

August 15, 2017

Dear Madeleine Parents,

Welcome to all our new and returning families to the 2017-2018 school year. I value the trust you have placed in us by enrolling your children here at School of the Madeleine. Our teachers and staff are dedicated to work in partnership with you for the education of your children. Our commitment to you is to provide a strong educational program marked by Gospel values in a safe and caring environment.



I pray that the rest of the summer will bring joy to your family and that this new school year will be full of accomplishments and new challenges.

There are **four important religious feasts in September:** St. Gregory the Great on September 3; Our Lady of Sorrows on September 15; St. Matthew on September 21; and St. Michael, Gabriel, and Raphael, Archangels on September 29. We are in the liturgical season of Ordinary Time.

### **NEW FACULTY MEMBERS**

We are fortunate to have a wonderful, dedicated teaching staff. I ask you to welcome our new faculty members: **Marisa Amann**, vice principal; **Carol Norman**, 1A teacher; **Paul Sirstins**, junior high math teacher; **Monique Escobedo**, Spanish teacher for grades fifth through eighth; **Joy Marsella**, music teacher for grades first through fifth; and **Heather Pettit**, three-year old classroom teacher. There have been some personnel moves around the campus, too: **Josefina Fennessey**, preschool director; **Diana DiLiberto**, administrative assistant; and **Cindy Bayless**, librarian. Our long- term substitute for Mrs. Park is **Mrs. Chris Kalleberg**. Please give each of these staff members a warm welcome!

### **LOOK WHAT IS NEW AT SCHOOL OF THE MADELEINE**

*During the school year*, the **parking lot** in front of preschool and kindergarten was resurfaced, **new cones** in the parking lot were installed for safety in the cross walk area, **awnings** were replaced in preschool and kindergarten, **security cameras** were replaced and extended, an **additional AED unit** was installed outside, and **new shade blinds** were installed in the faculty room to provide additional security for our campus and prevent the glare of the sun affecting our teachers.

After the rain, **roofs were repaired** in 6A, 6B, and the Extended Care building. The **shade tarp** over the lunch area was replaced and a **small wall area** in 6B was repaired due to damage from the rain.

The **student files** were organized and archived in a central storage location. A **new science textbook series** for grades first through fifth was purchased, along with **an online science enrichment program** called, Mystery Science.

In the area of technology, **33 Chromebooks** were purchased. This will be a fourth cart of devices especially designated for junior high teachers to use in the classrooms. These will help prepare the students for expectations for high school. Google Doc accounts were set up for the junior high students and teachers. Two new **teacher laptops** were purchased to replace out-dated models. Four new **high performance short throw projectors** with interactive capabilities were purchased for classrooms and three **new printers** replaced older models. Five **iPads** were purchased for the preschool classrooms.

**New chairs** and **desks** were purchased for the 6B classroom. Each year, we try to replace some chairs and desks to keep the furniture at the school up-to-date. The handrail on the ramp by extended care was repaired. The **air conditioning** was fixed in the science lab. Two new **refrigerators** were purchased for the milk room and preschool.

During the summer, **artificial turf** was installed in planter boxes under the palm trees in front of school and on the hill in front of the library. A **flash wall** was built next to the science lab to prevent future flooding. A new **teacher desk** and **area rug** were purchased for classrooms. A new **table** and **area rug** were purchased for kindergarten. **Cement work** was patched in the lunch areas in kindergarten/preschool. A **tree root** that was growing through the surfacing in the back kindergarten play area was removed and the surfacing was patched. **Three new toilets** were installed in the preschool, and the **boys' bathroom** in kindergarten was refurbished with new floors, walls, and toilet. The extended care room had the paneling replaced with new **walls**.

A new large **interactive checkerboard** set was purchased for students to use during recess and new **virtues signs** to display on the playground.

## **NAMING OF THE SCIENCE LAB**



The plaque was installed to complete the naming process of the science lab. As earlier announced at Mrs. Wittouck's retirement ceremony, the science lab is officially named: **Donna Wittouck, School of the Madeleine, Science Lab**. Be sure to stop by to view the new signage if you are on campus.

## **RESERVED PARKING**

There are four parking spaces at the south end of the church parking lot that are reserved every school day for the winners of the "Hassle Free Year" package from our Main Event and for the chairs for that event. These four parking spaces are labeled clearly and are reserved parking for **before and after school**. In addition, these spots are reserved for **all school events** such as the Christmas Program, Grandparents' Day and especially the first day of school.

Please be courteous and **DO NOT PARK IN THESE RESERVED SPACES!**

## **IMPORTANT DATES**

Listed below are some important dates to remember for the first of the year:

- **New Parent Meeting** for kindergarten through eighth grade is on **Thursday, August 17** at 6:00 p.m. in the parish hall. This meeting is dedicated to giving new families an orientation to the school, an opportunity to ask personal questions, and to give out information that will help you to feel more at ease. Furthermore, this meeting is a wonderful opportunity for new parents to meet each other. By now, a mentor should have been in contact with your family to enable you to participate in some activities during the summer. If you have not heard from your mentor, please call Tara Lopez at the school office.
- **Preschool New Parent Meeting** will be on **Monday, August 21** from 4:00 p.m. to 5:00 p.m. The meeting will be held in the parish hall. The hall is located across the street from the church parking lot.

- **Kindergarten Meet and Greet** is on **Tuesday, August 22** from 4:00 p.m. to 5:00 p.m. in our kindergarten classrooms. Students will have an opportunity to meet their teacher and to see their homeroom. This will help our kindergarten students feel more comfortable on the first day of school.
- **Wednesday, August 23** is the **first day of the school year**. Wednesday through Friday (August 23 - 25) are **minimum days** with dismissal at 12:00 p.m. for our students.

There will be a **Welcome Back Coffee** on the first day of school at 8:00 a.m. in the parish hall. All parents are cordially invited!

### **BACK TO SCHOOL NIGHTS**

Our annual **Back to School Nights** provide an opportunity to meet with teachers and hear an explanation of their classroom programs. Back to school meetings are for parents only and are scheduled as follows:

**Parents of junior high students--Wednesday, August 30, at 6:00 p.m. in your child's homeroom.** Parents are to go directly to your child's homeroom and rotate through your child's daily schedule. A schedule will be given to you. Parents who have a child in 7A homeroom should meet in the science lab. Volunteer sheets will be located in the main school hallway. PSA fundraiser information tables will be located outside in the front of the school.

**Parents of students in grades kindergarten through sixth--Wednesday, September 6 at 6:15 p.m. in your child's homeroom.** There will be two sessions for each teacher to talk to parents. Volunteer sheets will be located in the main school hallway and fundraiser information tables will be located outside in the front of the building. Please come at **6:00 p.m.** to sign up on volunteer sheets, check out the uniform exchange, and talk to representatives concerning our fundraisers.

