INTRODUCTION

The Madeleine Choir School provides an opportunity for young men and women to become members of a Catholic community where students and staff come together to pray, study and further their knowledge and understanding. The Pastoral Administrator and leadership team establish policy and with the faculty and staff execute procedures that will enable all to learn and grow. The overriding virtue binding this community should be a genuine love, concern and respect for one another.

The Choir School adopts as its motto Caritas Christi urget nos (The Love of Christ compels us) taken from St. Paul’s Letter to the Corinthians.

The love of Christ compels us who have reached the conviction that since one died for all, all died. He died for all so that those who live might live no longer for themselves, but for Him who for their sakes died and was raised up. [II Corinthians 5:14-15.]

STATEMENT OF MISSION

The Madeleine Choir School, a Roman Catholic School in the Cathedral tradition, inspires young people to become engaged scholars, effective communicators, dedicated liturgical musicians, and responsible world citizens who seek to build a civilization of justice, mercy and love.

STUDENT LEARNING EXPECTATIONS

Responsible World Citizens

- Are respectful, responsible, and hospitable to others
- Provide service and support to the local and global communities in need
- Apply Catholic social teaching to current issues in civic and international affairs
- Develop a sound sense of stewardship for the earth’s resources and one’s personal gifts and abilities

Engaged Scholars

- Demonstrate mastery of rigorous academic curriculum
- Utilize a variety of resources to effectively comprehend curriculum
- Develop critical thinking skills to solve problems
- Appropriate and engage the Catholic intellectual, artistic, and moral tradition

Effective Communicators

- Articulate and defend well-supported arguments
- Use different written genres and technological innovations to communicate ideas in multiple academic fields
- Explore and critically evaluate diverse viewpoints
- Advance Gospel values when considering issues in the public forum

Dedicated Liturgical Musicians

- Preserve and further the choral tradition of the Roman Catholic Church
- Strengthen full, conscious and active participation in the Liturgy
- Enhance the Cathedral’s public worship life through regular musical service
- Offer the larger community inspiring music through the annual concert series, performance tours, and collaboration with other artistic institutions
FACULTY AND STAFF

PASTORAL ADMINISTRATOR
ACADEMIC PRINCIPAL
DIRECTOR OF MUSIC
DIRECTOR OF ADVANCEMENT
DIRECTOR OF OPERATIONS
DIRECTOR OF ADMISSIONS
DIRECTOR OF FINANCE
OFFICE MANAGER
PRE-K
PRE-K AIDE
PRE-K AIDE

KINDERGARTEN

KINDERGARTEN AIDES
GRADE 1
GRADE 1 AIDES
GRADE 2
GRADE 3
GRADE 4
GRADE 5
GRADE 6
GRADE 7-8 Mathematics and Science
GRADE 7 Language Arts and History
GRADE 8 Language Arts and History
ART PreK-1
ART 2-8
FOREIGN LANGUAGE – Latin
FOREIGN LANGUAGE – Spanish
FOREIGN LANGUAGE – French
INTERVENTION SPECIALISTS

PHYSICAL EDUCATION/DIRECTOR OF ATHLETICS
PHYSICAL EDUCATION LOWER SCHOOL
VIOLIN, ORCHESTRA, & UPPER SCHOOL MUSIC
LOWER SCHOOL MUSIC
LIBRARIAN & DATA ADMINISTRATION
MUSIC/CATHEDRAL ORGANIST
DIRECTOR OF EXTENDED CARE
DEVELOPMENT ASSOCIATE
OPERATIONS
OPERATIONS
OPERATIONS
OPERATIONS/LUNCH PROGRAM

Gregory Glenn
Megan Randazzo
Melanie Malinka
Matt Kitterer
Shaun Sparks
Karla Padilla
Andrea Steenburgh
Kat Mitchell
Katy Davies
Laura Rodriguez
Josh Davies
Amy Bertrand
Treasa Ring
Katarzyna Rzepecka
Kathy Murmin
Amber Johnson
Shannon Cisar
Elaina Snell
Amanda Johnston
Elizabeth Connelly
Caitlin Shaw
Samantha Partyka
Carol Stuhff
Katrina Regier
Jill Welhouse
Tyler Knibbe
Sarah Wealton
Shellee Hoag
Michelle Bowcut
Cari Pinkowski
Chris Stokes
Andrea Sline
Lisa Whittaker
Daniela Cobain
Erin Mattes
Claire Oberle
Vicky Lowe
Leland Spindler
Athena Gregory
Kate Mackin
Trever Wilson
Elizabeth Shveyd
Leland Spindler
Julie Maughan
Jennifer Foy
Gabriele Terrone
Heidi Petersen
Violet Maw
Rosario Medina
Jose Casillas
Fernando Delfin
Amber Perrick
ORGANIZATION

The Pastor
The parish school is a ministry of the parish community. The Cathedral Pastor, Father Martin Diaz, delegates the responsibility of the school’s administration to the pastoral administrator. The pastoral administrator is responsible to the pastor, and in all educational matters, to the Superintendent of Schools.

The Pastoral Administrator
The pastoral administrator oversees the musical, pastoral, academic, financial and operational dimensions of the Choir School. The Pastoral Administrator has overall responsibility for establishing and implementing the mission of the Madeleine Choir School and is effectively the general manager of the Madeleine Choir School. The Pastoral Administrator ensures that the Madeleine Choir School not only achieves its short-term objectives but also puts in place the organization, development strategies, management processes, mission, vision, and strategic plans so that the Choir School can sustain itself for the long term. The Pastoral Administrator of the Madeleine Choir School reports to the Pastor of the Cathedral of the Madeleine and has a leadership team comprised of the Principal, the Director of Music, the Director of Advancement, the Director of Admissions, the Accountant and the Director of Operations.

The Academic Principal
The principal is responsible for leading the academic objectives of the school, overseeing the character formation programs, attending to the student and parent needs, and working with the school leadership in the promotion and implementation of the mission of the school. Teachers report directly to the Principal. The Principal reports to the Pastoral Administrator of the Choir School and works with the other members of the leadership team.

Teachers
Any concern parents have regarding the classroom (academic progress, behavior, classroom procedures or teacher-pupil relationships) must first be discussed with the classroom teacher. The principal is the next recourse should meeting with the teacher fail to resolve the issue. If parents are not satisfied with the principal’s response, their final recourse is with the pastoral administrator.

Staff/Support Staff
All staff and support staff members work in close collaboration with the Pastoral Administrator and the school administration in the promotion and implementation of the mission of the Choir School. The staff and support staff members report to their respective department heads.
Solid line indicates direct report

Dashed line indicates dotted line report (e.g., Superintendent to Academic Principal or serves in an advisory and consultative role (e.g., School Board to Pastoral Administrator)

* On the School Board

** Non-Voting school board member
ADMISSIONS
Applications for Fall Admission are available beginning in October of each year. Applicants are assessed for both age-appropriate academic performance and musical potential. Registration for fall is held in early May. New students applying for admission to The Madeleine Choir School must present evidence of satisfactory conduct and achievement for a particular grade. Birth, Baptismal certificates and Immunization records must be presented at time of acceptance.

NON-DISCRIMINATION POLICY
The elementary and secondary Catholic schools of the diocese of Salt Lake City, under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan Schools’ Commission, attest that they do not discriminate in admitting students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. These schools do not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of their education policies, in their admissions policy, scholarship and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

ATTENDANCE POLICIES/REQUIREMENTS

ATTENDANCE/TARDIES/LEAVING SCHOOL EARLY
School attendance is taken after the first bell at 8:25 AM on the basketball courts off the quad. All students are expected to line up by grade in their designated spots. A student is considered tardy if they are not in their respective class line when the administrator says, “Good Morning.”

