

St. Mary Magdalen School
Family Handbook
2026-2027



WORK HARD. BE CHRIST

Family Handbook

St. Mary Magdalen School Staff 2026-27

Administration

Pastor: Rev. Parker Sandoval
Principal: Mrs. Meggie Dansart
Vice Principal: Ms. Suzy Bhakta

Primary and Elementary Grades

Transitional Kindergarten: Mrs. Jennifer Payne / I.A. - Mrs. Kim Grantz
Kindergarten: Ms. Jane Schuberg / I.A. - Mrs. Ana Maria Hernandez
Grade 1: Mrs. Denise Crane / I.A. - Ms. Toni Cannistraci
Grade 2: Mrs. Sarah Ruiz / I.A. - Ms. Hailey Robertson
Grade 3: Ms. Michelle Kolder / I.A. Ms. Grace Knight
Grade 4: Ms. Colleen Raab / I.A. Mrs. Grace Douglas
Grade 5: Ms. Lauren Dickerson
Spanish / Reading Intervention: Erica Gonzalez
TK - 8 Music: Ms. Emma Zandbergen

Middle School

Grade 6 Homeroom, 6-8 Religion / Campus Minister: Mr. Art Taylan
Grade 7 Homeroom, 6-8 Grade Level ELA: Ms. Anita Winter
Grade 8 Homeroom, 6-8 Advance ELA: Mr. Mark Jackson
Grade 6-8 Math: Mr. Simon Bass
Grade 6-8 Science: Mr. Michael Santos
Grade 5-8 PE, Athletic Director: Mrs. Carolyn Harris

Support Staff

Office Manager: Mrs. Cassie DeBusschere
Bookkeeper: Mrs. Barbara Piwowarski
Marketing and Student Life Coordinator: Bella Alfaro
Supervision and Extended Day Care: Neveah Mireles-Roque

MISSION

The St. Mary Magdalen School community is called to serve and value each child as we nurture their mind, body and spirit. We empower our students to pursue academic and personal growth while serving their community as active examples of our Catholic faith.

PHILOSOPHY

St. Mary Magdalen School will inspire in each student a love of learning and social responsibility consistent with our Catholic identity. We will provide strong academics enhanced by technology with an emphasis on critical thinking. Coupled with a fundamental moral compass directing each to serve, we will prepare students for the challenges of a global society.

VISION

St. Mary Magdalen School provides excellence in academics along with formation in Gospel values. Like our hilltop Chapel, the school remains a shining tribute to God, and an educational landmark serving the families of the greater Camarillo area since 1954. In partnership with our parents, we are committed to the education of the whole child, academically, spiritually, socially, emotionally, artistically, and physically.

Our Catholic faith permeates a comprehensive academic program that promotes critical thinking in a global society. Inspired by the mission and ministry of Jesus, we provide an education that emphasizes personal responsibility, acceptance of diversity, the importance of compassion, and respect for ourselves and others.

STUDENT LEARNING EXPECTATIONS

Upon graduation, students at St. Mary Magdalen School will be:

Global Citizens who

- Respect and care for God's creation
- Listen, speak, read and write effectively and creatively
- Work independently and cooperatively in problem solving

Reflective Thinkers who

- Develop individual goals and strategies for success
- Synthesize and evaluate information
- Apply concepts

Active examples of Our Faith who

- Serve others in the local national and international communities
- Participate in Catholic traditions and practices
- Express knowledge of our faith

Dedicated Inquirers who

- Analyze results and work for improvement
- Use technology purposefully and proficiently
- Ask relevant and thoughtful questions

PURPOSE OF THIS HANDBOOK

Welcome to St. Mary Magdalen School. We are grateful for the opportunity to partner with our families in providing a faith-filled, academically challenging, and nurturing Catholic education rooted in the Gospel values of Jesus Christ. Together, we strive to inspire students to *Work Hard Be Christ* in all aspects of school life.

The purpose of this handbook is to provide families with information about St. Mary Magdalen School and to outline school policies, procedures, and expectations. The handbook has been prepared to foster a collaborative partnership among students, parents, and school staff in support of each child's academic, spiritual, social, and emotional growth.

Please keep this handbook available for reference throughout the school year. As school needs arise, policies and procedures may be revised or updated. Further guidance, interpretation and revisions will be communicated by the administration via the weekly newsletter and school website. Hard copies of the handbook are available by request in the school office.

ADMISSION

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available. Decisions concerning the admission and continued enrollment of a student are based upon the student's emotional, academic, and physical needs and the resources available to the school to meet the student's needs.

- Preferences shall be given to active members of St. Mary Magdalen or Padre Serra parish and to families who have current siblings attending St. Mary Magdalen School.
- The required age for Transitional Kindergarten (TK) is four (4) years of age by September 1 with preference for admission given to those students who are four (4) on or before February 1.
- The required age for Kindergarten is five (5) years of age on or before September 1.
- The required age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment. Personal or religious belief exemptions are no longer permitted under California law.
- St. Mary Magdalen School strives to make Catholic education accessible to as many students as possible through its educational programs and financial assistance opportunities; however, available educational and financial resources may limit the school's ability to meet every family's needs.
- The pastor and principal reserve the right to review a students' continued eligibility for enrollment in the parish school.

APPOINTMENTS AND OFFICE BUSINESS

Office hours are 7:30 a.m. to 4:00 p.m. Appointments with teachers or school staff can be made through email or by contacting the school office. Except in an emergency, sufficient notice should be given when an appointment needs to be made or canceled. To ensure teachers are fully prepared and available to discuss student progress, for a parent meeting, please schedule a time to talk to your child's teacher rather than stopping by the classroom. Staff members should not be called at home unless a staff member has given consent.

ATTENDANCE

School begins with the 8:00 a.m. bell. Ensuring that your child attends school daily and arrives on time is a serious parental responsibility. Supervision in the school hall begins at 7:00 a.m. Students may arrive at 7:00 a.m., but not earlier, and must report directly to the school hall where supervision is provided. Under no circumstances may students leave the school grounds without being checked out from the school office by parent, guardian, or other adult authorized in writing on the emergency card.

Tardiness: Students are expected to arrive at school on time and ready to learn each day. The 7:55 a.m. bell signals time to line up for Morning Prayer. A student is tardy if he/she is not with their class at the 8:00 a.m. bell. When a student is late, the student must go directly to the school office with a parent to receive a late slip. A half-day absence will be recorded when a student arrives after morning recess. A written medical note from the physician's office will excuse a tardy due to medical appointment. . If a student is tardy five (5) times in one trimester, a warning notice will be sent and a \$1.00 fee will be assessed for each subsequent tardy. If a student is tardy ten (10) times, the fee is increased to \$10.00, and a conference will be scheduled by the teacher(s) to plan for lost student learning and work completion. If a student is tardy in excess of thirty (30) minutes on four (4) or more occasions during one school year, without a medical excuse, the student is considered to be truant in accordance with California State Education Code.

Absence: The State of California requires written documentation that includes the dates and reasons of the absences signed by the parent or legal guardian. In cases of communicable diseases or to secure an excused medical absence, a note from the treating physician is required. Please report a student absent by calling the school office (805-482-2611) between 7:30 a.m. and 8:30 a.m. each day of the absence. If a student is absent more than three (3) consecutive days due to illness, a doctor's note may be required to return to school and a conference with the teacher is also required. If a student is absent for six (6) or more unexcused days during a trimester, a conference will be scheduled by the teacher(s) to plan for lost student learning and work completion. Excessive absence or tardiness, jeopardizes re-registration for the coming school year or results in additional consequences.