### **STAR ASSESSMENT**

Students in kindergarten through eighth grades will be taking a test called the Renaissance Learning STAR Assessment again this year. This test is **not** the STAR test given to public school students. Please send your child to school with a good nights rest and healthy breakfast during the weeks of September 11 through September 29. There will be three testing times during the year (September, January, and April/May) so we can analyze student growth throughout the entire 2017-2018 school year.

### **NEW PROCEDURE FOR VOLUNTEER CLEARANCE**

The Diocese of San Diego has changed the requirements in order to be able to volunteer in the schools. All volunteers need to be cleared through a safe school environment screening through an online program called CMG Connect. This program includes a safe school video, a review of the code of ethics, and a soft background check, if you have not been previously fingerprinted through the diocese. Many of the new parents who started at Madeleine last year have already completed this; now, we need to have all of our returning volunteers cleared through this new process. Later in this newsletter, you will find my letter emailed to all families in June, as well as the CMG paperwork to help you through the steps.

### **IMPORTANT SIXTH GRADE CAMP**

The cost for sixth grade camp will again be split into two installments this year. This makes it easier and more convenient for parents to afford to send their sixth grade child to camp. Payments will be due in **October** and **February**. More information concerning this will be sent to our sixth grade parents in September.

## **PSA COMMITMENT INFORMATION**

As stated in your contract, there is a **\$260.00 PSA commitment, which includes the mandatory purchase of \$60.00 of raffle tickets** for each family. Your PSA commitment must be fulfilled each year by **April 1** to secure placement for your child(ren) for the following school year. To avoid any confusion, I want to clarify that the following are the only ways to complete your commitment: 1. **Participation in the fall fundraiser;** 2. **Purchase of Madeleine Main Event tickets;** 3. **Purchase of items during the on-line, silent, and live auctions for the Main Event;** 4. **Your child's participation in the jog-a-thon;** 5. **Additional purchase of raffle tickets** beyond the mandatory \$60.00.

If you do not fulfill all your commitment through these **five fundraisers**, you may make a monetary donation for the difference. You can also make a direct donation of \$360 to pay your PSA commitment if you do not wish to participate in any of the PSA fundraisers. This is the figure that will allow us to meet our PSA budgetary commitment,

**Please refer to the copy of your 2017-2018 school contract.** Without successful fundraisers, the school budget will have to pick up the expenditures that are normally picked up by PSA. This means an increase in tuition. The school has been very conscientious about keeping expenses down for all families. **This \$260 PSA family commitment is still very inexpensive compared to most Catholic schools!** Please refer to your school contract for further details.

## **BOX TOPS FOR EDUCATION PROGRAM**

School of the Madeleine will be collecting **General Mills' box tops**. I want to thank *Ellen Ashman*, and *Julie Ott* for coordinating this program. For more information on our box top collection, please see information further on in this newsletter.

## **MAIN EVENT FUNDRAISER**

Our annual dinner dance or *Main Event fundraiser* is scheduled for **Saturday, March 10, 2018** at the **Hilton Mission Bay**. **Susan Cuttitta, Claire Dahlen, and Janel Divona** have been busy working on this event. Please look for more information concerning our Main Event later in this newsletter. We thank *Susan, Claire, and Janel* for volunteering to be our main event chairs. If you see them, please thank them for taking on this important PSA role! This special night promises to be a fun-filled event! The theme this year will be “**Studio 57**”, an evening celebrating School of the Madeleine’s founding year!

## **EARLY MORNING DROP OFF**

Please remember that the **campus is not open until 7:45 a.m. in the morning**. No child may be on campus before this time unless they are supervised by a teacher in their classroom or checked into day care. Free day care does not start until 7:45 a.m. Students who are dropped off early will be charged a fee and requested to sign up for the YMCA day care program. We will strictly adhere to this policy this year.

## **OUR EMERGENCY/TEXT ALERT SYSTEM**

In any emergency situation, the school will keep the Madeleine community informed in three ways: our Madeleine emergency alert text system, through room parent emails, and on our website. The most effective of these three systems is the emergency text alert system. These messages come straight from me to you and do not rely on the room parent coordinators to contact each room parent who then contacts each family in their child's classroom.

To sign up for our Madeleine text alert system, all you have to do is go to our Madeleine webpage and click on the red alert button on the top left hand corner and follow the prompts. Please make sure that you complete the entire process by finding the “Communication Tab”, clicking on “managing phones”, and entering your cell phone number. Verify that your status states that your **phone is active!** Then, go to “text alerts” to check the box where it says “Madeleine families”. Please remember to click on the save button to complete the process. If you have any difficulties signing up, please call Tara Lopez at the school office.

### **OPEN COMMUNICATION**

Open communication is at the heart of all Catholic schools. Please remember this during the school year when problems occur. As a large school community, there is seldom one point of view on any one issue, but we need to listen to each other with respect. I recognize that any decision made by the teacher or me will never make all interested parties happy! However, the process of listening to each other is very important. In addition, please remember that it is never helpful to me or to the school to make complaints or bring up issues after the school year has ended. It only increases frustration.

### **HELP NEEDED**

I need several individuals to help me to open car doors, greet students, and keep traffic moving each morning in the morning drop off area in front of school. Usually these individuals start at 7:45 a.m. and finish by 8:10 a.m. I would appreciate whatever help your schedule allows.

I am also looking for a parent to help set up the cones in the parking lot each morning. This would be the perfect volunteer opportunity for a parent who drives by the school each morning on the way to work. The cones can be set up anytime between 6:15 a.m. and 7:30 a.m. It only takes between 5-10 minutes.

We are also looking for several parents who can help with cutting back the ice plant in the field area and along the wall on Illion Street.

Please call me at the school office if you can help me in any of these areas.

### **PRAYER REQUESTED**

Please continue to pray for **Dawn and Noel Park** who are recovering from an accident. Their injuries continue to be serious and a long hospital stay is expected for them both. Please pray for the repose of the soul of **Elizabeth Gigerich**, mother of **Janet Herreweyers**, who passed away on Sunday. Also, pray for **Shona Brown** a graduate of Madeleine who needs special prayers.

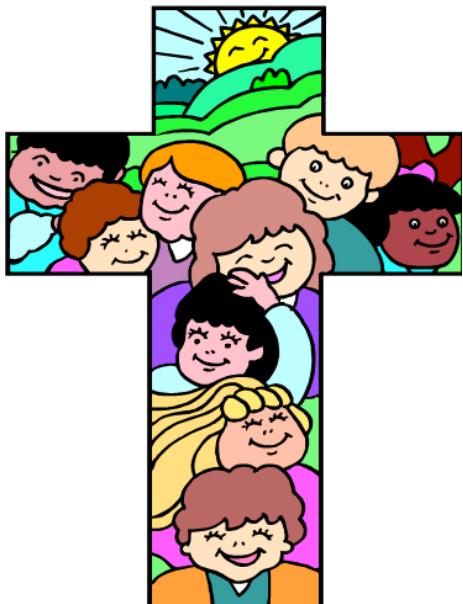
God bless,

*Jean*

Jean Coleman

*Thank you to:*

*Meg Alves*—for maintaining Tristan’s garden over the summer.



