



School of the Madeleine

Accredited by WCEA/WASC

Parent-Student Handbook

**1875 Illion Street
San Diego, California 92110
(619) 276-6545**

Revised June 2017

**Parochial School of the Diocese
of San Diego, California**

**Accredited by the Western Catholic
Educational Association**

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

**Member of the National Catholic
Educational Association**

**Member of California Junior
Scholastic Federation**

**Member of the
Greater San Diego Math Council**

**Member of the
Association of Student Councils**

Contents

Absentees and Excuses	5
Academic Withdrawals	31
Academics	16
Appointments.....	16
Assertive Discipline	27
Attendance	5
Awards	16
Bicycles	13
Car Parking	13
Confession/Reconciliation	12
Discipline Codes.....	30
Discipline, Types of	30
Dress Code/Uniform	26
Dress-Up Days	26
Drugs and Medications.....	7
Earthquake Safety Drills.....	7
Electronic Devices	25
Emergency Cards.....	7
Extra Curricular Activities.....	18
Extra Curricular Eligibility.....	19
Faith Formation Opportunities.....	12
Family Participation Program	8
Field Trips	19
Fire Drills	7
Graduation.....	10
Graduation Fees.....	10
Counseling Program.....	20
Halloween Costumes.....	26
Health Screening.....	10
Homework	20
Honesty In Academics.....	21
Honor Roll.....	17
Hot Lunches	11
Illness	10
Injuries.....	10
Insurance.....	10
Invitations to Parties	13

Jewelry 26

Library Program..... 11

Lost and Found..... 11

Lunches 11

Make-Up 26

Mass Uniform 27

Medical Appointments 12

Minimum Days 12

Missions..... 21

Off Campus Lunch 11

Non-Discrimination Policy 4

Parent-Teacher Conferences 22

Parties 13

Philosophy..... 2

Probation 22

Progress Reports..... 22

Promotion 22

Recognition Awards..... 23

Report Cards 23

Safety Regulations 13

School Directory 14

School Hours 14

School Rules for Students 28

School Visitors..... 14

Schoolwide Learning Expectations..... 3

Skateboards 13

Snacks: Recess..... 11

Student Council 23

Student of the Week 23

Student Records..... 16

Sunday Mass Attendance..... 12

Super Kid Award..... 23

Tardies 6

Testing 24

Textbooks 24

Transportation of Students 20

Tuition Policies 15

Uniforms 32, 33

Yard Duty Program 9

Introduction

We welcome you to the School of the Madeleine.

School of the Madeleine is a private Catholic elementary school located in South Clairemont in San Diego. It is the parish school of St. Mary Magdalene church. The school is staffed by a lay faculty dedicated to the Catholic Education of the students. School of the Madeleine has a reputation for a strong religious and academic program and student success.

This handbook is for both students and parents to use as a reference all year. Keep it where it is easily accessible for information. Please take the time to read it with your child(ren), study it, and know that we are trying to be precise and clear about the policies at School of the Madeleine. **There may be instances not specifically covered in this handbook. It is the responsibility of the administration to make decisions about action to be taken.** Together, we cooperatively undertake the Christian education of your children.

History of School of the Madeleine

In September of 1957, School of the Madeleine opened with three hundred students in grades one through six. The school was staffed by Sisters of Saint Francis. During the school years 1958-1960, one additional upper grade and teacher were added, bringing the total number of classrooms to seventeen with grades kindergarten through eight operating in one main building. In 1985 the kindergarten was expanded into a developmental program with two kindergarten classrooms and a pre-first class located in the convent building. Two preschool classrooms were added in the 1992-1993 school year. One was a classroom for a three-year-old program and the other for a four-year-old program. In March, 2000, a new multi-purpose building was completed. It includes a library, a computer lab, a tutoring room, an extra classroom for projects, the faculty lounge and workroom, the janitor's room, a storage room and bathrooms. At the present time, School of the Madeleine offers a full program from preschool through grade 8. There are three preschool classrooms, two kindergarten classrooms, one pre-first classroom, and two classes of each grade from grade one to grade eight.

