



**Elementary School
Parent and Student Handbook
2023-2024 School Year**

Principal: Tresa Rast

Parent/Student Handbook 2023-2024

TABLE OF CONTENTS

I. General Information	1
A. History of the School	1
B. Mission Statement	2
C. Philosophy Statement	2
D. Schoolwide Learning Expectations	2
E. Personnel	3
1. Archbishop	3
2. Department of Catholic Schools	3
3. Pastor	3
4. Principal	3
5. Faculty	4
6. Administrative Assistant	4
7. Support Staff	4
8. List of School Personnel	4
9. Madeleine Councils & Committees	4
II. Academic Information	4
A. Conferences	4
1. Scheduled by School	4
2. Requested by Parent	5
3. Guidelines	5
B. Curriculum	5
C. Daily Schedule	5
D. Electronic Information/Communications	5
E. Grading and Related Topics	6
1. Grade Equivalents	6
2. Academic Probation	6
3. Honor Roll	7
4. Homework	7
5. Progress Reports/Report Cards	7
6. Supplies	7
7. Textbooks and Book Fees	7
F. Graduation	8
1. Graduation Ceremony	8
2. Graduation Attire	8
3. Diploma/Certificate of Completion	8
G. Promotion and Retention	8
1. Promotion	8
2. Guidelines for Retention of Students	8
H. Standardized Testing	8
III. Admissions, Annual Re-Registrations, and Withdrawal	8
A. Annual Re-Registration and Application Processes	8
B. Entrance/Enrollment Requirements	10

1. Records at Entrance	10
2. Special Needs Policy	10
3. Transfer Student Process and Requirements	10
C. Nondiscrimination Policy	10
D. Withdrawal Process	10
IV. Attendance	10
A. Reporting Process	11
B. Excused Absences	11
C. Attendance Contracts	11
D. Truancy	11
V. Discipline	11
A. Code of Conduct	11
B. Consequences for Inappropriate Behaviors	12
C. Harassment/ Bullying	14
D. Sexual Harassment	15
E. Hazing	18
F. Academic Honesty	18
G. Illegal Substances	18
H. Leaving School Grounds during School Day	18
I. Physical Restraint	18
J. Search and Seizure	18
K. Gum	19
L. Valuables	19
M. Vandalism/Property Damage	19
N. Electronic Information/Communications Policy/Agreement	19
1. Appropriate Use Policy and Guidelines	20
2. Services	21
VI. Emergencies	21
A. Emergency Information	21
B. Emergency Information Card	21
C. School Lockdown	21
D. Fire and Earthquake Drills	22
VII. Financial	22
A. Insurance	22
B. Tuition, Fees, and Volunteer Hours	22
1. Tuition Assistance	22
2. Tuition/Fees-Non-Payment	22
VIII. Medical	23
A. Communicable Diseases	23
B. Illness	23
C. Guidelines for Exclusion	23
D. Immunizations	23
E. Medication	23

F. Severe Allergic Reaction	25
IX. Optional Programs	24
A. After School Care	24
X. Parents	25
A. Classroom Interruptions	26
B. Complaint/Issue Resolution	26
C. Family Cooperation/Removal of Students Resulting from Parental Attitude	26
D. Messages to Students	26
E. Parent Organization	26
F. Parties	26
1. In school	26
2. Out of School Party Invitations	26
3. Graduation Parties	26
G. Releasing Students during the School Day	26
H. Use of School Logo, etc	26
I. Verification of Compliance27
XI. Safety	27
A. Asbestos Notification	27
B. Bicycles, Skateboards, Rollerblades	27
C. Earthquake, Fire, and Lockdown Drills	27
D. Playground Rules and Usage	27
E. School Closure	27
1. Weather Related	27
2. Emergency Related	27
F. Transportation	27
G. Visitors	28
H. Weapons Policy	28
XII. Student Activities	28
A. Altar Servers	28
B. Assemblies	28
C. CYO Athletics	28
D. Field Trips	28
E. Service Projects	28
F. Student Leadership Council	28
XIII. Student Educational Records	29
A. Review of Student Education Records	29
B. Directory Information	29
C. Emergency Disclosure of Information	29
XIV. Student Services	29
A. Lunch	29
B. Milk Program	29
C. Telephone	29

XV. Uniforms	29
A School Uniform Policy	29
B. Uniform Guidelines	30
C. Free Dress Policy	31
XVI. Volunteers	32
A. Volunteers	32
1. Volunteer Background Checks and Child Abuse Prevention Training	32
2. Volunteer Code	32
XVII. Right to Amend	32

The Madeleine School Handbook

I. GENERAL INFORMATION

A. History of the School

The Madeleine School, a ministry of the Church of St. Mary Magdalene Parish, was built in 1912. Reverend George F. Thompson was the pastor when the school was founded in 1912 and continued in this role through 1937. The Sisters of the Holy Names of Jesus and Mary (SNJM), whose charism included education and empowerment, with a special concern for the poor and disadvantaged, were invited to staff the school. Mother Flavia, the provincial of the Sisters of the Holy Names, sent the first superior, Sister Rosa Maria, and two other sisters, Mary Dagmar and Pierre du Crucifix, to teach 56 students in grades 1 through 6. By the following school year, there were five sisters and then six in 1914-1915. (The last Holy Name sister retired in 2008, ending 96 years of ministry to the school.) In June of 1914, certificates were awarded to the first 8th grade graduating class consisting of four students. At that time there were 52 boys and 44 girls enrolled in the school.

In September of 1927, twenty girls enrolled in the inaugural high school class of 1927-28 (freshmen only) under the supervision of Superior Sister M. Gladys. A sophomore class was added in 1928-29. At the end of the year, there were 158 boys and 194 girls enrolled in grades 1 through 10. For the next two years, students transferred to other high schools in the area for their junior and senior year. In 1933, the first graduating high school class, consisting of 5 women, was honored by the presence of Archbishop Edward D. Howard. Due to a growing elementary population and space limitations, the high school ceased operation in 1946 after graduating 236 students over 13 years. The Madeleine School returned to serving elementary school students only. During the 1950s and 1960s, the school supported two classrooms at each grade level. In 1962, a new wing of the school was opened with a peak enrollment in 1966 of 715 students.

In the 1970s, the neighborhood population declined as families relocated to the suburbs and the typical American family size decreased. Middle schools were established in the public school system, which resulted in the continued reduction of the school population. The parish facilities underwent a renovation in 1985, which reconfigured the school building. The school returned to having single classrooms for each grade level.

The Parents Club, established in 1918, continues to be one of the strongest assets of the school. In 1985, they began an annual auction, and through strong fundraising efforts, the school continues to make improvements to the programs and facilities. In 1983, an endowment fund was started to secure the long-term financial viability of the school. In 2006, when the market value of the fund grew to over one million dollars, interest on the principle began to be used for tuition assistance.