# Back to School Prayer

Dear Lord, use my eyes to  
See new friends.

Open my ears to  
Hear my teacher.

Let my heart  
Remember YOU are near when I'm afraid.

Help me to  
Love others like you do.

I want to  
Shine your light so bright in my School.

Amen

## SCHOOL NEWS

### VIRTUE FOR THE MONTH OF SEPTEMBER

The virtue for the month of September is **respect**. Respect means honoring other people and treating them with care and courtesy. It includes the ability to regard others with consideration and appreciation. It also includes good manners. Respect evolves from the belief that others have as much worth and dignity as ourselves. Therefore, harming others or their property is inherently wrong. As a school community, it is important that we need to help our children to understand and model this important virtue!

### **OPENING WEEK**

The first day of school is **Wednesday, August 23rd**. All class assignments will be posted on individual classroom doors and on a table in front of the office area. Classroom doors will be opened early on the first day of school. Please note that school starts at 8:00 a.m. and normally classrooms will be opened at this time. **Wednesday, Thursday, and Friday** will be minimum days with dismissal at 12 Noon. Because of traffic congestion during the first days of school, it is suggested that you bring your child early to school. Extended care will provide free daily service from 7:45 a.m. to 8:00 a.m. After the first day, all students who arrive on campus before 8:00 a.m. must report to the extended care area. If you **wish to stay with your child** and wait for the classroom doors to open at 8:00 a.m., **you must go to the tables in back of the school**.

### **8<sup>th</sup> GRADE GRADUATION FEES**

To make eighth grade graduation fees easier and more convenient for our parents to afford, the cost will be split into two installments. The payments will be due in **October** and **February**. More information concerning graduation fees will be sent home to our eighth grade parents in September.

Orange service/volunteer hour cards will be due **April 1**. April 1 will be during Easter vacation so in order to have your card turned in on time, you will need to turn it in by March 29 before Easter vacation begins. This will help the office staff to be more efficient in handling all the end of the year commitments and responsibilities. Any service points completed in May or June must be carried over to the following year.

## **UNIFORM REGULATIONS**

All students should be in **full uniform** the first day of school. All uniform shorts, including P.E., must be purchased at Dennis Uniform. School of the Madeleine has standards of neatness in dress and hair! In the past, we have struggled with students who have not followed our uniform regulations by wearing short skirts, rolled skirts, incorrect socks, no belts, inappropriate hair length, and the wrong shoe color or shoelaces. Students who do not follow uniform policy will receive a uniform infraction notice, which will affect their Responsible Behavior grade.

**Please check your child before leaving your home each morning.** Many minutes are spent during the school day correcting these student violations. Thank you for your support!

## **YMCA EXTENDED CARE**

Extended day care (for kindergarten through eighth grades) will be available beginning Wednesday, August 23. This program opens at 6:30 a.m. and ends at 6:00 p.m. Because our extended care program is a licensed day care provider, it is important that any child who is attending morning or after school care fill out the registration forms. This can be done through the YMCA in Mission Valley. **Please note that they have a part-time rate available to our parents.** This part-time rate was developed for School of the Madeleine families only and should help many of our parents with extended care costs and provide an additional option.

Students who arrive before 7:45 a.m. must immediately report to the day care trailer and have their parents sign them in with the YMCA personnel. From 7:45 a.m. to 8:00 a.m., there is an unlicensed extended care program. During this time, all students must be seated at the lunch tables in the rear of the main school building. An orderly dismissal from this area will occur with the 8:00 a.m. bell. Please remember that students are not allowed in front of the school building (even with a parent) before the bell rings at 8:00 a.m. These procedures are important for the safety of our students. Thank you for your cooperation.

## **SAFETY FOR PRESCHOOL AND KINDERGARTEN STUDENTS**

Safety continues to be a very important focus for our kindergarten and preschool students. Classroom doors for these students will open at 8:00 a.m. If you bring your child before this time, you must wait in the courtyard area in front of the classrooms. Since there is no school supervision, parents are responsible for their child. No child is allowed to play on the swings or the play structure at this time. Kindergarten parents may also choose to check their child into extended care. An adult from our extended day program will escort registered kindergarten students from our day care program to their kindergarten classroom.

Sorry, there is no day care service provided for preschool. After the first day of school, it is important that kindergarten parents help develop their child's independence by leaving their child at the door of their classrooms.

## **\*\*TRAFFIC PROCEDURES\*\***

Attached to this newsletter you will find a list of traffic and safety rules for you to follow during the school year. The safety of our students is a primary concern. Please read these rules carefully before the first day of school. Due to the size of the school, I suggest you bring your child to school early during the first week and have them check into our YMCA Day Care until the 8:00 a.m. bell rings. Remember that there is no charge for the use of the extended care program beginning at 7:45 a.m. Please do not wait outside of the classrooms with your child after the first day of school. If you wish to stay with your child and wait for the 8:00 a.m. bell, do so in your car or at the lunch table area at the back of the main school building. After the first week, parents of small children should walk their child to the front gate or to the kindergarten play area. It is important for each parent to say their good-byes to their children outside the classroom. This will avoid confusion in the classroom and will allow the teachers to welcome their students. Thank you for your cooperation!

**FIRST WEEK OF SCHOOL**  
**WATCH FOR IMPORTANT PAPERS TO COME HOME!**

Throughout the first days of school, the office will send home with your child the following 2 items: an Emergency Card and the Disaster Release Record (yellow) form. **Both forms are due in the classroom by Wednesday, August 30, 2017.** Permission slips to play sports will also be sent home.

The second week the orange Family Service Points Record (Orange Card) and the Earthquake Comfort Bag Flyer will be coming home.

The orange Family Service Points Record will help you keep track of service hours earned. Please remember that each family is required to complete **20 service hours** during the school year. Completed record cards may be turned into the school office at anytime during the school year! The record will be due in the school office by **April 1, 2018**.

For specific information regarding fundraiser obligations, refer to your Parent/Student Handbook or your school contract. Fundraiser commitment and service point cards are **due April 1, 2018** for all Madeleine families. Please remember that families who do not complete their service points will not be allowed to re-register for the 2018-2019 school year.



