



OUR 79TH YEAR OF CATHOLIC EDUCATION

2017-2018

FAMILY & STUDENT HANDBOOK

LET'S BE GOOD TO ONE ANOTHER
AND... PASS IT ON!

THE TOP 10 THINGS THE MADELEINE WILL DO TO SERVE YOU WELL

1. Create a Catholic Culture of Joy, Prayer, Study, Service and Justice
 - Live our Dominican Charism and be proud of our Catholic Identity
2. Answer our Phones and Greet you with Warmth & Sincerity
 - 7:30 am to 4:00pm
 - Avoid voice mail as best we can during work hours
3. Provide an Open Door Policy
 - Principal is always available upon request-schedule permitting
 - Mary and Pat are always available during work hours for you
4. Communicate Professionally
 - Teachers will respond within a reasonable time to all requests
 - Prompt and updated information will always be posted on SchoolSpeak
5. Provide Quality Instruction
 - Teachers and staff will be prepared for quality daily instruction
 - Teachers and staff will challenge every child to his or her potential
6. Provide Quality Supervision
 - Teachers and staff will be attentive to the needs of their students
 - Teachers and staff will be vigilant to insure a safe playground & classroom
7. Maintain Facilities that are Clean and Safe
 - Building will be clean every day upon student arrival
 - Building will be maintained to keep students safe and healthy
 - Improvements to the plant will be ongoing as needs arise
8. Invest in Educational Resources for Academic Excellence & Student Success
 - Students will be provided with the best resources for academic success
 - Gift/Challenged Students will have strategies for success when needed
 - Teachers/Staff will have the opportunity for professional development
 - Technology innovation will support and enhance student learning
9. Invest in Fine Arts, Physical Education, Foreign Language and the Whole Child
10. Live our Mission by Being Good to One Another Every Day

THE TOP 10 THINGS THAT YOU CAN DO TO SUPPORT THE SCHOOL OF THE MADELEINE

1. Keep Tuition/ECP Fees Current:
 - School Tuition is due on the 5th or 20th, \$25.00 late fee after the 25th
 - ECP Invoices are available by the 1st, \$15.00 late fee after the 10th
2. Claim Lost & Found
 - Unclaimed items will be donated
3. Drive Safely on the Playground
 - The speed limit is 5 mph
 - Cars must be off the yard by 8:20 a.m.
4. Support the School Dress Code:
 - See Uniforms
5. Update Emergency and Health Information:
 - When things change, please notify the office
 - We need written authorization to administer any form of medication
6. Be on Time and Avoid Unnecessary Absences:
 - School begins at the 8:00 bell with Morning Prayer
 - All absences require a written note from parents
 - When a student has missed 10 or more days during a trimester, they may not receive grades on a report card and grade promotion may be in question.
7. Avoid extended vacations during the school year
 - This is a disruption to the educational process
 - Teachers are not expected to provide assignments in advance or make up assignments.
8. Be Polite and Civil in Email
9. Follow and Respond to SchoolSpeak Notices and Newsletters
10. Fulfill your Parent Service Hours Commitment



1225 Milvia Street | Berkeley | California | 94709

(510) 526-4744 | FAX (510) 526-5152

School Office Hours:
Monday thru Friday from 7:30 am to 4 pm
Wednesday from 7:30 am to 2:45 pm

Office is closed during holidays and extended vacations.
Summer hours are subject to change.

OFFICE DIRECTORY

Principal	Mr. Kenneth Willers	kwillers @ themadeleine.com
Secretary	Mrs. Mary Schweska	mschweska @ themadeleine.com
Vice Principal, <i>Student Services</i>	Mr. Joseph Nagel	jnagel @ themadeleine.com
Vice Principal, <i>Religious Education</i>	Ms. Heather Skinner	hskinner @ themadeleine.com
Vice Principal, <i>Curriculum</i>	Ms. Jennifer Walwark	jwalwark @ themadeleine.com
Bookkeeper	Ms. Pat Christ	patchrist @ themadeleine.com

Extended Care Program (510) 526-3856

School Advancement Office (510) 526-3169

FAX (510) 527-4818

Advancement Ms. Debbie Dinneen ddinneen @ themadeleine.com

SAINT MARY MAGDALEN PARISH

2005 Berryman Street | Berkeley | California | 94709
(510) 526-4811 | FAX (510) 524-3638

PARISH STAFF

Pastor	Fr. Carl Schlichte, O.P.
Business Manager	
Director of Religious Education	Heather Skinner
Director of Music	Andy Canepa
Secretary	Lorna Wallace McKeown Carolyn Tune
Maintenance	Oscar Guillen

MASS TIMES

Eucharist Sunday	8:00 am, 9:30 am & 11:00 am
Daily Mass	Monday thru Saturday 8:00 am & 5:30 pm
Eucharistic Adoration	6:00 – 9:00 pm (Confession 7:00 – 9:00 pm) First Friday of the month
Liturgy of the Hours	
Morning Prayer	Monday thru Friday 7:40 am
Evening Prayer	Monday thru Friday 5:10 pm
Sacrament of Reconciliation	Saturdays 4:00 – 5:00 pm Other times by appointment

STATEMENT OF INTENT

The provisions in this handbook are designed to provide parents and students with information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

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PHILOSOPHY OF CATHOLIC EDUCATION

DIOCESE OF OAKLAND

The Catholic elementary and secondary schools within the Diocese of Oakland are the expression of the educational ministry of the parishes, religious congregations, and of the Diocese itself. Under the authority of the Bishop, the schools share a common Christian vision, resources and responsibilities as they strive to serve the youth that are reflective of the diverse counties. The Diocese and individual schools are committed to include the poor in Catholic school education.

The tenets and the tradition of the Catholic faith are integral components of the philosophy and goals of each school. All facets of Catholic education contribute to the faith development of the students and reflect the commitment to teach and model Catholic principles founded in the liberating love of Jesus Christ and the Good News as proclaimed by the Roman Catholic Church in contemporary society.

The schools prepare youth to respect the sacred dignity of the person as an individual and as a responsible member of the community and also enable students to translate the Good News into action within a challenging and disciplined environment provided by caring and capable teachers.

Finally, schools acknowledge that parents, who have the primary responsibility for the moral and religious development of their children, are partners with the parishes and the entire Christian community in the continuing educative process. Together, they participate in the development of school policies, curricula and the budgetary process based on Christian values within the constraints of the local school.

Consequently, Catholic schools are committed to provide:

- a. activities that allow students to experience prayer and liturgy;
- b. quality educational opportunities for students of varied academic abilities;
- c. financial aid programs to assist those families unable to assume full financial responsibility for tuition;
- d. opportunities for students to serve others in order to fulfill the mandate of the gospel and the demands of justice and to recognize that society requires the cooperation and contribution of each of its members.

It is this sense of common purpose which inspires each school community to strive to meet the challenge of the goals set by the Catholic bishops of the United States: "To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents and members of the faculty."

School Mission

The School of the Madeleine is a Catholic elementary school with a vibrant Dominican tradition of education and service in the Diocese of Oakland. The mission of the School of the Madeleine is to inspire students to grow as educated, morally informed individuals.



Philosophy

The School of the Madeleine community honors the history and traditions of the past, embraces the challenges and values the accomplishments of the present, and looks to the future with hope and an ever abiding faith in God.

We provide a Catholic education defined by gospel values, marked by high academic standards, and enhanced by a commitment to social justice. We acknowledge the parents as primary educators of their children. With a firm dedication to the education of the whole child: spirit, mind, and body, we strive to embrace our cultural diversity and guide each student to the fulfillment of his or her unique potential.

Graduates demonstrate self-confidence and resilience and develop a love of learning, awe of God's creation, and a desire to foster peace and justice in the world.

Student Learning Expectations

Prayer Madeleine students uphold gospel values, respect other faiths, and participate in the liturgical life of the school.

Study Madeleine students communicate clearly, value knowledge, and dedicate themselves to learning.

Community Madeleine students care for each other, work together, and build relationships.

Service Madeleine students give of their time, protect the environment, and strive for social justice.



A BRIEF HISTORY OF ST. MARY MAGDALEN & SCHOOL OF THE MADELEINE

Father Daniel O'Brien, O.P., Pastor of St. Mary Magdalen Parish, invited the Dominican Sisters of Mission San Jose, in 1928, to conduct the catechism classes of the parish. By 1930, the catechism enrollment had increased to 100 children. This led to plans of building a convent and school in the near future. After seven years of fundraising and a period of construction, Father H.H. Kelly and the Sisters opened the School of the Madeleine.

His Excellency, the Most Reverend Archbishop, John J. Mitty of San Francisco blessed the school on August 22, 1937, and school opened the next day with 156 students in eight grades. Each of the four sisters had a combination class of two grades. By 1939, the faculty had increased to five Sisters and five classrooms. Enrollment reached 260 students in 1944 and a sixth classroom and teacher were added. In 1949, Father William T. Lewis, O.P., Pastor, had two classrooms and a library added and eight single grades were taught for the first time.

Father William A. Norton, O.P., completed the construction of the kindergarten and enlargement of the schoolyard. In September 1955, the school opened with 440 students in kindergarten through eighth grade. This also was the first year a school cafeteria was opened to serve lunches.

In 1986, an Extended Care program was established to meet the growing needs of working parents.

The Dominican Sisters of Mission San Jose staffed and administered the School of the Madeleine from 1937 to 1988. A layperson was administrator from 1988 through 1990. The Dominican Fathers of the Western Province assumed the administration from 1990 to 1993. Recognizing the long tradition of quality education, stability of the staff and dedication of the parents, the Dominican Sisters of Mission San Jose withdrew at the end of the 1991-1992 academic year. The Dominican Fathers maintain that presence with a lay staff.

In 2008, the School of the Madeleine became an affiliate school of the Dominican Sisters of Mission San Jose. In June of 2012 the school held its 75th graduation and on September 29, 2012 held a Gala Event with 400 guests. During the summer of 2015 the board and administration completed the 21st Century classroom remodeling project, realizing the vision of the 'Next Generation Catholic School' with strong ties to the Dominican Charism and a bold vision toward an innovative future.

PERSONNEL

BISHOP

The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements, which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

SUPERINTENDENT OF CATHOLIC SCHOOLS

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese.

The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines. In some special circumstances, decisions may need to be made by the School Department that would ordinarily be made at the local level.

PASTOR

The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

PRINCIPAL

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

ADMINISTRATIVE ASSISTANT / EXECUTIVE SECRETARY

The administrative assistant is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

FACULTY

The faculty (and students) of the school forms a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

OTHER SUPPORT STAFF

Other staff is responsible to the Principal for the efficient operation of the school and for the performance of duties according to their job description.

DAILY SCHEDULE

7:55 AM First bell -Students assemble on the schoolyard
8:00 AM Second bell (tardy bell) –Morning Prayer assembly

9:50-10:10 Recess

12:10 - 12:50 Lunch

2:30 Wednesday dismissal

3:00 M, T, Th, F dismissal

15 minutes after dismissal (i.e. 3:15, 2:45, and 12:15 depending on that day's schedule) the final dismissal bell will ring to clear building/playground. All students still on school grounds (including the parish) will be checked into ECP.

School office hours: 7:30 am – 4:00 pm (M, T, Th, Fri); 7:30 am – 2:40 pm (W)

MINIMUM DAYS

The Diocese of Oakland calendar provides 180 days of student attendance that includes 15 minimum days per year. The calendar provides the required instructional minutes as well as time on minimum days for faculty in-service, curriculum development, and implementation of the school improvement action plan. The dates of the minimum days are listed on the full year calendar. Minimum days are also listed on the SchoolSpeak calendar. These days may be subject to change.

2017 – 2018 HOLIDAY AND MINIMUM DAY CALENDAR

August 28-29	Minimum Day - 8:00-12:00
August 30	Full day sessions begin
September 04	Labor Day Holiday
September 13	Minimum Day 8:00 – 12:00
October 9	Columbus Day Holiday
October 16-20	Parent/Teacher Conferences (12:00 Dismissal Days)
October 31	Minimum Day - 8:00-12:00 (Halloween)
November 8	Minimum Day 8:00 – 12:00
November 20-24	Thanksgiving Holiday Week (No school for students)
December 22	Minimum Day - 8:00-12:00 (NO ECP or ChoiceLunch)
December 25-29	Christmas Break
January 01-05	Christmas Break
January 8	Staff Day (No school for students)
January 9	Classes Resume
January 15	MLK Jr. Holiday
January 26	Minimum Day – 8:00 – 12:00 for Grandparents’ Tea
February 07	Minimum Day 8:00 – 12:00
February 19	Presidents’ Day Holiday
March 16	Minimum Day 8:00 – 12:00
March 29	Minimum Day Holy Thursday
March 30	Good Friday (no school)
April 02-6	Easter
April 9	Classes Resume
April 25	Minimum Day 8:00 – 12:00
May 25	Minimum Day – 8:00 – 12:00
May 28	Memorial Day Holiday
June 13	Minimum Day 8:00-12:00
June 14	Last day of School – 8:00-11:00
June 15	Staff Day

Wednesdays

Dismissal will be 2:30 every Wednesday unless noted otherwise on this calendar.

Kindergarten dismissal is at 2:30 everyday except Wednesdays, which is at 2:10.

Report Card Periods

1st Trimester ends 11/19/14; 2nd Trimester ends 3/4/15; 3rd Trimester ends 6/12/15.

Extended Care is available on all school days except 12/19/2014 & 6/12/15.

Choice Lunch service begins 8/25/14 and ends 6/11/15.

This calendar is subject to change. Changes will be announced on SchoolSpeak.