Statement of Philosophy

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

Mission Statement

The mission of School of the Madeleine:

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

1 John: 3:18

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

The School of the Madeleine community:

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

Schoolwide Learning Expectations

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

Lives faithfully by:

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

Learns responsibly by:

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

Leads respectfully by:

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

Policy of Non-Discrimination

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

General Information

Admission Policy for School of the Madeleine

Applications for new enrollment have priority according to the following:

1. Existing school families that have a sibling that is baptized Catholic
2. Supporting parishioners of St. Mary Magdalene
3. Existing school families that have a sibling that is not a baptized Catholic
4. Non-supporting registered parishioners and baptized Catholic students from other parishes
5. All others

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

- A. For a family to qualify as a parishioner at St. Mary Magdalene Parish:
 1. The students are baptized Catholics
 2. The family regularly attends Sunday Mass at St. Mary Magdalene, and participates in the sacramental life of the parish.
 3. The family supports the parish through weekly offerings and volunteer service to the parish and school. See page 15 for more details.

- B. When space is available, an interview will be scheduled with both parent and student. Testing is administered for students in grades K-7:
 - 1. To determine the level of their basic skills,
 - 2. To determine their developmental readiness, and
 - 3. To ascertain at which grade level they would be most successful. See page 15 for more details.

- C. If a student is found to be deficient in a particular skills area, one of the following stipulations may be required for acceptance: Tutoring during the summer and/or during the school year. Follow-up will consist of written verification from the school or tutor/teacher and retesting.

- D. If a student has a particular need which cannot be met at School of the Madeleine, it may be recommended that the child be referred to another school where his/her needs can be met.

- E. All new students are accepted on a probationary status for one school semester. This period of time is designed to ensure proper adjustment to the school environment and curriculum.

- F. Generally, incoming 8th grade students are accepted if transferring from another parochial school.

Attendance No child is permitted to leave the school grounds at any time during the day without a written and signed request from the parent/guardian. This request must be presented to the teacher ahead of time. Students must be signed OUT at the school office by the parents or someone designated by the parent.

Absence Regular attendance is necessary for average progress. Parents are asked to call the school by 9:30 a.m. each day a student is absent, will be late due to medical appointments, or to request homework. If a student is absent, a written excuse stating the reason for the absence must be signed by a parent/guardian and presented to the teacher upon return to school.

A phone call is not a replacement for this signed excuse. When the student returns after a medical appointment, the student must check into the school office.

School work missed during times of absence is the student's responsibility. Frequent and extended absences will affect schoolwork. For each day absent, the student has that many days to complete class work/homework missed. The teachers will gladly inform the students in regard to this missed work. A prolonged absence will necessarily deprive a child of a report for that period until all missed work is made up. If a student is absent fifteen (15) or more days during a quarter marking period, official grades may be withheld unless the work is made up. More than twenty (20) days absence in a school year may necessitate the repetition of a grade level. Parents are asked NOT to schedule vacations during the school year. Homework assignments are not given in advance for schoolwork missed due to vacations and absence not due to illness. Students who are absent from school may not participate in any after school activity on the day of their absence.

Excuses State Law requires a written excuse giving good and sufficient reason whenever a child is absent and/or tardy. This note must be presented to the homeroom teacher and should include the name of the pupil, date the child was absent or tardy, and the parent's signature. No child will be admitted to class if a written excuse is not received. Phone calls are not a substitute.

Tardiness When late, students must report to the office to receive an admission slip to the classroom. Ten tardies per quarter will lower the Learning Skills/Responsible Behavior grade one full grade.

Custody If a family has mixed or joint custody of a minor child, it is the responsibility of the parents to notify the school office when there is the need for duplicate information from the school. There may be an additional charge for these services.

Email Only parents may email teachers for school business. Teachers will respond within a 24-hour period excluding weekends and holidays. Keep emails concise. Emails are not the best means for lengthy communication. It would be better to schedule a meeting with the teacher.

Emergency Cards will be sent home the first day of school. Please return it the following day. This card provides important information about your child. If your child is on a daily medication or has a medical condition that we should be aware of, please include this on their card. It helps us to provide the proper care for your child in an emergency. It is the responsibility of the parent to update the card as needed.

Emergency Procedures Emergency dismissal may be made by the principal or a representative when a serious condition such as sickness, accident, or emergency home condition warrants. If an emergency occurs outside of school hours, please listen to your radio station for instructions on school closures. We will follow the same procedures as the public schools.

School of the Madeleine is prepared to care for its students in the event of a major disaster. In the event of a natural disaster, the faculty of School of the Madeleine is prepared to care for the students for 72 hours. Please listen to your radio for further instructions. Procedures are reviewed annually.

Fire Drills/Earthquake Safety Drills are held once a month, or as needed. Students are asked to strictly follow the directives of the teachers during the drill and are instructed to remain quiet during the entire procedure.

Medications

All medications must be sent to the Nurse's Office, and must be administered by school personnel only. Children are not allowed to keep any medication with them for self-administration.