Through the mid-1980s, enrollment began to increase as the neighborhood was revitalized with young families moving to the area. In spite of the 2008 economic downturn, Irvington/Alameda continued to be a highly desirable place to live. To further support student achievement and learning opportunities, the school added a physical education teacher, developed the music program and expanded the library with a media specialist. A kindergarten was established in 1989. Over the next few years many additional programs were added and/or enhanced. This included the addition

of a science specialist, an art teacher, a technology teacher, a Spanish program, and a learning specialists team. In May of 2009, the school completed the “Field of Dreams” campaign, transforming a blacktop play area into a multi-purpose playground. With the addition of a soccer field, garden, and outdoor covered basketball court, the school is an asset to the parish as well as the Irvington and Alameda neighborhoods.

B. Mission Statement

MISSION

The Madeleine School, a ministry of the Church of St. Mary Magdalene, is a faith-filled Catholic community committed to nurturing the growth of the whole child and furthering the reign of God. All are welcome.

C. Philosophy Statement

PHILOSOPHY

We believe Catholic education is a ministry entrusted by Christ to his Church to build the Kingdom of God.

We nurture the spirituality of our community through prayer, service, and study in order to deepen each person’s relationship with God.

We build community based on love, understanding, and respect for the dignity of all people as modeled by Jesus Christ.

We challenge our students to achieve academic excellence through a holistic curriculum that empowers them with knowledge, skills, and self-discipline.

We collaborate with parents, the primary educators, to prepare our children to embrace life’s opportunities and to live a life of Christian service.

We commit to discovering and developing the unique gifts of our students as they contribute to building the Body of Christ.

D. Schoolwide Learning Expectations

Spiritual

A Madeleine graduate is a prayerful, faith-filled, and knowledgeable disciple who lives his or her beliefs guided by Gospel values.

- Understands and follows the teachings of the Catholic Church
- Actively participates in Mass, worship, prayer, and sacraments
- Models Christian values.
- Responds to the call to serve others

Academic

A Madeleine graduate is a life-long learner and creative problem solver who seeks knowledge, utilizes skills, and applies concepts.

- Exhibits curiosity and enthusiasm for learning
- Strives for academic excellence
- Applies critical thinking skills
- Communicates effectively
- Adapts to new challenges

Moral

A Madeleine graduate is a morally responsible person who exhibits self-discipline.

- Demonstrates respect for self, other people, property, and the environment
- Accepts responsibility for words and actions
- Commits to justice and service, faithful to Catholic Social Teachings

Social

A Madeleine graduate responds to the social needs of others with empathy and compassion.

- Respects the dignity and diversity of all people
- Seeks peaceful resolutions to conflict
- Interacts cooperatively
- Builds community through positive relationships and inclusive relationships

Physical

A Madeleine graduate respects and cares for the gift of life.

- Respects all life as a gift from God
- Practices a healthy lifestyle
- Respects personal space
- Nurtures the world future generations will inherit

E. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department. The Department of Catholic Schools 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 Archbishop. Schools are also expected to follow Archdiocesan curriculum guidelines. In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop 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.

4. Principal

The position of principal 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 Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The principal serves the

school as religious leader, instructional leader, administrator, and communicator. S/he is the direct supervisor of all faculty, instructional staff, and school support staff. The principal is responsible for implementing school policies. S/he may amend the handbook as needed.

5. Faculty

The faculty 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, social, and physical capacities may be developed and strengthened. The faculty is responsible to the principal.

6. Administrative Assistant

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. The administrative assistant does not serve as administrative assistant for faculty, staff, or parents.

7. Support Staff

Support staff (aides, bookkeeper, development, etc.) is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. List of School Personnel

The list of school personnel is provided annually in the Student Directory.

9. Madeleine Councils & Committees

a. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. The Madeleine's School Advisory Council (SAC) makes recommendations to the principal and pastor in policy formation, helps to foster good public relations for the school, and assists in the creation of the annual budget. SAC does not serve as a grievance board, does not participate in student discipline issues, and has no authority for the supervision of the administration, faculty, or staff.

b. Parents Club

Parents Club works cooperatively with SAC and is responsible for both fundraising and community building. Every school parent is a member of the Parents Club.

II. ACADEMIC INFORMATION

A. Conferences

1. Scheduled by School

Parent/Teacher/Student Conferences are held midway through the first trimester. Conference dates and times are listed in the annual calendar published at the beginning of each year. School is not in session on conference days, however, the Youth Development Program (YDP) is open. Administration and/or faculty may request additional required conferences with parents and/or students at any time during the year.

Parents are not to use conference days as vacation days and ask teachers to reschedule conferences for the family during the teacher's personal time on other days. Parents are not to request video conferencing in lieu of meeting in person.

2. Requested by Parent

Parents needing longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are to call the school office or send an email/ note to the teacher to arrange a mutually agreed upon time for an appointment. In order to ensure conference productivity in the best interest of the student, parents are asked not to initiate unscheduled conferences (e.g. impromptu meetings in school halls or dropping in after school) with teachers who may at the given moment be unable to give the parent the full attention desired.

3. Guidelines

- a. Parents should be as courteous to the teacher as parents would expect the teacher to be to the parent. Questioning the teacher's authority in front of the child is not productive or respectful. If a parent and teacher have a disagreement, the parent should request an appointment with the teacher privately.
- b. Parents should try to be open to both sides of the situation if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c. Classroom difficulties should be discussed with the teacher before bringing them to the principal or pastor.

B. Curriculum

Curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines. The Madeleine provides a rich curriculum, recognized for its excellence and emphasis on the development of the whole child. The Madeleine's core curriculum includes: Religion, English Language Arts, Math, Science, Social Studies, Art, Music, Physical Education, Health, Library, and Technology. Spanish is offered before school to interested middle school students.

C. Daily Schedule

8:05 Playground supervision begins

8:15 Bell rings and students are admitted to the building

8:25 Students are required to be seated in their classrooms and ready to begin school. Those arriving after 8:25 must report to the office for a tardy slip.

2:30 Dismissal on Wednesday (Faculty meetings each Wednesday)

3:15 Dismissal on Monday, Tuesday, Thursday, Friday

Parents are required to pick up children promptly at dismissal time. Students may not remain on campus unsupervised after dismissal. Students who walk home must leave campus when dismissed by the teacher unless they have written permission from their parents to stay on the playground. Students who have not been picked up 15 minutes after dismissal will be sent to the after-school program (YDP) and billed accordingly. The school is not responsible for the safety of students once they have been dismissed by their teacher.

D. Electronic Information/Communications

(Also see Electronic Policy under Discipline)

The mission of The Madeleine School 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 fundamental to preparation of citizens and future employees. Access to telecommunications 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 the Internet and opportunities for collaboration are critically important for learning. Students may post work linked to the school's web site, without identifying information other than a student's first name, in accordance with school guidelines.