**NURSES OFFICE**  
**VOLUNTEERS NEEDED!**

We are looking for volunteers to help in the nurse's office between 11:45 am and 1:00. If you have time to volunteer any day of the week please sign up at the Back-to-School Coffee in the parish hall or call the school office at (619) 276-6545 ext.222. If you have questions regarding what the duties consist of you may contact the school office. All volunteers are required to view the Diocesan Video and have a live scan on file in the school office. **NO EXPERIENCE NECESSARY!**

**HOT LUNCH**  
**VOLUNTEERS NEEDED!**

Each year a dedicated group of volunteers have arranged and worked to give our Madeleine students a pizza hot lunch twice a month. In order to continue our hot lunch program, we need your help! We are in desperate need of new volunteers. Volunteering means helping to serve hot lunch on campus on hot lunch days. You should be prepared to be on campus from 11:45 a.m. to 12:45 p.m. If you can help, please call **Angela Levy (619) 684-5518**. I know it will be a BIG disappointment for our students if we have to cancel hot lunch because there are not enough volunteers!

## **MILK PROGRAM** **VOLUNTEERS NEEDED!**

Volunteers are needed for less than 30 minutes a day from 11:45 to 12:15 p.m. to distribute milk to students at lunchtime. Great volunteer opportunity if you live or work near by. If you are a stay home parent with a small child that could help you, you may bring them. Our milk program has been running for 30 + years thanks to our great parent volunteers. We couldn't do it without you! Please consider helping this year. Sign-up at the Back to School Coffee on August 25th. Call Cyndi Lugo for more information (858) 361-2364.

## **SUBSTITUTES FOR LUNCH DUTY** **VOLUNTEERS NEEDED!**

Even though parents are no longer required to do lunch duty, we will occasionally need substitutes for absent teacher assistants. If you can help please sign up at the Back-to-School Coffee or call the school office so your name can be put on a substitute list. You will receive 2 service points for each yard duty served. Substitutes must report to the P.E. office at 11:50 a.m. and do supervision until 1:00 p.m. Substitutes must have been live scanned, have seen the Safe School Environment video, and signed the Diocesan Code of Ethics.

## **EVERYONE A READER** **VOLUNTEERS NEEDED!**

Everyone A Reader is a program designed to help students develop confidence and fluency in reading - specifically targeted for grade levels 1 – 3. It's a wonderful volunteer opportunity for parents who would love to share time reading with a child and earn service points. Reading tutors receive a brief training and then work 1 hour per week with "their" students supporting them through the process of learning to read.

Everyone A Reader is a program designed and overseen by the San Diego County Office of Education and has been implemented at School of The Madeleine for several years. While we are hoping to continue its success - without your support we don't have the tools necessary to do so. We are hoping you will consider this 1 hour/per week or every other week commitment to help enhance the reading fluency in our school. Your child does not need to be in grades 1 - 3 to volunteer for this program, all parents, grandparents, and parish members are welcome.

Our mission is to fill the present need for additional tutors, and we are inviting you to consider becoming part of our wonderful team of moms, dads, grandparents and members of our community who are all supporting the program by reading with a child. There will be a brief (1 hour) training session before tutoring begins in late September or the beginning of October.

We will have a sign up sheet at the Back-to-School coffee on the first day of school, or you can contact Carrie directly.

Carrie Engelman - [cengelman@hotmail.com](mailto:cengelman@hotmail.com) / 619 204 5107

Volunteers need to be Live Scanned and must have viewed the Safe Schools video or be cleared through the CMG Connect process.

Thank you for your support.

## **UNIFORM EXCHANGE** **VOLUNTEERS NEEDED!**

The school uniform exchange is looking for volunteers for the 2017-2018 school year. Helpers sort and label the used uniforms and/or lend a hand at the exchange. Earn service hours and get first pick of the uniforms! This is a free service offered to SOM families and needs supporters to keep it running. Please email Juliet Conniff at [julietbutcher@sbcglobal.net](mailto:julietbutcher@sbcglobal.net) to volunteer or for more information.

## **THE MONTHLY SCHOOL NEWSLETTER**

All monthly newsletters during the school year will be **emailed to each family** or you may download it from the Madeleine website ([schoolofthemadeleine.com](http://schoolofthemadeleine.com)). Contact the office if you do not receive your e-mail.

### **Grandparents' Day**

In order to plan ahead, our annual Grandparents' Day is Friday, April 20, 2018. This is a minimum day with dismissal at 12 Noon.

### **THANK YOU Paula Cross and New Family Mentors**

Paula Cross has been busy matching every new family with a mentor from our Madeleine family for the last few months. Thank you, Paula for all your help! And a big thank you to all our mentors and student helpers for the warm welcome and support you give our new families!

### **COLLECTION FOR CCSA**

During the month of September, St. Mary Magdalene Parish is asking for donations of shorts, socks, vienna sausage and macaroni & cheese. We ask that Madeleine families bring their donations to the school office, take them to the rectory office, or leave them in the vestibule of the Church between 8:00 a.m. and 4:30 p.m.

### **NOTICE OF NONDISCRIMINATION POLICY**

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



**A graduate of School of the Madeleine is:**  
a compassionate Catholic/Christian  
an independent learner  
a responsible individual  
an effective communicator and  
a globally aware citizen

# School of the Madeleine

1875 Illion Street • San Diego, CA 92110 • (619) 276-6545

Dear Madeleine Parents,

The Diocese of San Diego has changed the requirements in order to be able to volunteer in the school. All volunteers need to be cleared through an online program called CMG. Many of the new parents who started at Madeleine last year have already completed this process. Now, we need to have all of our returning families who have volunteered at our school in the past to be cleared through this new program by June 1, 2018.

I want to let you know now so you can finish this process over the summer. The Safe Environment Curriculum Video is an hour and a half total, broken up into three videos and a review of the code of ethics. You must complete all the sections required in order to volunteer at the school. You will want to view the video portion without children present or within listening range. See the attached paperwork that will help get you started to complete this screening.

During the online program, there will be a pop-up screen asking if you have been previously live-scanned through the Diocese of San Diego. If you have, indicate yes and you will skip that portion of the process. If you haven't gone through the live scan process through the Diocese of San Diego, you need to mark no and will then need to complete the background check portion of the program. There is a \$20.00 fee for the background check, payable to School of the Madeleine. Once you have completed all sections of the curriculum, you will print a copy of the certificate. We need a copy of the certificate along with \$20.00, if applicable, sent into the school addressed to Diana DiLiberto. **We have to have all paperwork and payment turned into Diana before you will be totally cleared to volunteer for any activities at the school.**

Please call Diana DiLiberto if you have questions, 619-276-6545 Ext. 232 beginning August 15, 2017.

Please pass this information onto grandparents, parishioners, and new parents entering our school community who want to be able to volunteer at our school.

Thank you for your time and dedication in helping keep our students safe.