1. Short-term over-the-counter medicine

The medication must be identified, either by being in the original package, or in individual dosage units identified by the manufacturer. A note signed by the parents should specify dosage, time to be given, and length of time the medicine should be given.

2. Short term prescription medicine

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

3. Long term prescription medicine

The same rules apply as for the short term prescription medicine. In addition, a form supplied by the Nurses Office must be completed and signed by the physician and parent.

4. EpiPen/Twinject

A Food Allergy Action Plan from the doctor must accompany any EpiPen/Twinject. It is the school's policy that if an EpiPen/Twinject is administered, 911/ambulance will be called.

5. Tylenol

Tylenol will no longer be administered by school personnel.

Medications containing narcotics (including cough syrups) will not be given during school hours, even if prescribed by a physician.

Family Participation Policy

The Parent Participation Policy of School of the Madeleine states that service is at the heart of the faith community and each family will be required to give a minimum of 20 hours of service to the school community. This commitment must be made by contract at the time of registration to secure a position for your child/children for the following school year.

Service hours are to be completed during the school year. The cost of education per child is significantly more than the indicated tuition levels. It is expected that every family will honor this contract. Points may be secured by a donation of time, talent, and goods.

Family Goal = 20 Hours of Service

Guidelines

1. Families are required to contribute 20 hours of service. See the school contract. Completed family service hours are due in the office on **April 1**.
2. Families must meet the fundraising commitment established by the Parent Support Association (PSA).
3. Those families who have not met their 20-hour service and PSA fundraising commitment will lose their final placement for their child/children for the following school year.
4. Volunteer service to the school will be counted on an hourly basis.
5. It will be the responsibility of each family to maintain their own time cards.
6. Attendance at athletic events and/or social functions does **not** qualify for service hours unless you are on the organizing committees or in a coaching/helping position.
7. Those who register after the first quarter will have their service hours prorated for the year.

Choices include many opportunities available in the committees listed on the following page as a means of getting directly involved in the programs offered in our school.

Suggestions include:

Room Parent	Classroom Helper	Typing
Sports Teams	Yard Duty Substitute	Rainy Day Lunch Helper
Hot Lunch Helper	Computer Lab	Fund Raiser Committee
Nursing Office Duty	Coaching Help	Telephone Committee
Hospitality Committee	Library Aide	Field Trip Driver
Health Screening	Newsletter Helpers	Lunch Milk Duty
Office Help	Field Day	

Yard Duty Parents may sign up to be on a volunteer list to substitute for teacher aides when they are out sick. Volunteers are also needed for rainy day lunches to help with supervision in the classrooms. Parents are needed for the full lunch hour and will receive two service points per lunch.

Graduation The Baccalaureate Mass and Awarding of Diplomas will be in early June. Caps and gowns will be worn.

Graduation Fees are charged to the students in the 8th grade. This is a one-time fee, but it may be paid in installments. A letter will be sent to all parents of eighth graders in the spring.

Health Screening Examinations

1. California State Law requires specific procedures for all children entering school for the first time (K & 1st grade).
2. Hearing screening will be provided during the course of the school year for specific classes and for students who are referred by their teacher or parents.
3. Scoliosis screening will be provided to students in grades 7-8 during the school year.
4. County Health Guidelines regarding immunizations are followed for admittance to School of the Madeleine.
5. Special needs/handicaps should be reported on the child's health forms. Any change during the year should be reported to the school office immediately.

Illness Each school day your child is ill, please inform the school prior to 9:30 a.m. Refer to **Absence** procedures.

Illness/Injury Should a student be injured or become ill at school the parent/guardian will be contacted. No student will be permitted to go home before this contact is made. If the parents cannot be reached and the illness is serious enough to require medical attention, the student's emergency card will be consulted and arrangements will be made for the treatment authorized. Please be sure that we have your current phone numbers at all times.

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

Labels All personal items (*uniforms, jackets, lunch boxes, toys on “loan”, hats, etc.*) must be identified by marker or labels with the student’s name and grade. Since all the children wear the same uniform, it is impossible to determine ownership when articles of clothing are lost or misplaced unless labeled.

Library Program The library program supplements the academic program. Opportunities will be provided for the individual’s learning needs, developing interests and an enjoyment of reading. Children are encouraged to make full use of the library facilities.

Lost and Found All items found are placed in the school’s “lost and found” area. If not claimed by the end of the month, the items will be distributed to those who could use them or to the missions.