Long-Term Absences: Extended vacations compromise student learning and achievement and should be avoided. It is impossible for a student to make up for the classroom instruction that is missed. Assignments, projects and exams will not be given in advance except in extreme extraordinary circumstances. In these situations, parents must request an appointment and meet with teacher(s) at least two (2) weeks in advance of the planned absence. Students will receive all classroom assignments and homework upon their return to campus and will be responsible for completing this work within one (1) week of their return. Additionally, students may be required to attend tutoring or review sessions to make up missed instructional time. Excessive absences due to vacations, as determined by the school administration, may jeopardize a student's continued enrollment at St. Mary Magdalen School.

Completing work when absent: Student work will be collected during the school day. Parents who notify the school office by 11:00 a.m., may pick up their child's classwork at or after 3:15 p.m. in the school office. Students will have one (1) additional day each for each day absent to make up any homework and assignments that were missed during the course of an absence.

APPOINTMENTS:

Whenever possible, doctor and dental appointments should be scheduled outside of school hours. When this is not possible, please notify the teacher in advance. Only individuals listed on the student's emergency card may sign a student out through the school office. Adults may not go directly to the classroom, and students will not be dismissed to parents waiting in the parking lot. Upon returning from a medical appointment, the parent or authorized adult must sign the student back into school through the school office. Medical appointments verified by a written note from the treating physician will be recorded as a medical absence.

CARE OF BOOKS AND SCHOOL PROPERTY

Students are responsible for the proper care of desks, textbooks and all other books and materials loaned to them during the school year. Textbooks must be covered and kept free of all writing, drawing or unnecessary damage. Lost or damaged textbooks will be paid for by the family at current replacement prices.

CHILD PROTECTION POLICY

In accord with Archdiocesan policy and California state law, school staff members are obligated under penalty of fine and imprisonment to report reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (contrary to the procedure followed in most other matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Custody Issues:

Parents who are divorced or never married must file court orders with the office; otherwise, the school will assume shared custody. The school will not be held responsible for failing to honor agreements that have not been provided in writing. Parents or legal guardians must furnish the school with copies of court documents that verify the legal custody directives. These documents are confidential. Without such documentation, the school is unable to honor alternative requests made by parents or legal guardians and will honor the rights of both parents in an equitable manner. The school cannot and will not be placed in the middle of custody cases or disputes.

Parent/Guardian Right of Visitation at School:

A parent who does not have legal custody of their child, but has the right of visitation, may visit, unless the school has received a legal order prohibiting such a visit. Prior to taking any action, the principal must:

- a) Identify the parent, and

b) Determine whether the parent has visitation rights.

The parent/guardian who has custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights. Visitation rights are usually limited to specified days of the week and to specified hours. The principal must be aware of these restrictions. If a parent without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Child in Foster Care:

When a parent whose child is in a foster home makes a request to visit with the child at school, the school shall inform the agency which was responsible for placing the child in the foster home. In all of the above cases, it is preferable that the principal and the parent(s) work out a mutually agreeable alternative that does not interrupt the student's schedule at school.

COMMUNICATION

Communication between home and school is essential to a student's success. St. Mary Magdalen School communicates with families through the following:

- Parent Newsletter
- Open House
- Academic Fairs and Programs
- Student Work Packets
- Parent-Teacher Conferences and Appointments
- Teacher Websites
- School Calendar
- Flyers and Letters
- Standardized Test Results
- Progress Reports and Report Cards
- **School Website: www.smmschool.net**
- **Office Phone: (805) 482-2611**
- Fax: (805) 987-8211
- Awards and Recognition
- Email (staff members will respond within 24 business hours whenever possible)
- FACTS

Communication from Parents:

The success of a child's education depends upon a close working relationship between parents/guardians and teachers. Please share any information about your child that would inform our work with them—including health history, significant family events, emotional upheavals, or changes in family circumstances—with the classroom teacher.

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. The school does not provide psychological counseling or therapy, as these services require specialized training and professional licensure.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. When referrals are provided, the school will provide a list containing at least three qualified professionals or agencies.
- Assist parents/guardians in obtaining educational testing or evaluations when needed to better understand a student's academic abilities, learning patterns, achievement, or factors affecting academic progress. Parents/guardians may also request an evaluation through their local public school district to determine eligibility for special education services, including an Individualized Education Program (IEP), Individual Services Plan (ISP), or Section 504 Plan. These evaluations are provided through the public school district at no cost to the family when eligibility requirements are met. Any outside testing or professional services arranged independently by the family are generally the responsibility of the parent/guardian.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools, college and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides support, guidance, and resources to individuals affected by abuse and assists in communicating allegations of abuse or neglect to appropriate parish, school, Archdiocesan, and governmental authorities. Referral to the Victim's Assistance Ministry does not replace the school's responsibility to follow mandated reporting requirements. All suspected abuse must be reported in accordance with Archdiocesan policy and California Law

DAILY SCHEDULE

7:00 – 7:45 a.m. School Hall supervision (All students must remain in Hall)

7:55 a.m. First Bell

8:00 a.m. School Begins

9:15-9:45 a.m. TK Morning Recess

9:45-10:15 a.m. Kinder Morning Recess

10:00- 10:30 a.m. 1st Morning Recess

9:45 – 10:00 a.m. 2nd to 5th Morning Recess

10:25 - 10:40 a.m. 6th to 8th Morning Recess

11:50 – 12:30 p.m. Lunch

2:50 p.m. Dismissal (Wednesday 1:50p.m.)

(12:00 p.m. dismissal on minimum days)

EXTENDED DAY PROGRAM (EDP)

Students whose parents/guardians are unable to arrange pickup by 3:05 p.m. must be checked into the Extended Day Program (EDP). The program is available for students in grades TK through eighth grade on regular school days.

EDP operates from dismissal until 5:30 p.m. and provides supervised activities, including homework time and free play.

Fees are accrued daily at the following rates:

- One student: \$5.00 per hour
- Two students: \$6.00 per hour
- Three or more students: \$7.00 per hour

Families who regularly use EDP may qualify for a monthly maximum charge:

- One child: \$225.00 per month
- Two children: \$250.00 per month
- Three or more children: \$275.00 per month

Payments are processed through FACTS Tuition Management. Detailed information, including the EDP contract, is available through the school office.

The school is not responsible for students who remain on campus after dismissal without checking into a school-supervised program or activity. If a student is participating in an after-school activity and appropriate adult supervision is not yet available, the student will be checked into EDP until the supervising adult arrives and assumes responsibility.

The EDP phone number is 805-469-1072.

Families arriving after 5:30 p.m. will be charged a late pickup fee of \$10.00 per minute.

DISCIPLINE and BEHAVIOR

Our goal at Saint Mary Magdalen School is for our students to become self-disciplined in all aspects of their lives. To achieve this goal, classroom teachers establish structured learning environments in which their students can learn and work effectively. Our teachers consistently foster these skills through direct teaching, modeling, positive reinforcement and redirection when needed. Jesus Christ is the model for a disciplined life, and we integrate His teachings into every aspect of the school day. Together, we safeguard the rights of every member of our school community – students, teachers and parents alike:

- The right to learn in a safe, positive environment;
- The right to teach and be supported;
- The right to be respected;
- The right to expect responsibility and accountability from all.