FACULTY & STAFF

SCHOOL SITE ADMINISTRATION

Principal	Mr. Kenneth Willers	kwillers @ themadeleine.com
Secretary	Ms. Mary Schweska	mschweska @ themadeleine.com
Vice Principal, Religious Ed.	Ms. Heather Skinner	hskinner @themadeleine.com
Vice Principal, Student Life	Mr. Joseph Nagel	jnagel @themadeleine.com
Vice Principal, Curriculum	Ms. Jennifer Walwark	jwalwark @themadeleine.com
Bookkeeper	Ms. Pat Christ	patchrist @themadeleine.com
Advancement Office	Ms. Debbie Dinneen	ddinneen @themadeleine.com

FACULTY & STAFF

Kindergarten	Ms. Catia Saroni	csaroni @themadeleine.com
Kindergarten	Ms. Kelsey Matthiesen	kmatthiesen @ themadeleine.com
Kindergarten	Sr. Jennifer Daniels	Srjdaniels @ themadeleine.com
Grade One	Ms. Tia Warren	twarren @themadeleine.com
Grade One Partner Teacher	Ms. Gina Cagnolatti	gcagnolatti @ themadeleine.com
Grade Two	Ms. Alyssa Hammond	ahammond @themadeleine.com
Grade Two Partner Teacher	Ms. Amanda Tharayil	atharayil @themadeleine.com
Grade Three	Ms. Gisele Teixeira	gteixeira @themadeleine.com
Grade Three Partner Teacher	Ms. Marilo Aceves	maceves @themadeleine.com
Grade Four	Mr. Michael Stokes	mstokes @themadeleine.com
Grade Four Partner Teacher	Ms. Kate Wynne	kwynne @themadeleine.com
Grade Five	Ms. Kimberly Velez	kvelez @ themadeleine.com
Grade Five Partner Teacher	Ms. Rosanne Piccinini	rpiccinini @themadeleine.com
Grade Six Homeroom	Ms. Lauren Mezey	lmezey @themadeleine.com
7 th Grade Homeroom	Ms. Amy Reagan	areagan@themadeleine.com
8 th Grade Homeroom	Ms. Gina Gamble	ggamble @themadeleine.com
6 th -8 th Grade Math	Ms. Becky Policar	bpolicar @themadeleine.com
6 th -8 th Grade Math	Ms. Lori Morrison	lmorrison @themadeleine.com
6 th -8 th Grade Science	Ms. April Zendejas	azendejas @themadeleine.com
Tech Coordinator/Net Admin	Ms. Lisa Anthony	lanthony @themadeleine.com
iPad Administrator	Ms. Franchesca Meier	fmeier @ themadeleine.com
Music	Ms. Jeanne Honore	jhonore @themadeleine.com
Music	Mrs. Dace Rapa	drapa @themadeleine.com
Spanish	Sra. Amalia Pereira	apereira @themadeleine.com
Spanish	Sra. Catalina Meoz	cmeoz @ themadeleine.com
Art and STEAM Director	Ms. Janice Bettiga	jbettiga @themadeleine.com
Librarian	Ms. Sheila Ring	sring @themadeleine.com
Physical Education: K-8	Ms. Alexis Peña	apena @themadeleine.com
Counselor	Ms. Sara Swan	sswan @ themadeleine.com
Literacy / Reading Specialist	Ms. Kaitlyn Vignocchi	kvignocchi @themadeleine.com
Health Chair	Ms. Rowena Tarantino	healthchair @themadeleine.com
Band	Ms. Jennifer Ashworth	jashworth @themadeleine.com
Maintenance/Facilities Dir.	Mr. Raul Leon	

BOARDS, COMMITTEES, & ORGANIZATIONS

Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

SCHOOL OF THE MADELEINE ADVISORY BOARD BY-LAWS

ARTICLE I

TITLE

The name of this body shall be the School of the Madeleine Advisory Board, hereinafter referred to as the Advisory Board.

ARTICLE II

PURPOSE AND FUNCTION

Section 1 The purpose of the Advisory Board shall be to provide advice and assistance to the Pastor and Principal in establishing goals which shall direct the operation and planning of School of the Madeleine, subject to such rules and regulations that precede from the Bishop through Canon Law and the corporate structures of the Diocese and the Diocesan Superintendent of Schools and the Diocesan Board of Education. The Advisory Board can be discontinued at any time at the prudent wisdom of such authority.

Section 2 The Advisory Board, functioning as a consultative body, shall be guided by the following responsibilities:

- to recommend goals that accentuate and strengthen the school's mission, identity and responsibilities as a Catholic school;
- to recommend goals to the Pastor and Principal governing the long-term operation and planning of the school;
- to create a better understanding of Catholic education in the community by fostering a relationship between the school and

- the entire community, both civic and cultural groups, and the public schools of the area;
- to generate an effective marketing strategy to reflect the mission of the school in a variety of mediums;
 - to analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school;
 - to assess the needs of the physical plant and grounds in order to direct a plan for capital improvement;
 - to identify the school's fundraising needs and make recommendations for its future financial stability and the means to achieve it.

ARTICLE III.

MEMBERSHIP

Section 1 Members of the Advisory Board shall consist of the Pastor of St. Mary Magdalen Parish, the Principal of School of the Madeleine, a PA representative, a School of the Madeleine faculty representative, and 4 other appointed representatives of the school and local community along with one appointed representative from the parish community.

- A. Principal appointed representatives shall chair the following standing committees: Finance, Marketing/Public Relations, Facilities and Advancement.
- B. The Pastor will appoint the one parish representative.
- C. The PA representative must be an officer of the PA and will be chosen by the PA.

Section 2 Each appointed member shall serve a term of three years, and may be asked to serve successive terms at the discretion of the Pastor or Principal.

Section 3 No member shall have a legal right or authority to represent the Advisory Board.

Section 4 Vacancies and Nominations
 For end of term Advisory Board vacancies, the Pastor, Principal and Advisory Board will solicit candidates for membership to the Advisory Board beginning in January of each year. Parents who are interested in serving on the Board will be asked to submit a brief biography and

statement of purpose in January. Interested candidates will be invited to the February and March Advisory Board meetings. The Secretary will circulate a brief biography and statement of purpose of each nominee to be sent out to Advisory Board members before the April meeting. New members will be officially appointed to the Advisory Board by the Pastor and Principal for the August meeting.

If a vacancy occurs in mid-term, the Pastor and Principal will appoint a replacement representative to complete the term.

Regarding parish representatives, the Pastor will appoint the new lay representative from the parish community.

Section 5 Attendance

A member absent without cause for 3 meetings in the course of a year shall cease to be a member and be so notified.

ARTICLE IV.

OFFICERS

Section 1 Active Advisory Board members shall perform the following rolls: chairperson, vice-chairperson and recording secretary.

Section 2 Duties

The chair shall preside at all regular and special meetings of the Advisory Board. In consultation with the Principal, he/she shall plan the agenda, ensure that all committees are functioning effectively, ascertain that Advisory Board policies are implemented and make an annual report to the school and parish.

The Vice-Chair shall assist the Chair as needed and, in the absence of the Chair, shall perform all duties of the Chair.

The recording secretary shall receive and dispose of all correspondence as directed. He/she shall prepare and issue all recommendations of the Advisory Board. The recording secretary shall serve as the custodian of the Advisory Board's records and documents.

ARTICLE V.

MEETINGS

- Section 1 All Advisory Board meetings shall be open to school parents and members of the parish, unless the Chair calls an executive session to discuss personnel matters or unless the Principal or Pastor shall otherwise determine that special circumstances warrant a closed meeting.
- Section 2 The Advisory Board shall meet monthly at a regularly scheduled time and day unless otherwise noted.
- Section 3 A quorum consists of five (5) voting members and shall be necessary for the transaction of official business.
- Section 4 A special meeting may be called by the Pastor, Principal, or the Chair, or upon request, by four or more members of the Advisory Board, by personal notice to each member at least 24 hours in advance of the meeting.
- Section 5 The Advisory Board shall endeavor to make all decisions on a consensus basis, eliciting the endorsement of all Advisory Board members present. Should the Advisory Board be unable to reach consensus, and, in the judgment of the Pastor, Principal or Chair, a decision must be made, a simple majority of the Advisory Board members present and voting shall carry a motion.
- Section 6 The right of non members to address the Advisory Board shall be limited to those whose petition has been approved for the agenda in advance of the meeting, or at the discretion of the Chair, Principal or Pastor.

ARTICLE VI.

COMMITTEES

- Section 1 Principal appointed committee chairs, in consultation with the Principal, shall appoint all committee members.
- Section 2 Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Board, insofar as they are consistent with the advisory role of the Advisory Board.

Section 3 Advisory Board committees may include people who are not Advisory Board members.

Section 4 The standing committees of this Advisory Board shall be the Marketing/Public Relations Committee, Facilities Committee, Advancement Committee and the Finance Committee.

ARTICLE VII.

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern all meetings of the Advisory Board unless the Pastor or Principal determines that special circumstances warrant otherwise.

ARTICLE VIII.

AMENDMENTS

These bylaws may be amended or repealed in whole or in part by a vote of at least two-thirds of the total voting membership of the Advisory Board, if also approved in writing by the Pastor, and in compliance with directives for Consultative Advisory Boards for Catholic school as approved by Diocesan Legal Counsel and Diocesan Superintendent of Schools. The amendment must have been presented in writing at the previous regular meeting of the Advisory Board.

These Bylaws were drafted and reviewed by the Advisory Board on May 30, 2011 with e-mail comments solicited between May 30 and June 23rd, 2011. The Advisory Board approved these revised bylaws effective July 1, 2011.

ADVISORY BOARD MEMBERSHIP

Chair	Mark De Souza	PA Rep.	Betsy Freeman
Finance Chair	Barry Gremban	Mission Chair	Heather Skinner
Advancement Chair	Debbie Dinneen	Faculty Rep.	Joseph Nagel
Marketing Chair	Jeff Breidenbach	Secretary	Mary Schweska
Facilities Chair	Jed Daoust	Pastor	Fr. Carl Schlichte, OP
Parish Rep.	Monica Grycz	Principal	Kenneth Willers

PARENTS' ASSOCIATION

Parents' Association General Information

The School of the Madeleine Parents' Association (PA) provides many services to the school by coordinating parent support through fund raising opportunities, social gatherings, and volunteer activities. The goals of the Parents' Association include enriching the students' educational, social and religious experience. The Association strives to promote a strong sense of community through open communication and cooperation among parents, teachers, administration and the parish community. Fundraisers and the PA fee provide funds to service its activities and events.

The Parents' Association Board meets every third Tuesday of the month at 7:30 p.m. in the ECP area. All parents/guardians are welcome and encouraged to attend. The PA meetings provide a great opportunity to learn more about the school's activities, curriculum and long-range plans. There are many fun ways to be involved in the Parents' Association and parents' that will help us achieve school goals. The agenda for each meeting will be posted in the previous week's family envelope and the unapproved minutes will be included in the following week's envelope. Approved minutes can be found on SchoolSpeak.

PARENTS' ASSOCIATION BOARD

President	Katrine Reagan
Vice President	Kristi Mendler
Treasurer	Betsy Freeman
Secretary	Susan Ashworth Bader

STANDING COMMITTEE CHAIRS

Advancement	Debbie Dinneen
Athletics	Mark Bell
Crab Feed	TBD
Fall Festival	Kathy Buenaflor-Sullivan
Spring Auction	TBD
Room Parent Coordinator	Anne Jacobs-Walker
Service Hours Coordinator	Melinda Kuroki

Advancement Committee: The Advancement Director reports fundraising activities to the PA and supports, if possible, the PA activities and projects.

Athletic Committee: The Athletic Director, or Co-Directors, organizes the School's Sports Program with the assistance of the coaches. The Athletic Director(s) schedule coaching clinics, team practices and games. The School participates in the East Bay Parochial League (EBPL), which is part of the Oakland Dioceses' CYO. We currently have sports programs for cross-country and track (for boys and girls in grades K-8), boys' and girls' basketball (grades 3-8), and girls' volleyball (grades 4-8).

Crab Feed Committee: The Crab Feed Chairperson(s) organizes the Crab Feed and finds volunteers to coordinate the raffle, decorate, tend bar, ticket and seat diners, set-up and clean up, and staff the kitchen. This social event is a dinner that is attended by parents, teachers, staff, parish members, alumni, and friends of the school for the purpose of community building.

Fall Festival Committee: The Fall Festival Chairperson coordinates the various Fall Festival activities and designates parents to be responsible for the booths/games, food, set up/tear down and entertainment.

Room Parent Committee: The Room Parent Coordinator organizes the room parents for all of the grades. Each grade has 2-3 room parents. Together the room parents facilitate personal contact with classroom families through email or a telephone tree. The room parents also help the teacher organize field trips, class activities, and other classroom volunteer support.

Each grade is responsible for an assigned school event and the room parents find volunteers for that function.

Spring Auction Committee: The Chairperson(s) is responsible for organizing the school's main fundraiser -- a live and silent auction for parents, graduates, friends and the parish community. Parents are asked to volunteer their time planning the event, provide in-kind donations and/or business contacts, and attend this fun-filled evening. New families are required to perform at least half of their service hours for the Spring Auction.

Room Parent Committee: The Room Parent Coordinator organizes the room parents for all of the grades. Grades K, 7, and 8 have a head room parent and two assistants; grades 1-6 have a head room parent and one assistant. Together the room parents facilitate personal contact with classroom families through email or a telephone tree. The room parents also help the teacher organize field trips, class activities, and other classroom volunteer support. Each grade is responsible for an assigned school event and the room parents find volunteers for that function.

Service Hours Coordinator

Responsibilities:

- Monitors the Service Hours Reports from all parents and supervises data input.
 - Prepares trimester statements and reminders to be distributed to families.
 - Prepares final accounting to the principal and PA treasurer.
 - Forwards conflict and problems to the principal.
-

MAD Events 2016 - 2017

Date	Event	Grade	Responsible
8/29/16	Kindergarten 1st Day Meet & Greet	K	Raheela James raheela3james@yahoo.com Laurie Robinson slynxandphace@yahoo.com Mary Schweska mschweska@gmail.com
8/29/16	K - 5 Back to School Night	6th	Andi Wilkie andi_andrews@yahoo.com Christina Steele christinasteele@sbcglobal.net
8/30/16	6 -8 Back to School Night	4th	Carolina Brekke ckbrekke@yahoo.com Janine De Souza janine_desouza@yahoo.com
10/22/16	Fall Festival		Kathy Buenaflor-Sullivan katbuenaflor@abcglobal.net
12/1-4/16	Book Fair		Jane Chen janechen123@gmail.com Isabelle Quevy isabelle_maria_legrand@hotmail.com
12/3/16	Advent Fair		TBD
12/18/16	Faculty Christmas Luncheon	2nd	Stephanie Campbell scampbell@bat21.net Kristi Mendler kristi.belarde@gmail.com
On Going	Great Books		TBD
On Going	Speaker Series		TBD
1/27/17	Grandparents' Tea		TBD
1/?/17	Crab Feed		TBD
1/31-2/5/17	Catholic Schools Week		

1/29/17	Open House Reception	8th	Jennifer Reid reidjennifer@comcast.net Nicole Gage nicole.gage@comcast.net Jennifer Hernandez jennifermora@msn.com
4/23/17	Spring Auction		Ceara Brencic ceara@berkeleycraftsmen.com Sharon Henthorn-Iwane heniwa2@pacbell.net Bill Tarantino wtarantino@gmail.com
5/3/17	Teacher Appreciation Luncheon	5th	Anne Jacobs-Walker annejw63@aol.com Steven Bailey stevenba@aol.com
5/13/17	First Communion Reception	3rd	Jane Chen janechen123@gmail.com Isabelle Quevy isabelle_maria_legrand @hotmail.com
5/27/17	8th Grade Dance	8th	Jennifer Reid reidjennifer@comcast.net Nicole Gage nicole.gage@comcast.net Jennifer Hernandez jennifermora@msn.com
5/31/17	Sports Day Hot Dog Lunch	1st	Michelle Mendler bluewater619@yahoo.com Hannah Shafsky hanniemay@gmail.com
6/?/17	8th Grade Grad Breakfast	7th	Rowena Tarantino rbtarantino@gmail.com Lisa Aliferis laliferis@sbcglobal.net
6/7/17	End of Year Staff Breakfast	K	Raheela James raheela3james@yahoo.com Laurie Robinson slynxandphace@yahoo.com Mary Schweska mschweska@gmail.com

6/15/17 End of Year Staff Luncheon 4th

Carolina Brekke
ckbrekke@yahoo.com
Janine De Souza
janine_desouza@yahoo.com

MAD Parents' Association Board

President

Katrine Regan
katrinewr@yahoo.com

Vice President

Kristi Mendler
kristi.belarde@gmail.com

Treasurer

Betsy Freeman
xobetsyxo@mac.com

Secretary

Susie Ashworth Bader
sashworth@sbcglobal.net

MAD Standing Committee Chairs

Advancement

Debbie Dinneen
ddinneen@themadeleine.com

Athletics

Mark Bell
bell1523@pacbell.net

Crab Feed

TBD

Fall Festival

Kathy Buenaflor-Sullivan
katbuenaflor@sbcglobal.net

Spring Auction

Ceara Brencic
ceara@berkeleycraftsmen.com
Sharon Henthorn-Iwane
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Bill Tarantino
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Room Parent Coordinator

Anne Jacobs-Walker
annejw63@yahoo.com

Service Hours Coordinator

Melinda Kuroki
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MAD Room Parents

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K

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 laliferis@sbcglobal.net

Jennifer Reid
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 Nicole Gage
 nicole.gage@comcast.net
 Jennifer Hernandez
 jennifermora@msn.com

FIRST DAY OF SCHOOL WELCOME RECEPTION: A welcome reception that is held in the ECP area after the Opening of School ceremony.