Lunches All sack lunches and/or lunch boxes are to be clearly marked with the student’s name and grade. In the event that you **occasionally** must bring your child’s lunch to school, please mark the lunch with the student’s name and grade and leave it in the school office. Do not deliver the lunch to a classroom. Students are not permitted to go to the home of a friend during school hours, nor are they allowed to buy their lunch at nearby drive-ins or restaurants.

Hot Lunches Hot lunches are provided by the Hot Lunch Committee once or twice a month. Please check your monthly calendars for the days.

A lunch truck service is usually available on a daily basis for students in grades 1-8.

Snacks High sugar snacks are strongly discouraged! Snacks should include high nutritional foods such as fruit, raw carrots/ celery, nuts, seeds, etc.

Faith Formation / Religious Opportunities

Masses are celebrated twice a month, usually First Friday, major feasts or for special occasions. Parents are welcome to join us for these celebrations.

Prayer permeates the school day of the students. Throughout the year, students take part in many Catholic devotions such as: Rosaries, Stations of the Cross, Adoration of the Blessed Sacrament, Benediction, novenas, May Crowning, etc.

Sacrament of Reconciliation is made available for students to receive during Advent and Lent. Sacramental preparation for First Reconciliation and Eucharist is offered to second grade and to non-Catholic students.

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

Minimum Days Faculty in-service days are scheduled once-a-month. These afternoons are devoted to in-service study sessions for the faculty and staff, as well as for report card conferences. Be sure to check your monthly calendar for the schedule of minimum days.

Medical Appointments should be made for after school if at all possible. A written note is required to be excused for a medical or dental appointment. This note should be presented to the homeroom teacher who sends it to the office.

The students must be picked up at the main school office ONLY. It will be necessary for the parent/guardian to sign the register for the child who is leaving early.

Medical appointments are not considered an absence if the student returns to school with the appointment slip signed by the staff of the doctor's office.

Parties Invitations for any or all parties may **not** be passed out at school. Please use the postal service for this.

Birthdays: Students may celebrate birthdays by bringing in a simple treat to share with their classmates. For example: a cupcake, doughnut, or cookie. The treat needs to be easy for the teacher to disperse. Please no cakes or lunch items. Students may also dress-up on their birthday but should check the date with the teacher ahead of time. (see pg. 26)

Safety Regulations

Bicycles, Skateboards, Rollerblades Children in grades 4-8 are permitted to ride their bikes to school. Students must walk their bikes on school grounds and on Illion. Bicycles should be placed in the bike rack and LOCKED. The school accepts no liability for bicycle damage or theft. Skateboards and rollerblades are **not** allowed on campus and should **not** be brought to school.

Car Parking Parents/Guardians are requested to park their cars observing the white lines. Do not block the entrance or exit passages.

- √√ The cross walk by Kindergarten is the only place the students may cross the street.
- √√ The parking lot by Kindergarten is reserved for faculty use only.
- √√ **SPEED LIMIT** on the property and in the PARKING LOT is 5 miles per hour.
- √√ All drivers must follow the directions given by the staff and safety patrol.
- √√ Students should be dropped off in the parking lot area or loading zone in front of school. Please be conscious of traffic tie-ups.
- √√ NO double parking on Illion Street, please.
- √√ No U-turns on Illion Street.

School Directory The directory is for school use only. Parents are asked for permission to print this information prior to the publication date. Parents are asked to exercise caution with this information. Crank calls are considered a serious violation of the good conduct policies of the school.

School Hours

A.M. Arrivals/P.M. Departures / Extended Care For safety and insurance reasons, we ask that no students arrive at school prior to the opening of morning care at 6:45 a.m. Students (K-8) who arrive at school prior to 8:00 a.m. must report to and sign-in at morning care for proper supervision and direction. Free supervision is provided for students not in extended care from 7:45 a.m. to 8:00 a.m. No students should be on campus before 7:45 a.m. Students on campus after 3:00 p.m. must report to After-School Care. An additional per hour charge will be added for morning and after-school care.

7:45 - 3:30 School Office Hours
6:30 - 8:00 Morning Care (Extended Care)
8:00 Classrooms open
8:05 Tardy Bell: Students should be seated in class.
Varies Morning Recess
12:00 Minimum Day Dismissal
Varies Lunch Recess
2:45 Dismissal
2:45 - 6:00 After-School Care (Extended Care)

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

Parents may not visit classrooms without permission from the principal. Parents who wish to confer with teachers are to do so after school or at other appointed times so as not to interrupt class instruction.

