Periodically, a visit from home for a specific classroom purpose can be allowed. This MUST, however, be approved with your child's classroom teacher BEFORE the pet arrives. Please do not show up with any animal and ask if it can visit that day.

PHOTOGRAPH RELEASE

At times, photographs of students in different activities are used for school publicity or promotional activities. Additionally, there are times when we might be covered by local or national media representatives and photographs or videos are taken to augment the story. If at all possible, we will give you advance notification of such requests. However, we reserve the right to approve the proposal as the situation may warrant. If you do not wish your child to be photographed for any reason, please make sure an annual letter to that effect is on file in our office NO LATER than October 1 each year.

PLAYGROUND

As we evolve and grow these first few years different areas of the campus will be available for outdoor activities and may necessitate recess times to be staggered. Our first priority is to provide a safe environment for the students. Not all areas of the playground will be opened to free use at any particular time. Each class is assigned an area and is expected to participate in the sanctioned games for that area. No provision is made for students to stay inside during recess time. Younger children attending with parent volunteers assisting with recess duty must stay in the lower big toy area.

POLICY

School policy is descendent from parish, diocesan and state policy and guidelines. It is formed in collaboration between the School Commission, Pastor and Principal. Interpretation and implementation falls under the direction of the administration of the school. Parents are welcome to make suggestions for policy or changes through either the school office or the School Commission.

PROMOTION POLICY

In general, pupils are promoted once a year in June. Promotion to next level is based on the student having fulfilled the requirements of the current grade level.

While normally not a preferred option, any pupil may be required to repeat the work of a grade whenever, in the judgment of the Administration and the teacher, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. When a pupil is in danger of retention, his/her parents will be advised of this situation by the beginning of the final trimester of the year.

Generally, the following guidelines are in effect:

- *A student receiving mastery scores in the assessment areas will be eligible for promotion to the next grade.*

	<i>Personal Growth Mastery Scores</i>	<i>Academic Achievement Mastery Scores</i>
<i>Lower School - Grades PK-3</i>	<i>E or S</i>	<i>4 or 3</i>
<i>Upper School - Grades 4-8</i>	<i>E or S</i>	<i>4 Or 3</i>

- *A student receiving low assessments in more than thirty percent of his/her rated areas in a trimester is in danger of being placed on probation. Probation requires notification of the parents in order to plan for the improvement of the student's academic performance. Students on probation may not be promoted until they have satisfactorily mastered the goals of this performance plan. As part of the academic probation plan, a student may forfeit his/her ability to participate in school or parish-sponsored events (e.g., school plays, CYO athletics, etc.). Final determination is at the discretion of the administration.*

	<i>Personal Growth Probation Scores</i>	<i>Academic Achievement Probation Scores</i>
<i>Lower School - Grades PK-3</i>	<i>1 or M</i>	<i>2, 1 or 0</i>
<i>Upper School - Grades 4-8</i>	<i>1 or M</i>	<i>2, 1 or 0</i>

Any request for review of an assessment must be initiated within one week of issuance through direct contact with the homeroom teacher.

RECYCLING AND STEWARDSHIP

St. Madeleine Sophie School is committed to recycling standards and wise stewardship of our renewable and non-renewable resources. All persons associated with the program are asked to consider the ways they can be a part of this philosophy. We encourage the use of re-usable lunch containers and to avoid using pre-packaged snacks and items with non-reusable wrapping. Each classroom and hall is equipped with receptacles for waste paper, newspaper, and other items. Please be conscious of our commitment and encourage that goal within your own family.

REPORTING STUDENT PROGRESS TO PARENTS

A progress report is sent to parents at the end of every trimester of school. A parent-teacher conference is scheduled near the end of the first trimester. Parents may make appointments to meet with individual teachers at mutually agreeable times before or after school. For students in the Upper School (Grades 4-8) an ongoing record of progress is always available online. Details for accessing this resource, including both student and parent user id's and passwords, are sent home at the beginning of the school year. The subject teachers update online information at least once a week. It is the responsibility of the both the student and the parents to check this resource regularly.