E. Grading and Related Topics

1. Grade Equivalents

The Madeleine offers two different developmentally appropriate educational paradigms within one school: self-contained classes in kindergarten through fifth grade and a semi-departmentalized middle school for students in grades six through eight. Grading policies are also developmentally appropriate. Grading symbols change as students progress through the school (e.g. Excellent, Satisfactory, Improving, etc. for younger children and A, B, C, etc. for older students). Specialist teachers will grade on a pass/no pass basis. Individual classroom teachers explain grading scales and report card symbols at Back to School Night in September.

2. Academic Probation

In keeping with the school's mission, the purpose of the academic probation policy is to foster the growth of the whole child and support attainment of the Schoolwide Learning Expectations for each graduate.

Middle School Academic Probation-Grades 6-8

Students who have an F or are not achieving a minimum of a 2.0 grade point average at an end of a grading period will be placed on academic probation. When a student is placed on academic probation, the student, parent(s), teacher(s), counselor, and principal will conference to set goals to improve student achievement. Agreed upon strategies may be made mandatory to foster academic achievement which all present at the conference will support. Students with a GPA below a 2.0 at midterm will be reminded of this policy. Students who do not raise their grade point average to a 2.0 or higher by the end of the following trimester may be asked to leave the school effective immediately at the end of the trimester. Spring term will carry over to fall term. 8th graders who are on academic probation during the 3rd trimester and fail to bring up their grades may not be allowed to walk at graduation.

Intermediate Academic Contracts-Grades 3-5

Intermediate students, who are performing below grade level in two or more subjects or habitually do not complete homework, will be placed on a contractually based academic probation. When a student is placed on academic probation, the student, parent(s), teacher(s), counselor, and principal will conference to set goals in which all parties are contractually obligated. Academic contracts may include but are not limited to a study plan, additional learning assessments, and/or compliance with recommendations made by the learning team. The ultimate goal of this contract is to promote responsibility and life-long learning. Refusal to sign an academic contract and noncompliance with an existing contract will result in students being asked to leave the school effective immediately at the end of the contract date. Contracts written in the spring term may carry over into the fall term of the following year.

Academic Considerations

Before a student is asked to leave the school, the situation and circumstances leading to dismissal will be considered by the Academic Probation Committee. This committee will be comprised of the

teacher(s), counselor, principal, and pastor. Extenuating circumstances may include but are not limited to special learning needs, long term illnesses, and consideration of the overall well-being of the student.

3. Honor Roll

Middle School students who have achieved a level of academic excellence of 3.5 are honored at the end of each trimester.

Honorable Mention: Based on exceptional effort and academic improvement, students may be recognized throughout the course of the year for various achievements.

4. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Teachers use a guideline of 10 minutes per grade level of homework per evening (e.g. second grade = 20 minutes, sixth grade = 60 minutes) plus time for independent reading as appropriate per grade level.

Middle School Homework Policy: Homework must be turned in on the day it is due. It will be accepted one day late with a 10% penalty. Work turned in after the second day earns no credit.

Homework not done due to absences must be completed. **Upon return to classes, students are to speak with the teacher to learn of the particulars of missed homework assignments.** Parents may request homework for students who are absent due to illness for more than one day. This request should be made in the morning allowing teachers time to gather assignments by afternoon dismissal. Students absent due to vacations may not have a list of assignments prior to absence and will need to make up the work within an agreed-upon timeframe by the student and teacher.

5. Progress Reports/Report Cards

Reports and/or corrected school work are sent home at regular intervals. In this way parents will be alerted to the successes or areas needing improvement for their child. All students receive report cards at the end of each trimester. Conferences are scheduled mid-way through the first trimester and as requested by parent or teacher. Middle school students also receive midterm progress reports each trimester.

Parents of students in grades 5-8 may also access *TeacherEase*, a web-based program that tracks student assignments and grades. Teachers explain the necessary procedures to use *TeacherEase* at Back to School Night.

6. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes, but is not limited to, items such as pencils, paper, backpacks, etc. Grade level supply lists are included in the packet sent home in May. Some supplies may need to be replenished throughout the year.

7. Textbooks and Book Fees

The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum. Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

An annual, non-refundable book fee per student is due to the school each February. This book fee is used to help offset the cost of textbooks and materials and indicates the parents' intention to re-register the student for the upcoming academic year. Failure to pay the book fee by the due date indicated may result in the loss of the student's enrollment for the upcoming academic year, as class sizes are limited.

F. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that recognizes the unique value of the Christian education just completed. Ordinarily, the eighth grade graduation will be scheduled during the last full week of school. The principal may prohibit a graduating student from participating in any or all graduation festivities if the parents/guardians have outstanding financial obligations.

2. Graduation Attire

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; modest dress attire for girls. Gowns are worn at the ceremony.

3. Diploma/Certificate of Completion

Those 8th grade students, who successfully finished their academic studies, will receive a diploma at graduation. Those students, who did not meet the academic benchmarks, will receive a Certificate of Completion.

G. Promotion/Placement and Retention

1. Promotion/Placement

A student satisfactorily completing each grade's work will be promoted to the next grade. A student who does not satisfactorily complete the work will be placed in the next grade if retention is not an option due to age, maturity, learning disabilities, etc.

2. Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher, in consultation with the principal and the parents, and if appropriate, with other advisory staff. This decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

H. Standardized Testing

The Madeleine School participates in the Archdiocesan testing program which measures early literacy, reading, and mathematics. Madeleine students in kindergarten through eighth grade take these assessments three times a year. Student scores are available for parental review. Parents may request other types of tests, such as academic or psychological testing, from the local public school district or private parties.

III. ADMISSIONS, ANNUAL RE-REGISTRATION, AND WITHDRAWAL

The purpose of the Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. It is the goal of The Madeleine School to educate children within this Catholic environment. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school.

A. Annual Re-registration (for currently enrolled students) and Application (for new students) Processes:

All currently enrolled students must re-register for each academic year. Annual re-registration is completed by paying the book and materials fee for the coming school year. Deadlines for re-registration are noted on the annual school calendar. Failure to meet re-registration deadlines (by paying the required fee) may result in the loss of an enrolled student's space for the upcoming academic year. Late re-registrations, will be considered only after all timely and complete re-registrations and new applications have been processed.

Packets identifying all application requirements and due dates for new students are available in the school office. It is essential to note all specified requirements and due dates as failure to meet requirements by specified due dates may result in the loss of potential student space. Late applications, including siblings of currently enrolled students, will be considered only after all timely applications have been processed.