Tuition Policies

1. Tuition may be paid in 10 equal installments from July through April of the school year through SMART Tuition. No child may begin school in August unless student fees and the first two months tuition payments are current. Refer to current tuition and fee schedule for details. First month tuition and student fees are nonrefundable.
2. To establish a supporting parishioner rate, you must use your weekly collection envelopes. If you are signed up with Faith Direct, the eGiving program through St. Mary Magdalene Parish, you will need to request offertory cards in lieu of collection envelopes to place in the basket to show your attendance.

Your registration at St. Mary Magdalene, weekly attendance at Mass, participation in parish activities, and your contributions are key to establishing a supporting parishioner rate. This must be done for one year (July to June) prior to establishing this rate. Envelopes and offertory cards turned in to the rectory mail drop or cash placed in the collection basket will not establish a supporting parishioner rate.
3. Returning families requesting tuition assistance must complete the required forms and furnish specified documents.
4. Tuition is due by the 1st of the month and is considered delinquent on the 10th. A late charge will be assessed.
5. Student fees for the upcoming school year are due May 1st and are nonrefundable.
6. The first month tuition is due July 1st and is nonrefundable. Non-payment of tuition by July 10 will result in a student being dropped from enrollment and placed on a waiting list.
7. Any checks returned by the bank are subject to a service charge through SMART Tuition.
8. At the time of re-registration for the next year, tuition payments must be current as of the re-registration date. Classroom seats will not be held for families whose tuition payments are delinquent.

9. If tuition or fees are unpaid and/or delinquent:
 - a) No report cards will be issued
 - b) No student will be allowed to begin a new quarter
 - c) No family will be allowed to re-register if accounts are delinquent. Priority seating will be lost and new families will have priority.
 - d) NO 8th grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 1st. No diploma will be awarded.
 - e) No tuition assistance will be granted to any student whose family is delinquent in tuition and/or fees.
 - f) “Students transferring from one Catholic school in the Diocese to another must meet all previous obligations before being enrolled at the new school.”
10. Unpaid and delinquent accounts will be referred to appropriate collection agencies or small claims court as necessary.
11. No tuition refund will be given for a child who has attended any part of a school month.
12. No tuition refunds will be given for extended vacations or illnesses during the school year.
13. Refer to school contract for more detailed information.

ACADEMIC INFORMATION

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

Appointments All school personnel are happy to meet with the parents and students; however, appointments are necessary to avoid conflicts in schedules. Please call the school office to schedule an appointment or write a note to the respective teacher.

Awards The following awards are offered to students throughout the year:

Honor Roll

Students in grades 6-8 are eligible for Honor Roll status for the report card periods. To be on the Honor Roll, all grades must be **B+** or better in the seven academic areas: religion, English, spelling, math, social studies, science, and reading/literature. Students must achieve a B+ (87%) or better in Spanish and PE to be on the Honor Roll. Responsible Behavior grade must be a G+ or better. Grades 4 and 5 receive Merit Awards only.

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

Merit Awards for grades 4-8

Citizenship Service

O in Responsible Behavior
Students who go beyond “the call of duty”

Most Improved

For a student who showed improvement in the quarter in any academic, behavioral, or social skill.

Valedictorian/Salutatorian Honors

The grades of students having received First Honors, and Second Honors when necessary, for four quarters in 8th grade are further analyzed to determine Valedictorian/Salutatorian Honors at graduation. The student receiving the highest average percentage in all seven academic subjects is awarded the honor of being valedictorian. The student receiving the second highest percentage will be named the salutatorian.

California Junior Scholarship Federation or CJSF

The California Junior Scholarship Federation or CJSF fosters high standards of scholarship, service, and citizenship for seventh and eighth grade students. To be eligible for this academic award, students must accumulate an average of 14 points in seven subject areas: religion, math, literature, English, spelling, science, and social studies for the semester. An **A** grade earns **3** points, a **B** earns **1** point. To be eligible,

each semester, students must also complete the designated number of service hours required and have the hours verified by their teacher.

No grade for the semester may be below a **C** with a **G+** or above in Responsible Behavior.

CJSF awards are presented at the semester. CJSF points are not awarded for elective subjects; however, students must have at least a **B-** (80%) or better in Spanish and a **G-** or better in physical education.

Extra-Curricular Activities The list of activities available to the students includes the following:

After-School Sports

Boys (5-8)

Football
Basketball
Soccer (Gr. 3-8)
Track (Gr. K-8)

Girls (5-8)

Volleyball
Basketball
Soccer (Gr. 3-8)
Track (Gr. K-8)

Other School Activities

Altar Servers	Grades 3-8
Choir	Grades 3-8
Handbell Ensemble	Grades 3-8
Student Council *	Grades 4-8

Other after-school programs available at an additional cost.