SAFE ENVIRONMENT

As you know, our diocesan response to the tragedy of child abuse has been recognized as a leading example for other regions as our entire Catholic community participates in the largest prevention campaign in the history of the United States. The primary and middle-school personal safety units we offer each year are just one piece of the overall comprehensive plan to emphasize how each of us – and especially those among us who are most vulnerable – has a sacred and unchallengeable right to be treated with respect. No abridging of these rights is acceptable or will be tolerated.

The program our students experience re-enforces what you already emphasize at home: how your child can recognize boundaries, what is the appropriate response should your child feel those boundaries have been compromised, and what avenues and resources are available for support.

While each family has the right to determine whether or not your child should participate in this training, we encourage you to contact the school or parish office if you have any reservations.

SAFETY PATROL

The school operates an upper school safety patrol system. Obedience to the school patrol is necessary for the successful operation of the system and for the safety of the children. The patrol members themselves should be commended and encouraged in their faithful service for safety. Parents are asked to remind their children to listen to the patrols at all times. Students will be expected to show the same respect to the patrol that they do to other members of the staff. Students are responsible to the patrol officers who have the duty to report any infractions of safety rules to the moderator. Any student consistently reported will be asked to appear for a hearing before the Student Council and his/her parents will be notified that an infraction has occurred.

SCHOOL DANCES

Students in Grades 6-8 are sometimes invited to school dances hosted by other Eastside Deanery schools. These parish or school sponsored events are the only permission forms for dances that will be distributed from school. No student from St. Madeleine Sophie School may bring a guest from an uninvited school to one of these events. School-issued ID cards are required for entry.

SCHOOL HOURS

The normal schedule is as follows:

- Grades K-8 8:30AM – 3:00PM *Monday through Friday*
- Pre Kindergarten 8:30AM – 12:15PM *Monday through Friday*

Grades PK-8 have a fifteen-minute morning break scheduled to be taken between 10:15 – 10:30AM. Primary grades have an optional fifteen-minute recess in the afternoon. The lunch period begins around 12:00 Noon.

Students may enter the building at 8:25AM when the doors are unlocked and proceed to their classroom. The tardy “bell” is 8:30AM Monday - Fridays. There is no supervision on the playground before school until 8:10AM so please do not plan for your children to arrive before that time unless they will be in the company of an adult.

In very rare cases, school could be dismissed at 12:15PM so teachers may participate in in-service training. These professional update meetings are more usually planned as full non-attendance days and will always be noted as such on your school calendar. At least one all day in-service is sponsored and required by the Archdiocesan Schools Office. The school calendar is scheduled to allow for the required 1000 hours of instruction for children, Grades 1-8 and/or a total of 180 total instructional days.

SENDING CHILDREN HOME

No child will be sent home without proper parental notification. When we encounter such a situation (e.g. illness, discipline, etc.) the school office makes every effort to contact one of the child's legal custodians. For this reason, it is imperative that your home AND work numbers contained in our file are accurate and current. Please update them immediately upon their change. If we are unable to contact you, the child remains in the office until such time that we notify you or the school day ends. The child will not usually be returned to class. All class time missed for disciplinary reasons can be required to be made up after school beginning the following day.

SERVICE RESPONSIBILITIES

Each grade is given specific responsibilities of service to the school community. These often vary from year to year and are assigned to classes during the opening weeks. One responsibility that remains constant is the middle school's service of Safety Patrol. All students in these grades are assigned duty in conjunction with this program. Flexibility in scheduling is available through a parental notification letter sent out each spring for the following year. If you have questions about this or other service assignments, contact the area coordinator through the school office.

STUDENT FUND-RAISING SOLICITATION

Students, by themselves, will not be required to go door to door in their neighborhoods to solicit for any fund raising activities for the benefit of the school. Students will act as couriers to carry information and materials to parents at these times. Parents may decide the amount of participation in activities they wish for their family. Students are asked not to solicit teachers for raffles, tickets, etc. This becomes burdensome as many children ask them and many end up disappointed.

TARDINESS

It is recognized that sometimes a student is unavoidably late arriving at school. More often though, being on time is within his/her control. In an effort to help the student be responsible in this regard, the following guidelines are established.