Discipline in a Catholic school provides the structure within which a moral compass develops. Teaching moral responsibility rests first with the parents and is supported and extended by the school. Saint Mary Magdalen provides a school environment that is conducive to learning, promotes character development, and that practices Gospel values.

Classroom Behavior/Discipline Plans

Every classroom/subject teacher establishes a behavior and discipline plan consistent with the school expectations. Parents and teachers are partners in developing children's development of self-discipline.

Student Expectations

Work Hard. Be Christ.

At St. Mary Magdalen School, students are called to live out our school motto: Work Hard. Be Christ. Students are expected to strive for excellence in all they do while treating others with the kindness, respect, and compassion of Christ.

Work Hard

Students demonstrate responsibility and commitment by:

1. Taking ownership of their learning by coming prepared, participating actively, completing assignments on time, and seeking help when needed.
2. Demonstrating perseverance and a strong work ethic by putting forth their best effort and accepting challenges as opportunities to grow.
3. Being responsible and accountable for their choices, actions, belongings, and commitments.
4. Practicing academic integrity by completing their own work, being honest, and demonstrating integrity in all academic activities.
5. Following classroom and school expectations by listening carefully, following directions, and contributing to a positive learning environment.

Be Christ

Students demonstrate Christ-like behavior by:

6. Treating all members of the school community with respect, kindness, and dignity, recognizing that each person is created in the image of God.
7. Using words and actions that reflect compassion, honesty, and respect toward classmates, faculty, staff, and visitors.
8. Demonstrating good citizenship and sportsmanship by encouraging others, showing humility, and representing St. Mary Magdalen School positively.
9. Caring for our school community by respecting school property, keeping shared spaces clean, and being good stewards of our campus.
10. Making safe and responsible choices by following school procedures, remaining in assigned areas, using technology appropriately, and helping maintain a safe environment for all.
11. Showing respect for school privileges by understanding that participation in activities, athletics, field trips, and special events requires responsible behavior.

General Campus Expectations

- Gum chewing is not permitted on campus.
- Food and drinks are only permitted in designated areas unless otherwise approved.
- Students may not ride bicycles, skateboards, scooters, or rollerblades on campus grounds.
- Students may not climb trees, buildings, fences, or structures.
- Students must remain in assigned areas and follow supervision expectations.
- Students must leave campus after dismissal unless participating in a school-sponsored activity or supervised program.

Application of the Behavior and Discipline Plan

The primary focus in our policy toward discipline is to provide opportunities for the student to reflect and analyze their behavior. Teachers will provide opportunities for reflection, understanding, and goal setting to encourage better future choices. Through this teaching process students are empowered to accept accountability and make responsible behavioral choices.

BEHAVIOR MODIFICATION PLAN

St. Mary Magdalen School believes in the principle of living lives that reflect our shared faith and values. Empowering students to make positive choices throughout the day is a process that requires collaboration among the student, the school, and the home. Together we strive to help each student reach his or her full potential and be the best possible member of our school community. The following procedures are in place to support positive behavior and clear behavior expectations. **TK – 1st grades**

- “Stop and Think” forms will be used to document behaviors that demonstrate poor choices.
- After three (3) documented incidents, a parent-teacher conference will be held to discuss the student's behavior, identify goals for improvement, and may result in a behavior improvement plan based on the student's individual needs.
- If the student's behavior does not improve, a second parent-teacher conference, including the principal, will be scheduled and may result in a behavior contract or additional consequences based on the recommendations of the teacher and principal.

2nd–5th Grades

- Behavior Reflection Forms will be used to document behaviors that demonstrate poor choices.
- After three (3) documented incidents, a parent-teacher conference will be held to discuss the student's behavior, identify goals for improvement, and develop strategies to support positive behavior.
- After five (5) documented incidents, a parent-teacher conference that includes the principal will be scheduled. This conference may result in a behavior improvement plan based on the student's individual needs and behaviors.
- If behavior concerns continue, a follow-up conference with the parent(s)/guardian(s), teacher, and principal will be scheduled to review the student's progress. Additional consequences or a behavior contract may be implemented based on the recommendations of the teacher and principal.

6th-8th Grade - Students in grades 6–8 participate in the Honor Card System, which establishes procedures, interventions, and consequences designed to promote accountability, responsibility, and positive behavior. The Honor Card procedures outlined below govern behavioral documentation and disciplinary consequences for students in grades 6–8.

HONOR CARD SYSTEM (Grades 6–8)

The Honor Card system is designed to promote student accountability, responsible behavior, and positive decision-making while preparing students for the expectations of Catholic high school. The system also provides families with a way to monitor their child's progress in meeting school expectations.

At the beginning of the school year, each student receives an Honor Card. Honor Marks are recorded on both the student's physical Honor Card and in the FACTS Parent Portal. The teacher issuing the Honor Mark will document the behavioral infraction in FACTS. Honor Marks are assigned when a student demonstrates behavior that does not meet the expectations outlined in this Family Handbook.

Honor Marks accumulate throughout the school year and provide documentation of student behavior and disciplinary interventions.

Lost Honor Card- If an Honor Card is lost, it must be replaced within one school day for a \$1.00 replacement fee.

Working Off Honor Marks- Students may earn back Honor Marks for minor infractions only, with approval from the teacher who issued the Honor Mark. Students may work off one Honor Mark for each hour of approved service completed at school. Service hours must be completed within one week of receiving the Honor Mark; otherwise, the Honor Mark will remain.

Honor Marks issued for serious behavioral infractions are not eligible to be worked off.

Consequences of Honor Marks- As Honor Marks accumulate, the following interventions and consequences may apply:

Three (3) Honor Marks

- Student will be assigned a detention.
- Detentions are served from 3:00 p.m. to 4:00 p.m. on designated Thursday afternoons.
 - During detention, students will complete a behavior reflection activity focused on their choices and how they can make better decisions moving forward.
 - The homeroom teacher will communicate with the parent(s)/guardian(s) when a detention is assigned to discuss the student's behavior.

Five (5) Honor Marks

- Student may be placed on probation for extracurricular activities and special events.
- Student may lose the privilege of participating in school-sponsored field trips, dances, or other activities.

Six (6) Honor Marks

- Student will be assigned a second detention.
 - A parent-teacher conference, including the principal, will be scheduled to review the student's behavior and determine appropriate next steps.
 - This conference may result in a behavior contract or additional interventions based on the recommendations of the teacher and principal.

Continued accumulation of Honor Marks may result in additional consequences, including:

- Loss of school privileges
- Behavior probation
- Additional behavioral interventions

Other disciplinary action based on the frequency, severity, and circumstances of the student's behavior

The principal reserves the right to modify consequences based on the frequency, severity, and circumstances of a student's behavior.

SEVERE MISBEHAVIOR

Severe misbehavior requires immediate administrative involvement, parent notification, and a meeting with the principal. Consequences may include detention, loss of privileges, suspension, expulsion, or other disciplinary action as determined by the principal based on the severity and circumstances of the incident.

