



3729 Harding Avenue • Cheviot, Ohio 45211

**2016-2017  
Parent and Student Handbook**

**Mr. Jason Fightmaster, Principal**

School Office	661-7609
School Fax	661-8102
Parish Office	661-2000
School Nurse	481-3250
Attendance	481-3250, Press 5
Cafeteria	661-7609, Press 220
Cincinnati Public School Transportation	363-0330
School Website	<a href="http://www.saintmartin.org">www.saintmartin.org</a>
Ascend SMS	<a href="http://saintmartin.ascendsms.com">saintmartin.ascendsms.com</a>

**School Office Hours 7:00 a.m. – 3:15 p.m.**

**St. Martin of Tours School Handbook  
2016-2017**

**Table of Contents**

Introduction to Parents . . . . .	3-4
Mission Statement, Principal's Right to Amend, Spiritual Development	
Admission Process . . . . .	4-6
Tuition, Policy for Tuition Collection, Probation, Financial Assistance FACTS, Ohio EdChoice Program Participation, Probation	
Day to Day Concerns. . . . .	7-11
Attendance, Absence, Tardiness, Early Dismissal, Arrival/Dismissal, Morning Drop-Off, Afternoon Dismissal, After School Care, Bus Transportation, Bus Behavior, Parties, Field Trips, Lost and Found, Cafeteria, Text Books, Homework, Volunteers, High School Release of Directory Information	
Communication . . . . .	12-13
School-to-Parent, Parent-to-School, Custody, Parent-Teacher Conference Emergency Closing, Phone Calls, School Office Hours, School Visitors	
Standards of Behavior . . . . .	13-17
Discipline, Respect, Bullying Policy, School Staff Reporting, Parent Notification, Responding and Investigating, Protecting Anonymity, Discipline, Consequences for Behavior, Detention, Alternate Forms of Discipline, Suspension, Expulsion, Student Property Inspection, Enforcement of Discipline	
Evaluation. . . . .	17-18
Report Cards, Grading, Honors, Rainbow Award, Star Award, Character Counts, Graduation, Testing, Promotion/Placement/Retention	
Dress Code . . . . .	18-20
Health and Safety . . . . .	20-22
Student Illness, Emergency Medical Authorization Forms (EMA Form), Immunizations, Food Allergies, Medications/Inhalers at School, Routine Screenings Vision/Hearing, Postural/Scoliosis Screening, Communicable Disease, Pregnancy Policy, Fire Drills, Tornado Drill, Shelter in Place, Lock Down/Evacuation	
Beyond the Classroom . . . . .	22-23
Library, Technology	
Support Services. . . . .	23
School Nurse, Intervention Assistance, Remedial Reading/Math, Speech/Language, School Psychologist	

## INTRODUCTION FOR PARENTS

This handbook has been prepared to provide information for parents regarding the philosophy and procedures at St. Martin School. The education of children begins the day they are born. Their entrance into school is not the beginning of their education but the continuation of it. Parents have the first right and obligation in the education of their children. The teachers, professionally educated in the psychology of learning and techniques of teaching, wish to assist parents in this all-important work.

The school is usually one of the first experiences of Christian community that children have outside the family. The respect, communication, and cooperation that parents, teachers, and administrators exhibit among themselves should, therefore, model Christian community for children. Equally important are the respect, communication, and cooperation shown toward and expected from children as part of that community.

Parental attitudes toward the parish school and their respect for individual teachers are normally absorbed and reflected by children. Only if children perceive this mutual respect as a shared authority of parents and teachers will they be able to participate positively in their education.

We hope that this handbook, prepared by parents, faculty, and the administration will help to foster cooperation between home and school. Parents are asked to study this handbook **with their children** and to keep it at hand for reference.

### MISSION STATEMENT

***The Cornerstone of the Saint Martin of Tours School Community encompasses a strong belief that every child has many unique gifts to share. United by the Spirit, we assist students as they grow into their spiritual, academic, and personal best. Our high quality, value based Catholic Education will help our children learn and follow the teaching of Jesus Christ as we bring about the Kingdom of God.***

### Saint Martin of Tours School Community Believes

1. The purpose of Catholic Education is to experience the traditions and values of our Catholic faith along with quality academics.
2. Faith formation begins at home and grows each day at our Catholic school through prayer, example, reflection, and religious instruction.
3. Catholic Christian Service is an essential element in the formation of young people. Students will learn to use their God given talents throughout their lives to help others.
4. Students should be given a welcoming learning environment which challenges and meets their individual needs and abilities to achieve high standards.
5. Community provides a sense of belonging. When teachers feel they are an integral and valued part of a community, it is reflected in their teaching. When students experience this community feeling, they will thrive and work to their fullest potential.
6. Instruction is the implementation of curriculum and includes a variety of instructional methods, materials, and technology to meet diverse learning styles and student abilities.
7. Multiple and diverse forms of assessment need to be incorporated to evaluate student progress toward instructional goals.
8. Continuous improvement is attained when there is daily reflection and ongoing feedback from peers, administrators, parents, and students.

### PRINCIPAL'S RIGHT TO AMEND

The Principal, or his/her appointee, retains the right to amend this parent/student handbook for just cause.  
Parents and students will be given prompt notification if changes are made.

## **SPIRITUAL DEVELOPMENT**

Parents hold the natural right and responsibility for the spiritual development of their children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parents. Christian values become a vital part of the total curriculum. In communal services arranged by the school, the students participate in Mass once a week and daily prayer. Non-Catholics will participate in all aspects of the curriculum, but will not participate in the sacraments.

Parents are encouraged to give their children the opportunity for Reconciliation at parish Reconciliation Services and at other times during the year. Religious instruction is given several times weekly, and opportunities for a private and group prayer are provided at various times. Participation in Sunday worship is viewed as the primary expression of our existence as a community of faith.

## **ADMISSION PROCESS**

1. Target homeroom size for kindergarten through third grade will be 25 pupils. Target class sizes for grades four through eight should not exceed 30 pupils. However, class sizes in any grade should not be any smaller than 18 to 1, student to teacher ratio. The school administration may supercede these targets under special circumstances if it is deemed in the best interest of the school.
2. The student registration date deadline for St. Martin School will be determined yearly of that same year that the student is to be enrolled. Any registrations received after that date will be considered late as it relates to the selection process in Section 3.
3. If it is determined that there is a situation when St. Martin School needs to limit enrollment because of size, the selection process for grades K through 8 as outlined below is to be followed:
  - ◆ First priority is to be given to all students registered from the previous school year at St. Martin of Tours School as of the effective date of this policy.
  - ◆ Second priority is to be given to parish members, in active standing\* in the parish, with children who have graduated from St. Martin or with children presently registered and attending this school in the year that the new registrant would start, with first priority given to parish member who has been registered the longest.
  - ◆ Third priority is to be given to those families who are registered with St. Martin Parish the longest time and are active members in same parish. Family as defined by this policy would include custodial parent.
  - ◆ Fourth priority is to be given to any St. Martin School teacher who wishes to register his or her child at St. Martin School. The teacher must be presently employed by the school and in good standing in the year that the new registrant would start school.
  - ◆ Fifth priority is to be given to non-parish members.
  - ◆ If capacity for student enrollment is not filled by the registration deadline, applications will be on a “first come, first serve” basis. If multiple applications would be received on the same day and it is determined that this would cause St. Martin School to exceed its enrollment size for any class, the above criteria in Selection Process would apply.