A student is given an *EXCUSED TARDY* if the reason for being late is beyond his/her control (car breaking down, traffic, etc.). If this is the case, the parent is asked to write a brief note to the teacher with the explanation. The student reports directly to the office and presents the written excuse that is forwarded to the teacher.

A student is given an *UNEXCUSED TARDY* if the reason for being late is within his/her control (getting up late though called, dawdling, not leaving on time, leaving school grounds after arriving, etc.). If the parent knows the child will be tardy, the parent is asked to write a brief note explaining the reason. If the parent is not aware the student will be tardy, the teacher will ascertain the reason. As in an excused tardy the student reports directly to the office.

If a child accumulates three unexcused tardies, (s)he may be placed into detention for up to 45 minutes. This detention would re-occur after two more occasions of tardiness and then after each time.

NOTE: If a student is tardy under any circumstance and a note is not presented to the office, it is presumed that the child is tardy through his/her own fault.

TELEPHONE

The school telephone is generally not available for pupils and their personal calls. School office staff are available daily to assist in contacting parents. Permission to use the telephone may be given under ordinary circumstances such as forgotten homework or lunch money. Permission given in an emergency situation is always at the discretion of the office staff.

TESTING

The Iowa Test of Basic Skills (ITBS) one of several standardized tests recognized for measuring academic ability, readiness, and achievement is used at St. Madeleine Sophie School. Testing is done once or twice a year depending on the perceived need. Usually, students, grades 1-8, are given one nationally standardized test every year. End-of-level and progress tests related to each specific subject area are given each student throughout the year to monitor achievement and adjust instruction.

TUITION

The school program operates on funds received from tuition pledges and fund raising support. The parish stewardship plan (including the sliding scale matrix and tuition review options) is available to Catholic families formally registered in the parish who have established a pattern of regular contributions for the support of the church through the Sunday envelope. The out-of-parish tuition amount is for use by school families who are members of other faith communities as well as Catholic households who are not registered in the parish and who do not contribute to its support through the Sunday envelope. This amount is equal to the cost per pupil plus an amount representing the average parishioner's Sunday offering.

Families must be consistent with their Sunday envelope support contributions to remain eligible for in-parish tuition. This is monitored quarterly. While state code requires release of certain educational data upon transfer to another school, official permanent records and/or transcripts will not be released if tuition, fees, and/or fines are outstanding.

Tuition is paid on a 10 or 12-month schedule (August – May or June - May) unless other arrangements have been made with the school office. A single payment option will usually be available that offers a discount if paid by a specific June date. One-time payments received after that date will not be eligible for the same discount.

Accounts must be current at the time of registration and completed before re-enrollment for the next school year. Tuition can be set for billing on five different days during the month and is due upon receipt. A \$40 late fee is assessed for all past due payments. An additional fee will be charged for all NSF checks. The annual rate of interest charged on late accounts varies and is indicated on your tuition contract.

An overdue account of 60 days or more jeopardizes student enrollment. A formal notice of withdrawal may be mailed at that time. A period of five working days will be allowed in which to make good on the account. On the sixth day without response, enrollment can be terminated. While all effort is made to facilitate payment on a mutually agreeable basis, in the event of non-reconciliation, accounts are turned over to a collection agency. The Principal is the final determiner for the school program on all financial agreements and obligations. *SEE: ENROLLMENT/REGISTRATION/PAYMENTS*

Tuition specifics

St. Madeleine Sophie School tuition rates are set to be reflective of the amount the parish will expend to educate each child. The requested pledge toward those rates varies based upon parishioner status and income. It is our intent to ensure that every parish child has the opportunity to attend our Catholic elementary school. At the same time, it is the responsibility of parish leadership to make sure that resources remain available to continue offering quality programs to meet the needs of others in the community as well. In that vein, we ask that each family with the means, pledge the maximum commitment.

For those who find that impossible yet are still desirous of the program we offer, parish members in good standing are offered the option of a reduced tuition payment in the form of a Sliding Scale matrix based on their income and number of their children enrolled in St. Madeleine Sophie School.