Examples of behaviors that may result in suspension or expulsion include, but are not limited to:

- Profanity and vulgarity
- Assault, battery, or any threat of force or violence directed toward any member of the school community
- Physical aggression, including hitting, kicking, grabbing, throwing objects, or other intentional physical contact that compromises the safety of others
- Threatening, intimidating, harassing, or harmful statements, including encouraging another student to harm themselves or others
- Actions affecting the moral, spiritual, or physical welfare of students
- Defiance of authority figures
- Harassment (see Archdiocesan Harassment Policy)
- Use, possession, or sale of non-prescription drugs, tobacco, or alcohol on or near school property
- Stealing, vandalism, or possession of weapons
- Misuse of technology in violation of the Acceptable Use Policy (AUP) and/or Digital Citizenship agreements
- Truancy
- Consistent disregard of school policies
- Any other action deemed serious by the pastor or principal

Students are expected to respect the physical safety and personal space of others. Any intentional physical aggression or unwanted physical contact will be considered a major behavioral infraction and will result in disciplinary action.

Threatening, intimidating, harassing, or harmful statements are strictly prohibited. Such behaviors may result in disciplinary action, parent notification, and additional interventions as determined by the administration.

Suspension Procedures

The maximum length of suspension is three school days. A suspension requires a conference involving the student, parent(s)/guardian(s), teacher(s), and principal.

Before returning to school following a suspension, the student and parent(s)/guardian(s) must meet with the principal to review expectations and conditions for successful reentry.

Serious behavioral infractions do not require the accumulation of Honor Marks before disciplinary action is taken.

The principal reserves the right to modify consequences based on the frequency, severity, and circumstances of student behavior.

WORK HABIT IMPROVEMENT

St. Mary Magdalen School believes in making the best use of our time and talents both at school and while completing schoolwork at home. Attending St. Mary Magdalen School is a privilege, and student work habits should reflect a commitment to learning, responsibility, and personal growth.

Developing strong work habits requires collaboration among the student, the school, and the home. To help students strengthen organization, preparedness, and time management, the following procedures are in place. For classrooms using standards-based grading, homework will constitute a portion of the student's Work Habits grade.

Grades 6–8

Class Materials, Preparedness, and Engagement- The reverse side of each student's Honor Card serves as a Responsibility Tracker to promote organization, preparedness, and personal responsibility.

Responsibility Marks may be recorded when a student:

- Forgets required materials
- Arrives unprepared for class
- Needs to call home for forgotten items
- Demonstrates a lack of classroom engagement
- Exhibits other behaviors related to organization, preparedness, or personal responsibility

Responsibility Marks are separate from Honor Marks and are intended to teach and reinforce positive work habits.

After Three (3) Responsibility Marks

- The teacher will meet with the student to review expectations and develop strategies for improvement.

After Five (5) Responsibility Marks

- The homeroom teacher will notify the parent(s)/guardian(s) and work with the student to develop a plan for improvement.

After Eight (8) Responsibility Marks

- A parent-teacher conference may be scheduled.

The student may be placed on First Academic Probation in accordance with the Academic Probation procedures.

Homework

Homework assignments are an important part of developing responsibility, reinforcing learning, and practicing skills outside of the classroom. Students are expected to complete and submit assignments on time.

- Missing homework assignments will be documented as an Incomplete (IC) in FACTS.
- Students with chronic missing assignments may be put on an academic improvement plan and be required to meet with the student support teacher

EMERGENCY PROCEDURE INFORMATION

School Staff

- Has knowledge that the school's primary role in an emergency is to care for the safety and welfare of children during school hours.
- Instructs and prepares students in emergency procedures - FIRE, EARTHQUAKE, and LOCKDOWN.
- Implements procedures during an emergency and provides instructions and guidance to pupils.
- Secures students in the school environment until they can be reunited with their families.

- Conducts regular emergency drills in accordance with Archdiocesan and state requirements.

Students

- Are informed of all emergency procedures for fire, earthquake, and lockdown. that are developed to avoid confusion, prevent injury, and save lives in case of disaster.
- Follow instructions of school staff members at all times.
- Know the person's names designated on the emergency card for student pick up.
- Take their responsibilities seriously in an emergency.
- Remain with their assigned class or supervising adult until officially released.

Parents

- Update contact information via FACTS as information changes. Make sure to add ANYONE who may pick up your child.
- Make a broad family emergency plan with your children.
- Monitor the EMERGENCY BROADCAST SYSTEM.
- Support and reinforce the school's emergency plan.
- Pay attention to FACTS information.
- Students will only be released to individuals listed on the student's emergency contact information unless otherwise authorized by the parent/guardian. Photo identification may be required at the time of student release.

FIELD TRIPS

Field trips may be scheduled to extend the classroom learning. Participation in class field trips is jeopardized by inappropriate classroom behavior. All drivers must provide proof of required insurance (\$100,000/300,000 liability) and will be listed as the primary insurance carrier. Virtus Training and fingerprinting certification are required for all parent volunteers. As dictated by state law, all passengers must wear a seatbelt. Children under the age of 8 must be secured in a car seat or booster seat in the back seat.

Parents/guardians who volunteer to serve as field trip chaperones commit to supervising students for the duration of the scheduled trip. Chaperones are expected to remain for the entirety of the trip and may not withdraw after assignments have been finalized, even if their own child becomes ineligible to participate. Children over the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back Seat. Students are to be dressed in uniform unless otherwise notified. A signed parent/guardian permission form is required for participation in all school-sponsored field trips.

GRADING SYSTEM

Traditional Grading System (6th – 8th Grades)

The following percentages and letter grades have been set by the Archdiocese to be used for grading:

- A = (95 – 100%) Superior
- A- = (93 – 94)
- B+ = (90 – 92%)
- B = (87 – 89%) Above average
- B- = (85 – 86%)
- C+ = (80 – 84%)

C = (75 – 79%) Average

C- = (70 – 74%)

D = (65 – 69%) Below average

F = (Below 65%) Failing

O = Outstanding G = Good S = Satisfactory NI= Needs Improvement

Academic grades are based on achievement including homework, neatness, following directions, class participation, evaluation of progress, and the ability to use knowledge effectively. Remember: the grade DOES NOT indicate the capability of the student, rather the PERFORMANCE of that individual during a given time. As a basic guideline, the definition of each grade is:

A - Quality of all work is OUTSTANDING/SUPERIOR. This student completes all assignments, shows enthusiasm in the subject, participates frequently in class, uses knowledge effectively, and completes work at above level. “A” is not normally a common grade.

B - Quality of work is above average. This student exhibits consistently good mastery of the subject matter. All work is completed and there is very good class participation.

C - All assignments are completed. Work is done in an acceptable and neat manner. The student has satisfactory knowledge of the subject. The student, however, has not gone beyond minimum expectations. Work is average. This grade should not be considered poor (unless a child is working below ability level).

D - Although this is considered a passing grade, work shows a below average grasp of the subject. A bare minimum of work is completed; reasons for this grade include at least one of the following: negligence in completing assignments and class work, poor participation, poor test and quiz results.

F - Quality or quantity of work is so far below what is expected that it cannot be considered adequate for passing. An “F” indicates poor achievement and poor effort. Any student who consistently works to the best of their ability and will receive a passing grade.

Grades are determined by the teacher based on multiple measures of student learning and achievement. Teachers may use assignments, assessments, projects, classwork, participation, and other learning activities as appropriate to the subject area.