4. St. Martin School requires a pre-tuition payment of \$50 per family--which is non-refundable. This must be included with the registration application to be applied to tuition. Should a family not be in a financial position to pay this fee at the time of registration they must meet with the business manager prior to the registration date deadline to make other arrangements. If this is not done until after the registration date deadline, the registration application will be considered late.
5. In accord with the Christian philosophy and goals of our school:
  - ◆ Admission shall not be based solely on ability or achievement.
  - ◆ We accept the positive obligation from the Gospel message to promote and encourage integration in order to help provide for the total educational experience of students in the school.
  - ◆ Students who are not members of the parish and seeking admission to St. Martin School to avoid desegregation will not be admitted.
6. A committee of the pastor, the school administrator/principal and the Chairperson of the Education Commission at St. Martin Parish will interpret and/or arbitrate any discussions and/or disputes concerning this policy.

\*Active standing is defined as one who registers in the parish, attends Sunday liturgy, and uses church envelopes on a regular basis

#### **School Age Policy (Kindergarten and First Grade)**

The Ohio Revised Code (3321.01) provides that no child may be admitted to kindergarten or the first grade unless he/she is five or six years of age on or before September 30 of the year of admittance.

1. Children who become five or six before October 1 or are of age for kindergarten and first grade respectively.
2. Children who become five or six between October 1 and January 1, inclusive shall be considered as underage candidates for kindergarten and first grade.
3. No children who become six after January 1 will be admitted to first grade during the school year already in progress.
4. All underage admissions are to be made following a screening, on a trial basis with a written statement to this effect, signed by parents. Failure to make a satisfactory adjustment will constitute grounds for removal of the underage child from the first grade program.
5. Underage children who have qualified and have successfully completed kindergarten are eligible without further evaluation, for first grade placement.

#### **TUITION**

Tuition and fees are established through the collaboration of the Finance Committee, Education Commission, and Pastoral Council. Tuition and fees are publicized for the following year before registration opens.

#### **Policy For Tuition Collection**

With the letter of intent/registration that parents sign they must submit an agreement to pay tuition according to a certain plan. The form on which this payment agreement is stated is due with the letter of intent. School opening packets will be given to all who are current with tuition payment.

If subsequent payments are not received by 15 days past the due date (the fifteenth of the month), a \$20.00 late charge shall automatically be assessed to the tuition payment.

If tuition is not paid in full by the end of the school year, the student(s) shall not be admitted for the following year.

If the tuition is not paid in full by the end of the school year, the school shall not release any student records until such

time as tuition is paid in full or a satisfactory payment plan is agreed upon.

If the August and May tuition payments are received after the first Monday of August or after the 15<sup>th</sup> of May, the payment must be paid with a money order, cashier's check or cash.

If tuition is not current as of August packet pick up date, the August packet will not be released.

If tuition payments become more than two payments in arrears, the Business Manager, at her discretion, may consider the payment agreement in default and the full balance of tuition shall be immediately due and payable. A written default notice shall be given to the parent/guardian. Upon receipt of the written default notice, it shall be the responsibility of the parent/guardian within 10 days to cure the default, pay the tuition in full, or make satisfactory arrangements to pay.

If the default is not cured, a letter will be sent stating that the student(s)' enrollment shall be terminated.

The Business Manager shall have the discretion to withhold the report card from any student whose tuition payments are not current at the **end of each trimester**.

It shall be the responsibility of the parent/guardian to notify the Business Manager of any change in their financial condition that might result in tuition payment problems.

An additional charge of \$30.00 will be issued for each check that is returned to us because of "insufficient funds."

### **Financial Assistance - FACTS**

Families requesting financial assistance must go online to [www.FACTSmgt.com](http://www.FACTSmgt.com) and complete the application form that is a request for financial aid in regards to cost base/needs base tuition. The cost base/needs base tuition aid allows the Catholic community an opportunity for a Catholic school education as it provides some monetary aid. There is a nominal processing fee for this application.

### **Ohio EdChoice Program Participation**

This Ohio Educational Choice Scholarship (EdChoice) Program is administered by the Ohio Department of Education and was created to provide students from underperforming public schools the opportunity, through scholarship funding, to attend participating private schools.

St. Martin School's participation in the Ohio EdChoice program is consistent with and, indeed exemplifies the mission of our school in its broadest sense. It embodies our Catholic values and enriches the St. Martin School community. As such, the St. Martin Education Commission endorses our school participation in this program subject to existing operating policies and procedures of St. Martin School.

With participation comes the need to comply with all program policies and procedures required by the state as outlined in the Ohio Educational Choice Scholarship Program, Policy and Procedure Manual, available online at [www.ode.state.oh.us](http://www.ode.state.oh.us) under the school operations tab.

### **PROBATION**

As a condition for enrollment of any student new to St. Martin School, the student and the parent(s)/guardian(s) agree that the student will be on a probationary status for the **first trimester of attendance**. During the probationary period, the student will:

- Achieve appropriate academic progress
- Comply with the discipline code of the school
- Attend school regularly and promptly
- Meet all financial obligations

At the conclusion of the probationary period, a meeting may be held with the administration and parents(s)/guardian(s) and a decision will be made regarding the student's enrollment. The decision made by the faculty and administration is binding and must be accepted by the parent(s)/guardian(s) on behalf of the student.

## **DAY TO DAY CONCERNS**

### **School Day**

The school day begins promptly at 7:45 A.M. Dismissal is at 2:30 P.M.

### **ATTENDANCE**

Parents should see that their child's attendance at school has priority over all other activities. Regular attendance and promptness are vital for successful academic progress. Parental insistence on attendance also underscores the parents' value of education.

### **ATTENDANCE GUIDELINES**

Regular attendance is not only essential to a student's success in school, but it is also required by law. The only legally recognized excuses are absences for personal or serious illness or death of a family member. Research indicates that students who have good attendance and are punctual achieve greater academic success. Persistent absenteeism interferes with continuity, creates a genuine hardship for the student, and is regarded as a very serious problem. Ohio law places upon the parent/guardian or other person having charge of any child, the responsibility for assuring the attendance at school of school age children. In addition, according to Ohio law, parents are required to notify the school when a child is absent.

### **ABSENCE**

Parents should call St. Martin's attendance line 481-3250 no later than 9:00 A.M. each day your child will be absent. Please state your child's name, reason for absence, and homeroom. If the school office is not notified by 9:00 A.M. you will be contacted to verify the safety of your child.

A note explaining the child's absence must also be given to the student's homeroom teacher upon his/her return to school.

Ohio State Law prohibits missing school for any reason other than illness or death in the family. Parents must notify the school in advance of an intended absence and send in a written note explaining the absence.

Prolonged absence of three or more consecutive days due to illness requires a note from the child's attending pediatrician/physician. The note should indicate the dates of absence and reason due to illness/medical need along with when the child is expected to return to school.

Once a child has accumulated 10 absences for the year, a doctor's note must be supplied for each subsequent absence.

