



**2018-2019
Parent and Student Handbook**

Mr. Jason Fightmaster, Principal

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School Office Hours – 7:00am-3:15pm

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2017-2018 ST. MARTIN OF TOURS SCHOOL FAMILY/STUDENT HANDBOOK

INTRODUCTION

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 that 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.

PART I – POLICIES

I. ACADEMIC POLICY

A. OPTION C

St. Martin of Tours will begin to use Option C as our Student Management System beginning with the 2017-2018 school year. Option C will be used for grade reporting, attendance, and many other “housekeeping” items. Parents have access to Option C to view grades and other information that concerns their student(s). Please contact the main office to get your username and password to Option C.

B. PROMOTION/PLACEMENT/RETENTION

Students are promoted to the next level on an annual basis if they make satisfactory progress. If a student does not make satisfactory progress, he/she may be placed in the next grade conditionally or retained in the current grade. Parents are kept informed of student’s progress through graded work, interim reports, report cards, and parent/teacher conferences. Any possibility of placement or retention will be communicated as early as possible. All decisions are at the discretion of the teacher and administration.

1. Guidelines used in considering retention are:
 - a. Kindergarten – The teacher will make a recommendation to the parent(s)/guardian(s). If the parties cannot agree, the final decision will be made by school administration.
 - b. A student in grades 1-3 who has not achieved satisfactory progress on the Student Progress Update (SPU) report.
 - c. A student in grades 4-8 who, for the year, averages a failing grade (F) in three or more major subjects (Reading/Language Arts, Math, Science, and Social Studies).
 - d. A student in grades 6-8 who fails two out of three trimesters.

A student in grades 4-8 who fails the year may have to repeat their grade at another school.

C. REPORT CARDS

Report Cards are issued at the end of each Trimester in Grades K-8. Grades K-3 will use the Student Progress Update reports while Grades 4-8 will use the more traditional Report Card. Report Cards will be sent home with the students after each Trimester and should be signed by the parent/legal guardian and returned to school. Final Report Cards are only given if all financial obligations are met (tuition, fines, fees, etc.).

An explanation of the grading system can be found on the Report Card. Emphasis is placed on progress according to the individual child’s ability. The criteria for conduct, behavior, and/or attitude is listed on the Report Card. The grading system used at St. Martin of Tours complies with the Archdiocese of Cincinnati.

No Report Card will be issued early due to absence or vacations.

D. MIDTERM REPORT

Midterm reports are issued halfway through each Trimester to keep the family informed on their child/children's progress in terms of grades and behavior. The purpose of the midterm is for students to be able to correct any issues before the end of the Trimester. The midterm report must be signed by the parent/legal guardian and returned to school.

Parents/legal guardians may also view student grades and progress by accessing Option C. A password for each student and his or her family is issued at the start of the school year.

E. HONORS

An Honor Roll is established at St. Martin of Tours 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.

1. Honors with Distinction – Minimum grade point average of 3.8, no grade lower than a "B", has not served a detention, no "w" in personal development.
2. Honors – Minimum grade point average of 3.0, no grade lower than a "C", has not served a detention, no "w" in personal development.

F. 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, watch a specially assigned TV program or movie, 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 the 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. Please consult with the teacher if you observe, over an extended period, that your child is spending an excessive amount of time on homework, or if your child claims that he/she has no homework.

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

G. TESTING AND ASSESSMENT

The following assessment programs are in place at St. Martin of Tours school in compliance with Archdiocesan and state policies:

- Students in grades 1-7 take a standardized test (currently the Iowa Test of Basic Skills – *ITBS*) in the spring (March/April). This test measures each students’ ability to learn. Achievement is measured in relation to that student’s ability as reported through the testing.
- Students in grade 2 take the Cognitive Abilities test (CogAt) and grade 5 takes the Cognitive Abilities test (CogAt) in conjunction with the ITBS. The CogAt measures students’ learned reasoning abilities in the three areas most linked to academic success in school: Verbal, Quantitative, and Nonverbal. Although its primary goal is to assess students’ reasoning abilities, the CogAt can also provide predicted achievement scores when administered with the ITBS.
- Students in grades 5 and 8 take a standardized Religion test (currently ACRE) generally given during the beginning of the second Trimester.
- Students in grades 3-8 will also take the tests mandated by the State of Ohio (currently AIR) for their grade level in the spring (April/May) of the year. This test is completely done online.
- Students in grades K-3 are consistently monitored according to the guidelines of the Third Grade Reading Guarantee prescribed by the State of Ohio. Grades K-2 are monitored using the DIBELS reading test and can be identified “At Risk” of not earning a promotion score at any time. When in grade 3, students take the Iowa Form F Reading test and the State AIR reading test multiple times to earn a promotion score. If a student does not receive a promotion score throughout the year, they must attend a summer learning program and take the tests again during the summer. If a promotion score still is not achieved, that student must be retained in grade 3. There is constant communication from the office regarding students who may be “At Risk” or students to do not earn a promotion score throughout the year.
- Other forms of assessment are given throughout the year in the classroom and include projects, reports, quizzes, tests, and exams.