Priority for admissions shall be in the order of the following criteria:

1. Current Madeleine School students returning in good standing (whose parents or guardians meet the required re-registration deadlines and requirements).
2. Children of in-parish families who were kindergarten applicants in the prior academic year but did not gain admissions due to space limitations (as space allows).
3. Children of in-parish families who have other children currently enrolled in The Madeleine School, in order of seniority in The Madeleine parish.
4. Children of full-time Madeleine School or parish staff members, in order of seniority of employment.
5. Children of in-parish families who have no other children currently enrolled in The Madeleine School, in order of seniority in the parish.
6. Children of families registered and active in another parish without a parish school and with other children currently enrolled in The Madeleine School.
7. Children of families registered and active in another parish with a parish school, but without room in that school and with other children currently enrolled in The Madeleine School.
8. Children of families registered and active in another parish without a parish school and without other children currently enrolled in The Madeleine School.
9. Children of families registered and active in another parish with a parish school, but without room in that school and without other children currently enrolled in The Madeleine School.
10. Children of other families including non-Catholic families with other children currently enrolled in The Madeleine School.
11. Children of other families including non-Catholic families without other children currently enrolled in The Madeleine School but whose parent(s)/guardian(s) support the philosophy of Catholic education.

Notes regarding above-stated admissions criteria:

“Current Madeleine School students” describes a category that includes in-parish kindergarten applicants who, although admitted, delayed enrollment into kindergarten by one year at the recommendation of the school.

“Seniority in the parish” is determined by the date that a family registers in the parish and begins regular Mass attendance and applies only to the child’s immediate family. *Grandparents’ seniority in the parish is not considered.*

Pursuant to parish policy, an “in-parish family” is one for whom the following applies:

1. Registered at The Madeleine Church
2. Weekly attendance at weekend Eucharist (Mass) at The Madeleine Church
3. Completed Madeleine Parish pledge card
4. Financial support of The Madeleine Church
5. Fourth graders (or above) and at least one parent are required to participate in parish activities

If the family wishes to qualify for the “in-parish” status, they must have a Parish Affiliation Form, signed by their parish priest, at the time of signing the tuition contract.

“In-parish” status is subject to on-going examination and verification by the parish. Families not meeting the above mentioned five criteria will be put on a “conditional” status for three months while continuing to pay the in-parish tuition. Following that grace period, the family’s status will be determined based on the five criteria.

“In-parish” status for families new to the school must be confirmed by the parish Business Manager during the application process.

B. Entrance/Enrollment Requirements

Newly enrolled kindergarten students must be five years old by September 1st of their kindergarten year.

Enrollment at The Madeleine School is a privilege, not a right, and may be revoked for any student at the joint discretion of the pastor and principal following discussion with the Archdiocesan Department of Catholic Schools.

1. Records at Entrance

Students entering school for the first time are required to bring a birth certificate, a baptismal record (if applicable), and a record of state required immunizations. All forms within the registration packet provided by the school office must be returned to the office by the specified due dates.

2. Special Needs Policy

The Madeleine School may accept students with special needs, though the school is not required to do so, if following discussion with the parent(s) and other advisory staff, the principal believes the child’s needs may be met. Parents may request tests, such as academic or psychological, from the local public school district if they are concerned that their currently enrolled student has special needs. If possible, accommodations for a child diagnosed with learning disabilities or other special needs may be made within the regular classroom or the child may be referred to a school that does have a Special Education program. Parents may request that a private tutor, selected and hired by the family, work at school with a special needs student. The decision to allow a private tutor on campus rests solely with the principal. In all cases, the decision for the school’s ability to admit and/or serve a student with special needs will be determined by the principal.

3. Transfer Student Process and Requirements

The parents seeking transfer enrollment of a student must schedule an appointment with the principal. The principal may contact the school from which a new student is transferring prior to acceptance in The Madeleine School. Prospective students will meet with a teacher for an academic screening and must bring a current report card. All new students are accepted on a probationary period of typically, though not always, nine weeks.

C. Nondiscrimination Policy

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin in administration of its education policies, admissions policies, scholarship or loan programs, and athletic and other school-administered programs.

D. Withdrawal Process

Parents/guardians are to inform the principal prior to a student’s withdrawal from the school. Parents/guardians must satisfy all financial commitments to the school.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic growth of the child.

A. Reporting Process

Parents must notify the school by 8:15 am, either by phone, written note, or email if their child will be tardy or absent from the school that day.

B. Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. **Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.**

C. Attendance Contracts

Students who are absent or tardy more than 10% in a trimester may be referred to the Academic Probation Committee by the homeroom teacher at the end of a trimester. The Academic Probation Committee will consider if the student should be allowed to maintain enrollment or determine an appropriate form of action.

D. Truancy

A student who is absent from school without a valid excuse for an unreasonable period of time, may be considered truant. Parents will be contacted and appropriate state authorities may be alerted to the situation.

V. DISCIPLINE

The purpose of discipline is to provide a safe atmosphere conducive to learning. Discipline is an aspect of moral guidance. 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.

A. Code of Conduct

Parents have the primary responsibility for guiding their children toward responsible behavior and being Christian role models. The Madeleine School is committed to nurturing the growth of the whole child and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing, and safe environment.

Students have the right to:

- A safe, clean, and nurturing learning environment
- The opportunity to grow spiritually, academically, morally, socially, and physically
- Be treated in a fair, consistent, and respectful manner
- Feel secure from physical, verbal, and written harassment

In order to protect the rights listed above, students have the responsibility to:

- Respect the authority of all faculty and staff
- Respect the learning environment of all students
- Respect the rights and property of others
- Follow school and classroom rules
- Be fully responsible for their actions and for the consequences of those actions
- Participate reverently in liturgical celebrations
- Actively participate in class learning by coming with homework completed and all the necessary learning materials
- Cooperate in parent/teacher communication

In order to create and maintain a safe learning environment, inappropriate behaviors that detract or disrupt learning will result in the consequences outlined in this Code of Conduct.

Level I Behaviors include but are not limited to:

- Not following classroom rules and procedures
- Disrupting the learning environment
- Not following the uniform policy
- Tardy to class
- Disruptive behavior in the hall
- Not following directions
- Gum chewing on campus
- Non-cooperation with parent/teacher communication
- Offensive language
- Disrespect of teachers, adults, and fellow students
- Unsafe behavior on campus
- Irreverent Mass/prayer behavior
- Use of private electronics and cell phones during school hours

Level II Behaviors include but are not limited to:

- Issues of academic honesty (cheating and plagiarism)
- Lying
- Leaving the classroom without permission
- Abusive language
- Disobedience
- Failure to report potential violence
- Destruction of property and/or textbooks
- Inappropriate behavior in the bathroom
- Fighting

There is a zero-tolerance policy for Level III Behaviors, which include but are not limited to:

- Weapons on campus
- Drugs/alcohol on campus
- Malicious vandalism of property
- Theft
- Sexual harassment
- Threats of violence
- Assault or intentional physical aggression
- Repeated harassment and /or bullying- verbal, physical, emotional, cyber (on or off campus)
- Leaving school without permission
- Truancy
- Degradation or slander of school or faculty member

B. Consequences for Inappropriate Behaviors

Any and/or all of the following criteria may be used to determine a student's consequence for misbehavior:

- The seriousness and/or frequency of the offense
- The student's unique needs
- The student's previous behavior
- The circumstances surrounding the offense

Teachers may discuss student behavior with the principal. The principal may choose to discuss a student's behavior with other school staff, the pastor, and/or the Archdiocesan Department of Catholic Schools. In all circumstances the final decision as to consequences for student behavior rests with the principal.