Being an educational institution, St. Martin of Tours does not recommend taking students out of school for vacations. However, if parents find it necessary to take students out of school, they must send a note to the school office and notify the student's teacher in advance. Assignments, worksheets, etc. will be collected during the student's absence. These assignments can be retrieved upon the student's return to school. No assignments will be given prior to the vacation.

In regard to homework, students will be given one day of make up for each day of absence. For example, for a student who was absent one day, newly assigned work would be due the next day after his/her return (two days after the absence). A student who misses four days of school would need to turn in all make up work upon the fifth day after his/her return. Due dates for long term assignments will not be altered when students are absent due to a vacation (unexcused absence). Tests on already learned material that were assigned prior to the vacation will be administered when the child returns.

### **TARDINESS**

Students must be in their homeroom and ready for school to begin at 7:45 A.M.

Students who arrive after 7:45 must report to the school office accompanied by an adult and will be marked tardy whether the tardy is explained or unexplained. Students in grades 4 – 8 who have more than **FIVE unexcused tardies**

**in a trimester** will be assigned a Thursday afternoon school detention. Students in grades K – 3 who have more than **FIVE unexcused tardies in a trimester** will be required to attend a conference with their parent(s) and the Principal to help resolve the issue. The school social worker may also be asked to attend this conference.

Students who arrive after 9:30 A.M. will be marked as one-half day absent. Students who are at school, leave for an appointment, and return will receive a tardy for attendance purposes.

Students who are tardy for class will receive an infraction (6-8) and the school office will be notified.

Excessive tardiness may result in expulsion.

### **EARLY DISMISSAL**

School is normally dismissed at 2:30 P.M. In the event that your child requires an early dismissal, parents are asked to write a note to the teacher stating the reason. Ohio state law prohibits teachers from dismissing a child from school unless a note bears the signature of the parent(s) and approval from the principal.

A parent/guardian must come to the school office and sign out the child. The adult responsible for picking up the student may be asked to show proper identification. No child is permitted to leave the school grounds unless he/she has been signed out.

A student leaving before 12:00 NOON will be marked one-half day absent. State of Ohio guidelines require that early dismissal be used only for emergencies, and on rare occasions, difficult to schedule doctor appointments. Students are responsible for reporting to the office on time for their early dismissal.

**Three unexcused absences, habitual absences, or habitual tardies may result in the referral to the Hamilton County Juvenile Attendance Court Program.**

### **ARRIVAL/DISMISSAL**

Once you arrive on school property, you may not leave school grounds for any length of time for any purpose. The school day officially begins at 7:45 A.M. **Students are asked not to arrive before 7:25 A.M because there is no supervision.** The building is open to students at 7:25 A.M. At that time students may proceed directly to their homerooms. Teachers will be in their homerooms at 7:25 A.M.

**Organizational period** is from 7:25 A.M. until 7:45 A.M. each day. During this time, students prepare for class and must be ready to begin school at the 7:45 A.M. bell. Students entering the building after 7:45 A.M. will be considered tardy. When a student in grades K - 8 is late, with the exception of when the bus is late, a parent **must** accompany the student to the school office.

The school day ends at 2:30 P.M. Parents have supplied the school with dismissal plans for each child: walk, ride a bus, get picked up, attend an activity after school, or after care. These plans are followed unless the school is notified by note or telephone call of a change in a student's dismissal plan. Students not picked up by 2:45 P.M. will go to After School Care, and the family will be charged the daily fee for this service.

**MORNING DROP-OFF:** There are 2 car drop-off zones. The school side of St. Martin's Place and the school lot off of Harding Avenue. Students are not to be dropped off in any other area.

### **PATH OF THE DROP-OFF PROCEDURE FOR HARDING AVENUE**

1. The parking lot is a **RIGHT** turn only in and out
2. Cars will enter the parking lot and bear to the right.
3. A path will be indicated by arrows.
4. The path will make a loop in the parking lot.
5. There will be a marked area where cars will stop for the sole purpose of allowing children to exit the car.
6. Exit will be only by way of the doors on the ***right*** side of the car.



7. The marked areas are the only places students may disembark from the cars.
8. This procedure necessitates that the cars are continuously moving and will stop only briefly to allow the children to exit the car. Therefore, students should have their personal effects, lunch and backpack ready before the car reaches the drop-off point.
9. Exit the parking lot making a **RIGHT TURN ONLY** going towards Glenmore Avenue.

#### **DROP OFF FOR ST. MARTIN'S PLACE**

1. Cars should move down the street from Glenmore Avenue.
2. Students should exit the car only on the passenger side.
3. Students then should walk between the rectory and the Red School Building making their way to the double doors into the school building.

**FOR THE SAFETY OF ALL THE STUDENTS WE ASK EVERYONE'S COOPERATION. AT ALL TIMES STUDENTS SHOULD USE THE CROSSWALKS.** Morning walkers and bike riders on Harding Avenue should cross at the crosswalk in front of the yellow school building. Those using St. Martin's Place should cross at Glenmore and St. Martin's Place or at St. Martin's Place and Carson.

#### **AFTERNOON DISMISSAL**

There will be two bells for dismissal. The first bell will be for bus riders. Bus riders include those going to the YMCA, Alphabet Junction, After School Care Program, etc. It is important that these students leave the premises promptly. The second bell will be for students who are walkers, bike riders, and car riders or who are staying after school for any special activity.

**All walkers** using the crosswalk at Harding and Lovell need to exit through the Notre Dame Building (Yellow School Building) at the Harding Avenue door. Walkers using St. Martin's Place need to exit the building and proceed through the area between the Red School Building and the rectory.

**Bike riders** need to walk their bikes when on the school premises. Bikes are placed in the bike rack and should be locked.

**Car riders** should be picked up in only two areas: the parking lot off of Harding Avenue or on the school side of St. Martin's Place. We strongly suggest that you come a few minutes later rather than earlier. **Parents should not leave cars if they are in the path of the arrows. This lane should be a moveable lane at all times.**

**FOR THE SAFETY OF ALL STUDENTS WE ASK COOPERATION IN THIS MATTER. STUDENTS SHOULD ONLY BE CROSSING THE STREET AT A PROPERLY MARKED CROSSWALK. NO PEDESTRIANS SHOULD BE EXITING THE SCHOOL YARD BY THE DRIVEWAY ON HARDING AVENUE.**

For safety reasons, students are not permitted to loiter after-school. Only students enrolled in after-school activities or After School Care and under the supervision of the teacher/coach may remain. If a student is to stay after school for an activity, a sport practice, a detention, or to make up work, parents must know in advance. Parents should make arrangements for prompt pick up following the activity.

#### **AFTER SCHOOL CARE**

The After School Program is held from 2:30 P.M. to 6:00 P.M. each day there is a full day of school. While children may be picked up by their parents or guardians any time during the 3½ hours, all children must be picked up by 6:00 P.M. Parents are required to sign their child out of the program each day. Fees are \$10 per day, per child. If children are not picked up by 6:00 P.M., a fee of \$5.00 will be charged for the first minute and an additional \$1.00 for subsequent minutes after 5. Reservations and payment should be made by Thursday of the week before care is needed. Your payment reserves a spot in the program for your child for the following week. Information and registration forms can be obtained from the school office.