BACK TO SCHOOL NIGHT RECEPTION (2 NIGHTS): A reception, with light refreshments, is held in the ECP area following the Back to School night classroom activities.

FALL FESTIVAL: A fun-filled event for the entire family with games, food and music, is held on the school grounds in early fall. Event Chairperson(s) begins planning in the late spring for this annual fall event. Parents representing all grades in the school assist the Chairperson(s).

BOOK FAIR: The Book Fair, which is held in the fall, is an opportunity for students and families to buy books and to support the school's library. A coordinator, recruited by the PA Executive Board, works with the Organization and the school librarian to set up the Fair.

FACULTY CHRISTMAS LUNCHEON: The Parents' Association sponsors this event, which is organized by the second grade and takes place in the Parish Hall.

Great Books: A literature club for Madeleine students in grades 1-8. Children read classic folk tales and short stories each spring. Parents who are specifically trained by the Great Books Foundation lead discussion groups. A coordinator, recruited by the PA Executive Board, organizes and runs the Great Books program.

OPEN HOUSE RECEPTION: A reception that is held in the ECP area following the Sunday Open House in January. The reception is sponsored by the PA and coordinated by the 8th grade.

GRANDPARENTS' TEA: This traditional tea is held during Catholic Schools Week to honor Madeleine School grandparents, honorary grandparents, and our senior parish

members. It is a celebration of the importance of our own family as well as our church family. A coordinator, recruited by the PA Executive Board, recruits volunteers to help with invitations, decorations, food service and clean up.

SPRING AUCTION: As the Parents' Association's main fundraiser, this event requires enormous parent participation and generosity. It is a fun and festive evening with a live and silent auction, light food, drinks and music for the entire school and parish community. The spring Auction Chairperson and Committee begins planning this event the previous spring.

CRAB FEED: This dinner is a traditional and fun social event and is attended by parents, alumni, teachers, staff, parish members and friends of the school. The Chairperson(s) recruits volunteers for the kitchen staff, bar, decorations, raffle, set-up and clean up. The 8th grade students provide wait service, under the coordination of the 8th grade room parents.

FIRST COMMUNION RECEPTION: A reception for children and their families follows the First Communion liturgy. The 3rd grade parents coordinate the reception and provide refreshments in the Parish Hall.

EIGHTH GRADE DANCE PARTY: A party and dance for graduating students and their parents is held on the Friday evening one week before the graduation ceremony. The eighth grade room parents organize this event.

EIGHTH GRADE GRADUATION BREAKFAST: A breakfast is held in the Parish Hall, after the Baccalaureate Mass, for graduating students, their parents and teachers. Seventh grade parents set up and decorate, while the 7th grade students, under the supervision of the parents, serve the breakfast.

END OF THE YEAR FACULTY BREAKFAST: A light breakfast for the faculty and staff is served one morning during the last week of school. The kindergarten parents organize this event.

PARENTS

PARENT'S ROLE IN EDUCATION

We, at the School of the Madeleine, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically.

Your choice of the School of the Madeleine involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at the School of the Madeleine, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and

all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

SCHOOL-HOME PARENT COMMUNICATION

Parents are responsible to retrieve information from SchoolSpeak and are expected to log-in at least once a week to view updates. The E-Newsletter/SchoolSpeak contains the Principal's Letter, Information & Announcements, Calendars, School Board Minutes, Parents' Association Minutes, information on school and Parents' Association activities, Student Council updates, as well as other information. All flyers and other information to be sent home to families must be approved by the principal and must be emailed to the office.

CLASSROOM VISITATION POLICY

Parents must first "check-in" using the iPad in the main office and receive a "visitor's badge" at the office so that the principal is aware of who is in the building at all times. Do not disturb the classrooms unannounced. Late lunches must be left on the counter outside the office. Your child must know to check and is required to check the table before ordering an "Emergency" lunch. All messages for students left with the office are delivered 15 minutes before dismissal.

Persons coming into the classroom environment should contribute to a positive learning experience and the faith formation of students. Therefore, parents are welcome to participate in field trips, classroom projects, and activities as deemed appropriate by and under the direction of the classroom teacher. This participation may also be in consultation, if needed, with the principal. When parents/guardians are participating in the class, they are under the same ethical expectations as school personnel. Namely, they will respect the dignity and rights of each student and the classroom teacher. In order to preserve this dignity, anything observed about a student or a student-teacher interaction should be discussed exclusively with the teacher.

Parents who wish to visit a classroom are encouraged to do so during those times designated by the teacher or principal for parental visits. Parents who wish to observe at other times must arrange a mutually agreeable time with the teacher. Whatever takes place in the classroom must remain confidential, whether it pertains to a teacher, a child's comments, behavior or school work.

MORNING PRAYER / ASSEMBLY AND STUDENT BODY EVENTS

Parents are welcome to attend the events intended for the student body. Parents who choose to attend need to be respectful of the rules guiding student behavior. Parents should not use these events as a place to talk, meet or gather in a manner that is contrary to the expectations of the students. During morning prayer all parents, regardless of where they are standing in the area are to withhold all conversations and respect the nature of the ceremony. Parents will be asked not to attend morning assembly or any student body event if they are not able to follow the same guidelines as the students.

CONTACTING TEACHERS AND STAFF

Parents are urged to make an appointment with respective teachers regarding concerns about their child. Classroom instruction should not be interrupted nor delayed. All concerns should be shared directly with the teacher or staff; after which they may be shared with the Principal.

Email is the preferred contact for a teacher or staff member. Also, a message can be left on a teachers voice-mail box or at the office or a written letter/note can be sent to school. A goal of all communications should be to maintain the dignity and integrity of all members of our community. Teachers, staff and principal should not be contacted at home.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian.

The school requires that the custodial parent file a court-certified copy of the custody section of divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

EMERGENCY INFORMATION

Each year, parents/guardians are required to make two copies of emergency information forms, with original signatures, for each child. Copies will be made for the classroom teachers, and for the Extended Care Program.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

SchoolSpeak must be updated and the school must be informed immediately of a change in address, telephone number, or email addresses, either for work, home, cell phones, pagers or emergency contacts. Email notification is preferred.

MESSAGES TO STUDENTS

Parents report to the office with messages for their children. They may not disturb the class. The office staff will do their best to get the messages delivered 15 minutes before dismissal. Please try to keep messages to a minimum.

SOCIAL EVENTS/PARTIES

The teacher plans class parties in conjunction with the room parents. Classroom parties are to be simple and contained within the classroom. Food must be nutritious, with a minimum of sugars and considerate of student's allergies (please check with the classroom teacher). Fire code does not allow the use of the hallways.

OUT OF SCHOOL PARTY INVITATIONS

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

END OF THE YEAR PARTY

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

RELEASING STUDENTS DURING THE SCHOOL DAY

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

FAMILY SERVICE PROGRAMS

The School of the Madeleine is committed to ensuring that all families have opportunities and encouragement to participate in the life of the school. In order to meet this goal, each family is expected to contribute twenty-five hours (twelve and one half hours for single parents) of service to the school each year. The participation of all families in the service of the school fosters a closer community and helps our school thrive. The Parents' Association will account for these hours three times a year, to coincide with ending of each trimester, and will provide families with a report of these hours. A fee of \$25 per hour will be assessed for hours not completed;

families will be billed for these hours at the end of the school year. Following is more specific information about how you can be accountable for the service hour requirements.

REPORTING SERVICE HOURS

Deadlines: The cut-offs for inputting service hour on SchoolSpeak are as follows:

- The fall deadline is the last day of the 1st trimester
- The winter deadline is the last day of the 2nd trimester.
- The remainder of the year deadline is the day prior to Registration Day for the subsequent school year.

Reminders: The room parent coordinator will ask the room parents to send out email reminders as the deadlines approach. Reminders of the deadlines are included in the weekly newsletter and SchoolSpeak calendar.

Accounting: All parents will input their service hours in SchoolSpeak under "Tracking your Service Hours". To access the tool, click on the "Service Hours" link under the "Quick Links" on the homepage once you sign in to SchoolSpeak. Each family is responsible for keeping track of their service hours. Parents will not have access to information about any family other than their own. Hours exceeding the 25 hour requirement can not be transferred to the subsequent school year or to other families.

Billing: Bills for any incomplete hours will be sent home. Payment, made to School of the Madeleine Parents' Association, must be made by Registration Day.

Notes: CYO coaches, PA members and room parents need only make one entry for 25 hours into the "Tracking your Service Hours" tool.

As a portion of a family's service hours may be completed subsequent to Registration Day, the estimated service hours expected to be completed by the end of the school year should be entered into the "Tracking your Service Hours" tool prior to Registration Day.

We suggest that each family enter hours completed in a timely manner as unrecorded hours will result in incorrect accounting notices from the Service Hours Coordinator.

COMPLAINT/ISSUE RESOLUTION

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the Principal. Finally, if the concern is still unresolved, the Pastor should be contacted.

FAMILY COOPERATION /

REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

GRIEVANCE PROCEDURES

Should a Parent have a grievance about or with a Teacher, the following procedure must be followed:

- If a Parent has any grievance with or about a Teacher the Parent must first discuss the complaint with the Teacher involved. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the Parent(s) or Teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the Parent(s) or Teacher to the Principal with a copy to all parties involved. This written notice should state that the Parent(s) met with the designated Teacher and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.
- After review by the Principal, the Principal and Teacher shall review and discuss the complaint at hand. A meeting shall then be scheduled between the Parent(s), the Principal and the Teacher to discuss the grievance.
- If there is a need to confer with the Pastor on any unresolved issue, the Principal shall notify the Pastor and a meeting shall be scheduled between the parent(s), the Teacher, the Principal and the Pastor.

Should a Parent have a grievance about or with Principal, the following procedure must be followed:

- If a Parent has any grievance with or about the Principal the Parent must first discuss the complaint with the Principal. This discussion shall take place with all parties present and never over the telephone.
- Should the matter not be resolved to the satisfaction of the Parent(s) or Teacher, a "written notice" of complaint shall be forwarded within a reasonable length of time by the Parent(s) or Principal to the Pastor with a copy to all parties involved. This written notice should state that the Parent(s) met with the designated Principal and should also state the specific date and time of set meeting. A brief summary of the conference and outcome should be stated in this written notice.

- After review by the Pastor, the Pastor and Principal shall review and discuss the complaint at hand. A meeting may then be scheduled between the Parent(s), the Principal and the Pastor to discuss the grievance.
- If there is a need to confer with the Superintendent on any unresolved issue, the Pastor and or Principal shall notify the Superintendent for any possible intervention.

If a Parent does not follow the procedure stated above, the administration will not hear the complaint. The Parent and the Principal will be advised to follow the established procedure. Parents are to refrain from speaking about any teacher, staff, administrator, student or other parent in manner that violates the Christian Code of Conduct. Spreading gossip about a situation resulting from a grievance is harmful to the Christian community of the school. Parents who maliciously spread rumors or purposefully malign the character or professionalism of the faculty or staff will be asked to leave the school. The use of e-mail, blogs or other public forms of communication to negatively characterize the faculty, staff, administration or school population will be asked to leave the school as well. The playground should never be the place for gossip or the spreading of rumors.

ACADEMICS

RELIGIOUS EDUCATION STATEMENT

As a Catholic school, the School of the Madeleine is unique because it is a religious community within an academic one. As a religious community, we strive to live the Gospel message of Jesus by providing significant religious activities for our students. Formal religious education is part of our curriculum. Religious education is woven through the entire Madeleine experience.

The school day begins with Morning Prayer, an essential start to the day. Approximately once a month, students are involved in providing leadership at Sunday Family Liturgies as well as school liturgies and prayer services. Our parish priests are involved with planning Mass or prayer services with the children and teachers. The parish priests are available for the Sacrament of Reconciliation twice for students in grades 3-8. Those children who are Catholic have the opportunity to prepare for first Reconciliation and Eucharist. Our service program helps the children understand that it is important to serve as Jesus did. We believe that it is the integration of religious community and the academic commitment to excellence that will enable our children to live happy and healthy lives of faith.

ACCREDITATION

The School of the Madeleine is accredited through the Western Association of Schools and Colleges and the Western Catholic Education Association. We are accredited through 2022.

GENERAL CURRICULUM

Grade level curriculum guides are available online. Local curriculum development is the responsibility of the principal and faculty. Teachers evaluate curricular areas cyclically, reviewing at least two per year.

The curriculum areas include:

Religion/Family Life	Technology
STEAM	Caring School Communities
Social Studies	Science/Health/Drug Ed
Language Arts	Math
Spelling	Spanish
Grammar	Music
Reading	Art
Handwriting	Physical Education

School of the Madeleine curricula is in accordance with the Diocesan Curriculum Guidelines, which follows the State of California frameworks. The School Improvement Action Plan provides areas of focus and priority. The Diocesan calendar provides minimum days for curriculum development and articulation.

SACRAMENTAL PROGRAM

Catholic children traditionally receive the sacraments of Reconciliation and Eucharist in the second grade. The preparation for these sacraments is done in conjunction with other parish children who do not attend the Madeleine. Parents of students enrolled in the sacramental program are expected to participate in the parent-faith formation segment of the sacramental preparation. Older students who have not received these sacraments are prepared on an individual basis by a parish staff member.

ACADEMIC INTEGRITY

Integrity is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty receives a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures. The new "Internet Acceptable Use Policy" addresses copy write issues.

PARENT/TEACHER/STUDENT CONFERENCES

The purpose of Parent-Teacher Conferences is to support student success by:

- Fostering a home-school partnership in the child's education
- Providing information regarding grade level expectations and student performance

The objectives of Parent-Teacher Conferences is to focus on student success by:

- Defining the rubrics of assessment as defined by the Madeleine's report card
- Identifying areas of academic and social strength via multiple forms of assessment
- Identifying areas of academic and social challenge via multiple forms of assessment
- Generating a plan/strategy for success to address strengths and challenges

The scheduling of Parent-Teacher Conferences is to achieve student success by:

- Conferencing with Kinder parents after 11 weeks of socialization and

instruction-(Mid-November) to better support child development and transition to new learning environment.