In those cases where the matrix would still require an over-extension of family resources, we provide the opportunity to meet with the Principal or a Tuition Review designate to explore additional assistance. If you are a registered, participating parish household, we want you to know that we'll work with you to make this school a reality for your children.

A St. Madeleine Sophie Parish Family is defined as having at least one parent or guardian baptized Catholic. In addition, the family actively participates in the life of the parish. The family must be registered in the parish office, participate in

Eucharistic celebrations, and maintain an annual Stewardship Card on file, making regular contributions to the financial support of the parish.

Families are eligible to receive the in-parish tuition rates provided they meet the above criteria. If the criteria are not met, the billing status will be changed to the out-of-parish tuition rate. Records will be monitored quarterly. Parishioners will be notified of any delinquencies.

Each family that uses the Sliding Scale or requests Tuition Review is asked to notify the Principal should their income change during the school year. Tuition may be increased or decreased in relation to the change in your family's financial situation.

Tuition for out-of-parish families is equivalent to the cost of educating a child at St. Madeleine Sophie School plus an amount determined to reflect what the average Parish family contributes in the Sunday collection. The parish Sunday collection is the main source of income from which the parish subsidizes school operations.

The PK program is offered five days a week. The goal is to have any fees collected match the expenses we incur in its operation. It is not considered to be part of the Sliding Scale option.

Additional Information

Registration - Foundation Fee

As a planned funding strategy for the program, the School Commission has chosen a tuition structure that tries to reflect all associated costs of operation. Thus, we have decided against requiring the usual array of additional fees and charges. The cost of processing student registrations and additional paperwork is included in your tuition. Still, the reality of hiring staff and materials necessitates that we secure a financial commitment to the program in advance of the first tuition payment.

The Family Registration – Foundation Fee is collected each year during registration to meet that need. This payment will allow us to ensure a strong FOUNDATION for our future. First, it will help offset the start-up costs of outfitting our classrooms with the basics (texts, desks, technology, etc.). Field trip charges and middle school technology insurance is requested separately.

In the future, after these needs are met, the plan is to use the funds collected to establish an operating reserve and the beginnings of a corpus for our endowment. A PK sibling of a child in K-8 is considered part of that assessment. No additional amount is collected.

Payment Plans

There are two tuition payment options. You may pay the entire amount by an announced date in June and receive a 4% discount. You may also select a monthly plan (10 or 12 months) that can be established as either an automatic transfer or billed statement. The SMART Tuition paperwork for the monthly plans is included in the annual registration packet.

USE OF VIDEO AND OTHER MEDIA

At times, either for educational enrichment or as special privilege, videos are shown to a class. All effort is made to preview these as to their suitability for a particular grade level. If a film has an official rating other than "G" or "PG", parents will be asked to sign a permission slip allowing their child to view. Those not viewing will be occupied during the time with a similar activity.

VISITORS TO SCHOOL OR CLASS

All visitors **MUST** register at the school office before entering a classroom. Students are permitted, at limited times, to have guests under the following conditions:

1. *A formal written parental request must be presented to the office no less than two days in advance.*
2. *All teachers involved must be willing to accept a guest and signify their cooperation by signing said request before presentation to the office.*
3. *There is a limit of two guests in the building on any given day.*
4. *The reason for the visit must seem adequate in the judgment of the Principal.*

VOLUNTEERISM

It is an expectation that when a family commits to St. Madeleine Sophie School, they not only pledge their treasure in the form of a tuition pledge, but also commit their time and talent as well. It is through volunteering that operating costs can be kept low (e.g. contributing services which would otherwise have to be hired out at cost) and fundraisers can be successful.

Forms to make volunteer commitments are contained in the registration packets. Volunteer opportunities for helping on fundraisers are distributed through the Family Envelope. When we work as one, we are successful.

WITHDRAWAL FROM SCHOOL

Notice of transfer from school should be made to the school office one month in advance of moving, and permission must be given in writing for transfer of records. No transfer of records can occur when there is an outstanding balance of tuition or

fees. All fees are non-refundable as described in previous portions of this Handbook. No provision is made for prorated reimbursement in the event of withdrawal before the end of term.

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