## **Transportation Policies**

### **Bus Transportation**

Bus service is provided for St. Martin School by Cincinnati Public School District. Any information concerning bus service can be obtained from them.

The area on Harding Avenue is for buses and childcare vans ONLY. The buses and van traffic has priority.

### **Bus Behavior**

In order to ensure the safe and efficient operation of school buses, students are required to follow the regulations already established by the bus driver. Student behavior which distracts the driver is a hazard to safe operation and jeopardizes the safety and welfare of all passengers. Misbehavior and/or irresponsible acts by students will be sufficient reason for refusing transportation services to any student. Violations that might require disciplinary action include, but are not limited to:

Being too noisy, changing seats while the bus is in motion, throwing objects on the bus or out the bus window, eating, chewing gum, littering, using abusive language, gesturing or behaving in a rude, disrespectful, or unruly manner, fighting on the bus or any other misbehavior deemed inappropriate.

### **Parties**

Student birthday treats may be brought to school. These should be simple and easy to distribute. Flower or balloon displays, special messengers etc, should not be delivered to school.

Invitations to parties which are held outside of the school should only be distributed at school if an entire group such as all boys, all girls, or the entire class is invited.

### **Field Trips**

Field trips that relate to specific units of student or provide enrichment for the students will be arranged by the teacher in consultation with the principal. The teacher will make arrangements in the event that chaperones are needed to assist with supervision. Written permission from parents or guardian is required before any student can accompany the class on a field trip. Students generally wear school uniforms unless the nature of the trip calls for another type of dress. There usually is a charge to cover transportation and entrance fees.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation in the field trip if they fail to meet academic or behavioral requirements. If a student has forfeited the privilege of participating in a field trip, the student is still responsible for coming to school. Parents will be informed of their child's loss of the field trip privilege and the reason for such action.

### **Lost and Found**

Lost clothing and articles are a continual problem. Students' names should be on everything they bring to school. At the end of each trimester, unclaimed and unmarked items are donated to the St. Vincent de Paul Society.

### **Cafeteria**

A hot lunch program is offered during the school year. Orders may be placed each morning in homeroom. Students are not permitted to bring soft drinks or buy them at school. Packed lunches brought to the school should be labeled with the student's name and homeroom and brought to the office. The student will pick up the lunch at the teacher's convenience. Parents are encouraged to pack only the items and the quantity that their children will eat, keeping in mind the basic rules of good nutrition. Students are encouraged to take home any uneaten food. Parents are not permitted to bring a fast food lunch to school for their child.

Because of limited space in the cafeteria and the seating arrangements of the students, parents are not permitted to eat with their children in the cafeteria.

### **CAFETERIA REGULATIONS- all students should:**

- Behave properly at the table and use acceptable table manners

- Dispose of waste paper and food scraps in proper containers.
- Eat food only in the cafeteria
- Speak only in a conversational tone of voice
- Treat each other and supervising adults with courtesy and respect.

All outstanding balances must be paid by end of the school year.

### **Text Books**

Hardbound textbooks are provided for the students and are the property of Cincinnati Public Schools. All textbooks, hardbound or paper should be covered at all times. The student is responsible for loss or damage of textbooks.

### **Homework**

Homework is assigned as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students. In addition to their value of helping students explore or reinforce material presented in class, they also help develop good study habits. Homework teaches self-discipline and responsibility. Students must learn to budget time and exert themselves realistically to meet deadlines. Homework should enhance classroom learning.

Under the heading of home assignments, students are expected to do research and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, memorize needed facts, or study for a test.

At the beginning of each school year, students in grades 2-8 receive an assignment book. Students are encouraged to use this book on a daily basis. Parents are encouraged to check this book and monitor its usage.

The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Parents should consult with the teacher if they observe that their child is spending an excessive amount of time on homework or if their child claims that he/she has none. Teachers will try to coordinate the amount of homework given with the other teachers in their grade level.

After 3:15 P.M. the school office is closed and no books or homework can be obtained from the classroom.

### **Volunteers**

Volunteers are a welcome and necessary part of St. Martin School.

St. Martin adheres to the Archdiocese of Cincinnati's Child Protection Decree policy that requires every new volunteer, coach, scout leader, etc. to complete a Selection.Com background check and attend VIRTUS training session before he/she can come into contact with children.

**Volunteers must sign in at the School Office and pick up a volunteer badge.**

### **HIGH SCHOOL RELEASE OF DIRECTORY INFORMATION**

Saint Martin School has designated the following information (students name, student address, home phone number, grade level, gender, and parent email) as directory information and will release this information for students in Grades Five through Eight to the Archdiocesan School Office for distribution to Catholic high schools in the archdiocese, unless the parent/guardian has submitted a Request to Restrict Directory Information form to the school office prior to June 30 or at the time of registration, if registered after June 30.

Parents who wish to restrict directory information should realize that their students will not receive information regarding high school enrollment, information events and testing. This information is available from the individual high schools.

## **COMMUNICATION**

Recognizing that parents are the primary educators of their children, the principal and faculty of St. Martin School strongly encourages open communication between the school and home. Throughout the school year, scheduled conferences provide teacher and parents an opportunity to discuss student progress. Understanding that concerns and problems are not so easily scheduled, the school has established procedures of effective communication between parent and teacher.

### **SCHOOL-TO-PARENT COMMUNICATION**

A school newsletter is sent out each Friday explaining important information and events coming up during the week. The newsletter is an excellent way to keep informed of the many classroom and school-wide programs that enrich and enhance the curriculum of the school.

School information is also available on Ascend <http://saintmartin.ascendsms.com> and the school web site [www.saintmartin.org](http://www.saintmartin.org) which can be accessed at any time.

### **PARENT-TO-SCHOOL COMMUNICATION**

Communications regarding absence, homework, vacation, bus transfer, early dismissal, appointments, and the like should be directed in writing to the homeroom teacher during the morning homeroom period, NOT to the school office. All notes should include the child's name and homeroom number.

Communication from the teachers may not take place during the school day because the teachers may not have an opportunity to see email until the end of the school day. If there is an emergency please contact the office to notify the teacher.

If a problem arises, parents are expected to speak directly to the teacher concerned first. Should the problem remain unresolved, the parent may then contact the school administration. Only after these steps are followed, should the pastor be involved.

**Parents who would like to speak with teachers or the principal are asked to request an appointment.**

### **CUSTODY**

The school office needs, in writing, any information regarding custody and visitation rights. A copy of the divorce decree should be sent to the office.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. 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-TEACHER CONFERENCE**

Scheduled conferences between teachers and parents are held during one or more of the grading periods. Other conferences may be scheduled according to need.

**Any conferences with teachers should be scheduled at the convenience of both the parents and the teachers. Teachers should be contacted through the school, not at home. Classes should not be interrupted for this purpose.**

### **EMERGENCY CLOSING**

If, for any reason, classes must be cancelled or delayed, an announcement will be made on the local stations and a phone message will be sent via the One Call Now system. Parents should NOT call the school or parish office. If St. Martin is in session, students who are not present will be marked absent since it is an official school day. If inclement weather occurs during the school day, a One Call Now message will be sent out for any dismissal changes.