God Bless,

*Jean Coleman*

Principal

# CMGConnect

## Online Training Instructions

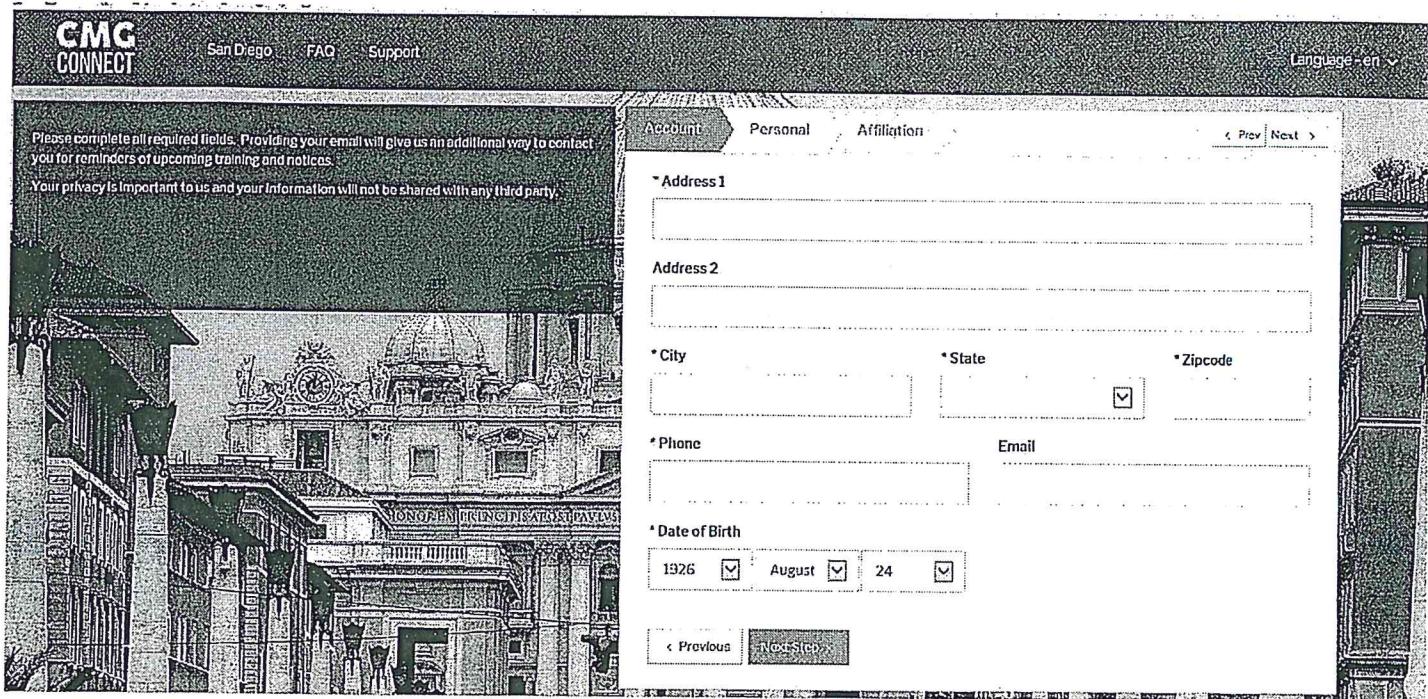
### Diocese of San Diego—End-User Instructions

#### Self-Register

1. Please access all training at [www.CMGconnect.org](http://www.CMGconnect.org). These screen prints are samples only—these will help during your account set-up and accessing the training.
2. Create an account by completing all of the information in the next several screens. If you have done training in the past, you already have an account. Please login with your previous username and password. If you cannot remember your username and password, please click the FAQ or the Support tab for additional information.
3. Diocese – San Diego Diocese

The screenshot shows the CMG Connect registration interface. At the top, there is a navigation bar with links for "San Diego", "FAQ", "Support", and "Language - en". Below the navigation bar, a message reads: "Already have an account? You don't need to sign up for a new one. Sign in Here." The main form is titled "Welcome to CMG Connect" and describes the Diocese of San Diego Safe Environment Compliance System. It states that CMG Connect integrates required training and background screening components for the Safe Environment program. A note indicates that users can log in with their previous CMG online defensive driving training credentials. The form itself is divided into three tabs: "Account", "Personal", and "Affiliation". The "Personal" tab is active, showing fields for First name, Middle name, Last name, Username, Password, and Password confirmation. A "Next Step" button is located at the bottom of the form. The background of the page features a faint watermark of a church building.