- Conferencing with 1-8 parents after 40th day of instruction-(mid-October) to better support intervention prior to the end of the first grading trimester.

All homeroom and certified teachers are expected to be in attendance on Conference Days. Conference Days will be held on a minimum day schedule with student dismissal at 12:00.

Scheduled via SchoolSpeak: Parent-Teacher conferences are scheduled once a year during the first Trimester by parents via SchoolSpeak. Appointment times are listed and parents can sign-up on a first-come-first-served basis. All parents are required to attend this conference time. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parents: Parents desiring longer conferences than those scheduled by the school or parents who wish a conference at times throughout the year must arrange with the teacher a day and time for an appointment. Email requests are recommended.

Guidelines for meeting with Teachers/Staff/Administration

1. Please be as courteous to the staff member as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an interview with staff privately.
2. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the staff and others. Conferences will be terminated due to unacceptable behavior and rescheduled with the administration in attendance.
3. Discuss classroom difficulties with the staff member first before bringing them to the Principal.

ADDITIONAL EDUCATIONAL EXPERIENCES

Library: The library is staffed by a librarian and parent volunteers (who make a year long commitment). Each grade has an opportunity to go to the library and check out books weekly. Overdue fines are not charged; however, if an item is more than a month overdue the student is sent a bill for the replacement cost and may not borrow a book until the item is returned or the bill is paid. Unacceptable behavior may result in loss of library privileges.

Educational TV: CTN (Catholic Television Network) is utilized at teacher discretion according to availability of programs and class schedule.

8th Grade Retreats: The 8th grade attends a three-day overnight challenge course in the fall to build community and trust among the class. The 8th grade attends a two-day overnight retreat in the spring to reflect on the class' years together and to prepare for the transition to high school. These are opportunities to explore issues of God, self, and relationships in another context and environment.

Caritas Creek Environmental Education Program: The 7th grade participates in a weeklong environmental education program. They spend Monday through Friday at a camp with a trained staff and the 7th grade teacher. This experience helps them appreciate and value our natural environment and community. The families are responsible for the cost of this experience.

Boat Trip: The fifth grade boat trip takes place on the historic vessel, the Balclutha, located at the Hyde Street Pier in San Francisco. It is a role-play experience taking them back to the year 1906. The students, or "lads", are immersed in a 19-hour journey through the past. The lads must utilize their own resources to solve problems presented to them. The program, run by the San Francisco Maritime Association, focuses on self-reliance, teamwork, communication, and taking responsibility.

Christmas Program: scheduled each year and prepared by the music teacher with the assistance of the classroom teachers.

MAD Band: Starting in 4th grade, students may participate in an after-school band program. Weekly music lessons (individual and group) are offered for the following instruments: trumpet, saxophone (alto and tenor), flute, clarinet, trombone, euphonium and drums. Parents pay for lessons; some scholarships are available. Loaner instruments are available to first-time Band members. The MAD Band has group (Advanced, Intermediate, and Beginning) rehearsals on Wednesdays. These rehearsals are completely underwritten by the Parents' Association.

Technology: The tech center provides each student a computer with appropriate software and Internet access. School of the Madeleine students will use technology with ease, know common uses of technology in daily life, demonstrate how technology has personally affected their lives, and exhibit responsible use of technology with ethical behavior and netiquette. Technology projects provide additional opportunities to collaborate with other students.

HOMEWORK

Homework is a regular part of the instructional program. The amount of homework varies, depending upon the grade level of the student. The goals of homework assignments include:

- 1) development of personal responsibility for completing assigned tasks;
- 2) reinforcement of the idea that learning continues at home;
- 3) reinforcement and enhancement of the curriculum;
- 4) development of good study habits.

Each teacher provides specific information regarding homework expectations at the beginning of the school year. Homework assignments generally are given Monday through Thursday. Weekend homework may include a long-term assignment or make-up of overdue work. Parent's signature may be required for homework agendas.

STANDARDIZED TESTING

School of the Madeleine follows the Diocesan standardized testing program. The STAR Renaissance test is administered digitally once per trimester. The results of these tests are available to parents with report cards. The scores are used by teachers as a diagnostic tool to more effectively adapt the academic program to the strength and needs of the current class.

GRADING AND ASSESSMENT CRITERIA

KINDERGARTEN • FIRST GRADE • SECOND GRADE • THIRD GRADE

- 1 = Does not demonstrate grade level understanding
- 2 = Beginning to progress toward mastery of grade level
- 3 = Demonstrates grade level mastery
- 4 = Exceeds grade level mastery

(1) - A below basic level of performance indicates the student has minimal understanding of the concept or skill. Performance is inconsistent even with guidance and support.

(2) A beginning level of performance indicates the student has basic understanding and is partially proficient at meeting grade level expectations. A student receiving a level 2 understands the basic concept or skill but has not yet reached the mastery level. Students performing at this level may understand the basic vocabulary but do not yet understand the "how" and "why".

(3) - A mastery level of performance represents those students who can independently meet the standard, as described in the proficiency scale. Students who perform at a level 3 understand and use concepts/skills and vocabulary. These students understand not only the "what", but can correctly explain and/or demonstrate the "how" and "why". A level 3 is something to be celebrated, as this is the expectation.

(4) - An advanced level of performance is usually demonstrated by evidence of learning beyond or in addition to what is normally required for mastery performance in any standard, concept or skill and demonstrated at a higher or more complex cognitive level.

FOURTH GRADE • FIFTH GRADE • SIXTH GRADE • SEVENTH GRADE • EIGHTH GRADE

A	95-100%	B+	87-90%	C+	77-79%	D+	67-69%
A-	90-94%	B	83-86%	C	73-76%	D	63-66%
		B-	80-82%	C-	70-72%	D-	60-62%

GRADES 4-8:

- 1 = Excellent
- 2 = Good
- 3 = Average
- 4 = Improvement Needed
- 5 = Unacceptable

GRADES 7-8:

- 6 = excessive lack of self-control
- 7 = unprepared for class
- 8 = homework incomplete/late
- 9 = class work incomplete/late
- 10 = excessive absences/tardies
- 11 = low test/quiz scores
- 12 = difficulty following directions
- 13 = lacks consistent effort
- 14 = seldom participates

REPORT CARDS/ PROGRESS REPORTS/GRADES

Report Cards are distributed/published at the end of each trimester. During one trimester, if a student is absent 10 or more days of school, grades may be incomplete. Grades for 4th – 8th are available on SchoolSpeak. Teachers in grades K-3 will communicate with parents on an “as needed” basis

TYPES OF STUDENT/FAMILY PROBATION

One of the goals of School of the Madeleine is to ensure that each student does well in school; at times it may be necessary to place a student on probation for a specific period of time. Another goal of the School of the Madeleine is that every family that partners with us will be happy and cooperative with the administration/staff and policies of the school; at times this type of parent partnership may not be possible due to lack of cooperation. Therefore, the requirements of probation will be discussed and determined at a conference with the Principal, teachers, parents and student. The normal probation period will be one trimester.

1ST YEAR PROBATION PERIOD

Any student/family who are new to the school are considered to be on probation status for the entire first year of attending school.

DISCIPLINARY PROBATION

The Principal and teacher may place a student/parent on disciplinary probation. To be placed on disciplinary probation, the student/parent must have violated school

standards of conduct or committed an offense of a serious nature. Students who have two 4's (improvement needed), two 5's (unacceptable), or one 6 (excessive lack of self-control) in conduct may be placed on probation. Parents who violate the policies within this handbook or exhibit uncooperative behavior toward the administration and/or staff may be placed on disciplinary probation.

ACADEMIC PROBATION

In Grades 4-8, a student may be placed on academic probation if the student has D's or F's in any academic subject. In Grades K-3, a student is placed on academic probation as determined by the Principal in consultation with the teachers.

TERMS OF PROBATION

At the end of the probation period the student's/parent's progress and/or conduct will be reviewed by the Principal and teachers. If sufficient progress has been made, the probation will be lifted. If there is insufficient progress, the student/parent will remain on probation. A conference will be scheduled with the Principal, the teachers, parents, and student to discuss further terms of probation. Participation in school sponsored extra-curricular activities will be restricted during the probation period. (sports, student council, etc.) If there are still difficulties after first probation period, the Principal, together with the teachers and parents, will determine whether or not the academic learning environment of the School of the Madeleine is appropriate for the student/parent.

PROMOTION AND RETENTION

PROMOTION

A student satisfactorily completing each grade's work will be promoted.

RETENTION

Retention is only appropriate, for developmental readiness reasons, in grades K, 1 and 2. Beyond those grades it should not be considered without an extraordinary reason and then only after consultation with the Superintendent. Parents/legal guardians, principal, counselor and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program, which is more realistically suited to his/her needs.

GRADUATION

GRADUATION CEREMONY

Graduation is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises should be scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year.

GRADUATION ATTIRE

Attire should be appropriate for the occasion and modest, as determined by the eighth grade teacher and principal.

GRADUATION AWARDS

ST. DOMINIC VERITAS AWARD

The highest award given each year is the St. Dominic Veritas Award. This year the award is presented to a young person in the Class of 2013 who, in the estimation of the administration and their classmates, best exemplify a love of learning, a developed spirituality, demonstrate stewardship, and respects self and others through the mission and philosophy of the school.

ST. THOMAS AQUINAS ACADEMIC AWARD

The highest academic award given to a young man each year is the St. Thomas Aquinas Studere Award. In the spirit of St. Thomas Aquinas, a Doctor of the Church, this award is given to the young man who, in the estimation of the administration and faculty, has exemplified a commitment to academic excellence in all areas of study.

ST. CATHERINE OF SIENA ACADEMIC AWARD

The highest academic award given to a young woman each year is the St. Catherine of Siena Studere Award. In the spirit of St. Catherine of Siena, a Doctor of the Church, this award is given to the young woman who, in the estimation of the administration and faculty, has exemplified a commitment to academic excellence in all areas of study.

ST. MARTIN DE PORRES SERVICE AWARD

The highest service award given to a young man each year is the St. Martin de Porres Servium Award. In the spirit of St. Martin de Porres, noted for his work on behalf of the poor, this award is given to the young man who, in the estimation of the

administration and faculty, has exemplified a commitment to Christian service and has modeled the values of the Church and community.

MOTHER PIA SERVICE AWARD

The highest service award given to a young woman each year is the Mother Pia Servium Award. In the spirit of Mother Pia, foundress of the Dominican Sisters of Mission San Jose noted for her commitment to education, evangelization, and promoting peace and justice, this award is given to the young woman who, in the estimation of the administration and faculty, has exemplified a commitment to Christian service and has modeled the values of the Church and community.

“LET’S BE GOOD TO ONE ANOTHER” MITCH CALEGARI AWARD

The “Let’s Be Good To One Another” Mitch Calegari Award is present to a young person in the Class of 2013 who, in the estimation of the administration, exemplifies the motto of the school, first given to the community by former principal Mitch Calegari, “Let’s Be Good To One Another.”

PERFECT ATTENDANCE AWARD

Presented at the end of the school year to students who have never been absent or tardy during the current school year.

ADMISSIONS AND WITHDRAWALS

Admission Policy

It is the primary goal of School of the Madeleine to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities, which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

The School of the Madeleine admits students of any race, color and racial and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. The School of the Madeleine does not discriminate on the basis of origin in the administration of its educational policies, admission policies, or scholarship programs. In addition, the school does not discriminate against any applicant or employee because of sex; and, shall not discriminate against any

applicant or student because of sex in admissions, educational programs and activities.

All new students will be admitted on a probationary basis for their first year.

Application Process and Entrance Requirements

We seek to provide quality education for children of St. Mary Magdalen's parish as well as other parishes and religious traditions. Our policy is to accept students in the following order:

1. Our parishioners with siblings in our school
2. Our parishioners with no siblings in our school
3. Parishioners of Deanery parishes
4. Non-parishioners with siblings in our school
5. Non-parishioners with no siblings in our school

Members of the administration, including the principal and possibly the pastor, interview the parents. The interview is for the purpose of acquainting the family with the school and also to answer any questions that the family might have.

Application procedures include completion of an application form, payment of the non-refundable application fee, and submission of the child's latest report card and test scores from the previous school. Once received and reviewed, an interview and test will be scheduled if there is space available in the appropriate grade. Once accepted, a non-refundable registration fee and a copy of the current immunization record are required to enroll the child in school.

A waiting list is maintained and priority is given according to the date of receipt of the application and the above criteria. All students entering grades K-8 will be evaluated. All new students will be on probation for the first year. (See Probation) Students will ordinarily not be accepted into the school after the second trimester. The principal, in consultation with the faculty, may make exceptions.

MINIMUM AGE

To be admitted into kindergarten a child must be five (5) years of age on or before September 1st of the current school year.

To be admitted into the first grade a child must be five (5) years and nine (9) months on or before September 1st of the current school year.

Where a child has been enrolled in another school but the student's age is younger than the standard set by the kindergarten minimum age, s/he may be admitted to the school and placed in a lower grade as age appropriate.

An original birth certificate is required for Kindergarten and First Grade applications.

REGISTRATION FEE

There is a non-refundable registration fee of \$300 and a commitment fee of \$725, which will be credited to May's tuition payment.

RECORDS AT ENTRANCE

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.

TRANSFER STUDENT REQUIREMENTS

All financial obligations to previous school must be current.

NONDISCRIMINATION POLICY

"The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law."

WITHDRAWAL PROCESS

First, inform the Registrar / Administrative Assistant; an appointment with the principal will be made; financial matters must be settled. The student's new school must request records.

See the tuition adjustment policy in the financial section.

ATTENDANCE

Regular attendance is required of all students in order to ensure student success.

REPORTING PROCESS

If a child will be late or absent, parents must notify the school office by 8:00 am (parents can leave a message on the voice mail or send an email).

ABSENCE

1. If a child is absent more than one day, the office must be notified each day.
2. Please present a written excuse to the teachers stating the reason for his/her absence and the required parent's or guardian's signature. These excuses shall be kept on file until the end of the school year.
3. Missed assignments, homework and tests may be made up at the discretion of the teacher.
4. At no time during the school day shall pupils be allowed to leave the school grounds, even during recess or lunch periods, without written permission of parent or guardian.
5. Excessive absence is being absent from school for 6 days per trimester or a total of 18 days per school year. When the student arrives after recess he/she is a half-day absent. When the student has missed 6 or more days of classroom instruction in a trimester, the student may be considered truant.
6. The school may require a physician's authorization and documented medical reasons for students who are excessively absent due to illness.

ABSENCES: NON-MEDICAL

Family vacations or trips during the school year are strongly discouraged because they cause a disruption of the child's educational process. Teachers will not provide assignments in advance and should not be expected to provide make-up work. Make-up work will be provided at the teacher's discretion and only when the student returns to school. Parents are responsible for the loss of educational progress caused by these absences.