### **PHONE CALLS**

The school phone is for business only. Neither students nor teachers may be called to the phone during school hours unless there is an emergency. Students may not use the phone for unnecessary phone calls. Calling home for homework, gym clothes, permission to visit another student after school, and the like are not permitted. Arrangements for transportation should be made in advance so it will not be necessary to use the phone for that purpose. The phone in the gym entrance may only be used after school hours.

### **SCHOOL OFFICE HOURS**

The school office is open each school day from 7:00 A.M. - 3:15 P.M. The office is closed during holidays, Christmas and spring breaks. If no one is in the office, callers may leave a message on the voice mail.

### **SCHOOL VISITORS**

For the safety and welfare of our students and faculty, all visitors must sign in at the school office. Unscheduled parent visits to a child's classroom during the day are not permitted. If it is necessary to bring an item for a student to school (lunch, medicine, etc.) the item, labeled with child's name and homeroom should be brought to the office, not the child's classroom. After being informed that the item has been left at the office the student will come to the office to retrieve the item at the teacher's convenience.

## **STANDARDS OF BEHAVIOR**

A school is an environment in which students **come to learn**. To promote this goal there must be a proper atmosphere in which to do so. Students must respect the right of each other to learn and must accept each other's individuality. In this way, each student will be free to reach his/her greatest potential. These standards extend to all phases of school activity.

**In Church**—Students should recognize that the church is the place of worship and that people act reverently there. All students attend and participate in designated religious functions.

**In the Classroom**—Students are expected to contribute to the proper learning environment through active participation, responsibility in completing assignments, following the classroom rules and respecting teachers, aides, volunteers and other students.

**In the Cafeteria**—Lunch is a time for students to relax and socially interact. Students are expected to be respectful and friendly toward all classmates, cafeteria volunteers, and monitors, and to use acceptable table manners and quiet voices. They should accept responsibility for the cleanliness of the area in which they eat. No schoolwork or books may be brought to the cafeteria.

**On the Playground**—Students will use the time on the playground for relaxation and enjoyment and allow others to do the same.

**In the Hallways and Restrooms** – Students are expected to show courtesy and respect to one another. They are not to loiter in these areas. **Students should help to keep these common areas clean and in good working order.**

### **DISCIPLINE**

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness and recognizes positive behavior whenever possible. To realize their freedom as sons and daughters of God, they must be led to grow in the realization and appreciation of the worth of others.

This implies respect and politeness to all classmates, parents, teachers, and staff members. Teachers are individually and personally responsible for the discipline of their own classes and are collectively responsible for the overall discipline of the school.

Parents also play an important role in creating a proper atmosphere at school. The Catholic Church and our school recognize parents as the primary educators of their children. The education of students at our school is a partnership

between the parents and the school. Consistency between what the school expects of the students and what the parents expect of their children at school should result in fewer discipline problems. Open communication through proper channels between parents and staff is not only encouraged, but, being a private school it reserves the right to talk to any student at any time. If however, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their child.

The learning environment must exist in all areas of the school building, including the church, playground, cafeteria, hallways, gym, and classrooms. Studies effectively argue that **interruptions in learning**, most often attributed to misbehaving students, have a more negative impact on learning than large class size. Failure to conform to required rules of conduct, as defined by the administration and the faculty, is punishable by appropriate disciplinary action to be administered by a teacher or the administration.

School policies will encourage the students to develop their skills in self-discipline.

### **RESPECT**

Respect for human dignity is a hallmark Christian behavior and is expected from every person in every encounter with another person, whether child or adult. Students are to consider it a matter of **personal honor** to show courtesy and thoughtfulness at all times to every member of the faculty, office, volunteers, maintenance personnel, all guests and visitors, and each other. This courteous interchange must also be modeled for the children in the respect with which they are treated. Our faith calls us to take action and to not remain neutral when incidents occur.

### **BULLYING POLICY**

St. Martin School has elected to use Ohio Revised Code, section 3313.666 as a model for its Bullying Policy. This policy includes the litmus test for defining bullying, a reporting mechanism, implementation of a staff and volunteer reporting requirement, parent notification standard, procedures for responding and investigating, strategies for protecting a victim from additional bullying and retaliation, and lastly a disciplinary procedure for those found guilty of bullying a student.

The law defines “harassment, intimidation, or bullying” to be any intentional written, verbal, or physical act that a student has exhibited toward another particular student with the following criteria:

- a repeated action
- intentional in nature
- contains a power

Bullying, as defined previously, can take place in a variety of areas. These areas can include but are not limited to: school, home, sporting events, practices, social networking sites, mobile device communication, etc. Students are encouraged to inform school staff – IMMEDIATELY – of any occurrence of bullying. If the incident is reported immediately, school staff and administration are able to address and hopefully remedy the situation right away.

Parents have the right, ability, and obligation to report what they interpret as bullying to the teacher first and then administration if necessary. You should maintain a record of your communication with the school, the school will do the same. The school and affected family will work together to develop action steps to address the problem. Any student may also ask their parent to contact the school or contact a teacher, staff member or the administration to report a bullying incident. Many times a student is a witness to bullying behaviors and can be a force for change. In order to investigate reported bullying the school reserves the right to talk to any student at any time.

### **School Staff Reporting**

All school employees, faculty, and staff are required to report any allegations of bullying or violations of this Policy involving students to the principal.

### **Parent Notification**

If and when the school suspects or receives a report of bullying, the teacher or the administration/staff will contact the affected families in a timely manner. It is the school's objective to have united effort; school and home, staff and student to address and resolve incidents of suspected bullying in school. The school's intent is to have a clear line of communication so as to develop strategies that work towards solving incidents of bullying and creating a culture rooted in Gospel Values.

### **Responding and Investigating**

When an incident of suspected bullying is presented to the teacher or administration/staff, the following will occur.

- Use of the previously stated definition to determine if bullying is occurring.
- Protect the child/victim's anonymity.
- If it is found to be bullying, the teacher or administration/staff or appointed designee will conduct an investigation. The strategies of the investigation may include, but not limited to: parent/school discussions, supervised interviews with victim, collection of anecdotal data (stories, interviews, etc.).
- Develop strategies to protect the child from additional bullying and/or retaliation.

### **Protecting Anonymity**

When an incident of suspected bullying has been shared with the teacher/administration/staff, the school will implement strong measures to maintain confidentiality of the identity of the students involved as best it can. Despite the odds that this may cause challenges for an investigation, it is of the utmost importance to the teacher/administration, staff and general school community. The goal of anonymity is to protect all children from further bullying and/or retaliation.

### **Discipline**

If at the conclusion of a given investigation, the suspected child is found guilty of bullying, appropriate measures will be taken following the handbook policies. Discipline at St. Martin School is rooted in the Gospel. That being said, it is the goal of the teacher/administration/staff to end bullying and help those found guilty to no longer be a bully. A plan will be developed to assist the student which may include behavioral contracts, school/pastoral/ outside counseling, school and community service projects.

If in the event the bully relapses into negative behaviors the administration has the authority to choose to re-initiate the above strategies, implement school suspension or expulsion.