Regular attendance is crucial. Learning takes place through discussion and shared activities. When students arrive late or must leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours. Parents should plan vacations and trips that do not conflict with the school’s instructional calendar.

Regular and punctual attendance at school is expected and required. When a student is absent, his/her parent/guardian is expected to email (office-manager@utmcs.org) the school by 8:45 AM to explain the absence.

If a student has early dismissal, the student will remain in class until the parent/guardian comes to the front office to check his/her child out. For students in McCarthey Hall, the school office manager will contact teacher to send child to the Main office. For students in Erbin Hall, the school office manager will call the classroom, and the student will meet the parent in the Main Office.

TARDINESS
Students who are late to school must check in at the Main Office for a tardy slip before proceeding to class. If a student is tardy, a parent must accompany his/her child to the Main Office. Students who are excessively tardy in a quarter will need to conference with his/her parents, homeroom teacher and the principal.

If a student misses one-and-a-half hours or more of instruction in the morning, or afternoon, he or she will be marked as half day absent. Any student missing less than an hour-and-a-half of instruction time will be marked tardy. Medical and dental appointments will be marked differently.
EXCUSED ABSENCES
Absences due to illness, injury, serious illness or death in the family, attendance at a funeral or transportation emergency, are excused by parental note, email, or phone call to homeroom teacher and office manager. If the note or call is not received by 8:45 AM on the date of the absence, the absence will be treated as unexcused. The Office Manager can be reached via phone at 801-323-9850 or via email at office-manager@utmcs.org.

Note: Though the student is permitted to make up absent work, classroom time cannot be replaced, and there should be no expectation of special assistance with class materials. Teachers are not required to give work in advance of the time away from school. At the discretion of the administration, exceptions may be made for situations, or events, beyond the control of the student or his family.

EXCESSIVE ABSENCES
The Madeleine Choir School is committed to providing every student with an academically rigorous education. Due to the quality of the curriculum and pedagogy, it is imperative that students attend school consistently. Faculty and staff are very concerned when a student misses school for any reason. Frequent absences of students from daily classroom experiences disrupt the educational and instructional process.

Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons ONLY: illness, medical appointments that cannot be scheduled after school hours, family emergencies, or death of a family member. All other absences will be considered unexcused.

Utah attendance regulations are used to guide administration in determining whether excessive tardies and absences impact academic credit.

When a student misses the sixth day of school in the academic year, the parents of the child will be notified by letter. If absences continue, a conference with the student, parents, and administration will be held. Please note the Madeleine Choir School scholarship contract also states obligations for commitment to attendance and low frequencies of tardies. When considering the opportunity for a student to make up missed work, the principal considers the reasons for the absences and the teacher’s assessment of the student’s performance. As a result of the conference, the principal may put special requirements in place (such as a doctor’s note for additional absences or after school make up work) and may clarify consequences of additional absences.

MAKE-UP HOMEWORK POLICY
Make-Up Work Due to Illness or Funeral
Students are expected to turn in work within one week upon return. For extended illness, teachers will work with students to develop an appropriate plan.

Make-Up Work Due to Vacation
Vacations should not be scheduled during the academic term. The attendance of students for instruction is crucial to their academic success. Homework and missing assignments will be determined on a case-by-case basis.
PARENTAL SUPPORT
The Madeleine Choir School is a community of learners made up of students, faculty and staff, and parents. Parents play a crucial role in the success of their children at school. The modeling of positive adult interactions and relationships is an important learning technique for children and adolescents. School-wide attitudes, conversations, and manner of handling issues and problems prepare young people to do the same as young adults. School faculty, staff, and parents - must be aware of the formative impact of their actions have on the student population. Every effort to model thoughtful, kind, and constructive communication on school matters are made by the entire school community.

THE PRINCIPLE OF SUBSIDIARITY
The principle of subsidiary represents a long-held element of the tradition of social justice in the Catholic Church. The principle governs all communication between staff and parents at the school. Stated simply, when a parent has a concern or difficulty, he or she goes first to the person with whom he or she has the problem or concern (teacher, staff member, etc.) If the parent’s effort to resolve the matter is unsuccessful, then, and only then, should he or she go to the individual’s immediate supervisor. The Madeleine Choir School wants to address parent and student concerns, questions and problems. When parents and students follow this course, it ensures both fair and equitable solutions to problems on campus.

VOLUNTEERS AND VISITORS
To ensure a safe school campus The Madeleine Choir School asks that all volunteers and visitors sign in at the school office, and wear a visitors badge while on campus. Diocesan policy requires that all volunteers who come in contact with children, on a regular basis, be required to undergo a background check and attend a safe environment workshop given at the school or on-line. Volunteers need to see the Director of the Safe Environment Program, Mrs. Amy Price, for further details.

PARENT COMMITMENT HOURS PROGRAM
Each parent is required to complete a minimum of 25 hours of volunteer hours (15 for qualifying single parent families) in any approved school activity. Families may choose to pay for un-worked hours at the rate of $20.00 per hour. To be a qualifying single parent family, a parent must have no other parent, ex-spouse, guardian, or family support in the area that can help with hours. Parents should be sure to mark their contract as a single parent family.

Parents/Guardians must complete their volunteer hours before Memorial Day weekend. The Madeleine Choir School realizes some parents may have difficulty completing their hours during the year due to uncontrollable circumstances. Parents in this circumstance should contact the Office Manager as soon as a problem arises so that a resolution may be made. Parents should not wait until the end of the year. Any special arrangements are granted for the current school year only. If you prefer to donate classroom supplies or materials, a $20.00 contribution will be equal to one hour of service.

Parents are responsible to record their volunteer hours on the Choir School Website at https://www.trackitforward.com/site/madeleine-choir-school. All hours not completed by Memorial Day weekend must be paid at the rate of $20.00 per hour no later than final week of classes. A first billing for 12.5 hours is sent at the conclusion of the first semester if no volunteer hours have been reported.
In all things, the school asks that parents/guardians of students:

1. Be supportive of the School’s Mission, Philosophy, and Policies/Procedures;
2. Cooperate and collaborate with faculty, staff, and administration;
3. Maintain their financial commitments;
4. Volunteer on a regular basis, with a minimum of twenty-five hours per family (or fifteen for single-parent families.)

SCHOOL / PARENT COMMUNICATIONS

WEEKLY PARENT NEWSLETTER
A Parent Newsletter is emailed each Friday at 4:00 PM with a letter from the administration and other important information.

PARENT TEACHER COMMUNICATION
In order to preserve the good order of the classroom, parents are asked to not call classrooms during the school day. If you need to contact the teacher during the day please leave a message with the Main Office. E-mail is the preferred way of communicating with the teacher. Parents should refer to individual teacher’s disclosure forms (given out at Back to School Night) for more details on communication. Parents should not ask members of the faculty or staff to deliver messages students after 2:00 PM, unless it is a serious emergency. Conferences with teachers must be prearranged. Teachers in grades PreK through Six will send weekly communications to parents, and Grade Seven and Eight will communicate on a monthly basis.

PASTORAL ADMINISTRATOR COMMUNICATION
Parents wishing to contact the Pastoral Administrator may do so by leaving a note with the Office Manager or by email: gglemn@utmcs.org

STUDENT/EDUCATOR/PARENT (SEP) CONFERENCES
Formal conferences are scheduled among parents, students and teachers twice a year. The Madeleine Choir School Calendar publishes specific dates. In order to set, communicate, and achieve the goals of these conferences, parents are asked to bring their student to these conferences unless otherwise specified by the teacher.