3. You will be asked to provide your address and other demographic information.

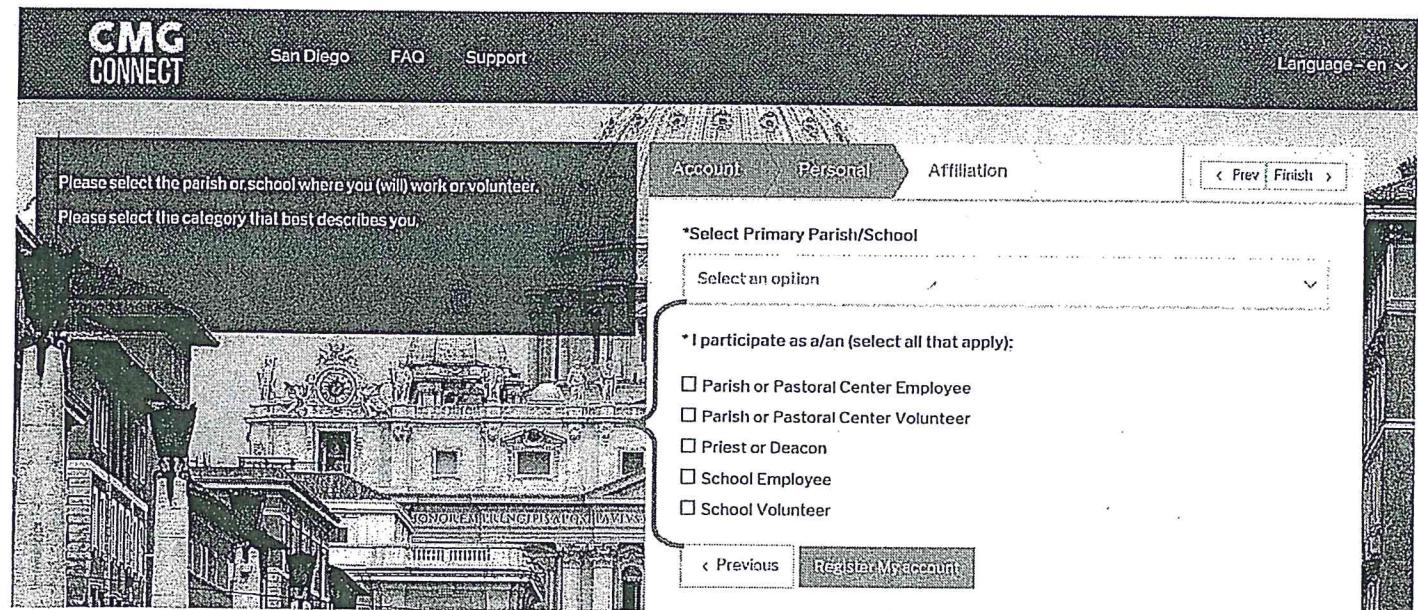


The screenshot shows the third step of a CMG Connect registration process. At the top, there are links for "San Diego", "FAQ", "Support", and "Language - en". The main content area has three tabs: "Account" (selected), "Personal", and "Affiliation". Below these tabs is a note: "Please complete all required fields. Providing your email will give us an additional way to contact you for reminders of upcoming training and notices." Another note below states: "Your privacy is important to us and your information will not be shared with any third party." The "Personal" tab is active, showing fields for "Address 1" (a text input field), "Address 2" (another text input field), "City" (a dropdown menu), "State" (a dropdown menu), "Zipcode" (a text input field with a dropdown arrow), "Phone" (a text input field), "Email" (a text input field), "Date of Birth" (a date picker set to 1926-08-24), and "Gender" (a dropdown menu). Navigation buttons at the bottom include "< Previous", "Next Step >", and "Finish".

4. You will be asked to select your primary parish or school. Next you will select how you participate within your parish or school. Please select the role that is applicable to how you work or volunteer at your location. This allows the platform to automatically assign training that your Diocese requires you take. **If you are unsure how you participate, please contact your site administrator or coordinator**

School - School of the Madeleine

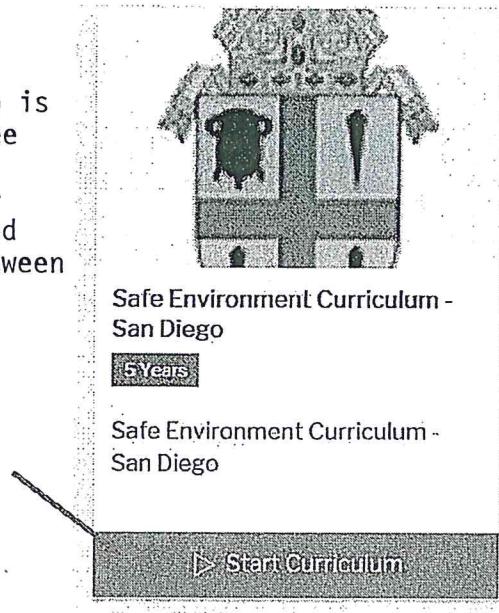
Participate - School Volunteer



The screenshot shows the fourth step of the CMG Connect registration process. The left side displays two notes: "Please select the parish or school where you (will) work or volunteer." and "Please select the category that best describes you." The right side shows the "Personal" tab selected. A dropdown menu titled "\*Select Primary Parish/School" is open, with "Select an option" listed. Below it is a section titled "\* I participate as a/an (select all that apply):" containing five checkboxes: "Parish or Pastoral Center Employee", "Parish or Pastoral Center Volunteer", "Priest or Deacon", "School Employee", and "School Volunteer". Navigation buttons at the bottom include "< Previous", "Register My Account", and "< Prev | Finish >".

5. Once you have completed the registration process, you will see your required curriculums. Click to start. If you are a Parish Employee, Parish Volunteer, or School Volunteer you are required to complete a background check. All Clergy, Deacons, and School Employees are required to have Live Scan fingerprinting.

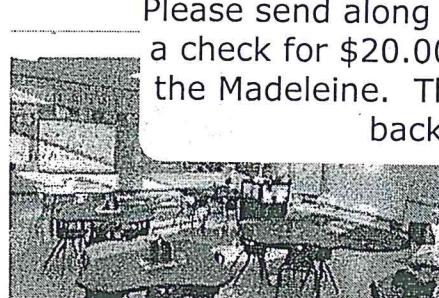
The Safe Environment Curriculum Video is 60 minutes total, broken up into three 20 minute segments. Each segment is followed by a few short questions for the viewer to answer. It is estimated that the entire program will take between 65 and 85 minutes.



6. You must complete all sections within your required curriculum. Although it is not required, once you are finished, you can print a certificate. Your parish/school coordinator will also have access to check your compliance online.

\*\*\*\*\*Once you complete all sections please print out a certificate and give a copy to the school coordinator.

<a href="#">Curriculum Overview</a>
<a href="#">Curriculum Information and results</a>
<a href="#">Sample Video</a>
<a href="#">Video Page</a>
<a href="#">Video Questions</a>
<a href="#">Question/Answer Page</a>
<a href="#">Code of Conduct Page</a>
<a href="#">Read and Sig Page</a>



Please send along with a copy of the certificate a check for \$20.00 made payable to School of the Madeleine. This will cover the cost of the background check.



Depending on your role with the Diocese, you may be required to have fingerprinting or a background check

For technical assistance, please click the Support tab.

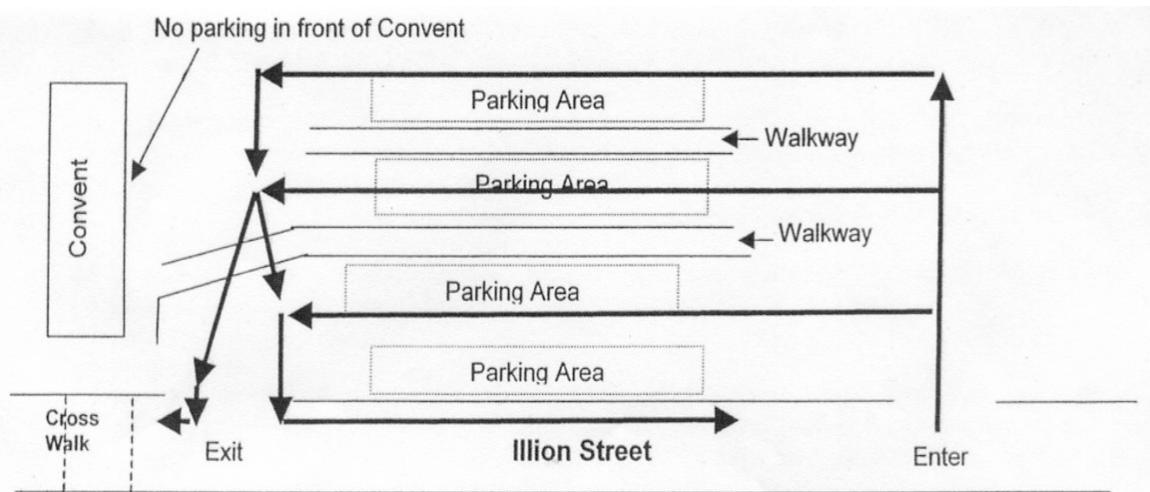
You will be asked to further describe your issue so someone can assist you.

## PARKING GUIDELINES

Over 600 children arrive and depart school every day. The great majority of these children arrive by car. For this reason, it is extremely important that parents follow the school parking guidelines. These instructions were designed by the San Diego City Police Department's School Safety Officer.