In order to ensure that a classroom environment most conducive to academic achievement continues for all students, Saint Martin utilizes a point system to communicate a student's behavior with parents. The infraction points are noted on the AscendSMS website.

### **Consequences For Behavior**

1. FIVE POINTS -- one hour of detention
2. SEVEN POINTS -- a second detention and a conference is scheduled with the parent, student, and teacher(s)
3. TEN POINTS -- may result in a one day detention
4. TWELVE POINTS --- may result in a multiple day suspension
5. THIRTEEN POINTS – may result in expulsion

### **DETENTION**

Students in grades 4 through 8, whose behavior is not appropriate to the school environment, will receive a detention slip that is to be signed by their parent and returned to the teacher who issued the detention. Detentions for students take place on Thursdays from 2:35-3:35 P.M. No exception will be made except in the case of a prearranged medical appointment. Parents should provide for prompt pick-up at 3:35. Failure to serve a detention without prior arrangements may result in a second detention being issued. Students who continually or severely disregard the Courtesy Code or the regulations in this Student Handbook will receive a detention.

- In case of a medical appointment, proper documentation on the physician or therapist's letterhead or prescription pad must be submitted the following day to the principal.
- Proposed inability of the parent or their chosen surrogate to transport the child in a timely manner after detention is NOT considered a reasonable cause to reschedule detentions.
- Conflicts with extracurricular activities such as but not limited to scouts, sport practice, or sport competitions at any level are not deemed reasonable circumstances to exempt a student from serving detention.
- If an assigned detention is missed due to the student's absence from school, the cancellation of all detention for that day by the school, or formally excused by the principal the student will serve the detention on the next regularly scheduled detention date.
- Students not reporting to detention without being excused by the principal are subject to a second detention or out of school suspension.

### **ALTERNATE FORMS OF DISCIPLINE**

Alternative disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance. For example, vandalism to school property may result in cleaning the school property; littering or making a mess in the cafeteria may result in clean up duty. Parents will be notified when alternative measures are utilized.

### **SUSPENSION**

The principal may suspend students both in school and out of school. Students will have the opportunity to explain their behavior, and the students' parents will be notified. In the case of extremely deviant behavior, the principal may remove the student from class until the matter is satisfactorily resolved. A suspension will be noted on the report card.

### **EXPULSION**

In extreme cases the principal/pastor may expel a student for academic or disciplinary reasons. Students will have an opportunity to explain their behavior and the parents will be called in for a conference.

The following are examples of unacceptable behavior, which upon interpretation by the school administration, could be cause for immediate detention, suspension, or expulsion.

1. Continuous class or school disruption
2. Insubordination
3. Physical and psychological abuse or cyber bullying of another person
4. Threatening or intimidating acts toward another person.
5. Verbal, written, or gesture of obscenity.
6. Possession or use of drugs, alcohol, or cigarettes
7. Possession of firearms, knives, or other dangerous objects
8. Stealing
9. Fighting
10. Consistent failure to submit school assignments or perform work in class.
11. Cheating
12. Truancy
13. Other actions that are seriously opposed to school policy to the philosophy of the Catholic school.

All immediate detentions issued will be considered 5 points.

The principal is the final recourse in all disciplinary matters and may waive any and all rules at their discretion for just cause.

### **STUDENT PROPERTY INSPECTION**

School administrators/teachers may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks and computers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition to bringing them onto or taking them from the school's premises. Such items include, but are not limited to, packages, lunch boxes or lunch bags, containers,



backpacks, duffel bags, book bags, purses, and pockets. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action up to and including expulsion, even for a first refusal.

Some guidelines for these procedures are:

Another staff member should be present in any search of individual students or property.

The student would be asked if there is anything he/she wishes to show the administrator/teacher. The student would be asked to remove the items and open anything you direct him or her to open.

The confiscated item would be put in a separate container. The student would sign a statement that states where the item(s) were found. The item(s) will then be taken to the office and the parents will be notified.

## **ENFORCEMENT OF DISCIPLINE**

The policies in this handbook are not limited to actions or behavior on school premises or at school functions. The school reserves the right to enforce the policies contained herein for student action and/or behavior not occurring on school grounds or at school related functions not limited to bus, social media, sporting events not on school premises, etc. Regardless of place or circumstance every student is representing the St. Martin school community.

## **EVALUATION**

### **Report Cards**

St. Martin School uses trimester report cards as the official reporting to parents. Report cards are sent home with the students after the first and second trimester; the envelope should be signed and returned to school within seven days. The final report card will be sent home on the last day of school if all fees and fines are paid.

By viewing Ascend SMS students and parents are able to keep up to date on the student's progress in class. This will take the place of interim report cards.

An explanation of the grading system can be found on the report card. Emphasis is placed on progress according to an individual student's ability. The criteria for good conduct, behavior, or attitude are listed in the Personal Growth and Development section of the report card.

No report card will be issued early due to vacations.

### **GRADING**

The grading system used at St. Martin School is as follows:

- K, 1, and 2 use Standards Based Report Cards
- Grade 3 is **O** (outstanding), **S** (Satisfactory Progress), **N** (Needs Improvement), **U** (unsatisfactory Progress).
- Grades 4-8 is **A** (93-100), **B** (85-92), **C** (77-84), **D** (70-76), **F** (69 and below)

### **Honors**

An honor roll is established at St. Martin School for Grades 4-8. We are very proud of the academic excellence of the students and the Honor Roll is another way to recognize that excellence. Honor Roll Certificates are given each trimester.

- Honors with Distinction:
  - minimum grade point average of 3.8
  - no grade lower than a B
  - 1's and 2's in effort
  - has not served a detention
- Honors:
  - A minimum grade point average of 3.0
  - not have earned any grade lower than a C

- 1's and 2's in effort
- has not served a detention

**RAINBOW AWARD:** Students will receive the Rainbow Award if all homework and other assignments have been handed in completed and on time.

**STAR AWARD:** Students will receive the Star Award if they received no "W" marks in Social and Personal Development.

**CHARACTER COUNTS:** Based on the Six Pillars of Character Counts, each homeroom teacher will select students who continuously demonstrate the attributes of each pillar (Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship).

### **GRADUATION**

Ceremonies marking the successful completion of the work required of Eighth Graders at St. Martin School take place at the end of the school year.

Requirements for participation include:

- Successful completion of required course work
- Conduct during Eighth Grade which is acceptable for St. Martin students and is in keeping with the guidelines set for our school
- Regular participation in classes, with only necessary and excused tardies
- All tuition and fees must be paid one week prior to graduation

### **Testing**

Grades 1-7 take the Iowa Standardized Test in the Spring.

Grades 2 & 5 will also take a cognitive achievement test in the Spring.

Each winter students in grades 5 & 8 are given the ACRE (Assessment of Christian Religious Education).

Ohio Achievement Assessments are administered in the fall to Grade 3 and in the spring to students in Grades 3-8.

Test results are provided to parents to show student progress. The overall results are reported to show the school's overall achievement.

### **PROMOTION/PLACEMENT/RETENTION**

Students are promoted to the next level on an annual basis, if they make satisfactory progress. If a student cannot achieve satisfactory progress he/she may be PLACED in the next grade conditionally or RETAINED in the current grade. Final decisions are at the discretion of the principal. Students that are retained in Grades 4-8 may need to repeat at another school. Students that are retained or placed that have stipulations such as summer school will be informed by a letter from the school and will need proof of completing stipulations upon the start of the school year. Parents are kept informed of their child's progress through AscendSMS, report cards, and parent/teacher conferences.