STUDENTS RECEIVING ADDITIONAL SUPPORT
If you are concerned about your child’s academic or behavioral progress please contact the homeroom teacher or Academic Principal. Parents are invited to attend an SIP meeting and complete documentation of services. The Madeleine Choir School is unable to fund some of the additional services that students may require. In these cases the additional services will remain the responsibility of the parent.
ACADEMICS

CURRICULUM
The Madeleine Choir School curriculum begins with the scope and sequence of the Catholic Diocese of Salt Lake in compliance with the State of Utah Common Core Curriculum and is enhanced by National Standards. Science standards taught Kindergarten through Grade Eight are in compliance with the Next Generation Science Standards. The curriculum includes a sequential program of learning in theology, language arts, mathematics, social studies, science, health, music, art, foreign languages and physical education.

RELIGION FOR NON-CATHOLICS
The primary purpose of The Madeleine Choir School is to further the message of Jesus Christ. Non-Catholic students are welcome at The Madeleine Choir School and are expected to respect Catholic religious teachings and practices within the school. Therefore, all students are included in daily prayer with the class, are expected to attend Mass, pass religion courses, and promote the moral and spiritual climate of the school.

HOMEWORK
Homework is part of the work required for learning at The Madeleine Choir School. The most successful learning experiences result when those involved have an honest need to learn something or to improve a skill. The school philosophy for homework flows from this belief. The school relies on parents in the following ways:
1. Check student assignment notebooks.
2. Actively help, but remember the student is the learner, and if re-teaching of a concept is necessary, a parent should contact the teacher.
3. Provide a quiet place for homework. Parents should help students to manage time by setting priorities and by encouraging them. Parents should praise students for their efforts and neatness.
4. Encourage the student to put his/her completed work in a designated spot so he/she will remember to take it to school.
5. Help students be responsible for completing and returning homework assignments on time.

All students receive homework on a regular basis. The amount and regularity of homework is left to the discretion of the individual classroom teachers.

LATE HOMEWORK POLICY for 5th – 8th GRADE
A school-wide late homework policy has been established for the Upper School, which includes 5th through 8th grades. Homework assignments that are late will be accepted, and penalized appropriately, by classroom teachers in accordance with the Late Homework Policy as outlined in the following chart.

<table>
<thead>
<tr>
<th>Late Homework Policy 5th – 8th Grade</th>
<th>5th Grade</th>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deduct 10% per day for five days, 50% until the end of the quarter</td>
<td>Deduct 10% per day for five days, 50% until the end of the quarter</td>
<td>Deduct 50% up through unit test</td>
<td>Deduct 50% up through unit test</td>
<td></td>
</tr>
</tbody>
</table>
STANDARDIZED TESTING
The Madeleine Choir School uses many nationally normed assessment tools to evaluate student progress. Results help determine academic standing and projected needs of the student.

GRADING SCALES
Report cards will be issued quarterly. In addition, all students in grades 5 – 8 will be issued mid-quarter progress reports. Only cumulative semester grades are recorded on the student’s permanent record.

Grades K-4
Comparisons students with expected developmental norms
M-Met end of year mastery
3-On track for end of year mastery
2- Shows understanding with support
1- Not making adequate progress, needs intervention

Grades 5-8
A 95-100
A- 92-94
B+ 89-91
B 86-88
B- 83-85
C+ 79-82
C 75-78
C- 71-74
D+ 69-70
D 67-68
D- 65-66
F Below 65

RETENTION/PROMOTION – GRADES K-4
Pre-K- 4th grade students must master certain skills to be promoted to the next grade level. Each subject area is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each standard. Students must master grade-level appropriate standards as identified in Utah Core Standards.
To pass to the next grade, a primary student:
1. Should be able to focus attention on lessons and work.
2. Should be able to function cooperatively in class.
4. Should demonstrate skills in content subjects that are appropriate for the grade level ability of students.

RETENTION / PROMOTION - GRADES 5 – 8
Students must maintain a (C-) or better in ALL classes each quarter. Failure to do so will result in the student being placed on Academic Probation with stipulations determined by the administration. If grades do not improve to the desired C- or above the following quarter, the student may be asked to leave the school.
To be eligible to be promoted or graduate, a student must not fail a core class (Math, Science, Social Studies, Language Arts, and Religion) more than once in a school year. Students in this situation will not receive credit for core classes, and may have to repeat the grade or transfer as determined by the administration.

**ELIGIBILITY FOR ATHLETICS AND ACTIVITIES Grades 6-8**

Academic achievement and high standards of behavior position our young people for success in their future endeavors and are essential to the mission of the Choir School. A study hall is in place to support students with both organizational skills and academic responsibility. Eligibility for participation in Choir School Athletics and Activities is generally dependent upon maintaining a GPA of 2.0 with no D’s or F’s and/or the possession two behavioral referrals during a given academic quarter. Eligibility based upon academic standing will be judged case by case. A single major infraction behavioral referral will restrict participation in activities for the period of a week, while a second referral may restrict participation for the remainder of the academic quarter and/or athletic season. School activities include all UCAA sponsored teams, after school clubs, Catholic School sponsored dances, Student Council, concert performances and performance tours. Eligibility for any school activity is the final decision of the Principal or Pastoral Administrator.

**CLASS PLACEMENTS**

The Madeleine Choir School strives to create a system where all classrooms are designed to meet the needs of learners in exceptional ways. Many essential factors are considered in class placements including: class numbers/balance, gender balance, learning needs, and behavioral/social needs. Parent requests for class placement are to be sent to the principal by June 1 to be considered for the following school year. Requests are considered in the creation of class lists, but cannot always be honored. We appreciate your trust and partnership in this aspect of our school.
CITIZENSHIP GRADE
Good citizenship is the foundation upon which healthy communities are built. Citizenship is important because every society needs people to contribute effectively, in a variety of ways, to the future health and wellbeing of communities and the environment, locally, nationally, and globally. Citizenship at The Madeleine Choir School consists of being committed to the following characteristics: Hospitable, Respectful, and Responsible. It is the Homeroom Teacher’s responsibility to evaluate if a student is reaching his/her potential in regard to the Citizenship grade. The following rubric has been developed to aid in the evaluation process.

<table>
<thead>
<tr>
<th>CITIZENSHIP RUBRIC</th>
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<tbody>
<tr>
<td><strong>Responsible</strong></td>
</tr>
<tr>
<td>Outstanding</td>
</tr>
<tr>
<td>Satisfactory</td>
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<tr>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td><strong>Respectful</strong></td>
</tr>
<tr>
<td>Outstanding</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
<tr>
<td><strong>Hospitable</strong></td>
</tr>
<tr>
<td>Outstanding</td>
</tr>
<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Unsatisfactory</td>
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</tbody>
</table>
THE MADELEINE CHOIR SCHOOL
BEHAVIOR MANAGEMENT PLAN

Overview
The Madeleine Choir School strives to inspire young people to become engaged scholars, effective communicators, dedicated liturgical musicians, and responsible world citizens who seek to build a civilization of justice, mercy and love. In support of this mission, faculty and staff will provide a multi-tiered system of supports. As a part of this system, behavior implementation essentials are identified as the foundation of the schoolwide behavior management approach.