Please read these guidelines and follow them. Your child's safety is at stake!

1. Enter the parking lot at the north end. Exit at the south end (see map below).
2. Park in the designated parking spaces. Do not block the aisles.
3. PARKING LOT SPEED LIMIT IS 5 MILES PER HOUR (that is slow!)
4. Instruct children to use the crosswalk and designated walkways in the parking lot.  
Look both ways!
5. The main crosswalk by the convent is the only place that students may cross the street.
6. Pedestrians must use designated walkways between parked cars. Traffic lanes are for cars only.
7. The convent parking lot is reserved for faculty only. No parent parking!
8. Students may be dropped off at the white curb in front of school, provided that the driver is **able to pull up to the curb (double parking is not allowed)** and driver is not blocking traffic. If you are not able to follow these guidelines, please proceed up the hill and turn into the parking lot.  
No traffic tie-ups please.
9. No U-turns on Illion Street.
10. Follow the directions given by the Safety Patrol and Staff in the parking areas.
11. PAY ATTENTION. Your full attention is needed. Little children are difficult to see and will dart off in front of a car without thinking. Think Safety!
12. If you are exiting the parking lot from the row closest to Illion Street, you must turn left out of the parking lot. See map below for more details.
13. Students waiting for their parents to pick them up in the church parking lot must wait in the teacher supervised area near the convent. NO children are allowed to wait for their parents in the upper church parking lot or in front of the church, rectory or hall.
14. No parking in spaces facing the convent during school hours.
15. THINK SAFETY! Please do not use cell phones while in the parking lot.



# MAIN EVENT 2018

You are invited to join us as we celebrate School of the Madeleine's founding year at our annual Main Event...



Dear Parents and Friends,

You are invited to "Studio 57", an evening celebrating The School of the Madeleine's founding year! Join us Saturday, March 10, 2018 at The Hilton Mission Bay.

Planning is well underway for our annual auction and dinner dance gala. The evening will be filled with amazing auction items and one of a kind experiences to bid on. Great food, drinks, dancing and a few special surprises that you'll just have to be there to see!

We will hold an on-line auction prior to the gala. Place your bid on your phone and be alerted by text of the status of your item. We are also thrilled to bring back paper bidding on the night of the event.

If you are interested in becoming involved in the planning of this gala, please visit the Main Event tables set up at the Back to School Coffee in the church hall on August 23<sup>rd</sup> at 8:30 am. This is your opportunity to earn and satisfy your PSA service points. There are so many opportunities to be a part of this fun evening that benefits our children, their education and our school!

For additional information or sponsorship opportunities please visit [www.madeleinemainevent.com](http://www.madeleinemainevent.com) or contact us at [studio57me@gmail.com](mailto:studio57me@gmail.com).

Cheers to a GREAT year!

Susan Cuttitta, Claire Dahlen, & Janel Divona – Main Event Chairs



# 2017 STUDIO 57 DISCO DRAW!

On Sunday, September 10<sup>th</sup>, at the Back to School Picnic, we will hold the Disco Draw! We will draw three tickets for a chance at 3 amazing prizes! One disco winner will win a one night stay at the Hilton San Diego Resort with 2 complimentary spa treatments (value \$600), one winner will win a pair of 3 day passes to the 2017 KAABOO music festival (value \$662), and one winner will win VIP parking in the Main Event Co-Chair parking space good for drop off and pick up during the 2017-2018 school year (value \$3,000). Disco draw chances are \$5 each, \$20 for 5 chances, or \$100 for 40 chances!!!!

Cash or checks made payable to Madeleine PSA. Place in an envelope with the completed form below labeled "Studio 57", and return to the office or your student's teacher. You can also purchase your disco draw chances before and after school in the parking lot September 4th through September 8<sup>th</sup>.

Envelopes must be received by September 8<sup>th</sup>! You do not need be present to win. Disco numbers will be assigned to your families as payment is received. SOM family numbers and disco numbers will be posted at the picnic. We will hold the drawing at the picnic, however, if you are not present at the picnic and win a prize you will be notified by phone.

Name: \_\_\_\_\_ Number of Tickets purchased: \_\_\_\_\_

SOM Family #: \_\_\_\_\_ Amount Enclosed: \$\_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please note:** You can sell tickets to grandparents, neighbors, and friends but make sure you designate your SOM family number.



# is returning to School of the Madeleine!

CYT@school is devoted to introducing performing arts to children, one school at a time, by providing a high-quality experience that is educational and enjoyable. Students will perform in highlights from:



**Workshops:** each week students will explore performing arts through acting, singing and dancing. Visual and performing arts reinforce literacy, speaking and listening. They provide natural opportunities for students to communicate, collaborate, create and critically think.

**Showcase:** a short performance to share some of what they've learned. It is minimal in nature - no sets but a borrowed costume piece and lots of enthusiasm!

**Perks:** script, tracks, a t-shirt and 2 tickets to a "big" CYT production.

**Focus:** an experience that is educational and enjoyable. It's not just about the showcase but the process of getting there and what they will take with them *after* - the joy, the hard work and feeling successful in knowing they've done their best.

**Students:** all students in grades 1-8 are welcome. There are a limited number of spots available. Let us know if your child has any special needs so we can be prepared to help meet them.

**Calendar:** meet in the St. Francis Room

	<b>Wednesday</b> Grades 1-8	
Week 1	September 6	2:55 – 4:25
Week 2	September 13	2:55 – 4:25
Week 3	September 20	2:55 – 4:25
Week 4	September 27	2:55 – 4:25
Week 5	October 4	2:55 – 4:25
Week 6	October 11	2:55 – 4:25
Week 7	October 18	2:55 – 4:25 rehearsal in hall
Week 8	<b>October 25</b> <b>Showcase</b>	1:00 dress <b>2:00</b>

Registration is online.

1. We have a NEW website at [www.cytsandiego.org](http://www.cytsandiego.org)
2. Scroll down and click on the CYT@school icon; then click on your school.
3. Create an account. EVERYONE must create a NEW family account due to our new website.
4. Fee \$150\*: includes t-shirt, script, tracks and 2 free tickets to a CYT show. Approx. 13 hours of program time is less than twelve dollars an hour plus the perks listed above = good value!

*\*Early bird incentive: the above price is for students registered BEFORE the first day of class.* If registered the first day, or later, the cost increases \$10. Have questions? Email: [CYTatschool@cytsandiego.org](mailto:CYTatschool@cytsandiego.org)



## CHILDREN'S CHOIR

The St. Mary Magdalene Children's Choir completed its 14th year to rave reviews.

We are hoping to continue to grow in our 15th year and are looking for additional voices to join the choir. **Student in Grades THREE THRU EIGHT are eligible to join the choir!** Rehearsals are held every Thursday afternoon from 3:00 p.m. to 3:45 p.m. in the church.