Consequences for Elementary Students

Consequences for Level I Behavior include but are not limited to:

- Time out, apology, discussion with teacher
- Student conference with principal
- Phone call/note home or conference with parent/student/teacher
- Conference with parent and principal
- Repeated Level I behavior will result in consequences corresponding to Level II behaviors

Consequences for Level II Behavior include but are not limited to:

- Conduct referral
- Parent communication (phone call or conference)
- Detention
- Meeting with principal
- Behavior Contract
- Repeated Level II behaviors will result in consequences corresponding to Level III behaviors.

Consequences for Level III Behavior include but are not limited to:

- Suspension
- Possibility of expulsion

Consequences for Middle School students

Please note that consequences for middle school students are cumulative. This means that inappropriate behaviors lead to detention, then to suspension, and include the possibility of expulsion.

Consequences for Level I Behavior include but are not limited to:

- Documentation of behavior via demerit slip
- Three demerits in a trimester result in the consequences corresponding to Level II Behaviors. (See below)

Consequences for Level II Behavior include but are not limited to:

- Detention
- Meeting with principal
- Three detentions in a trimester will result in the consequences corresponding to Level III Behavior

Consequences for Level III Behavior include but are not limited to:

- Suspension
- Behavior Contract
- Three suspensions in a trimester may result in expulsion
- Immediate expulsion.

Glossary

Conduct Referral

A conduct referral is documentation in duplicate form of Level II behavior by elementary students. Any staff of The Madeleine School may give a conduct referral. Parents must sign and return the conduct referral the

following day in order for the student to be allowed to return to school. Additional consequences may accompany a conduct referral.

Demerit

A demerit is documentation in duplicate form of Level I behavior by middle school students. Students will receive one copy of the demerit and the homeroom teacher will keep the other copy on file. Demerits are not cumulative from one trimester to the next. Three demerits in one trimester will result in a detention, at which point the three demerits will be photocopied and sent home with the detention form. Middle school students are responsible for communicating with their parents at the time they receive a demerit.

Detention

When a student receives a detention, the student will not be allowed to return to class until the detention slip is signed by a parent. Detentions will be held Tuesday from 3:15 to 4:15 and will consist of time for written reflection. Additionally, the student may be required to meet with the principal. The third detention in a trimester will result in a suspension.

Behavior Contract

Students who have repeated discipline issues may be placed on a behavior contract. At the elementary grades, students who serve two detentions in a school year may be placed on a behavior contract. Middle school students who are suspended may be placed on a behavior contract. Students who break their behavior contract will be asked to leave the school.

Suspension

Suspension is the temporary removal of a student from class and/or school. The school will determine if an in-school or at-home suspension is more appropriate as indicated in a letter from the principal. Suspensions may also include a conference with the principal, pastor, parent, student, and/or teacher.

Expulsion

Expulsion is the removal from the school for the remainder of the school year. Parents/guardians may petition to re-enroll a student for the following school year. In such cases, allowing a student to re-enroll will be on a case by case basis.

C. Harassment/Bullying

Harassment and bullying include but is not limited to:

- Threatening, insulting, demeaning, or systematically excluding any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student.
- Verbal and nonverbal behavior, carried out over a period of time, which is intended to belittle a person's dignity, such as use of unwelcome nicknames, glares, and gestures.
- Inciting or creating a hostile educational environment.
- Placing a student in reasonable fear of physical or social/emotional harm.
- Physically harming a student or damaging a student's property.
- Use of electronic means to engage in the behavior described above.

D. Sexual Harassment - Update to Policy 1.1.2022

Sexual Harassment Policy Pursuant to ORS 342.704

The Madeleine School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school-sponsored activities including sexual harassment. The Madeleine School treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from The Madeleine School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

The Madeleine School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school or parish, or is offensive to coworkers or others may result in disciplinary action, up to and including termination.

Sexual Harassment Policy applies to all staff members and students.

- Sexual harassment of students by staff members and other students.
- Sexual harassment of staff members by students and other staff members.

Education and Training

Students in grades 7 through 12 will receive age-appropriate education about sexual harassment in the curricular program at The Madeleine School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
 - Unit 2: Recognizing Bullying and Harassment
 - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 7 and 8)
 - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
 - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at The Madeleine School will receive training on sexual harassment annually.

The Madeleine School will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

The Madeleine School has adopted a poster that contains information, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Sexual Harassment Documentation Form.
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non hostile learning environment, including:
 - Provide resources for support measures to the student.
 - Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal.

Notification of Policies

At a minimum, The Madeleine School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at The Madeleine School office and on the school website.

The school principal at The Madeleine School is responsible for ensuring the policy is implemented.

Definitions

Sexual Harassment is defined as . . .

- A demand or request for sexual favors in exchange for benefits
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

E. Hazing

Hazing is defined as but not limited to:

- Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization or class.
 - “Endanger the mental health” includes any activity that would subject an individual to extreme mental stress such as forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual.
 - “Endanger the physical health” includes brutality of a physical nature or other forced physical activity that could adversely affect the physical health or safety of the individual.

F. Academic Honesty

Issues of academic honesty apply to all areas of school work, not just testing situations. Plagiarism of other people’s work is a violation of academic honesty. Plagiarism is not limited to writing assignments, research papers and projects, but extends to daily class work and homework. Since issues of academic honesty involve both behavior and academics, the consequences will include both behavior and academic components. Consequences will vary to be grade level appropriate.

G. Illegal Substances

The use or possession of illegal substances on 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.

H. 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. All students must sign out at the office prior to leaving the grounds during the school day.

I. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students, and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee, or school volunteer to use reasonable physical force when the individual believes it necessary for such purposes.

J. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use. Students may not use padlocks on the lockers.

K. Gum

Students may not chew gum when on campus.

L. Valuables

Valuable personal items should not be brought to school. Students may not use cell phones, portable CD players, iPads, iPods, etc. in the school building except under the direction of a teacher. Students who use them before or after school outside of the school building must turn them off and keep them in backpacks and lockers during the school day. Violation of this policy will result in seizure of the item. Only parents will be allowed to reclaim the item from the school office. The school is not responsible for damage, theft, or loss of these items.

M. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property. (See Section II, E7.)

N. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

The Madeleine School offers on-line electronic information services, including but not limited to, the Internet for students. The Madeleine School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Madeleine School educates students and imparts the skills they need to develop into responsible digital citizens. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the network. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

a) Privileges

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school has developed and communicated guidelines on what is appropriate use for subject areas and/or classroom usage. Teachers, staff, and the principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of The Madeleine School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (media specialist, classroom teacher, principal). Misuse may occur in many forms, including but not limited to, using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, cyberbullying, as well as violating provisions of Sections c, d, or e listed below.

c) Acceptable Use

The use of any information services must, in the judgment of The Madeleine School, be related to student education and research in accordance with the educational goals and objectives of The Madeleine School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

1. Use the information services for any inappropriate means which includes but is not limited to the entering, signing, referring, sending, receiving or viewing of any visual or language manifestation of sex, sexuality, nudity, vulgarity, cursing, racism, hatred, bigotry, threats, or groups that promote such behavior.
2. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use the information services for any commercial or profit-making activity.
4. Use the information services to advertise a product or for lobbying or other political purposes.
5. Use email, instant messaging services, or enter chat rooms for non-school related purposes and without teacher consent.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

1. Be Polite: Never send, or encourage others to send, abusive messages.
2. Use Appropriate Language: The student is a representative of the school on non-private systems that may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy: The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
4. Disruptions: Do not use the network in any way that would disrupt the use of the network by others.

e) Security

Security on any computer system is a high priority because there are so many users. If a student identifies a security problem, he/she should notify the media specialist or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

f) Vandalism

Computer and iPad vandalism is the intentional harming or destroying of the school's technology hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

2. Services and Devices

The Madeleine School makes no warranties of any kind, whether expressed or implied, for the service it is providing or for student owned devices voluntarily brought to school. The Madeleine School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the Internet is at the student's own risk. The Madeleine School specifically disclaims

any responsibility for the accuracy of information obtained through the Internet. Students who bring privately owned Chromebooks and digital devices are responsible for proper care and transportation of the device.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information 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.

B. Emergency Information Card

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

- The name of the student, his/her home address, telephone;
- The business addresses and telephone numbers of the parents/guardian and, if applicable, the cell phone numbers and email addresses of parents;
- Updated immunization information (tetanus, boosters, etc.)
- The name of the family physician and telephone number;
- Name of medical insurance company and identification number;
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
- The names of the persons to whom the student may be released;
- The signature of responsible parent(s) or legal guardian.
- Any other information relevant to the safety of the child.

C. School Lockdown/Lockout

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:

- Doors will be locked;
- Drapes and/or blinds will be closed;
- No one (including parents) will be permitted to enter or leave the building;
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so that the phone will be available to emergency personnel. Lockdown drills will be practiced with students as a preventative measure.

D. Fire and Earthquake Drills

In accordance with local regulations, fire drills are held once a month. Earthquake and lockdown drills are held twice a year.

VII. FINANCIAL

A. Insurance

Students are automatically insured through the Archdiocese of Portland policy. Claim forms are available in the school office.

B. Tuition, Fees, and Volunteer Hours

Tuition rates are set, with input from the SAC, on an annual basis. Tuition rates for the upcoming academic year are presented in writing each year. Book fees are paid annually per child and reserves a student's space

for the following academic year. Parent(s)/guardian(s) sign an annual tuition contract which must be returned with the first tuition payment in June. A variety of payment plans are available. Parent(s)/guardians are responsible for payment of the total agreed upon annual tuition even if the student is withdrawn prior to the end of the academic year. Tuition is non-refundable.

Parent(s)/guardians must also participate in Volunteer Hours. Two-parent families must participate in a minimum of 20 fundraising hours (10 of which must be for the auction) and 10 community building and/or fundraising hours each academic year. Single parent families must participate in a minimum of 20 fundraising hours each academic year. Parents/guardians who do not complete the required hours will be billed \$20.00 per hour at the end of the school year. Failure to pay for unworked hours may result in the loss of enrollment for the upcoming academic year even if other fees have been paid, and withholding of diplomas and report cards.

1. Tuition Assistance

Tuition assistance may be granted to Madeleine families and is based upon financial need. FACTS is contracted to make objective recommendations as to each applicant's financial need.

Parents/guardians must complete the FACTS forms (available in the school office or online) by the date published in the weekly newsletter, in order to be evaluated for financial need. Families, who qualify for the "in-parish" tuition rate, as determined by the parish office, may receive tuition assistance from both the Archdiocese of Portland and The Madeleine School. Families will be informed of tuition assistance awards as soon as the principal and pastor review the recommendations. The need of each family requesting financial aid shall be reviewed annually. Families must be current with tuition payments, or forfeit tuition assistance.

2. Tuition/Fees - Non-Payment

If tuition is 60 days overdue, students may not be permitted to return to The Madeleine School. Late fees (\$25 per month) will be assessed monthly. Emergency situations will be handled by the principal. Additionally, 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:

- Withhold report cards and diplomas
- Deny a student continuing or future enrollment
- Deny a graduating student participation in graduation activities and
- Send the account to a collection agency.

VIII. MEDICAL

A. 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 COVID-19, head lice (pediculosis), rashes, chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school per direction of the local public health authority. They may return with written physician's permission directed to the school and after required isolation or quarantine periods.

B. Illness

Sick children should not be sent to school. *Students may come back to school after being 24 hours vomit- and fever-free.* 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, chickenpox, pink eye, or head lice.

C. Guidelines for Exclusion

Per Archdiocesan regulations, students will be excluded from school if they exhibit symptoms such as, but not limited to, fever greater than 100.4, vomiting, rashes, stiff neck or headache with fever, jaundice, diarrhea, or difficulty breathing.

D. Immunizations

Health Department guidelines are followed. Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. Students will be excluded from class if immunizations are not up to date.

E. Medication

The school recognizes that administering medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take prescription or non-prescription medication to school, on a temporary or regular basis under school supervision. **The parent must make all requests, using the official medication form, for the school to administer medication to a student.** Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

Medication Dispensation Guidelines

Medication dispensation guidelines are in accordance with the Oregon Health Department and are subject to change as Health Department and/or Archdiocesan guidelines change.

1. Prescription Medication

The following is required for: “...*any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician.*”

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

2. Prescription Medication (Injectables)The following is required for: “...*any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.*”

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing, using the official Archdiocesan form, for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

3. Non-Prescription Medication

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose, and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.*”

- a. Written instructions from the parent which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. All non-prescription medication must be in original container or packaging.
- c. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Medication Dispensation Authorization Form

Forms are available in the school office and must be completed by a parent or guardian before medication is dispensed.

F. Severe Allergic Reaction

The Madeleine School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions.

- **It is the parents’ responsibility to notify the school of a child’s severe allergic reaction.** The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.
- Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables, or eliminating latex products from the school.

- Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. **It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription.** EpiPens will be kept in a locked cabinet with other prescription medications.
- Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

IX. OPTIONAL PROGRAMS

A. After School Care

When available, The Madeleine School operates the Youth Development Program (YDP) as a childcare program after, and sometimes before, school hours. Registration forms are available in the school office. Parents/guardians should contact YDP for details about this program.

X. PARENTS

A. Classroom Interruptions

For the safety of our school, all visitors, including parents, must report to the office, sign in, and wear a volunteer ID badge. Any items brought to school by a parent after the start of the school day must be left in the office for delivery. This process keeps classroom disruptions to a minimum and learning time to a maximum.

B. Complaint/Issue Resolution

Concerns regarding individual school faculty/staff members should first be directed to that faculty/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. The pastor may choose to address the concern with the principal. Neither the Parents Club nor SAC serve as grievance boards.

C. 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. However, a situation may arise in which the uncooperative or destructive attitude, actions, or words of parents so diminishes the effectiveness of the school that the family may be required to withdraw from the school.

D. Messages to Students

Parental messages will be forwarded to the student via the school office only in emergency situations. Students will not be called to the telephone during school hours. Since student devices are off during the school day, parents should not call or text their child on the child's device during school hours. Parents should make any changes to pick-up routines before the school day begins as the office cannot guarantee timely delivery of messages during the school day.

E. Parent Organization

All school parents are members of Parents Club. It is responsible for both fundraising and community building.

F. Parties

1. In School

Celebrations are arranged with individual teachers. In accordance with health department guidelines, food must be store-bought and wrapped (not home-baked).

2. Out of School Party Invitations

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

3. Graduation Parties

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 fundraising for non-school sponsored celebrations.

G. 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 must be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Sign out at the main office.

H. Use of School Logo, etc.

No one may use The Madeleine School name, logo, or motto in any way—including, but not limited to, print or electronic media, written communications, apparel or other promotional items—without the express written permission of the principal and pastor.

I. Verification of Compliance

Parents who choose to enroll their children at The Madeleine School agree to follow and uphold all school policies. Enrollment verifies that the parent is aware of and will comply with all regulations as written in the handbook.

XI. SAFETY

A. Asbestos Notification

Notification of the presence/absence of asbestos in the school building is published annually in the school digital bulletin, *Friday Footnotes*.

B. Bicycles, Skateboards, Scooters, Roller Blades

Bike racks are provided on school grounds for student usage at their own risk. Students should use bike locks and wear helmets. Students must walk their bikes, scooters, skateboards, etc. on campus.

C. Earthquake, Fire, and Lockdown Drills

See Section VI for details.

D. Playground Rules and Usage

Students are informed and reminded of playground rules by school personnel. School personnel supervise the playground for ten minutes prior to the start of school and during recesses. Students are not to be left unattended by parents on the playground after school as the school does not provide supervision after school hours and cannot be responsible for the safety of those children left unattended.

E. School Closure

1. Weather Related

The Madeleine School follows Portland Public School District decisions regarding weather emergencies. Local television, radio, and websites will announce school closures due to inclement

weather. If Portland Public Schools are closed, then The Madeleine School will be closed. If Portland Public Schools have a “late start,” usually 2 hours, then The Madeleine will also have a 2-hour late start. Families will be notified through email as well as texting as a family email has been provided to the school, and the parent(s) signed up for school-text notifications.

2. Emergency Related

Should a situation arise where the health and well-being of the students is compromised due to conditions in the building or neighborhood, school will be canceled. Notification to parents will be sent out via email and text or local news media, if possible. If the emergency arises after school begins, students will be kept on campus in a safe location until parents arrive for pick-up, except in a lockdown situation. See Section VI. D. regarding lockdown procedures. School officials will follow the directions of local emergency personnel regarding the nature of the emergency.

F. Transportation

Drop Off / Pick-up of Students

Student supervision is provided on campus daily at 8:05 prior to the 8:15 morning bell. Students are not to arrive at school prior to 8:05 A.M. Students are dismissed to parents/guardians by the classroom teacher in Grades K-5. Students in grades 5-8 only may check themselves out if they have written permission from their parents. Parents/guardians inform the homeroom teacher at the beginning of each year as to how students will be released from school via the release form. Parents must inform the school if the established routine is changed. Walkers and bike riders in grades 5-8 must leave the school grounds immediately upon dismissal unless they have written permission from their parents to linger on the playground without school staff supervision. Parents who pick up their children must arrive promptly at the scheduled pick-up time. Students who are not picked up by 3:15 (2:45 on Wednesday) will be sent to YDP and parents will be charged \$3 per hour.

G. Visitors

All visitors, including parents, must report to the main office.

H. Weapons Policy

Any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school. Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument, mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XII. STUDENT ACTIVITIES

A. Altar Servers

Please contact the parish office for information.

B. Assemblies

A school-wide assembly is held each Monday morning. The school community begins the week with prayer, review of the upcoming events, and a variety of students’ successes are recognized. Parents are always welcome. Other assemblies are noted on the annual school calendar and in *Friday Footnotes*.

C. CYO Athletics

Check with CYO Director for information on activities.

D. Field Trips

Field trips with educational purposes are regularly scheduled. No student will be permitted to attend a field trip without the required permission slip. Buses or parent vehicles may be used as transportation. For each field trip in which parents drive students, the following information must be provided:

- Driver responsibilities (e.g., list of children to supervise, follow planned route, do not make extra stops, dress appropriately, no use of any alcohol or drugs at anytime)
- Proof of auto insurance from drivers (form available in school office)
- Volunteer background check and *CASE* Training

E. Service Projects

All Madeleine School students participate in age-appropriate service projects as part of the overall educational program. Parents are encouraged to participate in these service projects as well.

F. Student Government

Student Government initiates school-wide service projects and coordinates school activities and events.

XIII. STUDENT EDUCATIONAL RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at The Madeleine School may review their student's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not to be amended, the parent may place a statement with the record commenting on the disputed information.

B. Directory Information

The Madeleine School has designated the following as information which may be disclosed without specific consent to The Madeleine community: the student's name, address, telephone listing, and email address. A parent may elect not to have their address, email, and/or phone number in a school-related directory. Notice from a parent that he or she does not want this type of information included must be made in writing to the principal of The Madeleine School.

C. Emergency Disclosure of 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.

XIV. STUDENT SERVICES

A. Lunch - Hot lunch may become available during the 2021-22 school year

Students may bring their own lunches to school. We encourage a "No Waste Lunch" by asking that students use reusable and recyclable containers and lunch boxes. Leftover food will be sent home in the student's lunch box so that parents know what is being consumed.

B. Milk Program - Not available for the 2021-22 school year

Milk may be purchased through the school office on an annual basis.