### **DRESS CODE (K-8)**

- ◆ The St. Martin uniform dress code has been instituted as a symbol of pride in our school and as a way of demonstrating self-discipline and respect among our students. Students must be presentable and representative of high standards with regard to modesty, cleanliness and good grooming. All students should be in the appropriate school uniform daily. No one is exempt, and complete cooperation is expected. If, for a serious reason, a student cannot comply with the dress code a written explanation must be sent to school.

### **Consequences for Dress Code Violations**

- Parents will be notified if students repeatedly disregard the school's dress code.
- Students will receive demerits and be restricted from attending classes until they change into appropriate dress.

The school administration will make the decision as to what constitutes appropriate styles.

### **General Guidelines for Boys and Girls**

- Colored or printed tee shirts **may not** be worn under the uniform shirt/blouse.
- Only the top button on the shirt/blouse may be left unbuttoned.
- Baggy or oversized pants, sweaters, shirt/blouses or sweatshirts are not permitted.
- Pants and shorts must be worn at the appropriate waist level.
- No tattoos (temporary or permanent) or body piercing (except noted under jewelry).
- Students may not draw or write on their bodies or clothing.

**Belts:** All students in grades 3-8 must wear a belt with shorts or pants. Belts may be solid navy, brown, or black.

**Hair:** Hair should be neat, clean and bangs should be above the eyebrows. Boys must keep hair trimmed above the collar. Boys in upper grades should be clean shaven. Extreme haircuts and hairstyles are not permitted (no designs, carvings, mohawks or coloring).

**Gym Clothes:** The physical education uniform (**grades 4-8**) will be black mesh shorts with elastic waistband and a St. Martin T-shirt. Gym clothes are to be carried in a separate bag from the backpack. Students in Grades Kindergarten through 3 are not required to change for gym class; however, girls may take off their jumper so they should wear shorts underneath. All students are required to have gym shoes with non-scuff soles.

**Jewelry:** Jewelry is to be minimal and modest. One small (no larger than a dime) post earring may be worn in the earlobe. Hoops or dangling earrings are prohibited due to safety concerns. One bracelet or watch per wrist may be worn and no more than one necklace should be worn. Body piercing and tattoos are not permitted.

**Jumpers/Skirts:** Girls in Grades Kindergarten through Four will wear the uniform plaid jumper. Girls in Grades Five through Eight will wear the uniform plaid skirt. Both must be to the knee. The uniform jumper and skirt can be purchased from Educational Outfitters.

**Make-up:** Make-up is not permitted.

**Shirts:** White or light blue oxford or knit polo type shirts may be worn in Grades K-5. Students in Grades 6, 7, 8 may wear white or maroon knit polo type shirts. Shirts are to be tucked in at all times. Only the top button may be open. All undergarments must be white, and writing is not permitted on these garments. Long sleeved undershirts **may not** be worn under short sleeved shirts.

**Sweatshirts:** Uniform sweatshirts or half zip fleece with the St. Martin school logo may be purchased through the office. A uniform shirt must be worn under the sweatshirt.

**Slacks/shorts:** Navy blue **DRESS** shorts (NO rivets or patch pockets) worn to the knee are acceptable before November 1 and after April 1. Uniform pants worn by male and female students must be navy blue **DRESS** (NO rivets or patch pockets) pants (students in grades 6, 7, 8 have the choice of wearing blue or khaki slacks or shorts). Pants and shorts must be worn at the appropriate waist level. Capri pants and stretch knit pants are not permitted. Jeans, any style, are prohibited.

**Shoes:** Shoes with low heels and closed toes must be worn at all times. Sandals, crocs, and clogs are not allowed. Boots may be worn beginning November 1 but not after April 1 of the school year. Shoes with laces must be tied.

**Socks/Leggings:** For health and safety, socks or tights are to be worn. Socks of solid white, black, gray, or navy must be worn and be visible above the shoe. Leg covering under the skirt or jumper must be ankle length leggings or tights of solid white, black, gray or navy.

**Spirit Wear Days:** On the first Friday of every month, and other special days, which will be announced, Spirit Wear may be worn. Students may wear any Spirit Wear sold by the school or clothing that features St. Martin School colors. Solid maroon, gray or white T-shirts or a T-shirt combining these colors may be worn. Spirit Wear is available for sale at school.

**Out of Uniform:** Students must observe school guidelines for clean, neat and modest attire when they are “out of uniform.” Some examples of current fashion trends which are **NOT** acceptable include but are not limited to waistbands hanging low on the hips, writing on the rear, hats, clothing with cuts or holes, tank tops or camisoles with spaghetti straps, any clothing that reveals undergarments or midriffs and basketball shirts without a shirt underneath. Shorts may not be worn during the 2<sup>nd</sup> trimester on out of uniform days.

Parents will be called to bring appropriate clothing to students who fail to follow this policy.

Teachers may ask students to remove or change anything that they find distracting or disturbing to others.

## HEALTH AND SAFETY

### **Student Illness**

Students that are ill should be kept at home. If you are not sure whether to send your child or not, please consult our Guidelines for Illness document on Ascend under eClassroom and then under Nurse File/Should My Child Go To School Today.

### **Emergency Medical Authorization Forms (EMA FORM)**

An Emergency Medical Authorization form must be on file in the office for each student by the first week of school. This form will be sent home the first day of school. It is also under the Nurse File on Ascend.

Any health care or first aid required by the students will be administered through the services of a registered nurse. Any student who becomes ill during the school day or sustains an injury will be observed and cared for by the school nurse or designated personnel. If further care is indicated at another facility, the parent will be notified. If the parent cannot be reached, instructions on the EMA form will be followed. Please notify the office promptly regarding any changes to this information during the school year. These forms are taken with students on all field trips.

### **Immunizations**

The Ohio Revised Code (Section 3313.67) requires every student to submit a current immunization record. A complete summary of the Ohio Immunization Requirements is located on Ascend.

Please have all the medical forms completed and returned to the nurse the first week of school. If a complete record of immunizations for a student is not on file after the first 10 days of school, the state requires us to exclude that student from school until compliance is met.

### **Food Allergies**

Food allergies can be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, wheat and shellfish. Food allergies are becoming more common and severe. **We prefer that parents not send in any products containing peanuts or nuts for snacks, celebrations or projects. Peanut butter will still be served in the cafeteria, but a designated peanut free table will be established.** To help reduce the risk of accidental exposure to these foods we ask you and your child to follow these guidelines:

- Complete a Food Allergy Action Plan for the nurse. Copies will be made for the teacher and cafeteria staff. We encourage you to call the school nurse prior to the first day of school to discuss specific food allergies.
- If an Epi-Pen is prescribed for your child, please make sure one is available at school with the proper forms to authorize the school nurse to store and administer this medication. Epi-Pens will be kept in the office.
- Educate your child about managing his/her allergy at school.

- Instruct your child to only eat snacks that he/she brings from home.