Standards Based Grades (Transitional Kindergarten through 5th Grades) In order to foster greater emphasis on the learning process rather than a final grade as well as to promote student mastery of certain skills and standards at each grade level, standards based grading will be utilized in Transitional Kindergarten through 5th Grades. As each standard is taught and assessed, students progress will be noted using the following scale:

3 – Student has appropriately demonstrated mastery of the standard or skill

2 – Student is approaching the ability to demonstrate mastery of the standard or skill

1 – Student needs more time and instruction in order to progress towards mastery of the standard or skill

Student progress may vary throughout the school year as new skills and standards are introduced. A score of 1 or 2 does not indicate failure, but rather that additional instruction, practice, and support are needed.

Academic Probation

St. Mary Magdalen School believes in the principle of academic excellence, and as such is committed to the concept that this is best achieved through collaboration among the student, the school, and the home. In an effort to meet the academic needs of our diverse student population and maximize each student's

potential for success, any student who receives the following grades (or their equivalent) on any report card, will be placed on Academic Probation for the following trimester.

Academic Watch: Students in grade TK-5 who are consistently struggling to progress towards mastery of standards will be placed on academic watch and require a conference with the teacher to develop a plan for improvement. As part of this process, the school may recommend classroom interventions, academic supports, and, when appropriate, the Student Team Education Plan (STEP) process. The goal is to identify and implement supports early so students can build a strong foundation for continued success throughout their elementary and middle school years.

Academic Probation (Grades 6–8): Any student in grades 6-8 who receives the following grades (or their equivalent) on a report card will be placed on Academic Probation for the following trimester:

- 1 F (Math, English, Reading, Social Studies, Science, Religion)
- OR
- 2 D's (Math, English, Reading, Social Studies, Science, Religion)

Academic Probation- Initial Placement:

The subject teacher will lead the creation of an individualized action plan in collaboration with the student and parent (s)/guardian (s). This plan is designed to identify areas for improvement and provide recommendations and support to help the student make academic progress in the affected subject area. If appropriate, the school may recommend consideration of the STEP process to determine whether additional academic supports would benefit the student.

Continued Academic Probation:

A Parent-Teacher Conference, in conjunction with the principal, will review the student's progress in implementing the recommendations outlined in the action plan. The plan may be revised and additional supports or requirements may be added based on the student's needs. The student's progress will continue to be monitored. At this point the student will remain at St. Mary Magdalen School on a conditional basis, pending improvement during the following trimester.

Ongoing Academic Probation:

A Parent-Teacher Conference, in conjunction with the principal, will be held following 3rd Trimester Progress Reports, to review the student's progress and determine if sufficient improvement has been made to meet the grade-level academic expectations. Continued placement on Academic Probation may impact the student's enrollment status at St. Mary Magdalen School unless consistent academic progress and collaboration between home and school is clearly evident.

St. Mary Magdalen School may not issue a diploma to any student who fails to meet these academic requirements. Students who do not meet academic promotion requirements may be required to complete summer or other academic requirements as determined by the school. A student in grades 1-7 who meets the criteria for Academic Probation at the end of the third trimester may be required to complete summer school or other academic requirements determined by the school, in order to be promoted to the next grade level at St. Mary Magdalen School. An eighth-grade student who does not meet the academic requirements for graduation may be required to complete additional academic requirements, as determined by the school, before a diploma is issued.

The process above may be implemented/modified at the discretion of the principal.

Academic Integrity

As student work should always reflect a student's understanding and mastery of a concept, incidences of cheating and plagiarism are taken very seriously. Upon the first offense, the student will receive a zero "0" on the assignment, receive an Honor Mark, and parents/guardians will be notified. If the zero is earned on a major assessment, a makeup may be assigned with the highest possible grade of 70%.

Repeated incidents of cheating or plagiarism may result in additional disciplinary action, including parent conferences, loss of privileges, detention, Honor Marks, or other consequences as determined by the school.

HOMEWORK

Homework Policy

Homework is an important piece of the student learning cycle as it allows for several goals to be met outside of the classroom. Homework can provide students with opportunities for practice and reinforcement of the instruction they received in class that day. It also can be a vehicle by which they can apply the skills they learned in class to the world around them. Another important element of homework is that it allows students to build their level of independence and responsibility as they take ownership of their own learning and educational development. Through consistent completion of assignments, students develop organization, time-management skills, and habits that support lifelong learning.

As parents provide encouragement, establish routines, and communicate with their children about what they are working on, homework provides another bridge of parent partnership. Parents are encouraged to support the homework process while allowing students to take ownership of completing their assignments. Finally, homework assignments provide teachers with another tool they can use for assessment to tailor their instruction to individual students.

Time Guidelines: So that students are not working an inordinate amount of time on homework on any single evening, the following time guidelines are in place for parent and faculty reference. These guidelines are intended to provide a general expectation for homework completion and may vary based on student needs, assignments, assessments, projects, and individual circumstances.

TK - No homework 4 - 60 minutes

K - 30 minutes 5 - 60 minutes

1 - 45 minutes 6 - 90 minutes

2 - 45 minutes 7 - 120 minutes

3 - 60 minutes 8 - 120 minutes

Missing Homework Policy: To be effective in meeting the goals stated above, homework should be completed and submitted by the assigned due date. Timely completion allows students to practice and reinforce newly learned skills while providing teachers with meaningful feedback to guide instruction. When homework is completed significantly after the due date, its instructional value is diminished.

Homework and long-term assignments are expected to be submitted by the assigned due date. Except in cases of an excused absence or other circumstances approved by the teacher, late homework will not be accepted. Students with excused absences will be allowed the same number of school days to complete missed homework as the number of days they were absent.

Grading: As stated above, homework is designed to provide practice and enrichment for

students throughout the course of a lesson. While it also provides teachers with a form of formative assessment to gauge students' understanding of a concept, it will not be used as a form of summative assessment to demonstrate mastery of a grade-level standard.

While the specific weight may vary from classroom to classroom, homework will not constitute more than 20% of a student's overall grade during a trimester in grades 6-8. In grades TK-5 homework will constitute a portion of a students' work habits grade. In grades TK-5, which use standards based grading, homework will constitute a portion of a student's work habit grade rather than the student's academic grade.

ILLNESS

If a child becomes ill during school, office personnel will take the student's temperature and determine if parents are to be called and the child sent home. Students with a temperature over 100° F will be sent home and must be fever free for 24 hours without the use of fever-reducing medication in order to return.

A parent or other adult authorized on the emergency card must pick up any student who is going home ill.

IMMUNIZATIONS

According to California Law, no student may be admitted to St. Mary Magdalen School unless the student has been immunized against diphtheria, pertussis (whooping cough) and tetanus (DPT), also against polio and measles, mumps and rubella (MMR). Students entering Transitional Kindergarten or Kindergarten are required to have three doses of hepatitis B vaccine and two doses of a measles-containing vaccine (usually given as MMR) and are required to present documentation of either one dose of varicella vaccine or that the student has had chickenpox disease.

LUNCH

Lunch is offered Monday through Thursday through the Choice Lunch program. Please contact the school office for more information. The 8th Grade will sponsor pizza and ice cream sales on Fridays. Food or drink is not allowed on the playgrounds and field. Students should not bring soft drinks or energy drinks as part of their school lunches. Lunch deliveries from DoorDash, Uber Eats, Grubhub or other similar entities will not be accepted at the school office.

The Child Health and Disability Law requires that all children entering first grade must have a health screening check-up within the past year.