H. GRADING

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

Grades K-3 use the Standards Based Report Cards

Grades 4-8 is: **A** 93-100, **B** 85-92, **C** 77-84, **D** 70-76, **F** 69 and below

I. GRADUATION

Ceremonies marking the successful completion of work required of Eighth grade students at St. Martin of Tours School take place at the end of the school year. Requirements for participation include, but are not limited to – successful completion of required coursework, conduct during Eighth grade that is acceptable for St. Martin of Tours students and is in keeping with the guidelines of our school, regular participation in classes, all tuition and fees paid one week prior to graduation.

II. ADMISSIONS POLICY

A. NON-DISCRIMINATION POLICY

St. Martin of Tours School admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, admission policies, athletic and other school-administered programs, and in hiring teachers.

B. ADMISSION PROCESS

1. Target homeroom size for Kindergarten through Third Grade will be 25 students and for grades Four through Eight will be 30 students. However, class sizes in any grade should not be any smaller than 18 to 1 student/teacher ratio. The school administration may supersede 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 of Tours 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 below.

3. If it is determined that there is a situation when St. Martin of Tours School needs to limit enrollment because of size, the selection process for grades Kindergarten through Eight as outlined below will be followed:

a. 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.

b. Second priority is to be given to parish members, in active standing* in the parish, with children who have graduated from St. Martin of Tours 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.

c. Third priority is to be given to those families who are registered with St. Martin Parish the longest time and are active members in this parish. Family as defined by this policy would include custodial parent.

d. Fourth priority is to be given to any St. Martin of Tours School teacher who wishes to register his or her child at St. Martin of Tours School. The teacher must be presently employed by the school and in good standing in the year that the new registrant would start school.

e. Fifth priority is given to non-parish members.

f. If capacity for student enrollment is not filled by the registration deadline, applications will be on a "first come, first served" basis. If multiple applications would be received on the same day and it is determined that this would cause the school to exceed its enrollment size for any class, the above criteria in Selection Process would apply.

4. St. Martin of Tours 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. Please note that families that receive an EdChoice Scholarship are not responsible for the registration fee.

5. In accord with the Christian philosophy and goals of our school:

- a. Admission shall not be based solely on ability or academic achievement.
- b. 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 this school.
- c. Students who are not members of the parish and are seeking admission to St. Martin of Tours 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 of Tours Parish will interpret and/or arbitrate any discussions and/or disputes concerning this policy.

7. In order for registration to be complete, the school administrator/principal must review all relevant records from previous schools. These records may include Report Cards, attendance records, conduct records, and any IEP or ISP that the student may already have. If the school administrator/principal deems it necessary, an in person interview may be required.

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

C. PROBATION POLICY

New students will be admitted after completing registration, a review of the students' records from previous educational institutions, and if needed, an interview with the school administrator/principal. All students entering St. Martin of Tours School, except those entering Kindergarten, are placed on probation. Probation lasts a minimum of one Trimester and will be reviewed periodically following these guidelines for full admission:

1. Achieve appropriate academic progress.
2. Comply with the discipline code of the school.
3. Attend school regularly and promptly.
4. Meet all financial obligations.

If a student who is on probation does not follow the above guidelines, they may be asked to withdraw from St. Martin of Tours School based on this policy. Any and all decisions regarding the Probation Policy are made by the school administrator/principal with input from school staff.

D. SCHOOL AGE POLICY (KINDERGARTEN AND FIRST GRADE)

The Ohio Revised Code (3321.01) provides that no child may be admitted to Kindergarten or First Grade unless he/she is five or six years of age on or before September 30 of the year of admittance. If there is a request for underage admission, the parent/legal guardian must contact their respective public school district for testing.