C. Telephone

Students may use the phone in the school office only with teacher permission. **Students may not use his/her personal cell phone during the school day to make phone calls or send text messages.**

XV. UNIFORMS

The wearing of uniforms is to be a cooperative effort among parents, students, and staff. Students and parents share the responsibility for proper dress and grooming. Recurring uniform violations will be subject to disciplinary action.

A. School Uniform Policy

The wearing of uniforms is to be a cooperative effort among parents, students, and staff. Students and parents share the responsibility for proper dress and grooming. Recurring uniform violations will be subject to disciplinary action.

A. School Uniform Policy

Grades K-5

- Any McBeth Plaid skirt, jumper, or skort from Dennis Uniform
- Navy blue mesh polo dress with Madeleine logo from Lands' End (no ruffle styles)
- Solid white button down blouse with collar, short or long sleeves (no lace or ruffles)
- Solid white or navy blue knit polo shirt with Madeleine logo from Lands' End, short or long sleeves
- Solid white or navy blue turtleneck shirt
- Navy blue long pants or walking shorts (twill or corduroy) / No cargo or capri style
- Navy blue pullover or cardigan sweater/sweater vest from Dennis Uniform or Lands' End
- Navy blue Madeleine logo sweatshirt or fleece from Dennis Uniform (no CYO sweatshirts)
- Hair accessories must be solid in color; red, white or navy, or they may be McBeth Plaid. Hair accessories may not be distracting in any way.

Grades 6-8 (only)

- Any McBeth Plaid skirt, jumper, skort offered by Dennis Uniform
- Khaki skirt or skort
- Solid white button down collared shirt or blouse, short or long sleeves
- Solid white or red knit polo shirt with Madeleine logo from Lands' End, short or long sleeves
- Solid white or red turtleneck shirt
- Navy blue or khaki pants and shorts. No cargo or capri style
- Belts with pants and shorts that have belt loops must be solid in color brown, black, khaki, or navy blue
- Navy blue or red Madeleine logo sweatshirt or navy fleece from Dennis Uniform (no CYO sweatshirts)
- Hair accessories must be solid in color; red, white or navy, or they may be McBeth Plaid. Hair accessories may not be distracting in any way.

PE Grades 5-8 (only)

- PE uniforms purchased through Dennis Uniform

PE Grades K-4 (only)

- Shoes for PE with velcro closures may be kept at school in a labeled drawstring bag if your child chooses to wear non-athletic shoes to school

We ask all parents to purchase their child's uniform from Dennis Uniform or Lands' End School Uniforms. At first the prices may seem a little high, but from experience their quality exceeds that of local department stores.

Before purchasing the required uniform, please stop by the uniform exchange located across from the library. These items are available to you at no cost.

BELOW ARE SOME SPECIFIC GUIDELINES

1. All uniforms must be clean, in good repair, and appropriately-sized. No ripped clothing is allowed.
2. Shirttails are to be tucked in at all times for all grades.
3. Pants and shorts should not be baggy, no more than 2 inches above the knee, or worn below the waist.
4. Solid-colored red, white, black, or navy blue socks are to be worn at all times. They must be visible above the top of the shoe at all times. Small logo is acceptable. Solid-colored red, white, black, or navy blue tights may be worn during the colder months. Shoe laces are to be tied at all times.
5. Long pants are not to be worn under jumpers or skirts.
6. Small post earrings (no hoops or dangling for safety). Students may wear one small necklace and one small bracelet on each wrist.
7. Fad haircuts and colored hair are contrary to the spirit of the uniform policy and are not accepted. All students' hair should be neatly groomed and should not impair their vision. Students must be clean-shaven.
8. All uniform pants and shorts must be true navy blue or khaki, not faded or discolored.
9. Cargo pants (with large square pockets for storing cargo) are not allowed.
10. Pants are to be straight-legged, no elastic at the bottom, no leggings.
11. No knit (sweat-type) pants are allowed.
12. Hats are not to be worn inside the building.
13. No sweatshirts or fleeces except official Madeleine logo sweatshirts/fleeces are allowed.
14. If your child is not in regulation uniform, parents will be called to pick the student up and return to school in uniform. Students may also go to the Uniform Exchange to find appropriate clothing.
15. Athletic shoes are preferred, but close-toed, flat school shoes are acceptable. All shoes must have a back. No clogs, sandals, flip-flops, or boots are allowed with the uniform. Shoes with sequins, neon colors, or flashing lights are not allowed.
16. Neutral-colored nail polish (light beige, light pink, or clear; neatly painted, no chipping) may be worn in all grades and natural-looking make-up may be worn in grades 6-8.
17. Athletic shoes must be worn for PE classes. Athletic shoes may not have black bottoms due to black skid marks left on the gym floor. If you wear athletic shoes to school, you do not need an extra pair for PE.
18. White t-shirts only may be worn under the uniform shirt and should not extend beyond the uniform sleeve. Colored t-shirts are not part of the uniform.
19. Uniform shirts must be worn under school sweatshirts.
20. Skirts/skorts may not be shorter than 2 inches above the knee.
21. Masks and facial coverings should be solid in color (red, white, black, or navy blue) with no designs or characters that will be distracting to the learning environment.

When in doubt, call the school office.

FREE DRESS POLICY

Free dress is a privilege, and students must choose clothes that are appropriate for a school setting. Parents should monitor what clothes their child chooses for free-dress days to ensure they meet school guidelines.

1. Jeans are allowed if in good condition, no holes and appropriately fitted.

2. Casual and beachwear, specifically flip-flops, halters, lycra or spandex shorts or pants, yoga-style shirts or pants, spaghetti straps, bare shoulders or bare midriffs, etc. are not allowed.
3. T-shirts or sweatshirts that advertise drugs, alcohol, foul language, political statements, or any other message contrary to the school philosophy are not acceptable.
4. Free dress is not allowed on Thursdays due to Mass attendance.
5. **The school reserves the right to send a child home or require the child to borrow a uniform from the school's Uniform Exchange Closet if inappropriately dressed.**

XVI. VOLUNTEERS

A. Volunteers

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

1. Volunteer Background Checks and Child Abuse Prevention Training

All volunteers must undergo the mandatory Archdiocesan Background Check before they may participate in any school program or activity. This background check is valid for three years.

Volunteers must also attend a school/parish sponsored child abuse prevention training entitled *CASE*. This training is offered multiple times a year at The Madeleine School and at other Archdiocesan locations throughout the year. Participation in all of these trainings, checks, and online courses are automatically recorded in the Archdiocesan database.

The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

2. 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: SAC and committees, Parents Club and its Executive Board and committees, classroom assistance to teachers, office assistance, hot lunch program, 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 Archdiocese 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.

XVII. Right to Amend

The Madeleine School reserves the right to amend this handbook. Notice of amendments will be sent to parents via the weekly newsletter or through e-mail communication.