APPOINTMENTS

Parents should make all appointments for the child outside of school time to avoid disruption of the child's learning. Early dismissal for medical/dental or other appointments are clearly exceptions and must be authorized by the office.

Parents are required to sign out the child at the office, at which time the secretary will notify the teacher to send the child for pick-up. When the student returns to school,

s/he should check in at the office. The parent/guardian must always send a note with the reason for absence or tardiness.

No child is released from the classroom without authorization from the office.

TARDINESS

1. Any student arriving after the second bell rings (8:00) is considered tardy.
2. To not disturb Morning Prayer, the student must remain behind the classes until prayer has finished. Teachers will determine tardy students (and possible absences) at the second bell (8:00).
3. Students who arrive after Morning Prayer MUST report to the office for tardy slip.
4. Students coming from a medical/dental/optical appointment should bring a form or note from the doctor. Students will not be admitted to class without a tardy slip from the office.
5. Excessive tardiness is being late more than 4 times per trimester.
6. Upon the fifth tardy within a trimester, a student may receive disciplinary action determined by the Principal.

PHYSICAL EDUCATION

If a student is unable to participate in regular PE activities, the student must bring a note from the parent or a doctor.

ACADEMIC CREDIT

Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action.

DISCIPLINE

Students should be instructed that their actions and attitudes should reflect a Christian ethic and that their behavior should be in accordance with the moral and religious expectations as outlined by each school in its philosophy and goals.

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To build a sense of Christian community.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

RECOMMENDED TRANSFER

Students clearly unable to profit from the school by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when,

1. The school has explored means to meet the needs of the child.
2. There has been sufficient discussion with the parent/legal guardian concerning the child's condition or the parent/legal guardian's attitude.
3. The transfer is to take place at the end of a grading period; preferably at the end of an academic year.
4. The Principal, in consultation with the Pastor and Superintendent, makes the final decision.

ABUSE OF SCHOOL PERSONNEL

1. "Any parent/legal guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than ten (10) days, or both.

2. "Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his/her duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:
 - (1) Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
 - (2) If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison.

"As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter." Penal Code Section 71.

HALL CONDUCT

Students should walk quietly while in the hallways and stairways; there is to be no eating or playing with playground equipment while inside the school building. Students may not be in the school building during recess and lunch without permission, unless to use the restroom. Classes should walk on the right side of the hallway and stairway in single file. At no time should a student be in a classroom without adult supervision.

PETS

No dogs, cats, or pets are to be on the playground, brought to class, or brought into the school building unless authorized by the Principal. Pets are not allowed on the playground at any time.

CHEWING GUM / SMOKING / CANDY

The use of chewing gum or tobacco by any individual is prohibited on school or church property at all times. Eating of food or candy in the classroom during classes is not allowed without permission of the teacher and only in the teacher's presence.

CELL PHONE USE

If a student brings a cell phone to school, it is assumed that the child has permission from their parent(s) to carry and use the cell phone outside of school. Students are not to text, use smart phone capabilities, connect to the school's Wi-Fi, or use their phone for any other reason during the school day and ECP. Any students who use their cell phone will have their phone confiscated and given to the administration. The phone will only be returned to the parent at the discretion of the administration. Use of the cell phone falls under the school's Technology Acceptable Use Policy. By signing the Family Handbook agreement, you agree to this policy.

ELECTRONIC DEVICES / TOYS

Radios, CD players, iPod/mp3 player, sports equipment, electronic devices, trading cards, or toys of any kind are not allowed during the school day or ECP. These items and any others the teacher or administration deem inappropriate must not be brought to school unless requested. Also, hats may not be worn in the building. These items will be confiscated and may only be returned to the parent.

ILLEGAL SUBSTANCES

The use, possession or exchange (whether or not for sale) of illegal substances on or near school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

LEAVING SCHOOL GROUNDS DURING SCHOOL DAY

No student may leave the school grounds during school hours without the permission of the Principal and written authorization of parents or guardian.

VANDALISM/PROPERTY DAMAGE

Students and their parent/guardian are liable for all damage to equipment or school property.

It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Child may be suspended for an indefinite period of time and grades, transcripts or diploma may be withheld until the damages are paid.

DISCIPLINARY ACTIONS

DETENTION

Requiring a student to serve a detention after school hours is an acceptable disciplinary measure. Students may be required, at the teacher's discretion, to stay after school for 15 minutes. Parents will be notified before the student serves any detention that goes beyond 15 minutes via phone or e-mail. Students will not be detained for more than one hour. (Parents will be notified during the Back-to-School meeting regarding the class policies.)

SUSPENSION POLICIES

The Principal or pastor may suspend a student's attendance at school for a period of time, though not for more than five consecutive days. A student, when exceptional circumstances exist, such as to complete an investigation, or a student who poses a chronic discipline issue may be suspended for an indefinite period of time—up to and including the end of a term. This long-term suspension may be necessary when the student's return poses a threat to the safety of others. The student may be given the opportunity to "make-up" work that was given during the time of the suspension.

Student suspensions may occur for the following reasons:

- Leaving school premises without permission
- Disrespectful/harassing conduct toward students, teachers, or other adults
- Repeated failure to observe school rules or academic expectations
- Excessive tardiness
- Serious misconduct as determined by the Principal/Pastor; e.g. fighting, hitting, physical abuse of any kind.

At the Principal's discretion, an "in house" suspension may result. The student would be suspended from regular school activity but would remain under supervision on the school premises.

SUSPENSION PROCEDURES

- In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent/legal guardian as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.

- In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
 - a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
 - b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
 - c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
 - d. PARENT/LEGAL GUARDIAN CONTACT: It is always necessary to inform the parent/legal guardian of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent/legal guardian might be included in these steps so that the parent/legal guardian is aware of the total situation prior to the decision to suspend. When this is not possible, a parent/legal guardian has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.
 - e. RIGHT TO APPEAL: The parent/legal guardian may appeal the decision, first to the Principal and Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedures have been followed and sufficient reason for suspension exists.
 - f. A WRITTEN RECORD of the procedures followed in the case of the suspension (including the procedures followed after the fact in cases where immediate suspension is necessary) shall be kept in a file separate from the cum folder by the Principal.

EXPULSION POLICIES

Expulsion is an extreme but sometimes necessary measure for the best interest of a student and for the common good. Consultation with the Pastor and Superintendent of Schools is required before expulsion can take place. Consultation with the Diocesan lawyer may also occur.

The following offenses, including but not limited to, committed by students while under the jurisdiction of the school are reasons for expulsion.

1. Continued willful disobedience/consistent violation of school rules.
2. Persistent defiance of school authority by any student or his/her parent/s.
3. Habitual profanity or vulgarity.
4. Use, possession or exchange (whether or not for sale) of tobacco, drugs or alcohol on or near the school premises or at school sponsored events.
5. Vandalism to school property.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence directed towards any school personnel or students.
8. Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another, including laser pointers.
9. Theft.
10. Verbal or physical harassment of any student, teacher or administrator.
11. Non-compliance with academic requirements as established by staff and administration.
12. Parents or family members who are hostile to the administration, faculty, staff or other parents and repeatedly refuse to follow the Code of Christian Conduct in their actions, words, and demeanor after several reminders from the administration.

PROCEDURES FOR DISCIPLINARY EXPULSION

A. Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:
 - a. the pattern of conduct which at this time would lead the school to believe that expulsion is being contemplated.
 - b. the evidence upon which this assessment is based.
 - c. the right of the student at this time to present a statement or information in support of being retained.

d. what specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.

2. If adequate improvement is not forthcoming within a reasonable time:

a. A second conference with the student and parent/legal guardian shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent.

3. Written records of the various proceedings must be on file.

B. Cases Involving Serious Offenses or Threats to Safety

There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent/legal guardian-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent/legal guardian.) This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel.

C. Right to Appeal

The parent/legal guardian may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

GENERAL HARASSMENT POLICY

The schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

DIOCESE OF OAKLAND STUDENT SEXUAL HARASSMENT POLICY

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to, or toleration of, sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
- Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student.
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment.
- Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

EMPLOYEE TO STUDENT SEXUAL HARASSMENT

- Employee to student harassment is prohibited at all times whether or not the conduct occurs on school property or at school sponsored events.
- To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.

- Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including, termination of employment.

STUDENT-TO-STUDENT SEXUAL HARASSMENT

This policy prohibits student-to-student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period whether on or off campus;
- During, or while going to or coming from, a school sponsored activity.

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

RETALIATION

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

COMPLAINT PROCEDURE

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland and listed below. Complaints may be reported to a school counselor, the Principal, or assistant/vice Principal. Written complaints may also be filed at the office of the Principal or designee. Complaints should be presented in written form to the Principal.

Diocesan Procedure Statement:

The Schools of the Diocese of Oakland prohibit any form of unlawful harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee. Complaints may be reported to a school counselor, the Principal or assistant Principal. Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

BULLYING

The School of the Madeleine is committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care.

Why we have adopted an anti-bullying and harassment policy

Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore the School of the Madeleine has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways.

1. Physical bullying is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.
2. Verbal bullying is when a student repeatedly uses words, images or gestures to intimidate or humiliate another student e.g. by taunting, name-calling, teasing, put-downs, insults, threats and blackmail.
3. Relational bullying is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
4. Cyberbullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student, including outside of school hours. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

What is harassment?

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy.

Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures.

The goal of the School of the Madeleine anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The school follows the "Caring School Community" curriculum to create an environment of trust and communication, as preventative measures against bullying. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so students are encouraged to report as soon as possible following the incident(s). The school will provide a designated venue for anonymous reporting of bullying behavior.
4. The administration and teacher in charge will be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy and parents will be contacted.
5. If the bullying does not cease after the student has been disciplined, parents will be notified and further action will be taken according to the school discipline policy. (See: Discipline)
6. The school administration will keep a record of reported bullying incidents in a designated record book.
7. The School of the Madeleine forbids retaliation against anyone who reports bullying or who participates in the investigation of such a report.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Staff members of School of the Madeleine should:
 - a. Remain alert to signs of bullying and act promptly and firmly against it according to the school's discipline policy.
 - b. Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and notify parents.
 - c. Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
 - d. Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

2. Parents of School of the Madeleine students should:
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge.
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.

3. Students of School of the Madeleine should:
 - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
 - b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Catholic school student.

VANDALISM

Students and their parents/legal guardians will be liable for all damage to equipment or school property caused by the student. It is the responsibility of the parent/legal guardian to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. Grades, transcripts or diploma will be withheld until the damages are paid.

ELECTRONIC INFORMATION/COMMUNICATIONS PHILOSOPHY

The mission of School of the Madeleine is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Parents and students must sign an acceptable use policy for use of the Internet.

DIOCESE OF OAKLAND STATEMENT ON RESPONSIBLE USE OF TECHNOLOGY

The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community. As a community of faith that embraces technology, we recognize the following:

- words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- the values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of the Diocese of Oakland and the School of the Madeleine.

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

TECHNOLOGY ACCEPTABLE USE POLICY

The School of the Madeleine requests that all parents, students, and employees follow these guidelines to reduce the amount of spam, phishing, and malicious e-mail the school receives.

- Protect your e-mail address.

- Use discretion when posting your address or sending it to others.
- Always read the privacy policy when submitting your address.
- Never forward chain e-mail. This increases the overall e-mail volume, perpetuates hoax e-mails, and allows suspicious parties to see your e-mail address. Many of the chain messages are created by spammers as a technique to harvest e-mail addresses.

Refrain from using Reply to All when responding to an individual's email message.

Never use a school issued e-mail account to register or log into Social Networking Sites such Facebook, Twitter, etc. are used for social networking. Some require members must be 13 or older to belong. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. If you choose to let an underage child have a site then be aware that you will be placing them in harm's way. Educate yourself on the dangers involved in social networking. With this in mind, no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes the School of the Madeline.

The following guidelines apply:

- School of the Madeleine families/students may not use the school's information such as logos, official seals, or photographs.
- School of the Madeleine families/students may not link their personal website to the school's website.
- School of the Madeleine families/students may not post inappropriate photographs or content containing any form of School of the Madeleine identification, including uniforms or likeness, or faculty or staff members.
- School of the Madeleine families/students may not post content, including blogs or online journals, linking them in any way to School of the Madeleine.
- School of the Madeleine families/students may not post content, or engage in any topics that are not in keeping with the mission of School of the Madeleine Elementary School

Be mindful that on-line content is not private and there could be long-term ramifications. Cyberbullying is being cruel to others through electronic means by sending or posting harmful material using the Internet. This can be done through e-mail, instant messaging, chat rooms, or online sites such as MySpace or Facebook. In some states this is considered criminal behavior. Any form of harassment is in direct violation to the mission of our school. School of the Madeleine Elementary School will not tolerate harassment in any form whether conducted on or off campus. Harassment

will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyber bullying should print a copy of the material and report the incident to the Assistant Principal. Reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, and dismissal from school, and/or police involvement.

The Student must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not share passwords nor use another user's passwords.
- Not distribute private or personal information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources.
- Conserve, protect, and share network, hard drive, and printing resources with others
- Respect and protect the intellectual property of others.
- Not infringe upon copyrights (no making illegal copies of any type of digital content.)
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or inappropriate sites or materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further acts that are criminal or violate the code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business.

Students are to notify an adult immediately, if by accident, he/she encounters material

that violates the rules stated above. Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of computer/Internet access, suspension, and/or dismissal, depending on the nature of the infraction. In instances of criminal issues police may be involved.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found online or on location, in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

PARENTS: PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

SCHOOL OF THE MADELEINE

iPad Acceptable Use Policy

2016 - 2017

The focus of the iPad program at School of the Madeleine is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the iPad. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for high school.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used and distributed at School of the Madeleine, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Please know that this program is an optional program and that any parent reserves the right for their child to not participate in this program for the academic year.

RECEIVING YOUR IPAD

iPads will be distributed during "iPad Orientation." Parents & students must sign and return the iPad AUP Student/Parent Pledge document before the iPad can be issued to their child to be sent home.

IPAD CHECK-IN

iPads will be returned at a designated time at the end of the school year to be checked for serviceability. If a student transfers out of the School of the Madeleine

during the school year, the iPad will be returned at that time. There is an option to buy the iPad upon graduating from the school. Purchasing an iPad from the school must be discussed with the administration.

At times, during the course of the academic year, the iPads may need to be checked in for various reasons, as outlined below. Students must abide by the school's request to check-in an iPad at any time.

GENERAL PRECAUTIONS & CARE

The iPad is school property and all users will follow this policy and the School of the Madeleine acceptable use policy for technology.

Only use a clean, soft cloth to clean the screen, no cleansers of any type.
Cords and cables must be inserted carefully into the iPad to prevent damage.
iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the School of the Madeleine.

iPads must never be left in any unsupervised area.

Students are responsible for keeping their iPads charged for school each day.

CARRYING IPADS

Students and parents must purchase and provide a protective case for the iPad, which must have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

iPads should always be within the protective case when carried.

Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen. Backpacks with built-in laptop holders are ideal to carry iPads in.

SCREEN CARE

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Please adhere to the following:

Do not lean on the top of the iPad when it is off or covered by a case.

Do not place anything near the iPad that could put pressure on the screen.