III. ATTENDANCE/TARDINESS/ABSENCE POLICIES

Parents/legal guardians 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.

On any day when a student is absent from school, he/she may not participate in any extracurricular activities (emergency exceptions may be considered). Please do not bring a sick child to school for social activities.

No student is permitted to leave the school premises during school hours without written consent from the parent(s) or legal guardian(s). Any child leaving school before dismissal must be signed out through the main office.

Excessive absence/tardiness interferes with a student's learning process. Excessive absence/tardiness can result in the need for summer tutoring, summer school, or possible retention.

A. TARDINESS

Students are considered tardy when they arrive AFTER 7:45 A.M. When a student is late for class and/or Mass, he/she must stop in the office to sign in and receive a tardy slip. The student will not be admitted to class without the tardy slip.

For the purpose of reporting attendance to the State of Ohio for EdChoice, every 3 unexcused tardies will count as an unexcused absence for ALL students.

1. Students are marked "tardy – excused" if they have a written note from a parent/legal guardian explaining the reason for the tardiness WITH a valid excuse such as a doctor or dentist note.
2. Students are marked "tardy – unexcused" when there is no valid excuse for being late. Oversleeping and running late are NOT valid excuses.

B. ABSENCE

Missing school for other than health needs is strongly discouraged. When a student is absent, a parent/legal guardian MUST call the St. Martin of Tours School attendance line at 481-3250 BEFORE 8:00 A.M.

According to Ohio Revised Code section 3321.04, parents must send any child of compulsory age to school for the full time school is in session. The school realizes however, that there are occasions when

a student must be absent from school. State law stipulates that an absence from school may be approved for the following reasons:

1. Personal Illness of the student (see below for verification policy).
2. Illness in the immediate family
3. Quarantine of the home
4. Death of a relative (absence for this reason is limited to three days unless reasonable cause can be shown to grant an extension).
5. Observation of a religious holiday.
6. Emergency or other circumstances that are considered, by the school, to be sufficient cause for absence.

When a student returns from absence, he/she MUST present a note to the homeroom teacher, signed by the parent/legal guardian, stating the reason for the absence. The absence note and phone call are required by the State of Ohio. If a student misses three or more consecutive days, a doctor's note is required. If there is no written note, the absence is counted as unexcused. You may also email the teacher or the main office with the absence note (this communication will count as the phone call and the note).

C. 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 or office (or send an email) stating the reason. Please arrive at the time you specify when picking your child/children up or returning them during the school day.

A parent/legal guardian must come to the school office to sign the child out. 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 who leaves between 8:30 A.M. and 1:45 P.M. and does not return to school will be marked as ½ day absent. A student who arrives after 8:30 A.M. is considered ½ day absent as well.

E. VACATIONS

Families are encouraged to limit vacations to scheduled school holidays. If a student will be gone for 3 or more days, one week's notice must be given to the school. Assignments, worksheets, etc., will be collected during the student's absence. These assignments can be retrieved upon the student's return to school and will be due at a date agreed upon by the student and classroom teacher. Standardized tests are scheduled during October, March, and April as indicated on the school calendar. Please refrain from taking children out of school at these times.

F. EXCESSIVE ABSENTEEISM

Excessive unexcused absences and tardiness to school will be reported as necessary through the proper channels. The following guidelines are prescribed by the state of Ohio:

1. Habitual/Unruly are students who have missed 5 consecutive days, 7 days in a month, or 12 days for the year.

2. Chronic/Delinquent are students who have missed 7 consecutive days, 10 days in a month, or 15 days for the year.

IV. COMMUNICATION

Recognizing that parents are the primary educators of their children, the principal and staff of St. Martin of Tours School strongly encourages open communication between the school and home. Throughout the school year, scheduled conferences provide teachers 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.

A. SCHOOL-TO-PARENT COMMUNICATION

A Parent Letter is sent out every Wednesday explaining important information and events coming up during the week ahead. The Parent Letter 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 will also be available on Option C, www.optionc.com, and on the school website, www.saintmartin.org/school, which can be accessed at any time.

Administration, staff, and teachers may also communicate concerns directly to all concerned parties.

1. PARENT/TEACHER CONFERENCES

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.

B. PARENT-TO-SCHOOL COMMUNICATION

Communications regarding absence, homework, vacation, early dismissal, appointments, and the like should be directed, in writing, to the homeroom teacher for the morning homeroom period. All notes should include the child's name and homeroom teacher's name.