*Academic and behavioral eligibility are different than after school sports.

After-School Sports Eligibility Policy

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

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

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

- To maintain class conduct grades of "S-" or better
- To demonstrate **S-** (Satisfactory) level of effort in each area of study
- To maintain their school work at a "C-" average (70%) or better in each subject area

When a student does not meet the criteria for eligibility during the regular season, the student is suspended from all activities including games and practices for one week. During playoffs or tournament play, the student is suspended from the first practice and game in the week. Ineligibility begins immediately. After that, the student will be re-evaluated weekly as needed.

If a student receives a Conduct Referral, the student is not eligible for extra-curricular activities for at least one week.

Field Trips Each class is encouraged to plan three educational field trips within the curriculum during each school year. Students are expected to attend these excursions. Phone calls from home are not a legal substitute for a signed, official field trip permission slip. Faxed field trip permission slips are not accepted.

Transportation of Students No child will be allowed to go on a school-sponsored activity unless the official school permission slip is returned and signed by a parent and/or guardian. **The official document for Field Trips is the only form acceptable.**

Drivers for these activities must have one (1) seat belt per passenger and appropriate and current insurance for their vehicle. Students MAY NOT be transported in the rear of a station wagon, truck or camper. No more than six (6) students in a van or station wagon is allowed.

Counseling Program A counseling program is available to the students and their families.

Homework is an essential part of the formal educational process. Homework planned to meet the needs of the students is an essential and key ingredient in the success of any student.

Homework is assigned to:

- Reinforce concepts and skills that have been presented in class
- Foster the student's creativity and self-discipline through enrichment and independent projects and/or research
- Train the student to work independently and to accept responsibility
- Help students plan ahead

Parents are urged to make sure that each student:

- has a comfortable, quiet, organized place of study
- sets the proper amount of time aside each day for homework assignments
- has access to local library on a regular basis
- keeps track of homework assignments
- finishes all assignments on a consistent basis

Homework Expectations

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

Actual time spent on homework may vary according to each student's abilities.

Weekend homework may be given. Long-range assignments should be carefully planned so as to avoid last-minute "rush" efforts.

If, on occasion, students cannot finish their homework due to special circumstances in the time given, a note from the parent with an appropriate explanation will be accepted to grant an extension on the deadline. Refer to ABSENCE.

Parents are encouraged to contact individual teachers for the more specific amounts and calendar of homework activities required in each grade.

1. Homework faxed to the school office will not be accepted for credit.
2. Homework assignments are not given in advance for schoolwork missed due to vacations or absences not due to illness.

Honesty In Academics Student work and achievement should be the result of his/her own efforts. Copying another student's homework, cheating on tests or quizzes, or plagiarism result in a zero grade for any specific assignment and a conduct referral. Students who allow an assignment test to be copied will receive a zero and a conduct referral.

Incomplete Requirements Graduation is contingent upon satisfactory completion of all assignments and projects. Incomplete assignments will result in final grades being held and incompletes being recorded on the report cards. These grades will have to be made up before diplomas can be issued and final transcripts sent to the high schools.

Missions Students and families are given the opportunity to serve the needy through classroom mission money collections for the Missionary Childhood Association. (the "missions") and special projects during the year.

Parent-Teacher Conferences Each child's education and growth is our primary concern and the parent's primary responsibility. Time is set aside each year for parents to meet with teachers to discuss the child's progress. A formal Parent-Teacher conference is scheduled for the first report card grading period in November. Conferences are recommended any time a parent and/or teacher recognizes the need during the year.

Because of the limitations of time and the demands of classroom preparation, teachers cannot be expected to send home individual reports for each child on a daily basis. Parents are encouraged to assume their responsibility to contact the teacher in order to check on their child's progress periodically and to study their child's notebooks and work.

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

Progress Reports are issued at the midterm of each quarter to students. The progress report must be signed and returned to the classroom teacher. It is the responsibility of the student and parent to inquire as to the steps necessary to correct the deficiencies.

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

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

Recognition Awards A variety of awards are given to the students throughout the year. Some of the awards include:

Student of the Week is a bi-monthly award given to students in each class for improvement, cooperation, effort and citizenship.

Super-Kid Awards are given to recognize effort, good manners and helpfulness around the campus. Students submit these awards for a bi-monthly drawing held at the school assemblies.