Do not place anything in the carrying case that will press against the cover.

Clean the screen with a soft, dry cloth or anti-static cloth.

Do not “bump” the iPad against lockers, walls, car doors, floors, etc as it will eventually break the screen.

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

IPADS LEFT AT HOME

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. The student will receive a warning for coming to school unprepared. If a student repeatedly (3 or more times or as determined by any staff member) leaves their iPad at home, students will be required to serve a detention for failing to come to school prepared.

CHARGING YOUR IPAD’S BATTERY

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of 3 days-not consecutively) of this policy will result in students being required to “check in” their iPad to the school daily, not to be used at home, for one week. Second offense will result in the loss of iPad privileges all together for 3 weeks.

In cases where use of the iPad has caused batteries to become discharged, students may be able to connect their iPads to a power outlet in class at the discretion of the faculty or staff.

WALLPAPERS/BACKGROUND PHOTOS

Inappropriate media may not be used as a wallpaper or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

Passcode Locks are not to be used.

SOUND, MUSIC, GAMES, OR PROGRAMS

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Music is allowed on the iPad at the discretion of the teacher

Internet Games are not allowed on the iPads. If game apps are installed, it will be at the discretion of the School of the Madeleine staff.

All software/Apps must be school provided. Data Storage will be through apps on the iPad and through the School of the Madeleine Google cloud.

§At times teachers will require students to watch interactive videos, listen to podcasts, or create music through the apps provided. To facilitate these activities, we request each child provide their own set of headphones to be used at school.

HOME INTERNET ACCESS

Students are allowed to set up and connect to wireless networks on their iPads outside of school. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad and the correct app.

APPS ON IPADS

ORIGINALLY INSTALLED APPS

The Apps originally installed by School of the Madeleine must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add apps for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps. If they do so, the apps will be able to be synced back on to the iPad. The student should follow the directions set forth and detailed below.

ADDITIONAL APPS

Students are not allowed to load extra apps on their iPads. School of the Madeleine will sync the iPads so that they contain the necessary apps for schoolwork. Students will not sync iPads or add apps to their assigned iPad at any time; this includes syncing home accounts.

Families may “gift” apps and/or books to the School of the Madeleine iPad program by donating gift cards to the school are by, when in iTunes and on the app or book selected to “gift,” may click “gift this app” or “book” and using the recipient’s email as ipad@themadeleine.com.

Please note: purchasing an app as a “gift” for the school does not mean the school will use the app. It is highly recommended that parents/guardians who wish to “gift” an app check with the school prior to doing so to ensure the app will be integrated into the curriculum.

INSPECTION

Students may be selected at random to provide their iPad for inspection.

PROCEDURE FOR REENROLLING AN IPAD

If technical difficulties occur, home syncing occurs, or non-school installed apps are discovered, the iPad will be restored back to default school settings. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image. At times, a student may delete apps on accident; the student should contact the moderator of the program to download the app again.

IOS/APP UPGRADES

Upgrade versions of apps and iOS are available from time to time. Students may be required to check in their iPads for periodic updates and syncing as designated by the moderator.

ACCEPTABLE USE

The use of the School of the Madeleine’s technology resources is a privilege, not a right. The privilege of using the technology resources provided by the School of the Madeleine is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the School of the Madeleine. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the technology resources may be denied, and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension/expulsion

for students. When applicable, law enforcement agencies may be involved.

STUDENTS RESPONSIBILITIES ARE TO...

use the device in a responsible and ethical manner.

obey general school rules concerning behavior and communication that apply to iPad use.

use all technology resources in an appropriate manner so as to not damage school equipment.

This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions. Use of any information obtained via School of the Madeleine' s designated Internet System is at your own risk. School of the Madeleine specifically denies any responsibility for the accuracy or quality of information obtained through its services.

help the school by contacting an administrator about any security problems they may encounter.

monitor all activity on their account(s)

to turn off and secure their iPad after they are done working to protect their work and information.

If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it in to the office.

return their iPad to the school at the end of each school year. Students who leave early, withdraw, are suspended or expelled, or terminate enrollment at School of the Madeleine for any other reason must return their individual school iPad computer on the date of termination.

PARENT/GUARDIAN RESPONSIBILITIES ARE TO...

talk to your children about values and the standards that your children should follow on the use of the internet and technology, just as you do on the use of all media information sources such as television, telephones, movies, radio, etc.

monitor, within reason, their child' s use of iPads outside of school, as with other technology, and regulate, within reason, their usage to ensure that the child is not abusing the technology in any way and help cultivate the understanding that the iPad is a school provided tool to be used for school use only.

Should you want your student to opt out of having an iPad, you will need check the appropriate box on the iPad AUP Student/Parent Pledge document and understand that your student is still responsible for meeting the course requirements, may take longer.

SCHOOL RESPONSIBILITIES ARE TO...

provide Internet and Email access to its students.

§Provide network data storage areas / Google cloud.

review, monitor, and restrict information stored on or transmitted via school owned equipment .

investigate inappropriate use of resources.

provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

STUDENT ACTIVITIES STRICTLY PROHIBITED WHILE USING SCHOOL PROVIDED TECHNOLOGY:

Un-enrolling the iPad from JAMF

Illegal installation or transmission of copyrighted materials

Any action that violates existing school policy or public law

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

Use of chat rooms

Use of sites selling/distributing essays, papers, book reports and other forms of student work

Use of social networking sites (i.e.: Facebook, MySpace, Twitter, etc)

Messaging services (i.e.: MSN Messenger, ICQ, AIM, GTalk, etc)

Internet/Computer Games, unless otherwise directed by a School of the Madeleine staff

Use of outside data disks or external attachments without prior approval from teacher, staff, or the administration

Changing of iPad settings (exceptions include personal settings such as font size, brightness, wallpapers, etc)

Downloading apps

Spamming-Sending mass or inappropriate emails

Gaining access to other student' s accounts, files, and/or data

Use of the school' s internet/email accounts for financial or commercial gain or for any illegal activity

Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger

Students are not allowed to give out personal information, for any reason, over the Internet.

This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components)

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. This includes "cyber bullying" of any kind.

IPAD CARE

Students will be held responsible for maintaining their individual iPads and keeping them in good working order:

iPad batteries must be charged and ready for school each day.

Only labels or stickers approved by the School of the Madeleine may be applied to the computer.

iPads that malfunction or are damaged must be reported to the moderator. The school will discuss with each family how to handle necessary repairs. Depending on the type of repair, the responsibility for repairing iPads that malfunction will be determined by the administration. iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being on that of the student. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally. Financial obligations may be discussed with the administration

Students are responsible for any and all damage irresponsible care or negligence, within reason as determined by the administration.

iPads that are stolen must be reported immediately to the Office and the Police Department, which the school is willing to assist in the reporting.

LEGAL PROPRIETY

In regards to all material created, used, and/or produced with the iPad, students will do and understand the following:

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent

Plagiarism is a violation of the School of the Madeleine Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to School of the Madeleine Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school.

STUDENT DISCIPLINE

If a student violates any part of the above policy, he/she will result in any or all of the following:

Financial responsibility for the iPad

Detention, as determined by the homeroom teacher and/or administration

Suspension, as determined by the homeroom teacher and/or administration

Expulsion, as outlined in the family handbook and according to the administration

PROTECTING & STORING YOUR iPad

IPAD IDENTIFICATION

Student iPads will be labeled in the manner specified by the school. iPads can be identified by the school's record of serial number

STORING YOUR IPAD

When students are not using their iPads, they should be stored in their lockers. Nothing should be placed on top of the iPad, when stored in the locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If parents option to have their children keep their iPads at school, they must check the appropriate box on the Student/Parent for iPad AUP Pledge form. Any iPad left at school should be checked in with the moderator of the program and stored in the appropriate iPad cart to be kept locked at school. iPads should not be stored in an unlocked area of the school.

IPADS LEFT IN UNSUPERVISED AREAS

Under no circumstances should iPads be left in public unsupervised areas. Unsupervised areas include the school grounds and campus, benches, computer lab, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in a public unsupervised area, it will be taken to the homeroom or office. The student will be charged \$10.00 to retrieve their iPad that has been turned into the homeroom or the office due to not being supervised.

School of the Madeleine

Student/Parent iPad AUP Agreement Pledge

1. I will take good care of my iPad.
2. I will never leave the iPad unattended in a public unsupervised space.
3. I will never loan out my iPad to other individuals without expressed permission from the school.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily before coming to school.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in a case I provide.
9. I will only use my iPad in ways that are appropriate and that meet the School of the Madeleine's expectations, which are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the School of the Madeleine property sticker on any iPad.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of the School of the Madeleine at all times.
12. I will follow the policies outlined in the iPad Acceptable Use Policy and the Diocese of Oakland/School of the Madeleine Internet Acceptable Use Policy, and the school's technology policy (as outlined in the Family Handbook) while at school, as well as outside the school day.
13. I will be responsible for all damage or loss caused by neglect or abuse within reason.
14. I agree to return the School of the Madeleine iPad in good working condition upon completion of time at the school or at the end of the academic year.

I agree to the stipulations set forth in the iPad Acceptable Use Policy, the Family Handbook Acceptable Use Policy, and the Student/Parent Pledge for iPad Use (above). I hereby understand that I am fully financially responsible for any non-normal wear and tear, as determined by the administration, and am responsible for monitoring my child's technology use outside of school.

1. As parent/guardian, I request that my child be permitted to take home their assigned iPad and will be monitored by parents/guardians outside of school regarding appropriate use of the iPad.
2. As parent/guardian, I request that my child not be permitted to take home their assigned iPad and understand that my child is required to complete all assignments and tasks required by the faculty/staff, without access to the iPad at home, on time.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Parent Name (Please Print): _____

Parent Signature: _____

Date: _____

E-MAIL COMMUNICATION:

Although e-mail has become a valuable communication tool, it is important to remember that it is not always a completely secure and confidential method of communications. We would like to make e-mail available as another possible way for parents to communicate with their child's teachers where appropriate.

- Staff will use a school provided e-mail account for some parent/student communications.
- Staff will retain copies of all professionally sent/received e-mails.
- E-mail will never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- E-mail messages to parents/students will be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All e-mails that reside on the school's computer may not be confidential. E-mail messages may be requested by the public under the Right-To-Know Law and may, unless they are exempt under the law, be open to public inspection.
- E-mails will be short and directional in nature and only include facts.
- Teachers will communicate with parents at e-mail addresses listed SchoolSpeak or in reply to a parent's e-mail.
- Teachers will be discreet when using student names and will refer to students by first name, initials or as your son/daughter depending on the content.
- Teachers will not discuss non-related students.

The School of the Madeleine maintains e-mail accounts for teachers to facilitate parent / teacher communication and internal staff communication. The School of the Madeleine reserves the right to block or filter e-mail messages to staff that are not directly related to school business or to the school's educational mission.

Acceptable Use of Parent/Student Communication

- E-mail should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue e.g. I would like to arrange a meeting to discuss my daughter's attendance.
- Follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent/Student Communication • E-mail should not include:

- Any discussion related to other students.
- Personal information about other students.
- Any discussion related to other staff.

- Any sensitive student information that would normally be discussed face-to-face or by phone.
- Any discussion that is angry, vulgar, hostile or derogatory tone and/or content.
- Any discussion that is contrary to the school's Code of Christian Conduct.
- Any discussion that contains threats or insults.

UNIFORMS

Uniform Guidelines and Rules

All uniform options are available on the Dennis Uniform website. You may go to the link on SchoolSpeak by clicking the "MAD Link to Dennis Uniform" or enter our school code - N9GSCH. Items may be purchased online or at the Dennis Store located in San Leandro near the Oakland Airport.

130 Doolittle Dr. #1
 San Leandro, CA 94577
 510-569-3811

All uniform items **MUST** be purchased through Dennis Uniform.
 Dennis is closed on Sundays and Mondays.

MAD Uniform Guidelines

- All students are required to wear a complete uniform unless Free Dress has been announced.
- All items purchased from Land's End will be "grandfathered" for 2 years. The EXCEPTION being the Sweatshirt. Students **MUST** wear the new sweater options or the blazer from Dennis Uniform for the 2016 - 2017 school year. The 8th Grade sweatshirt may be worn all year and the Caritas sweatshirt after the 7th grade trip to Caritas.
- Skirts and shorts, either from Dennis or the "grandfathered" Land's End may be no shorter than 2" above the knee. For girls that are tall and thin, Dennis will add a longer hem for a fee of \$1.75 an inch.
- Boys and girls may both wear the tie if desired.

MAD Uniform Rules

- Jackets may **NOT** be worn in place of the uniform sweater or blazer.

- Socks must be black, navy blue or white. Every Friday, unless it is a Formal or Mass day, we will have Free Sock Day. Students may wear any socks they desire.
- Leggings may be worn under skirts or shorts and must be black, navy blue or white.
- Belts must be a solid dark color.
- Athletic shoes only! They must be secured by laces or Velcro.
- No makeup or nail polish
- Only post earrings may be worn (for safety reasons)
- Hair must be neat, clean and a natural color. No permanent hair accessories may be worn.
- Free Dress - No sleeveless shirts; shorts and skirts must be no more than 2" above the knee; no tattered jeans, bare mid-ribs, baggy pants, jeggings, or yoga pants.

Church/Formal Dress

- On days in which the entire student body is attending a liturgy at St. Mary Magdalen there is to be no free dress and students are expected to wear a school sweater, or 8th Grade sweatshirt for 8th graders only.

Free Dress Code

- On specific days during the school year, children are allowed to wear non-uniform attire. Uniform and Free Dress rules apply (see the beginning of this section).

Field Trip Dress

- Dress for field trips or for school outings is uniform. Exceptions to be determined by the teacher.

EMERGENCIES

Earthquake

In Case of a serious earthquake or disaster, provisions have been made to shelter students who have not been released to the custody of their parents or parents' designee (according to the emergency card) on site for 72 hours. After 72 hours, students may be transported to the home of a faculty or staff member. This information will be posted on a communication board at the school.

Emergency Information

In emergencies, information, such as found on the emergency information card, may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually update:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The name of the family physician and dentist, office addresses and telephone numbers;
4. Name of medical insurance company and identification number;
5. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
6. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
7. The names of the persons to whom the student may be released;
8. The signature of responsible parent(s) or legal guardian.

School Lockdown / Shelter in Place

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors and window will be locked;
2. Drapes and/or blinds will be closed;

3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

FINANCIAL

Insurance

Students are covered by the Student Accident School Time Insurance Program (North American Life and Casualty Co.) through the Diocese of Oakland and the Myers-Stevens Co., Inc., 155 Montgomery Street, San Francisco, CA 94104. Should an insurance claim be necessary, parents are asked to come to or call the school office for a claim form within 3 days of the accident. The policy covers injuries received going to or coming from school-sponsored activities. Only 90 days are allowed after the date of the loss to complete an initial claim.

When private cars are used for field trips, drivers must provide the school with a copy of their current driver's license and current proof of adequate insurance (the diocese requires \$100,000 liability per person, \$300,000 per accident). All passengers must wear seat belts or car seats as specified by law.