1. FAMILY ISSUES

The school office should be informed as soon as possible of any circumstances that might interfere with your child/children's performance or completion of work. This information will help those who work with your child to assist compassionately with needed interventions and will be held in confidence.

Anything sent home requiring a parent signature must be signed by the parent/legal guardian. Parents who are planning to be away need to notify the school in writing and include the dates they will be away and the name and phone number of the person(s) in charge of the child. If special

circumstances require a signature or written permission before the parent/legal guardian returns, the signature of the person designated in writing by the parent/legal guardian will be accepted.

Sometimes parents are unavailable due to emergencies. The person left in charge of the child/children needs to inform the school of this situation.

2. ADULT/CHILD SCHOOL VISITS

For the safety and welfare of the students and faculty, unscheduled parent visits to their child/children's classroom during the day or after school are NOT permitted. Any adult who is around students MUST have the proper VIRTUS training AND background check. Children other than those who are considering transferring to St. Martin of Tours may not visit during school hours. EVERYONE (parents, visitors, and others) entering the building MUST first report to the school office before, during, or after school. If it is necessary to bring a forgotten item such as lunches, homework, gym clothes, etc. the item must be labeled with the student's name and taken to the office ONLY. Please do not interrupt class for this purpose at any time.

3. MULTI-CUSTODIAL FAMILIES

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, the 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.

4. SCHOOL ISSUES

In the event of a question regarding teaching or disciplinary practices involving a specific teacher or teachers, ethics and common courtesy require that parents/legal guardians first contact the appropriate teacher or teachers to attempt resolution. Parents/legal guardians are asked to contact the teacher through written communication, phone call, or email requesting that the teacher contact them to discuss the situation. Should the problem remain unresolved, parents/legal guardians may then contact the school administration/principal to request an appointment with the school administration/principal and/or teacher/teachers involved. If parents/guardians and school staff cannot come to an agreement on a specific situation, it may be beneficial for the student to be withdrawn and attend a different school. While this is not common, it may be in the best interest of all parties involved.

Parents/guardians who would like to speak with teachers or the principal need to make an appointment with that individual. It is important to remember that teachers and/or the principal are not always available for "pop-in" meeting requests by parents/guardians.

C. EMERGENCY CLOSING

If, for any reason, school must be delayed or canceled, an announcement will be made on the local stations – look for St. Martin of Tours or St. Martin of Tours/Cheviot – 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 of Tours School is in session, students who are not present will be marked absent since it is an official school day. If any inclement weather occurs during the school day, a One Call Now message will be sent out for any dismissal changes.

V. DRESS CODE AND PERSONAL APPEARANCE POLICY

The St. Martin of Tours uniform dress code has been instituted as a symbol of pride in our school and is a way of demonstrating self-discipline and respect among our students. Students must be presentable and representative of high standards with regards to modesty, cleanliness, and good grooming. All students should be in the appropriate 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.

The teachers enforce the dress code and the principal has the final say. If a student violates the dress code, a uniform from the uniform exchange will be provided for the day. If no uniform is available, the parent/legal guardian will be requested to provide the appropriate clothing for the student so that the student may return to class. A behavior point may be issued for repeated infractions.

A. UNIFORM AVAILABILITY

St. Martin of Tours uniform items are available at Educational Outfitters. You can purchase items online at cincinnati.educationaloutfitters.com/st-martin-of-tours or shop in the store at 6560 Glenway Ave. or 2656 E. Sharon Rd.

Uniform items other than the girl's skirt or jumper can be purchased from other stores. Very often stores such as Kohl's, Kmart, Meijer, and others have our pants, shorts and polo-style shirts. Please contact the office with any questions.

B. UNIFORM POLICY

It is generally accepted by educators that the manner in which children are dressed influences both their behavior and their performance. There is a long tradition of uniform dress in Catholic Elementary Schools and its positive aspects are accepted facts. The Uniform Policy at St. Martin of Tours is an effort to maximize the advantages that can be derived in this regard. All uniform clothes must be in good repair – no holes, etc.

Please see the chart on the next page regarding specifications.