PBIS
The goal of Schoolwide Positive Behavioral Interventions and Supports (SWPBIS) is to prevent problem behaviors by encouraging students to choose appropriate behaviors. Accordingly, when PBIS efforts are implemented well:

- Student behavior success rates reliably increase while behavior problems, office referrals and disciplinary actions reliably decrease
- Students feel more positively toward their teachers, administrators and schools
- Students feel safer in their schools
- Teachers spend less time correcting behavior and more time delivering academic instruction
- Students spend less time removed from instruction due to disciplinary action, and more time participating in instructional activities
- Academic outcomes improve

Students can manage their own behavior when:

- Adults form positive relationships with students
- Instruction is engaging
- Expectations are consistent within classroom and school
- All adults in building are committed to the success of all students
- All adults teach and reteach expected behaviors
- All adults in the building model and reward expected behaviors

Behavior Implementation Essentials

- Build positive relationships (adult:adult, adult:students, peer:peer)
- Positive reinforcement (verbal and extrinsic)
- Clear expectations, routines and procedures
- Active involvement from all staff
- Appropriate consequences

Specific guidelines for proper behavior are posted in each classroom, as well as other areas of the school, and are based on the school wide expectations of being Hospitable, Responsible, and Respectful. Teachers will review these rules on a regular basis with students. Behavior is enforced during school hours, on school property and at any school sponsored or school related event. Behavior codes and guideline may also be enforced for conduct outside of school. Parent volunteers will assist in reminding students of these expectations.

Madeleine Choir School Crusaders will be:

- RESPECTFUL
- RESPONSIBLE
- HOSPITABLE
<table>
<thead>
<tr>
<th>Location</th>
<th>Respectful</th>
<th>Responsible</th>
<th>Hospitable</th>
<th>Adult Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival/Dismissal</strong></td>
<td>● Walk in line to/from class</td>
<td>● Play ball on upper field only</td>
<td>● Eyes on speaker</td>
<td>● Be on time for duty</td>
</tr>
<tr>
<td></td>
<td>● Stand in line</td>
<td>● Move quickly to line when bell rings</td>
<td>● Respond to greeting</td>
<td>● Teacher leads class line</td>
</tr>
<tr>
<td></td>
<td>● Listen attentively</td>
<td></td>
<td>● Stand quietly during morning assembly</td>
<td>● Actively enforce student expectations</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>● Model student expectations</td>
</tr>
<tr>
<td>Transitions</td>
<td>● Walk in line to/from classrooms or buildings</td>
<td>● Wait for teacher to lead</td>
<td>● Hold door open for others</td>
<td>● Teacher leads class line</td>
</tr>
<tr>
<td></td>
<td>● Stand in line</td>
<td>● Stay to the right</td>
<td>● Be aware of adults or visitors and greet with a smile</td>
<td>● Actively enforce student expectations</td>
</tr>
<tr>
<td></td>
<td>● Listen attentively</td>
<td>● Keep hands to self</td>
<td></td>
<td>● Upper Grades- be present in the hallways during</td>
</tr>
<tr>
<td></td>
<td>● Inside voices</td>
<td>● Be on time to class</td>
<td></td>
<td>transitions</td>
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<tr>
<td></td>
<td></td>
<td>● Keep hallways/pathways clean</td>
<td></td>
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<tr>
<td>Cafeteria</td>
<td>● Raise hand to be excused</td>
<td>● Eat a balanced meal</td>
<td>● Sit with class and include all</td>
<td>● Teacher leads class line</td>
</tr>
<tr>
<td></td>
<td>● Use best table manners</td>
<td>● Do not share food</td>
<td>● Speak with good purpose</td>
<td>● Actively enforce student expectations</td>
</tr>
<tr>
<td></td>
<td>● Use an indoor voice</td>
<td>● Do not waste food</td>
<td></td>
<td>● Assign lunch table cleaners</td>
</tr>
<tr>
<td>Hallways and Stairwells</td>
<td>● Voices off</td>
<td>● Stay to the right side</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>● Follow in line</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>● Walk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Keep hands to self</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Be considerate of others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>● Treat playground and</td>
<td>● Clean up after yourself</td>
<td>● Invite others to join in</td>
<td>● Teacher leads class line</td>
</tr>
<tr>
<td></td>
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</table>
Positive Reinforcement
Madeleine Choir School faculty and staff are committed to praising students for following schoolwide expectations and being models of our school mission. We strive for students to feel recognized and proud for contributing to our school community in a positive manner. Mrs. Randazzo will establish HYPE UP weeks. During HYPE UP weeks, students will be rewarded tickets for individual behavior that will be counted toward a class reward or celebration. Please keep an eye out for HYPE UP weeks on the calendar.

Social and Emotional Development of Learners
The Madeleine Choir School strives to create a learning environment where every person feels a sense of belonging and is respected. A crucial piece of meeting the emotional and mental health needs of learners is to have an emphasis for social learning and development.

“Home Base” is a 35-minute period, one day per week (Wednesdays) where classes will be engaging in social and emotional learning opportunities using the program Second Step.

Our management plan reviews our approaches to build positive supports and clearly defined consequences into our disciplinary approach. Behavior intervention plans will be implemented to support students to meet our expectations. Consequences are in place to build a safe and respectful community for all.

Bullying affects children in every school and negatively affects bullied students, students who bully others, and students who witness bullying. The Second Step curriculum embeds explicit skills and tools for creating a caring environment that has tools and resources targeting this school issue. Through this explicit teaching we hope to grow to be a more empathetic and preventative community. There are consequences outlined clearly in order to consistently approach issues involving bullying (see Bullying Discipline Hierarchy).
It is important that our community has a common understanding of the definitions of bullying and what to do when your child is involved.

(Second Step Curriculum Definitions)

**Bullying is defined by three primary characteristics:**
- Is usually repeated over time
- Occurs in a relationship where there is a power imbalance
- Intends to cause harm or distress and/or has a serious harmful or distressing effect on the target

It is important to distinguish bullying from both rough-and-tumble play and conflict that happened between peers of equal status. These are a normal part of development, but bullying is not. Rough-and-tumble play is identifiable behavior because all children involved participate voluntarily, whereas bullying is unwanted. Conflict and arguments, common in childhood, can be resolved by using problem-solving strategies or through meditation. However, due to the power differential in a bullying situation, adults must respond differently to bullying rather than to other forms of aggression or conflict.

More information will be sent home throughout the school year to support our understanding of how to support students developing these skills and are available at SecondStep.org.

**Bullying Consequence Hierarchy**

Consequences will vary depending upon the nature of the infraction, the age and grade level of the students involved, the degree to which there have been previous incidents, and other relevant factors deemed pertinent by the building principal.

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Loss of Privileges (recess, field trips, school activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parents are notified</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Lunch Detention</td>
</tr>
<tr>
<td></td>
<td>Meeting with Parents; Behavior Support Plan in Place</td>
</tr>
<tr>
<td>Additional Offenses</td>
<td>In School Suspension, Out of School Suspension, Expulsion</td>
</tr>
<tr>
<td></td>
<td>Police Notification if Necessary</td>
</tr>
</tbody>
</table>

**Discipline Plan**
The Madeleine Choir School faculty will implement a common consequence approach. Faculty will implement with consistency. Predetermined consequences will be established, Precision Requests will be used for prompting/warnings, and the consequence hierarchy leveling system will be used. Teachers will explicitly teach this procedure to all students and review expectations throughout the school year.

**Discipline Plan**

1. A student is explicitly taught the desired behavior, and retaught if necessary. If the desired behavior is not exhibited, the student will be given a verbal warning explaining the inappropriate behavior and what the expected behavior is, unless the behavior is severe.
2. Classroom Consequence Hierarchy will be used consistently.
   a. Leveling system with preplanned consequences will be used in each classroom. Students will be given a warning and then will move into a leveling system for noncompliance with directions given in warning. Levels 1-3 of the hierarchy will be determined by the
individual teacher, Level 4 will be a reflection log completed in class by the student, and
Level 5 will be an Office Referral.
3. If a student has had to complete a behavior reflection form three times within a quarter, a
behavioral referral slip will be given to the student to be signed by the teacher, principal, and
student. It is then to be signed by the parent/guardian and returned to school the following day.