Tuition

This amount is payable annually, semi-annually or monthly. The semi-annual or monthly payments are not progress payments. Tuition is paid monthly from August to May; all payments are due on the 5th and delinquent on the 20th, after which time a late fee of \$25.00 will be assessed unless arrangements for a late payment have been authorized by the Principal. No late fee will apply to automatic electronic payments except when returned because of insufficient funds. Careful reading of the contract and promissory note is advised.

Tuition at the Madeleine covers 83% of the cost of educating a student. The School Community supplements tuition through parents' efforts with scrip, the Spring Auction, Pledge for Excellence and the Annual Fund appeal.

Withdrawal-Adjustment of Tuition:

Students are accepted at the School of the Madeleine with the understanding that they will remain for the entire year. The school's operating budget is based on projected enrollment and the school's financial obligation does not change when students withdraw. The tuition adjustment policy is based on the principle that the family of a student who does not complete the school year nonetheless bears the financial obligations incurred by the school.

No adjustment is made because of late registration, absence from class, leaves of absence or the suspension or dismissal of a student by official action of the school. Accordingly, it is the general policy of the School of the Madeleine that no adjustment shall be made to the fees and our tuition set forth in the tuition contract/promissory note.

However, if due to a unique set of circumstances, a parent or guardian feels that an adjustment or refund is in order, they may request such in writing from the Principal. The consideration of the request is at the principal's sole discretion. If any refund or adjustment is deemed allowable, a check will be mailed to the parent or guardian.

Tuition Assistance:

Partial tuition grants are available to all families who have a genuine financial need. Application forms for tuition grants are available from the school office in March. All applications must be completed and returned to the principal by April 1st. Deadlines are published in the weekly newsletter and monthly calendar. Parents are notified of grant awards in mid-May.

At this time, FACE grants, the BASIC Fund, and School of the Madeleine funds provide tuition assistance to eligible families. The school website provides a link to the Diocese of Oakland webpage about FACE and BASIC. We continue to seek funding for all families. The principal keeps families informed of support and donation opportunities for tuition assistance through the weekly letter.

Returned Checks/Replacement Fee:

All monthly payments for tuition are made by electronic transfer of funds.

A \$25.00 fee is charged each time a check or electronic payment is returned unpaid by the bank.

Tuition Delinquency

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Deny daily attendance of student till tuition is current.
2. Deny a student enrollment for the following trimester.
3. Deny a student enrollment for up-coming academic year.

Re-registration: A non-refundable Intent To Return Fee per student is due February 1st. A non-refundable Registration Fee per student is due May 1st. During the admission's process for new students, projected vacancies are determined by the non-payment of the Intent To Return Fee.

MEDICAL

Illness

If a child becomes ill at school, or is seriously injured, the office personnel will notify the parents or the chosen alternates. Please make sure your family emergency card is current and notify the school for any necessary changes. If parents or alternates cannot be contacted and school personnel judge that a doctor should see the child, school personnel will contact the doctor listed on emergency card and transport the child or dial 911 if so advised. If the injury is judged life threatening by school personnel, 911 will be called; then the parents will be notified.

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are chicken pox and pink eye.

Allergies –school notification of any allergies is required and necessary for your child's safety.

Asthma –students with asthma will have an asthma action plan on file at school. The asthma action plan must be updated each year and a form will be sent home at the beginning of each school year.

Parents are urged to safeguard the health of the school population; children should stay home for 24 hrs after having a fever or vomiting. Keep in mind that symptoms of a common cold are often the same as early signs of many communicable diseases.

Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

LICE POLICY

If you detect lice at home, you must notify the school immediately.

1. Any family with a student found with lice at school will be provided information to assist parents in eradicating the problem. The school's Health Chairperson and staff will be available for consultation and support.
2. Any time lice or nits are detected on children, a notice will be sent to parents of all children in that classroom.
3. The school will follow Diocesan procedures for special school cleaning during times of infestation.
4. Children are not to share any head coverings, hooded sweatshirts, or backpacks.

CHILD ABUSE OR NEGLECT

Child abuse is any act of commission/omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment
2. Emotional abuse or deprivation
3. Physical neglect and/or inadequate supervision
4. Sexual abuse and/or exploitation

School personnel are required by law to report any reasonable suspicion of child abuse. The Diocese of Oakland Safe Environment for Children Project requires that school personnel be trained. Their training fully explains the components of the project and raises awareness of child abuse signs and reporting procedures.

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse."

(Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

The Diocese of Oakland Safe Environment for Children Project requires that ALL parish and school volunteers be trained. Each training fully explains the components of the project and raises awareness of CHILD ABUSE signs and reporting procedures. See pages 76-77 for more detail.

Health Report

State law requires that all students new to the school must have a physical examination form and official record of immunizations on file before entrance into school. The health program in the school is coordinated by the health chairperson with services available through Alameda County Health Care Agency, the Parents' Association and volunteers. These include:

- Snellen vision screening -- grades 1,3,5,7. MCT vision testing for K, all new students, referrals from above screening, and referrals from teachers
- Audio metric testing -- grades K,2,5,8 , all new students, and referrals from teachers.
- Scoliosis screening for all students grades 5, 7th grade girls and 8th grade boys
- Lice checks each trimester for all students

Health records are maintained by the health coordinator and reviewed annually by the diocesan health chairperson. It is mandatory that parents inform the school personnel if their child has any serious health problems i.e. seizure disorder, diabetes, serious allergic reaction, asthma, etc.

Parents are required by law to report contagious diseases to school personnel-- chicken pox, conjunctivitis, measles, lice, etc. State law requires that all volunteers who work with children have a current certificate stating that they have been examined within two years and found to be free of communicable tuberculosis.

MEDICATIONS

GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL

Schools may not furnish any medications

All medication administration requires parent/legal guardian written authorization.

All prescription medications and aspirin require physician and parent/legal guardian written authorization.

All medications must be secured in the school office (Exception: back up of inhalers and epi-pens may be secured in the classrooms, ECP, as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry his or her own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:

- Risk of not carrying medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
- Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the school Principal

Responsibility of Parents/legal guardians:

1. Parents/legal guardians will assume full responsibility for the supplying of all medications.
2. Students may bring no medications to school.
3. Parents/legal guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier any medication to be administered. The medication must be delivered to the office in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications should be in original sealed packages with directions for administration.

Pain relievers and other over-the-counter drugs

The dispensing of aspirin will be treated as a prescription drug. School personnel will administer no aspirin to students without written authorization from the student's physician.

Authorized school personnel assist students requiring over-the-counter drugs. This is done in accordance with the parent/legal guardian's instructions provided in the signed medication form on file for the specific medication.

See "Medication Information" form on SchoolSpeak

AIDS Policy

The Diocese of Oakland's School Department has issued guidelines on what procedures schools are to follow if a student, teacher or member of the staff is diagnosed with AIDS. The guidelines are based on recommendations of the Centers for Disease Control of the US Public Health Service and current understanding of the AIDS virus by scientific and public health experts. These guidelines are available from the Principal

SAFETY

FIRST AND FOREMOST:

- All drop-offs and pick-ups must be made on the playground.
- Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor.

DROP-OFF BEFORE SCHOOL

Drive and park only in the orange-cone designated area of the schoolyard. (5 mph).

Students are dropped off from the passenger side only.

Cars then proceed directly up the ramp and TURN RIGHT onto Berryman.

When parents and younger siblings are attending morning prayer or need to attend to school business, cars may park in the area south of the main school building.

Escort students and siblings through the parking lot.

Cars must be off the yard by 8:15 am. (later on 1st Fridays)

School Gates will be locked at 8:20 am and will be locked until 5 minutes prior to dismissal.

The church lot may not be used for parking in the morning as it interferes with those attending the 8:00 Mass.

PICK-UP AFTER SCHOOL

Drive and park only in the orange-cone designated area of the schoolyard. Please do not arrive before the yard is available for cars. Cars backed up on ramp entering the Parish/School parking lot is a dangerous safety hazard and must be avoided.

If your child is not available for pick up, you may park in the area south of the school building, meet your child(ren) on the yard, and escort students and siblings through the parking lot. All students attending ECP, families, and cars should be off the yard 15 minutes after dismissal.

No students are permitted to leave the school's campus without supervision. A letter of permission for the student to be permitted to leave the school campus has to be submitted to the office and will be kept on file for the entirety of the academic year.

Any student who leaves campus, supervised or unsupervised, will not be permitted to return to campus without supervision for any reason what so ever.

SAFETY ISSUES

- No students or siblings are to play on the play structure 15 minutes before/after school.
- During the instructional day, parents may use the Milvia Street entrance to pick up and drop off students who are attending medical appointments or may be late to school. Cars may not be parked on the school side of the street or block access to neighbor's driveways.
- Henry/Sutter: Students should never cross Henry/Sutter except at the traffic lights.
- Children must NOT walk up or down the driveway at Berryman; they should use the stairs.
- Parking is restricted to the area south of the main building.
- Once a student leaves the campus after school, they may not return without pre-arranged permission from the Principal.

There is no formal supervision in the schoolyard before and after school. All children should be off campus by 3:15 unless they are in Extended Care or in some other supervised activity, i.e., after school sports practice or MAD Band. No student may be on the yard prior to 7:45 am. Parents who tell their children not to report to ECP after 3:15 pm (2:25 pm on Wednesdays) or arrive to school before 7:45 am put the school and the child at risk. The school does not assume liability for injuries to any person in or on the school premises after 3:15 (except as mentioned above) or before 7:45 am on school days or anytime on weekends.

Schoolyard Safety

The safety of our children during the school day is essential. Except for designated times, no cars are allowed in the schoolyard. No motorcycles, mopeds, bicycles, skateboards, roller blades, or Razor-type scooters are to be used on school and parish property at anytime. Speed Limit is 5 mph on parish and school property. Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol shall be guilty of a misdemeanor.

No hard footballs are allowed; soft footballs are provided. Baseball, softball, and tennis balls games are not allowed, except during PE.

SCHOOL-WIDE PLAYGROUND, HALLWAY AND CLASSROOM RULES

Respect, responsibility and reverence for each other are imperative to create an atmosphere where optimal learning/growing can take place. The following are the guidelines for this atmosphere:

- No glass or ceramic containers of any kind may be sent with students to school.
- No school sports equipment may be taken out or used on the yard before or after school.
- Any device or item that the teacher or administration deem inappropriate at school will be kept at the office, returned to the parent at the end of the day and is not to return to school.
- Students must walk while inside the school building at all times. Standing, sitting, or sliding down the stair railings is never allowed.
- Students must be clear of the hallways and stairways during the recess and lunch periods.
- Students will always use the stairway closest to their classroom.
- Food may be eaten in the classroom only on rainy days or with teacher permission. Snacks must be eaten outside at recess, not on stairways or in the halls. Lunches are eaten in designated areas by class. The eating area must be clean before playing.
- Students do not enter the hallways or ECP area before school, during recess or noontime unless with permission from a yard supervisor.
- A warning bell will be rung 5 minutes before the end of recess. Children are encouraged to use the bathroom and get water during this time. When the ending recess bell rings children are to freeze in place and wait for yard supervisor to direct them to line. Students are to walk to their respective lines. Students are to tuck in their shirts/blouses and quietly enter the building after recesses, one class at a time.
- Fifteen minutes after dismissal, students who have not left the campus will check into ECP. Exception: supervised CYO practice or scheduled school-sanctioned activity.

ALCOHOL /SMOKING POLICY

1. Alcohol will not be served or consumed on school premises during the workday or while children are present.
2. Alcohol will not be served by children.
3. Alcohol will not be served or consumed during any school-sponsored field trip.
4. The Roman Catholic Welfare Corporation is committed to a philosophy of good health, a safe working environment. In keeping with this policy all school site buildings are 100% smoke-free at all times.

DISASTER DRILLS

Fire Drills and Earthquake Drills are conducted regularly throughout the school year. More detail about the Disaster/Emergency Plan is found on page 53.

WEAPONS

Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another, will result in very serious consequences up to and possibly including expulsion.

Supervision Of Students

Liability for supervision and control of students shall be assumed by the school fifteen (15) minutes before the first bell in the morning and end fifteen (15) minutes following the last bell of the school day, except for students participating in school-sponsored extra-curricular programs.

VISITORS

All visitors must report to the main office where they will be issued a badge to be worn throughout their time on campus. Note: A visitor is any person who seeks permission to enter school premises. Refer to the Visitation Policy in the Parents Section

NOTIFICATION OF ASBESTOS PROGRAM MANAGEMENT PLAN

Each year we are required by the Environmental Protection Agency to inform the school community of the presence of asbestos containing materials in the school building. Our asbestos consultant, in accordance with the Environmental Protection Agency's Asbestos Emergency Response Act (AHERA), inspects annually all asbestos-containing building materials within School of the Madeleine. Operations and maintenance repair activities were conducted in accordance with E.P.A. guidelines throughout the year. Asbestos-containing building materials (ACBM) within the school's facilities are in good condition and pose no threat to the health and safety of our students and staff. All of the ACBM is addressed under a comprehensive Operations & Maintenance Program.

STUDENT ACTIVITIES

MORNING PRAYER

We begin each morning dedicating our day to God. Brief announcements for the day are made. Parents are encouraged to attend but we ask that they assemble to the side toward the hill, behind the 6th & 8th grade students, and south of the door of the north entrance to the main school building. Late students must wait in the parent areas, not disturb the prayer with movement or noise, and may join her/his class when the prayer has concluded. Morning Prayer is extended on the first Friday of each month for a school wide assembly. Parents are expected to be silent and attentive during morning prayer, salute to the flag and announcements.

FIELD TRIPS / EDUCATIONAL TRIPS

Each teacher as part of the instructional program plans educational field trips. The parent must submit an official, signed school permission slip to allow a student to participate. The permission form requires certificate of the student's weight/age requirement for transportation in private car without an acceptable car seat or booster seat. The permission slip must be returned by the date indicated in order for the student to participate. Field trip fees must be pre-paid by check (no cash) and are non-refundable.

When private cars are used, the driver must provide the school with a current, unrestricted California driver's license and proof of current insurance with adequate liability coverage (\$100,000 per person and \$300,000 per incident). Out of date copies of the driver's license and insurance declaration must be updated at least one week prior to the field trip. Deadlines must be met for parents to drive on a field trip.

Drivers must drive directly to the point of destination and follow the planned route with no side trips. Each passenger must wear a seat belt and when appropriate a car seat or booster seat. Due to new laws in the state of California, drivers are asked to use a hands-free device while talking and not to text on their cell phones and obey all laws of the road while driving.

Insurance and school policy dictate that only students enrolled in the class participating in the field trip may attend; no siblings may attend a field trip. No exceptions.

Chaperone Guidelines

1. You receive a confirmation from the classroom teacher that you have been selected.
2. If you are driving, immediately check with the office and make sure that your insurance documentation and copy of the California Drivers license are up-to-date. Update these at least one week before the field trip.
3. Complete "Certification and Authorization" form and turn into the teacher at least 3 days before the field trip. (Form found on SchoolSpeak)
4. Arrive to your designated meeting place a few minutes early to receive important instructions or information from the teacher.
5. Model appropriate behavior, be prepared to be "on duty", observant and aware of all safety issues and procedures.
6. Show interest in the field trip activities, participate actively, and model appropriate behavior.
7. Learn the names of your designated group of students.
8. Periodically count heads of your group and ensure presence.
9. Report any discipline problems to the teacher immediately.
10. Compliment appropriate behavior, correct inappropriate behavior, and maintain order.