Grade	Item	Material	Color	Restrictions
K-5	Slacks	Cotton/Polyester, NO JEANS or jean-like material	Navy Blue	Plain, no label, belt worn if loops
K-5	Shirts	Poly-cotton, oxford cloth, knit with collar	White or light blue	Plain or with school logo, worn tucked in
6-8	Slacks	Cotton/Polyester, NO JEANS or jean-like material	Khaki or navy blue	Plain, no label, belt worn if loops
6-8	Shirts	Poly-cotton, oxford cloth, knit with collar	White or maroon	Plain or with school logo, worn tucked in
All students (optional)	Walking shorts (April 1 to November 1)	Cotton/Polyester, NO JEANS or jean-like material	K-5 Navy blue 6-8 Khaki or navy blue	Plain, no label, belt worn if loops
All students (optional)	Sweatshirt, Fleece, cardigan sweater	Knit or fleece	Sweatshirt/Fleece – Maroon, Gray Sweater – Navy Blue	Plain or with school logo, Hood not worn indoors
K-4 Girls	Uniform jumper (order from Educational Outfitters)	School Plaid	School Plaid	Must be to the knee.
5-8 Girls	Uniform skirt (order from Educational Outfitters)	School Plaid	School Plaid	Must be to the knee.

The following guidelines are for ALL STUDENTS:

BELTS: Students in grades 3-8 must wear a belt if the shorts/slacks have belt loops.

BOOK BAGS: Students should avoid book bags that are on wheels.

GYM CLOTHES: The PE uniform (grades 4-8) will be athletic shorts with an elastic waistband and a St. Martin t-shirt. Gym clothes should be brought in bag separate from the backpack. Students in grades K-3 are not required to change for gym class; however, girls may wear shorts underneath the jumper and can take the jumper off for PE class. All students are required to have gym shoes with non-scuff soles. The PE teacher has the final say regarding all PE uniforms.

HAIR: Boys: Hair must be clean and well groomed, out of the eyes. NO EXTREME colors or highlights. NO distracting designs or words are permitted – including mohawks. Boy’s hair length should not reach below the collar line of the shirt.

Girls: Hair must be clean and well groomed, out of the eyes. NO EXTREME colors or highlights.

HATS/HOODS: Hats are not permitted to be worn during the school day. If a student wears a hooded sweatshirt or “hoodie” to school, the hood may not be worn in the building during the school day.

JEWELRY: Jewelry is to be minimal, modes, school appropriate, and non-disruptive to the normal activities of the school day. One small earring is permitted in each ear and may not extend past the earlobe – hoops or dangling earrings are prohibited due to safety concerns. Boys may NOT wear earrings. No “mouth” jewelry may be worn. Only one bracelet per wrist may be worn. Only one necklace may be worn – no “choker” type necklaces.

MAKE-UP: Make-up is not permitted. No artificial fingernails.

SHOES: Must be appropriate and safe for school activities, completely enclosing the foot (heel to toe). Sandals, crocs, and clogs are not allowed. Shoes should be tied at all times if possible. **BOOTS ARE NOT TO BE WORN DURING THE SCHOOL DAY.** If it is a snowy or rainy and students wear boots to school, they must have appropriate shoes to change into when they arrive at school.

SOCKS/LEGGINGS: For health and safety reasons, socks are to be worn and visible above the shoes. Leg coverings (leggings) under the skirt or jumper must be **ankle length** and solid white, black, gray, or navy.

SPIRIT WEAR: Spirit Wear Days will be the first Friday of every month along with other special days, which will be announced. Students may wear any Spirit Wear sold by the school or clothing that features St. Martin of Tours School colors – maroon, gray, or white t-shirts. Spirit Wear is available for purchase at the school office.

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 that are NOT acceptable include but are not limited to: “low riding” pants/shorts, writing on the rear, hats, clothing with cuts or holes, tank tops or camisoles with spaghetti straps, any clothing that reveals undergarments, midriffs, basketball shirts without a shirt underneath (shoulders must be covered). Shorts may not be worn between November 1 and April 1 on out of uniform days.

PURSES: Purses are not to be carried during the school day. The teacher or a staff member can give permission in special circumstances for a purse to be carried from the classroom to the nurse’s office or restroom and back to the classroom.

UNDERSHIRTS: Any shirt worn under the regular uniform shirt must be solid white with no designs or words. Long sleeved undershirts may not be worn.