The principal will initiate a meeting with parents if a student receives three referrals in a semester or
when appropriate.

BEHAVIOR REFERRAL INFRACTIONS
Behavioral and uniform referral infractions are logged on Jupiter Grades and a parent alert will be
digitally sent through system. It is important for students understand there is a difference between Major
and Minor offenses.

<table>
<thead>
<tr>
<th>Majors</th>
<th>Minors</th>
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<tbody>
<tr>
<td>Class Disruption (Level 5)</td>
<td>Uniform (3 uniform referrals)</td>
</tr>
<tr>
<td>Intimidation/Bullying</td>
<td>Littering</td>
</tr>
<tr>
<td>Fighting</td>
<td>Unprepared for class (Level 5)</td>
</tr>
<tr>
<td>Theft</td>
<td>Chewing Gum</td>
</tr>
<tr>
<td>Misconduct in Hall/Cafeteria</td>
<td>Not Following Directions (Repeated level 1-3;</td>
</tr>
<tr>
<td>Destruction of School Property</td>
<td>Level 5)</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Excessive Tardiness</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Other</td>
</tr>
<tr>
<td>Kicking or Hitting</td>
<td></td>
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<tr>
<td>Safety Infraction</td>
<td></td>
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<tr>
<td>Not Following Directions (Level 5)</td>
<td></td>
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<tr>
<td>Inappropriate Internet Use/Technology Use</td>
<td></td>
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<tr>
<td>Cheating</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

SEVERE CLAUSE
There will be immediate removal from an activity, or from school, for serious offenses such as verbally
or physically aggressive behavior, vandalism, overtly defying a teacher, sloughing, or leaving school
grounds without permission. The teacher witnessing the serious infraction will issue the referral slip and
notify the principal.

SUSPENSION
In school, only the principal or pastoral administrator imposes sanctions for a major referral or multiple
minor referrals and suspension or suspension from school. The administration reserves the right to place
a student on home study for conduct deemed inappropriate and contrary to the philosophy of the school.
This includes, but is not limited to, physical violence directed toward another.

EXPULSION
The Madeleine Choir School does all within its power to assure its students the right to just and fair
treatment, as befits a Catholic Christian institution. Sometimes, in spite of all that is done by the school
personnel to guide and work with students, their continued presence in the school may be judged
detrimental to their own welfare or the welfare of others. Expulsion may also result from a single
disciplinary infraction, inside or outside of school. The principal and/or pastoral administrator may expel
or suspend students for conduct inside or outside of school that is damaging to the reputation of the school.

**THREAT TO SCHOOL SAFETY**
Any student who acts in a way as to threaten the safety of him/herself or any other person in the school building, or is in possession of, or brings onto school property, any article or substance* that endangers him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violations of the Safe Schools Act of the City of Salt Lake will be reported to the police.

*Note - This policy includes, but is not limited to, as an unsafe “substance”, any narcotic, tobacco, drug, alcohol, pornography, or weapon use or possession.

**SEARCH AND SEIZURE**
The pastoral administrator and/or principal of The Madeleine Choir School and/or their designate retain the right to: search students, student lockers, student possessions, and/or seize possessions if reasonable cause exists. In the event of a violation of school rules, the school takes reasonable steps to ensure confidentiality of all parties involved. The school reserves the right to interview students and to conduct an investigation, which may include a search, without the presence or permission of the parent/guardian.

**SPEECH AND PUBLICATIONS**
The Madeleine Choir School has the right to determine what is appropriate in school and at school sponsored or school related activities or events with regard to verbal or written expression. The school also reserves the right to control all publications that directly or indirectly pertain to school or school related issues, and to prohibit distribution of all written publications that have not had prior approval of the pastoral administrator.

**CELL PHONE POLICY AND SCHOOL PHONE POLICY**
No personal student phone use from 8-3:30pm. Phone use restrictions remain in place during any choir commitments, collegium service activities, and school sponsored events. Students may use the office phone (with permission) at anytime during those hours. Student cell phones are to be turned in to homeroom teachers upon arrival to the homeroom at the start of school and are returned at 3:30 PM or dismissal.

**Phone Use Consequences:**
- First Offense: Teacher takes phone, given to office and picked up by student at 3:30pm (referral)
- Second Offense: Teacher takes phone, gives to office, picked up by student and parent at 3:30pm (referral)
- Third Offense: Phone Use Contract Plan in place with student. Phone is turned into office daily and signed out of office daily or not permitted at school.

**STUDENT COMPUTER ACCEPTABLE USE POLICY**
Students and their parents understand that using the Internet and other technology within Madeleine Choir School is a privilege and not a right. This privilege may be suspended or revoked by the school at any time if a student does not follow the terms of the Madeleine Choir School Student Computer Acceptable Use Policy. Students agree to keep their password confidential and to properly log off the computer before leaving their workstation; furthermore, students agree to never let anyone else use their account.
Students are strictly prohibited from:

- Changing, deleting, or in any way interfering with another student’s work.
- Accessing or creating offensive, profane, or pornographic files.
- Using Internet games, multi-user domains, web chats, or e-mail without authorization.
- Plagiarizing works or violating copyrights or trademarks.
- Damaging, altering, or modifying hardware settings.
- Copying software onto computers without authorization.
- Attempting to bypass computer security by using an account other than your own.
- Providing personal information to any Internet site open to the public.

**CHROMEBOOK USER AGREEMENT**

1. **Students will use the Chromebook for educational purposes.**
   While at school, students will use the Chromebooks in support of the educational curriculum. The Chromebook may be confiscated at any time for abusive or inappropriate conduct related to its use. Attempting to bypass the filter at school or using the Chromebook for non-educational purposes while at school is prohibited, unless permission is granted by a teacher.

2. **Students will not leave the Chromebook unattended.**
   Each Chromebook is assigned to a student and the responsibility for the care of the Chromebook rests solely with that student. The Chromebook will be stored in a locking laptop cart when not in use by a student. Students should never lend their Chromebook to another student.

3. **Students should not leave the Chromebook in their desks or lockers overnight.**
   There may be people using the facility after school hours and the Chromebooks cannot be guaranteed secure each night. Students will report loss/theft of the Chromebook to their teachers, or administration, immediately. Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.

4. **Students will use the Chromebooks in a responsible manner.**
   Students should not use the Chromebook in an area where food and drink are present. Spilling any sort of food or drink on the Chromebook could permanently damage it. The Chromebook should only be used on a flat surface where it will not fall to the ground or damage the screen. Care should be taken to always have the Chromebook in an environment where it can be operated safely.

   Screen damage is the primary cause of damage to Chromebooks. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. Never place heavy objects on top of the Chromebook and never drop your Chromebook. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

5. **Students will not deface, mark, decorate, or otherwise change the appearance of the Chromebook.**

6. **Students will abide by all copyright laws.**
   Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material or how to give credit for use of any copyrighted material.

7. **Students will abide by school’s Student Computer Acceptable Use Policy**
Students will not give out personal information, such as name, address, photo, age, or other identifying information on the Internet, nor will students misidentify themselves during online communication in an attempt to avoid detection for any misbehavior or rules violation. Giving out personal information on the Internet can be dangerous. Passwords and logins should remain confidential. Students should not share files except for school related projects or assignments. Students will not change the configuration of the Chromebook, including the network and security settings. Policy settings are pre-configured on all Chromebooks and are managed by the Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the Chromebook only with their school-assigned user account. Students may not log into the Chromebook using a non-school account.