CHRISTIAN SERVICE PROGRAM/STEWARDSHIP

We believe that service is integral to the Christian community. The Service Program helps the children to understand that they are needed and that their efforts are important in the growth and enrichment of the community. Several times during the year, we sponsor a school wide service project, i.e. collecting food, clothes, etc for needy families.

In the Junior High, students in 7th and 8th grade are required to complete a total of 30 hours in order to be promoted to the next grade. Please note, in comparison to previous years, this is a change. Service hours are required and can be monitored or updated via SchoolSpeak.

ACTIVITIES

Altar Servers: Students in 5th through 8th grade may be involved in the parish altar server program. A member of the parish staff moderates this activity.

Madeleine Choirs: We have three active Madeleine choirs. The Youth Choir welcomes students in grades 5 through 8. Our Children's Choir features students in the third and fourth grade. Our Second Grade Junior Choir is a transition choir, which prepares

second graders for future choir experiences. Choir members participate in school performances and concerts, school liturgies and family liturgies, and service projects. Choir curriculum flows from and builds on the Madeleine's music program. Andy Canepa, music director of the parish, directs the choirs. Heather Skinner and Joan Bell team with Andy to teach and prepare the choirs, and Joan Bell is a frequent accompanist.

Sports Program: The school sports program is organized and supported by the Parents' Association. Any child enrolled in the school is eligible to play on teams which are organized by grades provided they are not on Disciplinary or Academic Probation. This program operates in addition to the regular PE program. The Parents' Association sponsors the Athletic programs but a fee is charged to participate. All coaches are volunteers and must be certified by East Bay Parochial League.

Student Council: The School of the Madeleine Student Council promotes leadership, school unity and spirit. All students in 7th and 8th grade for the current school year are invited to apply for election to Student Council. Students who are on Student Council must meet and maintain all qualifications and responsibilities below.

Qualifications

- You must, in the current academic year, be in 7th or 8th grade
- You must be free from academic or behavioral probation
- You must have and maintain a "B" average
- You must be able to attend weekly meetings

Responsibilities

- Being spirit-driven and carry forth the Mission of the School of the Madeleine
- Praying, creating prayers, and encouraging others to pray
- Devoting out-of-class time to set up for rallies, liturgies, prayer services or to otherwise serve
- Creating a prayerful environment on campus
- Serving as a spirit-filled leader on campus
- Be active in the planning of First Friday and willing to take turns in the various "spirit" activities around the school
- Be a model student academically, spiritually, and behaviorally at all times in and out of school

Failure to not meet any of the Qualifications, Expectations, and/or Responsibilities will result in temporary or permanent removal from your post as student leader if elected.

Students removed from Student Leadership will be at the discretion of the Principal in conjunction with the Student Leadership moderator and/or Junior High faculty.

SPORTS PROGRAM

The Sports' Program is an out-of-school program sponsored by the Parents' Association. Its goals are to introduce as many children as possible to competitive sports, to teach skills and rules of the game and to achieve excellence in individual and team endeavors in an atmosphere that encourages good sportsmanship and respect for others. Every child is encouraged to participate in at least one sport. Participation in the Sport's Program should not interfere with a child's ability to complete school assignments. Students may be removed from participating on a team at the discretion of the Principal and parents, (please refer to preceding page regarding "Probation.") There is a \$60 fee with registration to participate in these programs.

It operates in addition to the school's regular physical education classes. Ordinarily there are 5 volleyball teams, 6 basketball teams, a track team, and a cross-country team. The school is part of the East Bay Parochial League (EBPL)/Catholic Youth Organization (CYO). Students in grades K-8 may participate in track and cross-country. The schools forming the EBPL league are:

- Corpus Christi, Piedmont
- St. Anthony, Oakland
- St. Joseph, Alameda
- St. Lawrence O'Toole, Oakland
- St. Leo, Oakland
- St. Philip Neri, Alameda
- St. Theresa, Oakland
- School of the Madeleine, Berkeley

The league is responsible for securing playing fields and gyms, scheduling the games, securing referees and umpires, and establishing rules and procedures.

Each school in the league has an athletic director or coordinator who attends the league meetings and brings the sports information back to the school. Our sports program is totally dependent on parent volunteers to coach, to drive, to distribute uniforms, to collect fees and to maintain communication.

The weekly Family Newsletter announces information on the beginning of each sport season and the location of sign-up sheets. Students in grades 3 - 8 are eligible to play on our school teams provided they are not on Disciplinary or Academic Probation. Teams are set up by grades, with boys' teams and girls' teams. The size of the program varies each year depending on the number of children who sign up for a given team and the availability of volunteer coaches. Teams generally practice 1-2 times per week after school or in the evening and play one game a week during the sport season. The sports calendar includes:

September-October	boys' & girls' cross-country (K-8)
December-February	girls' volleyball (3-8)
November-January	boys' basketball (3-8)
March-April	boys' and girls' track (K-8)
March-May	girls' basketball (3-8)

DIRECTIONS TO GYMS

St. Anthony: 1550 E. 15th Street, Oakland, CA

Take 580 E towards Hayward; Take the Park Blvd. exit, merge onto MacArthur Blvd., turn slight Right onto Beaumont Avenue, Beaumont becomes 14th Avenue, Turn Left onto E. 15th Street

St. Augustine: 400 Alcatraz Avenue, Oakland, CA

Take Shattuck Avenue or Telegraph Avenue to Alcatraz Avenue
Turn Left onto Alcatraz

St. Elizabeth: 1516 33rd Avenue, Oakland, CA

Take 580 E toward Hayward; take the Fruitvale Avenue exit, Turn Right on Fruitvale Avenue; Turn Left on East 16th Street, Turn Right on 33rd Avenue. The gym faces 34th Avenue.

St. Joseph ND High School: 1011 Chestnut Avenue, Alameda, CA 94501

From 880 south take the 23 Avenue/Alameda exit onto Kennedy Street.

Turn Right on 23rd Avenue; continue on 29th Avenue, 29th Avenue becomes Park Street,

Turn Right onto Encinal Avenue, Turn Left onto Chestnut Avenue

St. Lawrence O'Toole: 3695 High Street, Oakland, CA

Heading East on I-580, take the High Street exit. Turn left on High Street. Continue up until you see the Church on the left side of the street. Turn left down the driveway right before the Church.

Alternate Route: Take Highway 13 to 580 west (toward SF) then first exit for High Street and right at the light about ¼ to ½ mile – church/gym is on the left.

St. Leo: 4238 Howe Street, Oakland, CA

Take Martin Luther King, Jr. Way towards Oakland, Turn left on 52nd Street, go .3 miles continue on 51st Street, 51st becomes Pleasant Valley Avenue, Turn Right on Howe Street

St. Martin de Porres School at St. Patrick's Campus: 1630 10th Street, Oakland, CA

Take 980 to the 14th Street exit. Turn Right (West) onto 14th Street, Follow 14th Street for about a mile, turn Left onto Campbell Street drive .2 miles, turn left on 10th Street

St. Mary's College High School: 1294 Albina Avenue, Berkeley, CA

From Hopkins Street traveling West, turn Right onto Albina Avenue. St. Mary's College High School is at the end of the street.

Or from Hopkins Street, turn north on Monterey. Turn Left on Posen Rd. The gym is on the left.

St. Elizabeth's High School: 34th Avenue, Oakland, CA Using I-880 Take I-80 WEST to I-880 SOUTH towards ALAMEDA/SAN JOSE. Continue on I-880 SOUTH for 7 miles. Take the FRUITVALE AVE exit. Turn Slight Left onto ELWOOD AVE. Turn Left onto FRUITVALE AVE. Turn Right onto INTERNATIONAL BLVD./E. 14TH ST. Turn Left onto 34TH AVE. (Entrance to the gym is opposite the high school parking lot.)

Bishop O'Dowd High School: 9500 Stearns Avenue, Oakland, CA

Take 580 East to the Golf Links Rd. exit (out by the Oakland Zoo); Proceed straight on 98th Avenue. At Stearns Street turn Right.

STUDENT RECORDS

Review of Student Education Records

Parents of students currently in attendance at School of the Madeleine may review the student's education records. Student records are maintained by the school and are available for inspection by the student's parent/guardian in the presence of the teacher or principal. Records may not be removed from the school grounds.

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades.

School Directory /Roster

Release of directory information (names, addresses, telephone numbers, email addresses) for elementary and secondary students shall be for legitimate parish and school use only. If a directory is to be developed for parent/legal guardian or other use, it must be done with the permission of those whose names are included.

Permission to use any part of this directory for mailing list purposes (e.g., home room list) must be granted by the principal or pastor. Directory information must not be released to anyone without permission from the principal or pastor.

Emergency Disclosure Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Student Photograph Publication

Photographs of students may appear on the school Web site or in other publications. Parents who do not wish their children's photographs to be placed in public media must notify the school in writing at the beginning of the school year. See the Parent Handbook form of the Acknowledgement Forms on SchoolSpeak.

STUDENT SERVICES

EXCEPTIONAL LEARNER PROGRAM

The Exceptional Learner Program (ELP) at the Madeleine is the ELP Team that consists of the Vice Principal of Student Services, who coordinates the program, as well as the Reading Specialist, the Social Cognitive Specialist, and the Curriculum Director.

The ELP coordinator monitors the overall program. Any member of the ELP team can chair a Student Success Team (SST) meeting. The SST is designed to assist a student who is experiencing ongoing difficulty that impedes educational success.

Exceptional learners range from students with disabilities or other difficulties that prevent them from learning in the traditional mode, to students who do not speak English as their first language, to learners who can move at an accelerated pace. The Exceptional Learner Program at the Madeleine strives to assist and meet the needs of a diverse range of students to help them achieve academic success.

Counselor

The school counselor provide social learning services two days per week for social/emotional needs in and out of the classroom; the counselor supports, advises, and consults with the administrators and teachers.

Telephone

The school telephone is reserved for school business, student illness, or emergencies. Students may not use the office phone. Teachers may call parents from the classroom phone and then allow the student to speak to the parent. Student may not call home for forgotten homework or lunches.

Lost and Found

All belongings must be marked with name and grade (puff paint works well). If something is lost, please check at the "lost and found box" located under the north stairwell. Unclaimed items will be donated.

Late Lunches

Lunches delivered to the school are not to be taken to the student's classroom. They must be left on the counter outside the reception office and labeled with child's name and grade clearly. Lunches are not delivered to the class, so students must check before buying a lunch from Choice Lunch.

LUNCH SERVICE

ChoiceLunch provides lunch service for the school. You can register your child for lunch at: www.choicelunch.com . Use the registration code - madeleine

Let's Meet

When three guys first met in college, none of them expected to eventually work together and change the way kids eat school lunch. More than a decade after first meeting, though, that is exactly how Keith Cosbey, Justin Gagnon and Ryan Mariotti spend their days. Beginning in the early 1990s, Justin's family operated a small catering service that provided hot lunches to a few local Bay Area schools. In 2003, the three college friends left their corporate jobs and took over the lunch business.

Let's Register your child

Ordering couldn't be easier! Before you ever order, you receive a school code, which ensures we get your child's lunch at your school. The school code is Madeleine. You set up an account with just a few no-brainers and you are set.

Let's Eat

Lunch should be a healthy, enriching and delicious experience. We have, literally, spent years making lunch as worry free for parents and as fun for kids as possible. First, our menu was designed by kids. We go through an extensive Recipe Development process to create healthy school lunches that meet our high standards of quality and nutritional density. When the kids are at the lunch table, they get to select their own fruits, vegetables (in our own compostable "baggies"), snacks and drinks.

You are not Forgotten (Emergency lunches)

We are prepared when your child does not have a pre-ordered lunch. We send a small number of extra hot entrees to your school to be used in the event a child does not have a lunch and would otherwise go hungry. All children can ask for a hot lunch, unless you specify otherwise. (see Do Not Provide My Students with Emergency Lunches in the next FAQ question). You have three options, and you can always change your emergency lunch preference under My Account.

VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

Volunteer Background Checks – Megan’s Law Screening

A Megan’s Law screening must be done for any volunteer who falls under the categories listed below:

1. All volunteers who work at the school site or in school-sponsored activities must be screened pursuant to the identification process established under California’s Megan’s Law.
2. All volunteers who participate in any overnight experiences (e.g. environmental educational camp) must be screened pursuant to the identification process established under California’s Megan’s Law. The screening results must be returned to the school by the Department of Justice prior to participation in the overnight field trip.

In addition, any other volunteer who has contact with or access to children may be screened. Conviction of a sexual crime will bar an individual from volunteering in either of the capacities listed above.

Health Screening

All Volunteers who work at the school site twelve (12) or more hours a month must have TB testing.

It is required that all volunteers submit evidence of freedom from active tuberculosis, based on an X-ray of the lungs or an approved intradermal negative tuberculin test taken within the immediate past six (6) months and every two years thereafter. All returning volunteers shall submit evidence of freedom from active tuberculosis every two (2) years. (If a new volunteer has not had a PPD test in more than four (4) years, and that volunteer is over the age of thirty-five (35) years; a two (2) step skin test procedure is required.) If a skin test is positive, a chest x ray is needed, one (1) time only. Therefore, a symptom screening is recommended each year, documented by a physician.

Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Board and committees, Parents' Association Board and committees, spring auction committee, classroom assistance to

teachers, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Diocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school Principal and/or the Pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

Required Training (for all parish and school volunteers)

The Diocese of Oakland announces our affiliation with VIRTUS; an internationally known and well respected best practices platform for Safe Environment training. This training is available online and live, in Spanish and English. It is a comprehensive and multi dimensional training that specializes in assisting churches and religious organizations in creating safe environments for children. Its mainstay course, Protecting God's Children, assists the church in its efforts to recognize and stop abuse.

As a community of faith, we believe that the prevention of child sexual abuse begins with each person. Increased awareness and a willingness to take action are steps for every person to take to eradicate abuse in our society, in the community, in the neighborhood, and in the family.

All those who minister (volunteers, employees and clergy) in the Diocese of Oakland are to be educated about the nature of child sexual abuse, how it is perpetrated, how to report it and strategies for prevention. Training is mandatory for all who minister, first before starting work or volunteering and then every 3 years thereafter.

This includes all school volunteers, including parents.

Please visit: <http://www.virtusonline.org>

ADMINISTRATIVE DISCLAIMER

The School of the Madeleine, under the discretion of the Principal and/or Pastor, may amend this Family & Student Handbook at any time. All interpretations of the handbook, where they may be question, will be at the discretion of the Principal/Pastor. All additions and changes will be forwarded to the parents within 24 hours of the changes. However, by signing the Agreement Form, parents are consenting to any and all additions to the Handbook as long as they remain consistent with the philosophy and the Mission of the School.