PROHIBITED: TATTOOS, EXTREME HAIR STYLES AND COLORS, BODY PIERCINGS

VI. STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

A. RESPECT

Students are to consider it a matter of personal honor to show courtesy at all times to every member of the faculty, office, cafeteria, and maintenance staff and to all guests and visitors as well as to each other. Parents are encouraged and reminded to cultivate the virtues of kindness, thoughtfulness, politeness, and refinement in their children.

B. CODE OF CONDUCT

Directing children in the fullest development of their human capacities requires a manner of dealing with them which respects their dignity and uniqueness while recognizing 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.

The goal of excellence is dependent upon the existence of an environment that is conducive to teaching and learning. This environment exists in all areas of the school building including church, playground, cafeteria, hallways, and classrooms. St. Martin of Tours School has a primary purpose – the education of the whole person in a truly Christian atmosphere. In order to achieve this purpose, each student is expected to observe certain basic rules of conduct.

Every individual of St. Martin of Tours School is entitled to respect and a safe learning environment. Therefore, the discipline offenses and consequences include, but are not limited to, the examples listed in this handbook.

It is the policy of St. Martin of Tours School NOT to discuss disciplinary actions except with the parent(s)/legal guardian(s) of the student or students who have been disciplined.

C. BASIC SCHOOL RULES

For all to contribute to the Common Good, each student should strive to:

1. Be on time and consistent in school attendance.
2. Respect teachers, staff, school property, and other students' property.
3. Be responsible for his/her own learning. Students are expected to behave in a manner that allows other students to learn. Behavior that distracts or disrupts the class or teacher is not acceptable.
4. Keep hands and feet to oneself. Students are not permitted to throw objects, push other students, or act in a manner that may bring harm to another individual or themselves.
5. Behave in the cafeteria in a manner that allows others to enjoy and pleasant atmosphere.
6. Be silent and walk in the halls.
7. Do not engage in unsafe or inappropriate activities.
8. Be in proper uniform at all times.
9. Never use profanity or inappropriate language or actions.
10. Behave properly in church. Church is a place of prayer. Students' conduct reflects their respect for the Lord and others present.
11. Obey teachers' directions.

12. Do not engage in violent behavior.
13. Do not destroy or steal school property of the property of others.

D. 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.

1. IN THE 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.

2. 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.

3. 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.

4. ON THE PLAYGROUND - Students will use the time on the playground for relaxation and enjoyment and allow others to do the same.

5. 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 working order.**

E. BULLYING POLICY

1. GENERAL

a. It is the policy of St. Martin of Tours School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. DEFINITION OF TERMS

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-

held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention will be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. TYPES OF CONDUCT

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;
- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors, and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:

- 1. Posting slurs on the Internet, websites, blogs or social media/networks;
- 2. Sending abusive or threatening instant messages, text messages, emails or other communications through the Internet, websites, blogs, or social media/networks;
- 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. COMPLAINTS

a. FORMAL COMPLAINTS

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. INFORMAL COMPLAINTS

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. ANONYMOUS COMPLAINTS

i. Students who make informal complaints as set forth above, may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. SCHOOL PERSONNEL RESPONSIBILITIES

a. TEACHERS AND OTHER SCHOOL STAFF

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. ADMINISTRATOR RESPONSIBILITIES

i. INVESTIGATION

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. RESPONSE

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to

verified harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision wither to impose discipline and, if so, to what extent is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. REPORTING

1. REPORT TO THE PARENT OR GUARDIAN OF THE OFFENDER

a. If after investigation, an act of harassment, intimidation or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. REPORT TO THE PARENT OR GUARDIAN OF THE VICTIM

a. If after investigation, an act of harassment, intimidation, or bullying against a student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

3. POLICE AND CHILD PROTECTIVE SERVICES

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations from outside agencies.

6. MISCELLANEOUS

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the

student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

F. PERSONAL PROPERTY

Students may not bring items such as toys (unless requested by the teacher or given other permission), Pokemon or related cards, games, etc. to school. There will be a warning given for these items the first time and then any time after that, they will be confiscated. For electronic items (cell phones, e-readers, tablets, etc.) please see the **Electronic devices and related items** section in Part II of this handbook.

G. DISCIPLINE POLICY

Children at St. Martin of Tours School are expected to observe the school rules as detailed above. At St. Martin of Tours the children's growth in age and maturity is expected to be reflected in their behavior. Please read the classroom rules and behavior plans that apply to your child's age carefully and discuss them with your child. Support your child's teachers throughout the school year by reinforcing these good behavioral habits.