Special Awards are given for outstanding performance.

Report Card Grading Information

San Diego Diocesan Grading Scale

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

Report cards are issued four times a year. A formal parent-teacher conference is scheduled for the 1st report card grading period in November.

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

We are concerned that students do their best. It is our desire that parents and teachers recognize the necessity of proper and timely communication. Any matter involving a student's work or behavior must be taken up with the teacher first.

Student Council The purpose of the Student Council/student government is to develop participation in school activities, foster student pride, and develop full cooperation with the faculty for the general welfare of the school.

Testing Standardized national tests adopted by the Office for Schools for the Diocese of San Diego will be administered to all students in the fall. A Readiness Test is administered to students entering kindergarten. Students entering 1st-7th grades are given an entrance test. The ACRE (Assessment of Catholic Religious Education) is administered to grades 5 and 8.

National testing programs are measures of student abilities and achievements in learning. It is one of the ways used to evaluate student progress. Parents will receive a student profile charting their child's achievement and areas of strengths and weaknesses.

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

School Policies

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

Abuse of Teachers Any parent or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars (\$50.00) nor exceeding five hundred dollars (\$500.00). (Education Code 44812)

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

Harassment Student to Student The school affirms the Christian dignity of every student. It is the policy of the diocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or other personal characteristic.

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

Pictures of Students No pictures of students in school uniform should be posted on facebook, myspace, or any other web site. This is for the safety of all the students.

Electronic Devices Apple watches, music, game, or camera-type devices should not be brought to school. Students needing cellular phones for particular family situations need to keep them turned off and in their backpacks during the school day. It is never acceptable for pictures to be taken with camera phones on school campus. Any types of e-reader, such as iPad, Nook, or Kindle, brought for use in the classroom are not the responsibility of the school. The school accepts no liability for loss or damage to any personal electronic device.

School Uniform Students must be in their complete uniform during the regular school hours. Students inappropriately dressed for the day will be sent home to change. A navy blue or black belt must be worn with the walking shorts and long pants. Students are to wear only their school sweatshirt, or school jacket while on the school campus. There are no exceptions during the school day. Uniform jumpers, skirts, and skorts must be no more than 3 inches above the knee. Walking shorts may not be rolled. Appropriate socks must be worn. (See uniform policy.)

Make-Up of any kind is not allowed while at school. This includes nail polish.

Hair Hair color must be the natural color. Students may not highlight, dye, or change their natural hair color in any way. Hair should be neat and clean. Boys' hair length must not reach below the top of the ear, touch the collar of the uniform polo, or be below the eyebrows. No "fad" or spiked hair styles. Shaved heads or designs shaved in are not acceptable.

Jewelry Girls are allowed to wear one pair of single-ball or jewel-type earrings. Dangling earrings are not allowed. Students are allowed to wear watches and religious medals. Boys are not permitted to wear earrings.

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

Halloween Costumes

As a Catholic school, we feel it is necessary to define certain expectations on costume days such as on Halloween. We ask that students refrain from costumes which portray violence in any form including their accessories (make-believe weapons). Costumes that are low cut or show bare midriffs are not appropriate.

Special Mass Uniform

As requested by the parish, students must be dressed as following for all school Mass days:

- Boys: Uniform shirt or polo
V-neck sweater or vest encouraged
- Girls: Uniform skirt, skort or jumper
Uniform shirt or polo
V-neck sweater or vest encouraged

Students may not wear walking shorts to Mass.

Discipline

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

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

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

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

School Rules to Maintain a Safe and Comfortable Environment

Students are required:

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

Students are not allowed:

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

Students are responsible for following all of the expectations stated in this Parent/Student Handbook

It is the responsibility of the parents to know the expectations and assist students in following school rules.

Suspension - Expulsion

Students who seriously or habitually disrupt the learning environment of the school or interfere with the learning process of other students are subject to serious disciplinary action. This action may result in suspension (physical removal of the student from the classroom and/or school for a specified period of time.) Expulsion would result in the termination of enrollment of the student from School of the Madeleine.

Due to the seriousness of expulsion or suspension, these consequences will be used, in most instances, after concerted efforts have been made to address inappropriate behavior. These efforts, in most situations, will include written documentation of the procedures used by the school, including parent-administrative conferences, which explain both the nature of the undesirable behavior as well as the actions taken to modify the student’s behavior.