8. Students will not attempt to repair, alter, or make additions to the Chromebook.
Depending on the condition of the Chromebook and the repair needed, there may be a loaner Chromebook given until the assigned Chromebook is repaired. No attempts should be made to fix the Chromebook. Do not attempt to gain access to the internal electronics of the Chromebook. Unauthorized repairs to the Chromebook will invalidate its warranty.

9. The student will use the Chromebook Camera & Microphone for approved use only.
The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Use of the Chromebook in a manner that violates Madeleine Choir School policy may result in revocation of the device and further disciplinary action. Therefore, electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission from the school. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

10. Concluding Statement
By signing the User Agreement, students and parents or guardians agree to all of the aforementioned terms. Parents/Guardians agree that their student(s) may use the Chromebook as described in the user agreement and agree to submit the Chromebook to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files. Failure to comply with school policies or guidelines stated in this document for care and use of the Chromebook may result in the loss of privilege and use of the Chromebook in general.

EXPECTATIONS OF PRIVACY
Students shall not expect privacy of files, disks, documents, accounts, etc. which have been created with the use of school equipment.

PERSONAL USE OF SOCIAL MEDIA
This section of the policy refers to the personal use of social media sites such as but not limited to Facebook, Twitter, YouTube, and Instagram. Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. ‘Friending’ of current students by staff and vice versa is forbidden on a staff’s personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Except in the case of being a parent, you are a representative of the institution at all times.
COMMUNICATIONS
Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

• Staff school web pages, wiki or learning management site such as Google Classroom.

• Staff school email address.

• Staff school phone number.

• Staff created, educationally focused networking sites.

• No staff member is permitted to 1-on-1 text message any student and likewise no student is permitted to 1-on-1 text message any staff member, except in emergency reporting.

Electronic and Mobile Devices, Cellphones: Users must adhere to school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or staff will provide parameters for this use, example: a text message connected Twitter feed for a course, club or sport.

POLICY VIOLATIONS
Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:
• For students, the loss of use of the school network, computers and software, including Internet access and including detentions/suspension, if applicable.

• Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

APPEARANCE / DRESS CODE

PHILOSOPHY
It is important for all individuals in the school community to present an appropriate professional appearance. This shows respect for each other and for one’s self. Pride in one’s appearance is important in academic and professional settings.

The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related events. Violation of the uniform policy will yield a verbal reminder, followed by a uniform referral. Three uniform referrals will result in a minor infraction behavior referral.

Interpretation of the dress code will be at the discretion of the principal and pastoral administrator.

HAIR
A student’s hair must be:
• Clean
• Combed
• Well-trimmed
• Neat
• Moderate in style
• A natural hair color
- Hair Accessories must be solid black, dark blue, uniform plaid or the same color as the student’s hair. No bows, flowers, feathers, scarves, or anything deemed distracting by teacher or principal. Spirit or free dress days are exceptions.

Interpretation of appropriate hairstyles for school will be solely up to the discretion of the pastoral administrator or principal.

JEWELRY
Appropriate jewelry, such as post earrings, watches, and necklaces are allowed. Hanging earrings are prohibited for safety reasons. Distracting jewelry will be addressed on an individual basis by the principal or teacher.

MAKE-UP
Make-up that is obvious and distracting (anything other than natural looking) is not allowed. Nail polish that is clear or sheer pink is the only polish allowed at school. Distracting make-up or nail polish will be addressed on an individual basis at school.

GENERAL UNIFORM RULES
- Students must keep shirttails tucked in.
- Uniforms must be cleaned and in good condition. (No frayed cuffs, stained shirts, holes, missing buttons, etc.)
- All pants/shorts must be worn at the waist.
- Belts must be plain or braided without any decoration, black only.
- Uniform jumpers, skirt, skorts, and shorts length no higher than 2 inches above the knee.
- Formal uniform must be worn on Cathedral Mass Days and indicated Special Events.
- Athletic (PE) shoes must be primarily black, gray or white with black, gray or white shoelaces and non-marking soles, and are required for PE for all grades. Any shoes deemed distracting by the principal must be replaced with something more suitable. Shoes that light up or roll are not allowed.
- Formal dress uniform or parts thereof may be worn on informal dress days.

SPECIAL NOTES
- Kindergarten through Grade Three Students, are encouraged to wear their Informal Dress Uniform on Class PE Days.
- Grades K-3 wear MCS logo cardigan sweaters for all Mass days during second and third quarter.
- For all special occasions, class pictures, etc., grades K-3 wear MCS logo cardigan sweaters. They should be labeled with the child’s name.
- Blazers are kept at school in the classroom all year and must be labeled with child’s name.
- Grades 4-8 Blazers are worn for all Masses, Lauds, and during First Period on Formal Dress Days.
- Other Uniforms and MCS insignia apparel will be left up to the discretion of the principal on whether or not the clothing will be permitted as uniform.
- The Cathedral Crusaders black, gray or blue choir school sweatshirt, black track jacket may be worn as outerwear on Informal Dress Days or for Spirit Days.

PRE-K UNIFORM
The Pre-K students of The Madeleine Choir School wear a modified school uniform. Students are expected to wear Khaki bottoms: skort, shorts or pants, with a solid white or navy blue golf shirt. Sturdy,
closed-toe shoes, primarily white or black should also be worn. Pre-K pieces are not required to have the MCS logo.

**FORMAL DRESS is required for K-3** Monday through Thursday (except for designated PE days as mentioned above), on Cathedral Mass Days (See School Calendar) and indicated Special Events.

**BOYS K-3:**
- Navy v-neck cardigan with MCS logo
- White button-down oxford shirt (long or short sleeves)
- Khaki uniform pants with a black belt. No "cargo" pants, rivets, denim fabric, low riders or multiple pockets. Standard dark khaki (not grey) uniform pants only.
- Black Crew Length Socks
- All Black Leather Dress Shoes with a **hard, non-marking black sole. (No soft soled shoes. Boots and solid black athletic shoes do not qualify)**

**GIRLS K-3:**
- Navy v-neck cardigan with MCS logo
- White button-down oxford shirt (long or short sleeves)
- Blackwatch plaid knife-pleats/split front jumper or khaki uniform pants with a black belt. No "cargo" pants, rivets, denim fabric, low riders or multiple pockets. Standard dark khaki (not grey) uniform pants only.
- Black knee-hi socks (no other color) or black tights (no other color) Optional: Black leggings may be worn under the jumper (Only solid black, tight fitting, without any decoration or flare to the leg; they must look like tights and worn with blacks socks)
- All Black Leather Dress Shoes with a **hard, non-marking black sole. (No soft soled shoes. Boots and solid black athletic shoes do not qualify)**
- Optional: black or navy bike shorts under jumper

**FORMAL DRESS is required for 4-8** Monday through Thursday (unless otherwise indicated for Cathedral Mass and Special Events.)