Severe Food Allergies Options Letter is located on Ascend in Nurse File.

### **Medication/Inhalers at School**

Whenever possible, medications should be administered at home. When medication must be administered during the school day, specific guidelines must be followed in accordance with state and archdiocesan regulations in order to maintain the health and safety of your child while under our supervision. School personnel will not administer any medication (prescription, over-the-counter, or inhaler) without the order of the physician and the written consent of the parent/guardian. Medication forms are located under the Nurse File on Ascend.

### **Routine Screening**

- Immunizations – all grades (needed prior to admittance into Kindergarten)
- Tdap Booster – grade 7 (needed prior to attending first day of school)
- Vision screening – grades K, 1, 3, 5, 7, all new students
- Hearing screening – grades K, 1, 3, 5, all new students
- Postural (Scoliosis) screening – grade 5, 6, 7
- Dental screening – grade 2, 6, 7, 8

### **Vision/Hearing**

Vision and hearing screenings are performed during the first trimester in grades K, 1, 3, 5, and 7 on students who have not had a recent screening done by a physician.

Parents are notified of any failed screenings. Referrals are sent with instructions to follow up with appropriate medical care. If your child is not in one of these grades, and you would like their vision or hearing checked, please contact the school nurse.

### **Postural/Scoliosis Screening**

Postural Screening for Scoliosis is currently performed for 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades. Parents are contacted if further medical care is advised.

### **Communicable Disease**

- Measles – viral infection; fever, skin rash
- Chicken Pox – contagious viral infection; itchy blister-like rash
- Mumps – contagious viral infection; fever, headache, muscle aches
- German measles (Rubella) – contagious viral infection; red rash
- Whooping Cough (Pertussis) – contagious respiratory infection; severe, hacking cough
- Strep Throat – contagious, bacterial infection; sore, scratchy throat
- Scarlet Fever – bacterial illness; fever, red rash
- Pink Eye (Conjunctivitis) – contagious, viral infection; redness of the eye
- Impetigo – contagious, bacterial skin infection – red sores on face, skin
- Scabies – contagious, itchy skin condition; skin rash, small red bumps
- Ringworm – contagious, fungal infection; round, red rash on skin/scalp
- Lice – contagious parasites; itchy scalp – Students may be readmitted to school only if found to be nit-free

The school nurse will require a written note from the physician for re-entry into school following any communicable/contagious illness.

Please call the school if your child is absent from school due to a communicable/contagious disease. Precautions may need to be taken to protect other children.

### **PREGNANCY POLICY**

In each case, the decision must take into account the welfare of the student involved, and the common good and welfare of all the students. Each instance will be dealt with in an individual manner.

## **FIRE DRILLS**

Fire drills are conducted as required by state regulations. Annual inspection by local and state officials ensures that school procedures and building meet state and local fire codes. Each teacher explains the procedures for fire drills at the beginning of the school year. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the building during a fire drill.

## **TORNADO DRILL**

Tornado drills are practiced periodically. In the event of a tornado watch, the weather will be monitored. In the event of a tornado warning, students will leave their classes and go to Fr. Mick Hall remaining there until the warning is lifted.

## **SHELTER IN PLACE**

The school's location for shelter in place is in the gym. All students will assemble there. When the school has been alerted that things are safe the students will be gathered with their siblings. Students will be dismissed from this location and need to be signed out. Please do not call the school because communication may be limited and the school may not be answering the phones. The children will not be released to anyone without written permission.

## **LOCK DOWN/EVACUATION**

A lock down/evacuation plan has been implemented in case of an emergency.

## **BEYOND THE CLASSROOM**

### **Library**

The school library is staffed by a librarian. Grades K-6 are scheduled to use the library regularly. Books are checked out during the library period and are to be returned the following week. They may be renewed if necessary. If a book is lost or damaged, the child is responsible for its replacement. If a student has a book overdue, no other book may be checked out until that book is returned. Report Cards may be held for outstanding library books or fees.

The school library is intended to be a supplement to the Public Library. Students are encouraged to become familiar with and use their local public library frequently.

### **TECHNOLOGY**

St. Martin School is dedicated to the teaching mission of the Catholic Church. As a school, we realize that we live in a new media age and are immersed in a culture of evolving language and opportunities. The new technology presents possibilities and challenges, which must be explored and used in order to enhance and enrich the school's programs and support student learning.

Technology use at St. Martin School is curriculum driven. The software and hardware reflect the curriculum of each grade level and is used as an enhancement to the educational process. Technology is not a curriculum of its own. The classroom teacher gives grades for technology projects that promote classroom learning.

The following policies and restrictions apply within the boundaries of St. Martin School and carry consequences, ranging from automatic detention to expulsion, dependent upon the severity of the behavior:

- All students and parents are required to sign the "Responsible Use of Technology User Agreement/Parent Permission Form" annually, promising moral and ethical use of the World Wide Web.
- Harassment, intimidation and bullying, which includes cyberbullying defined as "repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web/base on-line sites..." (ODE) is subject to consequences and strictly enforces. Any current and future use of technology such as sexting that can be construed as harassment, intimidation or bullying are strictly forbidden.
- When using the internet, copyright laws are enforced; plagiarism is not permitted.
- Students may not use their personal e-mail account or access social media.
- Any electronic communication that sends or display offensive messages or pictures, use obscene language, harasses, insults, or attacks others is not permitted.
- Any willful damage of computers, computer network, printers, scanners, SmartBoards, projectors, etc. is not permitted and will result in disciplinary action.
- Using another's password and/or trespassing into another's folder or files is not permitted.

- School administrators/teachers may review files and communications to maintain system integrity and insure that their use is limited to educational purposes. Users should not expect that laptops, files, folders, e-mail stored or connected to school servers are private.
- Unauthorized persons may not load delete, update or revise software. Hardware cannot be moved, added to opened or changed in anyway.

### **SUPPORT SERVICES**

**School Nurse:** A registered nurse is available to students five days a week to check hearing and vision of students, to attend to accidents and illnesses, and to keep health records for the student body.

**Intervention Assistance:** The IA teacher works with students to target areas of learning challenges in an effort to teach strategies for success. Services may include proctoring tests, as well as working on specific skills.

**Remedial Reading/Math:** St. Martin has a fully certified teacher assisting in the remedial areas of math and reading, as well as tutoring students. Referrals for remedial assistance are made through the classroom teacher or parent if they wish to discuss a referral for their child.

**Speech/Language:** A fully certified speech and language pathologist is available on a part time basis. Referrals can be made through your child's teacher.

**School Psychologist:** Our school psychologist's role is to work collaboratively with teachers, parents, administrators, and children to develop strategies to address school related areas of concern generally regarding educational, social, emotional, and behavioral issues. Services may involve consultation, assessment, or intervention.

These educators work closely with the Principal and classroom teachers in identifying, supporting and evaluating the needs of St. Martin students. Parents are notified and called to confer if it appears their child may qualify for these services.

This Student Handbook presents the conditions and expectations for parents  
and students attending St. Martin School.

Your signature and your parents' or guardian's signature are required  
to confirm your agreement to abide by the rules and policies of St. Martin School.

The school administration reserves the right  
to add to or alter the Student and Parent Handbook at anytime.