Seventh grade students are required to have three doses of hepatitis B vaccine and two doses of a measles-containing vaccine (usually given as MMR), and a recommendation for a tetanus-diphtheria booster. All incoming 7th and 8th grade students are required to have a whooping cough booster, called a Tdap, before entering 7th grade.

LATE LUNCHES AND DELIVERIES

Late lunches are to be delivered to the shelves outside the school office with the student's name and grade clearly marked on the lunch. Students come to the office to pick up their lunches when they are dismissed for the lunch period.

Deliveries of items, other than school related items, should not be made for students during the school day unless approved by the principal. This includes flowers, gifts, balloons, etc.

LOST AND FOUND - NAME TAGS

All student belongings need to be clearly labeled with a student name in permanent ink. Lost and Found is located outside the school office. Unclaimed items will be donated at the end of the month.

MEDICINE

According to state law and directives of the Archdiocese, no medication other than rescue inhalers may be administered at school without a prescription from the doctor and or a parent's permission. Forms are available in the office. If non-prescription medication with a note from the parent is sent to the office during the week, it will be sent home every Friday.

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN AVAILABILITY

Pursuant to Title 40 CFR, Part 763 Subpart E (AHERA), the local education agency is required to inform you that: 1) A copy of this school's AHERA Management Plan is available for your inspection in the school office and the office of the Archdiocese of Los Angeles, and 2) This Management Plan contains information regarding inspections, re-inspections, and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact the school office. An application (Form ACC-1) will be given to you to document your request. Application review and report preparation will require a maximum of five working days.

PARTIES

Simple classroom parties are scheduled for Halloween, Christmas, Valentine's Day and the last day of school. The celebration of children's birthdays will be directed by the classroom teacher. Birthday treats should be individual pieces, require no teacher preparation and will be shared at recess. Invitations to parties may not be distributed at school unless they are being given to an entire class or to all the girls of the class or all the boys of the class.

PERSONAL ITEMS AND ELECTRONICS

Personal electronic devices, including handheld gaming devices, tablets, smartwatches, headphones, cameras, and other non-school-issued electronic devices, are not permitted unless specifically authorized by the school. Permanent markers, liquid white-out, laser pointers, and other items that may disrupt the learning environment are not permitted. Toys, trading cards, oversized key chains, fidget items not required by a student's accommodation plan, and other personal items from home should not be brought to school unless authorized by the teacher for a specific classroom activity. The school is not responsible for any lost or damaged items that are brought to school. Sports equipment must be approved by school before use on campus.

PETS AND OTHER ANIMALS ON CAMPUS

Any student or teacher wishing to have an animal at school for a demonstration must first obtain the consent of the principal. No animals are to be on school grounds without the consent of the principal. Guide dogs, signal dogs, and service dogs properly trained to provide assistance to individuals with a disability may accompany these individuals at school as provided by California Penal Code Section 365.5(a)

REPORT CARDS - PROGRESS REPORTS

Kindergarten through eighth grade students will receive a Progress Report midway through each trimester. Student work will be sent home regularly. Report cards will be distributed at the end of each trimester to students in Transitional Kindergarten through eighth grades.

RETENTION

The decision to retain a pupil is a serious matter. Communication about student progress will be based upon written work, oral assessments and class projects as well as classroom observations and will be ongoing. A recommendation will be based upon a consideration of the overall welfare of the pupil. Parents will be involved in the process and notified of possible retention in a timely manner. The principal in consultation with the parents/guardians shall make the final decision regarding retention.

SPORTS PROGRAM

Participation in "A" level sports is open to every qualifying sixth, seventh, and eighth grade student. Participation in "B" level sports is open to every qualifying fifth and sixth grade student. To qualify, all students must maintain a C average with no failing grades and satisfactory conduct and effort. To help defray the cost of equipment and referee fees, a fee will be charged per student per sport.

STUDENT COUNCIL

Saint Mary Magdalen Student Council develops initiative, responsibility and leadership skills, particularly in the area of service to school, church and our global community. Eligible students may run for office in the Spring. To qualify for elected office, students must maintain behavior and work habit grades of G or higher, a B average for all subjects with no grade lower than a C throughout the school year.

STUDENT IMAGES/ STUDENT WORK

The school reserves the right to use student images or student work on the school website unless parents send in a written notice to the school office prior to September 15.

SUMMATIVE ASSESSMENTS

The purpose of summative assessments is to allow students the opportunity to demonstrate mastery of the standards taught during the course of a unit of study. Teachers assign grades to accurately reflect a student's level of mastery and communicate this to the student and their parents and guardians.

Summative assessments are major tests or projects that are cumulative in nature and should not be confused with homework classwork, quizzes, or other forms of formative assessment.

As a school community, we believe that every student can and will learn. With this principle in mind, it is important to realize that a student may not demonstrate mastery of a standard during their first attempt at a summative assessment. Summative assessments include major tests and projects and do not include quizzes or other formative assessments.

Students in grades K–5 who receive a grade of 75% or below on a summative assessment may be given the opportunity to retake all or a portion of the assessment, or complete an alternate assessment, to more fully demonstrate mastery of the standards.

Students in grades 6–8 who receive a grade of 70% or below on a summative assessment may request a reassessment. It is the student's responsibility to notify the subject teacher within one week of receiving the graded assessment. Reassessments are provided at the discretion of the teacher.

TECHNOLOGY

The use of technology is a privilege that enhances student learning. Students who follow the Acceptable Use Policy (AUP) will benefit from the use of technology all year.

Technology Acceptable Use Policy for Grades TK-8

To ensure the learning and safety of all our students, St. Mary Magdalen School students and parents agree to read and follow these guidelines for technology use at school and when using school-issued devices or school-issued accounts outside of school.

1. iPads and Chromebooks are for educational use. Students who use any app or website, play games, send messages without teacher permission, or access any social media during class may have their device confiscated or temporarily withheld by the teacher. Additional disciplinary consequences may be assigned.
2. Students may not put a lock screen passcode on their iPads or at any time.
3. Students shall not disclose any personal information while using school issued technology or communications
4. Chromebooks and iPads are subject to search or inspection by any teachers, staff members or administrators at any time.
5. Students **may not photograph, record video, or edit photos or videos** on their school device unless directed by a teacher for an assignment. Images, videos, and digital media projects may only be used for the specified educational purpose directed by a teacher for an assignment. Images, videos, and digital media projects may only be used for the specified educational purpose.
6. Students using Chromebooks are not to sign out of their school assigned accounts at any point during the day.
7. Students may not damage, alter, disrupt, or gain unauthorized access to technology or other systems; e.g., using others' passwords or accessing others' data.
8. Students may not enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
9. Students may not use obscene, profane, defamatory, and/or disruptive language.
10. Students may not deliberately use the Internet to annoy or harass others. Students may not use school technology or credentials to send or post electronic communications that are abusive, bullying, obscene, sexually oriented, threatening, harassing, damaging to another person's

reputation, illegal, contrary to SMMS' philosophy, or in violation of school policies. Please see Discipline and Behavior policies in the Family Handbook regarding infractions involving the welfare of students.