**BOYS 4-8:**
- Navy Blazer with MCS School Crest on left side of upper breast pocket
- MCS striped tie
- White button-down oxford shirt (long or short sleeves)
- Khaki uniform pants with a black belt. No "cargo" pants, rivets, denim-type fabric, low riders, or multiple pockets. Standard dark khaki (not grey) uniform pants only.
- All Black Leather Dress Shoes with a **hard, non-marking black sole. (No soft soled shoes. Boots and solid black athletic shoes do not qualify)**
- Black Crew Length Socks
- Optional: navy sleeveless vest with MCS logo
- Optional: navy v-neck pullover sweater with MCS logo (*The above sweater options do not replace the blazer.*)

**GIRLS 4-8:**
- Navy Blazer with MCS School Crest on left side of upper breast pocket
- MCS striped tie
- White button-down oxford shirt (long or short sleeves)
- Blackwatch plaid box pleat skirt, no higher than 2 inches above the knee, or khaki uniform pants with a black belt. No "cargo" pants, rivets, denim fabric, low riders or multiple pockets. Standard dark khaki (not grey) uniform pants only. Blackwatch Skort is not permitted.
- Black knee-hi socks (no other color) OR black tights (no other color)
- Black leggings may be worn under the skirt (Only solid black, tight fitting, without any decoration or flare to the leg; they must look like tights and worn with blacks socks)
- All Black Leather Dress Shoes with a hard, non-marking black sole. No soft soled shoes. Boots and solid black athletic shoes do not qualify. Soles no higher than ½", heels no higher than 2 inches. No fashion boots.
- Optional: navy MCS logo sleeveless vest
- Optional: navy MCS logo v-neck pullover sweater
  *(The above sweater options do not replace the blazer.)*

**INFORMAL DRESS FOR GRADES K-8:**
Informal dress is not required, but is allowed on Fridays for all grades (unless otherwise noted due to Mass or Special Events), and encouraged on class PE day for grades K-3. Formal dress or parts thereof may be worn on Informal dress days.

**BOYS:**
- MCS logo white or navy golf shirt-short or long sleeve
- Khaki uniform pants
- Black belt
- Khaki uniform shorts (1st and 4th quarters only, same specifications as pants)
- Athletic (PE) shoes must be primarily black, gray or white with black or white laces and firm non-marking soles, and are required for PE for all grades. Any shoes deemed distracting by the principal would have to be replaced with something more suitable. Shoes that light up or roll are not allowed.
- Solid white or black athletic socks
- MCS Logo Sweatshirts (hooded or crew)

**GIRLS:**
- MCS white or navy logo golf shirt short or long sleeve
- Khaki uniform pants
- Khaki uniform shorts (1st and 4th quarters only, same specifications as pants)
- Khaki uniform skirt (Permitted all year)
- Black Belt
- Athletic (PE) shoes must be primarily black, gray or white with black or white laces and firm non-marking soles, and are required for PE for all grades. Any shoes deemed distracting by the principal must be replaced with something more suitable. Shoes that light up or roll are not allowed.
- Solid white or black athletic socks (knee-hi socks not necessary)
- MCS Logo Sweatshirts (hooded or crew)

**PE Uniform** *(Required for Grades 4-8)*
- MCS PE uniform tee shirt
- MCS PE uniform athletic shorts
- Athletic (PE) shoes must be primarily black, gray or white with non-marking soles, and are required for PE for all grades. Any shoes deemed distracting by the principal must be replaced with something more suitable. Shoes that light up or roll are not allowed.
- Order Forms MCS P.E. Uniforms for Grades 4 – 8 are available at [www.utmcs.org](http://www.utmcs.org).
If Spirit Dress or Free Dress falls on a scheduled PE day, students need to wear active clothes/shoes. Grades 4-8 may change into PE Uniform.

SPIRIT DAYS DRESS
The dress code includes:
- Any MCS sponsored athletic team or club clothing, or clothing with school colors
- Appropriate jeans or khaki pants
- Uniform khaki shorts can be worn for First and Fourth Quarter
- No baggy pants and no low rider pants
- No hats
- No bare midriffs
- No flip-flops or open-toed shoes are allowed at school functions.

MEDICAL / EMERGENCY POLICIES AND PROCEDURES

EMERGENCY CONTACT INFORMATION
Each student must have on file emergency information that is complete and current. If the parent or guardian cannot be reached, other persons listed on the emergency contact list will be contacted. Students with allergies or special medical problems should have this information in their file. Please notify Technical Support at support@utmcs.org whenever there is a change in your address, phone number(s), or other pertinent information.

STUDENT INSURANCE
Each child is covered by special school insurance for school related injuries. This is a Diocesan requirement. The fee for this insurance is taken from the administration fee.

DISPENSING OF MEDICATION
Students may not carry any type of medication on their person during school unless approved by the school. Student inhalers and Epi-pens are an exception, when approved by the school administration. This includes all over the counter medication, aspirin, etc. State law has determined that students may carry their own inhaler if student receives written consent from a doctor. If a child requires medication, the school must be informed of this in writing and given permission to administer the medication. The office manager must keep the medication with specific instructions for dispensing the drug, signed by a doctor. All medication must be in the original bottle and properly labeled. This includes any over the counter medication.

IMMUNIZATIONS
By law, every student must be immunized before entering school. Students entering Pre-Kindergarten are required to be immunized appropriately for age. This means a child has received all of the doses of each vaccine appropriate for their age. Children should be immunized according to current immunization schedules.

Kindergarten Students are required to have the following immunizations before entering the Madeleine Choir School:
- 5 DTP/DTaP/DT – 4 does if 4th dose was given on/after the 4th birthday
- 4 Polio – 3 doses if 3rd was given on/after the 4th birthday
- 3 Hepatitis B
- 2 Varicella (K and First Grade)
- 2 MMR
- 2 Hepatitis A

**Seventh Grade Students** are required to have all vaccines listed above and 1 Meningococcal

This data is to be tabulated on a Utah Certificate of Immunization form, signed by your physician and presented to the school. We do not accept personal or religious exemptions.

**IN SCHOOL SICKNESS**

Any student who becomes ill during the day should report to the school office. If the condition warrants that the student be sent home, parents/guardians or those listed on the emergency cards will be notified. It is the parent/guardian responsibility to see that arrangements are made for the child to go home promptly and safely. The student must be checked out at the main office.

**SICKNESS AND ACCIDENT**

In case of accident or injury, the school will apply basic first aid procedures. The contact person on the emergency card will be notified. In case of serious accident or injury, emergency medical personnel will be contacted and the student transported to the hospital with or without permission from the parent or legal guardian.

In order to protect your own child as well as others in the class, please do not send the child to school if you detect nausea, fever, severe cold or cough, or a suspicious skin rash or infection. Contagious diseases such as measles, mumps, chicken pox, head lice, impetigo or bacterial conjunctivitis etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor. Any contagious disease should be reported to the school office.

Students who have not recovered from illnesses should not return to school until they are completely well. They need to be at least 24 hours “fever-free”. Parents who wish to have their child stay in from recess or refrain from participating in other activities should have a doctor’s note. While at school, students are expected to participate in all activities.

**EDUCATIONAL ENVIRONMENT/DAILY ROUTINE**

**ARRIVAL/DEPARTURE**

For supervision and liability reasons, parents may not drop off students before 8:00 am and must pick them up before 3:45. Students found on the property outside these times will be escorted to the extended day program. The parents will be charged the standard rate for extended day care ($10.00 per day).

**DAILY ROUTINE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:00-8:00 AM</td>
<td>Extended Care</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>School Doors/Office Opens</td>
</tr>
<tr>
<td>8:25 AM</td>
<td>Opening Assembly on Basketball Court (except in inclement weather) and Attendance is taken on the Quad by the teacher. Class begins immediately following School Prayer</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>Lunches Begin</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>School Dismissal</td>
</tr>
<tr>
<td>3:30-6:00 PM</td>
<td>Extended Care</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Office Closes</td>
</tr>
</tbody>
</table>
LATE ARRIVAL DAYS
School commences on 9:30 AM the day after late night Choir performances. Therefore, all buses run one hour later. The calendar has clearly marked all Late Arrival Days.