**We are also flexible with the time for sport practices and will dismiss children early .**

**\*\*\* Rehearsals are Thursdays from 3:00 to 3:45 pm \*\*\***

**\* \* \* \*FIRST REHEARSAL IS THURSDAY, OCTOBER 5TH \* \* \***

We have an active schedule planned for the new year with the Children's Choir. We will immediately begin rehearsal for Advent and Christmas. The Children's choir will be the principle choir at the **5:00 pm Christmas Eve Mass**.

If your child is interested please complete the attached application and return it to the school/rectory, or have your child bring it to the first rehearsal.

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### **Application for St. Mary Magdalene Children's Choir**

Return to: School of the Madeleine/St. Mary Magdalene Church  
Attn: Mary Kay Evanko, Director of Music

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

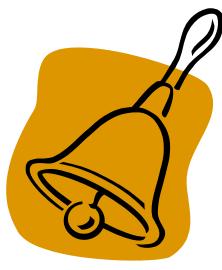
Phone Number: Home \_\_\_\_\_ Work/Cell \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

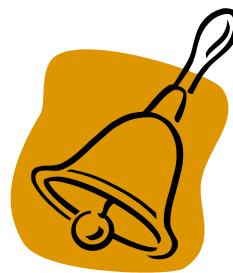
Please Check Appropriate Box:

After rehearsal my child:

will be picked up by parent at church      will go directly to extended care at school



## CHILDREN'S HAND BELL ENSEMBLE



We are starting our ninth year with the School of the Madeleine Hand Bell Ensemble. The ensemble will not only be playing at certain school masses during the year but they will also be playing for the **5:00 pm Christmas Eve Mass!** This choir is for students in grade 4—8. Your child does **not need to know how to read music to be a part of this choir.**

We **need** to have at least **8 students** to continue the choir but would really like to have **10 to make a full sound.**

**\* \* \*Rehearsals are Tuesdays from 3:00 pm to 3:45 pm. \* \* \***

**\* \* \*FIRST REHEARSAL IS TUESDAY, October 10, 2017 \* \* \***

Hand Bells are a beautiful instrument, but must be treated with care. The children are required to wear gloves which we will supply. If you think your child is interested please complete the attached application and return it to the rectory, or have your child bring it to the first rehearsal.

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### Application for School of the Madeleine Hand Bell Choir

Return to: St. Mary Magdalene Church

1945 Illion Street

San Diego, CA 92110

Attn: Mary Kay Evanko, Director of Music

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: Home \_\_\_\_\_ Work/Cell: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please Check Appropriate Box:

After rehearsal my child:

will be picked up by parent at church     will go directly to extended care at school



## Altar Server Training



Training for new Altar Servers will take place during September after school. We are inviting boys and girls in grades four thru eight to sign up for our **three day** training session. We are limiting the size of the training session to **six children**, this will allow for a more one on one training.

**Class Schedule: September 5, 6, & 7**

**Time: 3:00 p.m.— 4:30 p.m.**

**Place: Church**

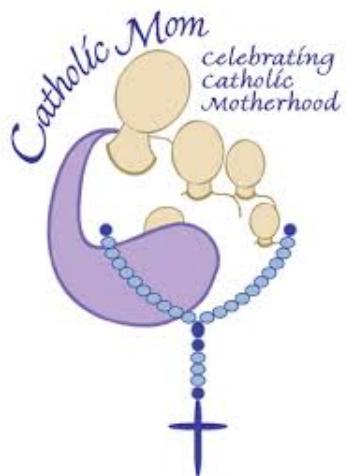
**This is a three day long class and attendance is required on all three days.**

After the training we will then assign the new altar servers to serve the weekday/ weekend mass with a senior altar server. They will also be placed on the normal rotation cycle.

**Names will be taken on a first come basis.**

Please contact Mary Kay Evanko at the rectory to enroll your child in the above mentioned training class.

Mary Kay Evanko  
Director of Music and Liturgy  
619-276-1041



*Only God knows the good that can come by reading one good Catholic book.*  
- St. John Bosco

Moms' Catholic Book Study invites you to join us and experience the good that comes from reading good Catholic books.

We meet every Wednesday from 9:30-11:30am in the Church Conference Room (aka “donut room”) during the school year.  
Children are welcome.

Beginning on September 6th, we will be reading  
“Courageous Virtue: An 8 week Bible Study of Moral Excellence  
for Women” by “Stacy Mitch.”

Please visit our website,  
<http://momscatholicbookstudy.weebly.com>, and  
click on *Meeting Information* for more details or  
contact Kim Uskokovic at mosaic22@hotmail.com



2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> <b>MINIMUM DAY</b> <b>MASS 11:00 am</b>	<b>2</b>
<b>3</b>	<b>4</b> <b>LABOR DAY</b> <b>NO SCHOOL</b>	<b>5</b>	<b>6</b> CYT Begins (Saint Francis Rm.)  <b>BACK TO SCHOOL NIGHT</b> <b>K-6 6:00 pm in classrooms</b>	<b>7</b> Band Assembly Gr. 3-5 1:45-2:10 pm Gr. 6-8 2:20-2:45 pm  Chess Starts	<b>8</b> Fall Fundraiser Ends  <i>Nativity of the Blessed Virgin Mary</i>	<b>9</b>  <i>St. Peter Claver</i>
<b>10</b>  <b>Back to School Picnic 3:00 – 5:00 pm</b>	<b>11</b>	<b>12</b>	<b>13</b>  <b>STAR TESTING</b>  <b>HOT LUNCH</b>	<b>14</b>	<b>15</b>  <b>MASS 11:00 am</b>	<b>16</b>
			<i>The Most Holy Name of Mary</i>	<i>St. John Chrysostom</i>	<i>The Exaltation of the Holy Cross</i>	<i>Our Lady of Sorrows</i>
<b>17</b>  <b>Catechetical Sunday</b>  Religious Ed. Classes Begin	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
			 <b>STAR TESTING</b>			
	Room Parent Mtg. 8:15 am (Hall)	<b>NEWSLETTER</b>				
		PSA Board Mtg. 1:30 pm				
				<i>St. Matthew, Apostle and Evangelist</i>		<i>St. Pio of Pietrelcina</i>
<b>24</b>  Religious Ed. Preschool Begins  MAD MOM's "Back to School Social" 4:00 -7:00 pm	<b>25</b>	<b>26</b>	<b>27</b>  <b>STAR TESTING</b>  <b>HOT LUNCH</b> <b>Picture Day Gr. K-4</b> <b>Progress Reports Sent Home</b> <i>Advisory Board Mtg. 5:30 pm</i> <i>St. Vincent de Paul</i>	<b>28</b>	<b>29</b>	<b>30</b>  <i>St. Michael, Gabriel, and Raphael, Archangels</i>  <i>St. Jerome</i>