11. Students will practice behavior using technology according to expectations taught and outlined through Digital Citizenship lessons and agreements.
12. Students will not knowingly or recklessly post false or defamatory information about a person or organization, including St. Mary Magdalen School.
13. Students may not participate in any activity that violates a school rule or a local, state, or federal law.
14. Students will not use artificial intelligence (AI) tools such as chatbots to do work that the student represents as their own work. AI may only be used as directed by the teacher and under teacher supervision for specific instructional purposes. Unauthorized use of artificial intelligence may result in consequences related to academic integrity.
15. Middle School Students will abide by the care and equipment instructions as outlined in the Middle School Chromebook Agreement.

Students who violate any part of the Acceptable Use Policy whether at school or while using school-issued devices or accounts outside of school, may be subject to disciplinary consequences as outlined in the Discipline and Behavior Policies in Family Handbook. Additionally, Middle School students will still be responsible for completing any homework assignments or classwork should their Chromebook be confiscated.

TELEPHONE MESSAGES / USE OF CELL PHONES

Students may not use the school phone without permission. Cell phones must be turned off and stored in students' backpacks for off-campus purposes only. Cell phones that are misused will be kept in the school office and returned to the student's parents/guardian

TESTING PROGRAM

The STAR Assessments are administered to all students four times throughout the school year. These tests provide teachers and parents/guardians with consistent benchmarks to assess student growth and areas for improvement. Likewise, the Assessment of Catholic Religious Education (ARK) is administered to all students in Grades 2-8 at the end of each school year. These assessments inform instructional decisions and guide classroom instruction. It is imperative that all medical appointments be scheduled outside the testing window.

TRANSPORTATION--DROP-OFF AND PICK-UP

This is a very sensitive area and requires constant vigilance and cooperation of all families to help ensure the safety of students.

Morning: Carline Drop-off: For the carline drop-off, the first car should pull all the way to the end of the drop off zone to let passengers exit. . The following cars should also allow passengers to exit onto the sidewalk from the passenger side of the car. Students should never enter or exit a car from the driver's side .

Parking Lot on lower level: This is not a drop-off area. Parents/guardians using this lot need to park and escort their student(s) to the area near the school office (up the walkway past the grass field and through

the crosswalk). Cars must clear this lot by 9:15 a.m. so the area can serve as a playground. No stopping, dropping off or parking is allowed on Holly Street.

Afternoon: Carline Pick-up: Five minutes prior to dismissal, cars queue up to the pickup area along the curb on Chapel Drive. Parents/guardians must have their name card displayed in the front windshield. Students will board cars and traffic will move forward at the direction of the adult on supervisory duty. Students are required to stay together in the assigned area.

Parking Lot on lower level: Parents/guardians using this lot need to park and escort students to their car. Parents/guardians must accompany any child to the cars parked in this lot.

Primary Pick-up: Grades TK, K, and 1 will receive forms in the beginning of the school year to notify teachers whether their child will attend the Extended Day Program, be dismissed to Chapel Drive for carline, or will remain in the classroom to be picked up by parent/guardian.

IMPORTANT: Cars Parked on Chapel Drive: Students are not allowed to walk to or from cars parked farther down Chapel Drive, Holly Street, or any parking lot unless escorted by an adult. Students whose parents do not pick them up in the car line will wait in the designated waiting area behind the fence for parents to come and escort them to a parked car. Students in grades TK, K, and 1 who do not go to carline or Extended Day Program will wait in the classroom to be picked up by their parent/guardians. Students not picked up fifteen minutes after dismissal and who are not participating in a school-sponsored, supervised activity will be signed in to the Extended Day Program.

Extended Day Program: Bicycles, Skateboards and Scooters: Parents/guardians are responsible to see to it that their children get to and from school safely. The decision regarding whether a student rides a bicycle to school is left to the parents/guardians. Students riding bicycles must enter the campus and immediately WALK their bicycles to the racks. Bicycles must be locked at the bike racks during school. The school does not accept responsibility for student bicycles. After dismissal, bicycles are walked off campus and down Chapel Drive to Glenn Drive. Students who walk, ride bicycles, skateboards, or scooters to and from school must have parent/guardian permission on file in the school office.

All parents/guardians and students are expected to abide by traffic laws, exercise courtesy, and follow the directions of the adult supervising pedestrian safety and traffic flow. Please refrain from using cell phones while dropping off or picking up students.

TUTORING

If a student requires private tutoring or a parent/guardian wishes to arrange tutoring support in school-related subjects, the parent/guardian is responsible for selecting, engaging the tutor and paying all tutoring costs. The school may assist the parents by providing information regarding available tutoring resources.

Private tutoring is not a school-sponsored service. Tutoring on school grounds is not permitted unless approved in advance by the principal. The school does not provide classroom space, offices, or other campus locations for private tutoring unless an approved agreement is in place.

Teachers may not be paid for tutoring students assigned to their classes. With prior approval from the principal, teachers may tutor other students who attend St. Mary Magdalen School and be compensated directly by the parent/guardian.

A school may arrange with independent contractors or tutoring organizations that are not employees of the school to provide tutoring services on a fee basis. All Independent tutors or entities must receive prior approval and provide required documentation, including applicable licenses, liability insurance, agreements for the use of school facilities and compliance with the school and Archdiocesan requirements. All tutors and entities must comply with St. Mary Magdalen School procedures and policies and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

UNIFORMS

Students are expected to wear the approved Saint Mary Magdalen School uniform each school day and for all school-sponsored activities unless otherwise directed by the school. The standard uniform must be purchased through School Uniforms by Tommy Hilfiger or the school's used uniform closet. The administration is the final authority in the interpretation and enforcement of the school's uniform and dress policy. Students who are out of uniform or dressed in a manner that is inconsistent with school expectations may be required to change into appropriate attire or be sent home.

GIRLS - Grades TK-8

Girls	TK-4	5	6-8
School Plaid Jumper	X		
School Plaid Skort	X	X	X
Navy Blue Walking Shorts	X	X	
Khaki Walking Shorts			X
Navy Blue Twill Slacks (No cargo or denim)	X	X	
Khaki Twill Slacks (No cargo or denim)			X
Khaki Skort			X
Navy Skort	X	X	
White Short sleeve Peter Pan Collar blouse (Only worn with plaid jumper)	X		
Jersey "Polo" Shirt, Logo Only, White (REQUIRED for FORMAL AND MASS DRESS); Cardinal Optional	X	X	X
Navy Polo			X
Sweater: Navy V-neck Cardigan LOGO ONLY; FOR FORMAL DRESS	X	X	
Sweater: Navy V-Neck LOGO ONLY; FOR FORMAL DRESS	X	X	X

Polar Fleece Jacket	X	X	X
SMMS Official School Sweatshirt	X	X	X
SMMS Official School Jacket Logo Only jacket may be worn	X	X	X
PE Shirt Optional for PE Day (Grey w/logo)	X	X	X
Socks: above the ankle, or tights; solid white, navy or black NO LOGOS (No leggings)	X	X	X
Barrettes/Bows/Headbands - simple in design and reflect school colors of navy, white, gray, maroon or school plaid	X	X	X

BOYS Grades TK-8

Boys	TK-5	6-8
Navy Blue Walking Shorts	X	
Khaki Walking Shorts		X
Navy Blue Twill Slacks (No cargo or denim) no cuffs or rolling	X	
Khaki Twill Slacks (No cargo or denim) no cuffs or rolling		X
Jersey "Polo" Shirt, Logo Only, White (REQUIRED for FORMAL AND MASS DRESS); Cardinal Optional	X	X
Navy Polo		X
Sweater: Navy V-neck Cardigan LOGO ONLY; FOR FORMAL DRESS	X	X
Sweater: Navy V-Neck LOGO ONLY; FOR FORMAL DRESS	X	X
Polar Fleece Jacket	X	X
SMMS Official School Sweatshirt	X	X
SMMS Official School Jacket Logo Only jacket may be worn	X	X
PE Shirt Optional for PE Day (Grey w/logo)	X	X
Socks: solid white, black or navy NO LOGOS	X	X
Belts: Must be solid black, brown or navy and have a conservative buckle		X
Short or long sleeve undershirts must be solid white and uniform shirts must be tucked in.	X	X

Appearance and Grooming Standards

Students are expected to present themselves in a neat, clean, and well-groomed manner that reflects the values and expectations of Saint Mary Magdalen School. Personal appearance should not distract from the learning environment.