EXTENDED DAY PROGRAM
- The Extended Care Program is for children who attend The Madeleine Choir School from Pre-K to 8th grade.
- Extended Care is housed in St. Gregory Hall.
- Morning Extended will be offered from 7:00am - 8:15am.
- Afternoon Extended will be offered on all regularly scheduled school days from 3:30pm - 6:00pm.
- On Late Arrival Mornings, Extended will be offered from 7:00-9:15am.
- The phone number is (801) 323-9850, ext. 110
- Ms. Heidi’s e-mail: hpetersen@utmcs.org
- Closed on all school holidays and when school is not in session.

EXTENDED CARE FEES AND BILLING
- The registration fee for the year is $50.00 per child. This fee includes registration, supplies and snacks.
- Morning Extended Care cost (7-8:15am) is $12.00 per child/per day.
- Afternoon Extended Care cost (3:30 - 6:00pm) is $10.00 per child/per day.
- Late Arrival Morning Extended Care cost (7:00-9:15am) is $15.00 per child/per day.
- Staff members are employed until 6:00pm. If a parent is late a fee of $1.00 per minute per child will be given directly to the staff member who is working.
- Billing for Extended Care will be automatically withdrawn monthly by the computer program-Smart Tuition. If you do not want to use Smart Tuition please let Ms. Heidi know at hpetersen@utmcs.org. Paper billing will be sent home the first week of the month. If you have any questions regarding Smart Tuition please contact Andrea Steenburgh.

MISCELLANEOUS

NON-CUSTODIAL PARENTS
The Madeleine Choir School abides by the provisions of FERPA (Family Educational Rights and Privacy Act) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PARENT VISITATION
Once school has begun, all visiting parents are asked to report to the school office located in Erbin Hall. All forgotten items should be dropped off at the office. Visitor badges are required of all adults while on campus during school hours. The Visitor Badges are available in the Main Office. Except in cases of injury, illness, or other emergency, students shall not be released from school during the regular school day without prior written request of the LEGAL guardian.

COMMUNITY RESPONSE
Parents and students are asked to notify the Principal of any serious illness or death in the immediate family so the school community can lend its support through prayer and other means.
LOST AND FOUND
Lost and Found is located in the lobby of Erbin Hall. All books, schoolbags, lunch boxes, and ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD’S FIRST AND LAST NAME INSIDE THE ITEM. Any item found must immediately be turned into the Main Office. Items not claimed within a reasonable time period will be donated to a local charity. The school cannot assume responsibility for valuables brought from home.

LOCKERS
Student lockers and cubbies are available and must be used by all students. Students are not allowed in others’ lockers. Students will be fined for damage to the locker. Lockers/cubbies are the property of the school. The principal and/or his/her designate may search the contents of any locker given reasonable cause to do so.

PARTIES
By policy of the Diocese of Salt Lake City, if parties are scheduled during class time they are to be very limited in scope so as not disrupt academic progress. All school parties are to derive their impetus and inspiration from the original Catholic meaning of the feast they celebrate. Parties during school hours are at the discretion of the classroom teacher and must have the approval of the Principal. Birthday decadence is discouraged on campus. Birthday food treats are prohibited on campus. Invitations to private parties are not to be passed out at school unless the entire class is invited.

NUT RESTRICTED CAMPUS
We are a nut-restricted campus. Several members of our School Community, both students and staff, are severely allergic to a variety of nuts and nut products. For this reason, in charity, the school asks that lunches not be sent with snacks or treats of any kind that would put these members of our community at risk. It is imperative that students with nut allergies, other life threatening allergies, or medical conditions have a complete allergy, or medical plan, on file with the school office. This allergy, or medical plan, should be provided to the Office Manager, as well as, the classroom teacher. If parents or guardians have questions regarding the allergy, or medical plan, the Office Manager may be reached at office-manager@utmcs.org.

CLASSROOM TREATS
All treats must be approved by the classroom teacher prior to their delivery to the classroom. Any treats brought to the Choir School Campus must be safe for children with severe nut allergies. Food treats are prohibited in the classroom due to the plethora of allergies represented on campus. Non-food treats are strongly encouraged. These items may include pencils, stickers, erasers etc. Students are encouraged to donate a book to the library in lieu of bringing classroom treats. The student may present the book to the school at the morning assembly.

FIELD TRIPS
Field trips are carefully selected to enhance the educational offerings of the school. They are extensions of the classroom learning experience. If a student has not demonstrated the skills necessary to meet the behavioral standards that are expected in order to participate, either a parent will need to accompany the student or the student may remain at school. The student will need to meet the same learning objectives as those students who have participated in a field trip. If a parent wishes to have the child not participate in a field trip, written notice must be given to the teacher at least two days prior to the event so that the alternate assignments may be planned to meet the learning objectives of the field trip. Each field trip will be carefully planned to include the following:
1. Prior permission of the Principal.
2. Preparation, follow-up and specific goals for students.
3. Signed and dated release forms from parents are necessary.
4. Emergency information is in the possession of the supervising adult.
5. The Madeleine Choir School provides transportation.
6. Adequate adult supervision.
7. Advance notification of all effected faculty members
8. Controlled expenditures.

**CHANGE OF ADDRESS/PHONE**
Parents are to report any change of residence, email address, or phone numbers to the school as soon as possible by contacting Technical Support at support@utmcs.org. Changes in parental custody or guardianship are also to be updated so that appropriate changes can be made regarding our emergency medical release information.

**TRANSPORTATION PLAN**
The Choir School adheres to a well-defined Transportation Plan in order to comply with the demands in a highly congested neighborhood while supporting the unique mission of the school. Our principle concerns are:
1. The safety and security of our children.
2. The wellbeing of our neighborhood and our natural environment.
3. Rising fuel costs.
4. Supporting the implementation of the unique mission of The Choir School.

*The Choir School studies the income/expense of the extensive Transportation Plan on a monthly basis. In order to ensure the offerings of the Transportation Plan, please strongly consider using this service.*

The following are basic principles of our Transportation Plan:
1. The traffic pattern for the pick-up/drop-off will be a clockwise circle around the campus. Go north on A Street, east on Second Avenue, South on B Street and west on First Avenue.
2. There is one recommended drop-off and pick-up zone on First Avenue, which is staffed in the mornings and afternoons. PreK students can be dropped off on B Street.
3. Double parking is not allowed for the safety of students.
4. The busses will use the Second Avenue loading zone.
5. If a student needs help carrying in extra materials for a special project use available on-street parking or park in the LDS Ward lot on A Street and Second Avenue with a hangtag parents may obtain from the Front Office.
6. There is no parking allowed from 8:00-9:00 AM and 3:00-4:00 PM in any of the loading zones.
7. Students and parents need to use the appropriate crosswalks when crossing over to the school campus.

The cooperation of the parents will be very important to the successful implementation of our Transportation Plan. Please make every effort to organize efficient car pools that will serve everyone’s best interest.

**SCHOOL CLOSURES**
We will send a text message, phone, and email via Iris Alert. Generally, in the case of inclement weather the Choir School follows the decision for late arrival or closure of the Salt Lake School District.
IRIS ALERT
Iris Alert is a telephone and email notification system that allows The Madeleine Choir School to deliver important news/information to parents and employees quickly and efficiently. We only use Iris Alert in emergency situations. In an event of an emergency you will receive a text, email, and/or phone call from the school indicating the emergency and directions for possible evacuations.

RIGHTS TO AMEND
The Pastoral Administrator and the Principal has the right to amend the handbook at any time during the school year. Parents and students will be given prompt notification of such changes.

CONCLUDING STATEMENT
Every possible situation concerning proper behavior will not be found mentioned in these guidelines. Questions will arise that are not covered in this document, or special circumstances may justify a course of action inconsistent with those listed in this handbook. In any case, the pastoral administrator and/or principal have the final recourse in all matters pertaining to the school, school discipline and school policy.