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

1. Physical abuse of another person (Education Code 48903)
2. Possession or use of controlled or illegal substances such as alcohol, tobacco, drugs, etc. (Education Code 48904)
3. Possession of any device that may be used as a weapon (Education Code 48903)
4. Theft or damage to property of the school, another student, visitors or school personnel
5. Indecent or obscene conduct or language while at school or at a school sponsored event
6. Leaving the campus during the day without permission, or habitual truancy
7. Dishonesty, cheating, or plagiarism
8. Actions gravely detrimental to the moral and spiritual welfare of other students
9. Disruptive or incorrigible behavior which impedes the progress of other school children
10. Threatening another student, teacher, or school personnel
11. No drawings or photos of weapons
12. Possession of firecrackers or stink bombs in any form

Types of Discipline

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

Detention Disciplinary action is administered by the teachers or principal for the violation of school regulations. This action may last from one to five days. Notices of detention will be sent home. **Parents will be notified concerning after school detentions. They may occur on the day of the offense.** Medical emergencies/appointments are the only acceptable reason for a delay.

We appreciate all the difficulties with carpools and the inconvenience caused when a student earns a detention during the day. Sports participation is not an excuse for missing a detention on a specific date.

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

Suspension Exclusion from classes and loss of student privileges for a definite period of time. Parents are informed of the suspension in written form from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for a serious offense against the good conduct policies of the school and community. Suspension is meant to suspend the student from all academic and extracurricular activities during the suspension. Work and assignments missed are the total responsibility of the student when he/she returns to school.

Expulsion Permanent termination of student-status at School of the Madeleine with no possibility of re-admission to the school. In all cases of disciplinary action, the student's viewpoint and explanation will be sought.

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

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

BOYS

Pants	*Navy-blue twill *Navy-blue walking shorts (may be worn all year) Students must wear a belt (navy blue or black).
Shirt	*White oxford cloth, button down or white/gray polo knit, with Madeleine logo may be long or short sleeve. White turtleneck may be worn under uniform shirt on cold days. Shirts must be tucked in.
Mass Day	*Navy blue twill long pants with uniform shirt or polo
Sweaters	Several options available. See Dennis Uniform guidelines
Sweatshirt	K-8 navy-blue school sweatshirt (logo optional)
*Jacket	*Blue fleece jacket
Shoes	Rubber-soled shoes (solid white, black, or navy-blue) No sandals or slick-soled shoes. Trim is limited to navy, red or black.
Socks	Plain, white crew or Madeleine logo socks (socks must have folding length – no ankle length socks).
<u>PE</u> *Shorts	*Navy jersey knit with logo (not the uniform walking short) *5-8 only nylon short
*Tops	*Gray T-shirt with the logo
Shoes	Rubber soled-solid white, black, or navy-blue (No other colors allowed.)
Sweats	K-8 navy-blue school sweatshirt (logo optional) ** Sweats may be worn OVER not instead of the PE uniform.

***Purchased only at the school uniform company
Refer to Dennis Uniform guidelines.**

GIRLS

*Jumper	*K-3 Marymount plaid jumper/skort *3-8 Marymount plaid skirt/skort *Navy twill walking shorts or slacks may be worn year round. Uniform jumpers/skirts/skort 3 inches above knee. Walking shorts may not be rolled.
Blouse	K-8 white, short sleeve. Girls (K-3) must continue to wear the uniform, white collared blouse under their jumper.
Shirt	*3-8 white/gray polo knit with Madeleine logo. Girls (K-3) are also allowed to wear the polo shirt w/logo only with their walking shorts or pants. White turtleneck may be worn under uniform shirt on cold days.
Mass Day	*Uniform skirt, skort or jumper with uniform shirt or polo.
Socks	K-8 plain, white crew or Madeleine logo socks (socks must have folding length – no ankle length socks). Knee-hi white cable knit. Opaque navy tights. No leggings
Sweaters	Several options available. See Dennis Uniform guidelines
Sweatshirt	K-8 Navy-blue school sweatshirt (logo optional)
*Jacket	*Blue fleece jacket
Shoes	Solid white, black or navy blue shoes. Trim is limited to navy, red or black. No sandals or slick-soled shoes. Patent leather shoes may be worn on dress-up days only.
<u>PE</u> *Shorts	*Navy jersey knit with logo (not the uniform walking short)
*Tops	*Gray T-shirt with the logo
Shoes	Rubber soled-solid white, black, or navy-blue (No other colors allowed.)
Sweats	K-8 navy-blue school sweatshirt (logo optional) ** Sweats may be worn OVER not instead of the PE uniform.

***Purchased only at the school uniform company
Refer to Dennis Uniform guidelines**