Jewelry

- Students may wear one simple watch and one religious necklace. No Bracelets, No rings.
- Girls may wear one pair of small stud earrings. Earrings are not permitted for boys. Hoops, dangling earrings, gauges, and facial piercings are NOT permitted.
- Smartwatches and other wearable electronic devices are not permitted during the school day unless authorized by the school.

Grooming

Girls:

- Makeup is not permitted.
- Only clear nail polish may be worn on natural nails. No acrylics or gels.
- Hair must be clean, neatly groomed, and remain a natural color. Artificial hair color and non-natural hair additions or accessories that are distracting to the learning environment are not permitted.
- Students whose hair does not meet school expectations will be given two school days to correct the concern.
- Shirts and blouses must remain buttoned and tucked in.
- Shirt collars must remain visible above sweaters and sweatshirts.
- Shorts, skirts, skorts, and jumpers must be no shorter than four (4) inches above the top of the knee.
- Short-sleeve undershirts must be solid white.

Boys

- Hair must be clean, neatly groomed, above the eyebrows, and above the collar.
- Exaggerated hairstyles, including mohawks, shaved designs, or spikes longer than one inch, are not permitted.
- Hair must remain a natural color. Artificial hair color and non-natural hair additions are not permitted.
- Students whose hair does not meet school expectations will be given two school days to correct the concern.
- Junior High boys must be clean shaven.
- Uniform shirts must remain tucked in.
- Short- or long-sleeve undershirts must be solid white.

Shoes

Students must wear safe, secure, and school-appropriate shoes each day.

Shoes must:

- Be securely fastened with laces, buckles, or Velcro.
- Be properly tied or fastened at all times.
- Be predominantly white, black, navy blue, gray, or brown, with no more than two predominant colors.
- Have conservative solid-colored laces that are white, black, navy blue, gray, or brown.
- Have soles no higher than one-half ($\frac{1}{2}$) inch.

The following are not permitted:

- Crocs
 - Slippers
 - UGG-style footwear
 - Doc Martens-style boots
 - Shoes or laces with lights, checkerboard patterns, graphics, or other decorative designs
 - Shoes displaying colors other than those listed above
- Boys and Girls – Safe, sensible, durable, with laces, buckles or velcro.

General Uniform Appearance

- Oversized clothing is not permitted.
- Uniform items that are faded, altered, or no longer reflect their original color may not be worn (for example, off-white is not considered khaki).
- Girls' skirts, skorts, shorts, and jumpers may be no shorter than four (4) inches above the top of the knee.
- Boys' shorts may not extend below the knees.
- Pants, shorts, skirts, and skorts must be worn at the waist.
- Belts, when worn, must be solid black, brown, or navy with a conservative buckle.
- Uniform shirts must remain tucked in at all times.

UNIFORM VIOLATIONS

Each violation of the uniform code will result in a Uniform Violation Slip and documentation in FACTS. Three (3) uniform violation slips will result in one Honor Mark for students in grades 6–8. Three (3) uniform violation slips for students in any grade may result in the loss of free dress privileges.

Beginning with the second offense, students will be sent to the office, and parent(s)/guardian(s) will be notified to bring the appropriate uniform item or article of clothing.

Formal Uniform Dress/Mass Dress Days

All formal uniform dress clothing must be neat and clean. Formal uniform dress is required on all designated Formal Uniform and Mass Dress Days. Formal uniform attire is limited to uniform pants, jumpers, skirts, or skorts. Uniform tops are limited to the white logo polo shirt and blue logo sweater. Sweatshirts, PE shirts, and cardinal polo shirts are not permitted on formal uniform dress days.

While uniform pants are preferred, uniform shorts may be worn at the discretion of the parent(s)/guardian(s) during periods of excessive heat or humidity.

Dress Code for Non-Uniform Days

Students may wear free dress only on designated days. Clothing must be neat, clean, modest, appropriately fitted, and suitable for a Catholic school environment. All grooming standards outlined in this handbook remain in effect on free dress days.

The following guidelines apply to all students:

- Jeans, dress pants, walking shorts, skirts, and dresses are permitted.
- Clothing with holes, excessive distressing, cut-offs, oversized styles, or pajamas (unless it is a designated Pajama Day) is not permitted.
- Shoulders, midriffs, undergarments, and the torso must remain covered.
- Tank tops, muscle shirts, sleeveless tops, crop tops, and clothing that is excessively tight, revealing, or distracting are not permitted.

- Leggings, yoga pants, athletic tights, and similar form-fitting bottoms may be worn only when paired with a top, tunic, dress, or skirt that provides appropriate coverage.
- Skirts, dresses, and shorts must follow the same length requirements as the school uniform.
- Girls are encouraged to wear shorts underneath dresses and skirts for modesty and comfort during recess, PE, and other school activities.
- Clothing displaying inappropriate language, images, graphics, symbols, or messages is not permitted.
- Closed-toe shoes that are securely fastened must be worn. Open-toed shoes, slippers, and footwear that presents a safety concern are not permitted.

The administration reserves the right to determine whether attire is appropriate for the school environment.

Student Council

Members of the Student Council may wear their official Student Council uniform on designated meeting or activity days.

VISITORS ON CAMPUS

All visitors, including parents/guardians, must sign in at the main office upon arrival in accordance with California State Law Forgotten

lunches, books, messages, or other items should be brought to the school office, where they will be delivered to the student when appropriate. Parents/guardians may not go directly to the classrooms during the school day unless authorized by the principal or school office.

VOLUNTEERS

Volunteers are an important part of the St. Mary Magdalen School community and contribute to the success of our educational programs. Parents/guardians may assist in classroom activities, school activities, fieldtrips, lunch and playground supervision, and other volunteer opportunities approved by the school. To ensure the safety and proper supervision of students, we ask that volunteers do not bring younger siblings or other children who are not enrolled at St. Mary Magdalen School while serving in a volunteer capacity.

Room parents are selected at the beginning of each year to assist teachers in coordinating classroom activities, special events, and communication with families, as directed by the classroom teacher and school administration.

All volunteers must complete the Archdiocese of Los Angeles Safe Environment requirements, including Live Scan fingerprinting, VIRTUS® Protecting God's Children training, and any additional requirements established by the Archdiocese or the school.

All policies contained in the St. Mary Magdalen School Family Handbook are intended to be consistent with the policies and guidelines of the Archdiocese of Los Angeles. In the event of a conflict, Archdiocesan policies shall govern. Families are encouraged to review the current Archdiocesan School Handbook located on the Archdiocese website: lacatholics.org.