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 is expected. 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.

All "inappropriate conduct" cannot be listed in any behavioral code. The school administration reserves the right to take disciplinary action as needed in a particular situation.

1. GRADES K-3

The teachers in grades K-3 may use a variety of discipline techniques. Each classroom will have a set of rules for that room. Teachers are expected to post the rules in the classroom and clearly explain the classroom rules the first day of the school year. Classroom discipline techniques could include cards,

charts, or any other means the teacher believes is best. When the teacher has exhausted all options in a particular situation, the principal will be called upon to help in whatever capacity is needed.

2. GRADES 4-8

All student behavior will be available on Option C. Please note that parents may not be contacted every time a student receives a “point” for their behavior (points are outlined below), but points will be reported on Option C. Parents are encouraged to check their Option C account regularly for any discipline points. In the event of a more severe behavioral incident, the parent or legal guardian will be contacted by phone call or email with information regarding the incident.

Various numbers of points may be issued for a variety of reasons which are outlined below. Points will accumulate each trimester and follow the procedure outlined in the handbook. Points will be given at the discretion of the staff member involved.

When a student receives enough points to warrant a detention, a Detention Slip will be sent home. The Detention Slip must be signed and returned by the parent/guardian and returned to school the next day. Failure to return a signed Detention Slip will result in an additional point being assigned.

POINT SYSTEM

Points can be issued for a variety of reasons. The examples below are a rough guideline of the distribution of points. Please keep in mind that all reasons for points cannot be listed in this handbook. The assignment of points is at the discretion of the staff member addressing the incident.

1 point:

- Unprepared for class
- Noncompliance
- Gum/candy/food during class
- Speaking at inappropriate times
- Not following classroom rules
- Other

2 points:

- Inappropriate language/behaviors/or gestures
- Disruption in any class
- Rowdiness/scuffles
- Irreverence during Prayer/Church
- Unapproved use of electronic device (phone, iPod, tablet, etc.)
- Other

5 points:

- Blatant disrespect toward authority or peers
- Cheating (call from teacher to parent, subject to academic penalty)
- Engaging in inappropriate displays of affection
- Bullying/harassment
- Defacing school property
- Forgery
- Other

25 points:

- Serious fighting
- Leaving school premises without permission during school hours
- Other

Accumulation of points will result in disciplinary action as follows:

- 10 points** – After school detention – Thursday afternoon as scheduled
- 15 points** – After school detention – Thursday afternoon as scheduled
- 20 points** – After school detention – Thursday afternoon as scheduled + conference with the homeroom teacher and administration.
- 25 points** – One-day out of school suspension + conference with administration, parent/guardian, and student
- 30 points** – Three-day out of school suspension and probation + conference with administration, parent/guardian, and student

After 30 points in one trimester, the student will be placed on probation. Any further disciplinary action will result in the parent/guardian's option of withdrawing their child from St. Martin of Tours School or administration instituting an expulsion.

Points will reset at the beginning of each trimester.

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 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.

H. DETENTION/SUSPENSION/EXPULSION GUIDELINES

1. 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.

- 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.

2. SUSPENSION

Suspension or expulsion of a student requires action of the school principal. All responsible alternatives should be considered. The school administration/principal is the final recourse in all disciplinary actions.

a. IN SCHOOL SUSPENSION

The student is kept in school but is assigned to a designated, supervised area outside of the departmental setting. Academic work is assigned and will be graded.

b. OUT OF SCHOOL SUSPENSION

In certain situations that are extreme or not provided for in the point system, the administrator may find it necessary to issue an out of school suspension. The administrator will determine the terms and length of the suspension and notify the parents/guardians in writing. A conference with the parents/guardians and school administration/principal will be required for the student to return to school. Any work missed for a suspension must be completed and turned in at the teacher's discretion.

3. EXPULSION

Suspension or expulsion of a student requires action of the school principal. All responsible alternatives should be considered. The school administration/principal is the final recourse in all disciplinary actions.

The expulsion procedure is as follows:

The case will be discussed with relevant staff and parents/guardians.

The parents/guardians and student will meet with the administrator.

Written notice will be given or sent to the parents/guardians stating the reasons for the student's expulsion.

The Archdiocese of Cincinnati will be notified of any expulsion.

I. 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 (which can be proven without reasonable doubt), sporting events not on school premises, etc. regardless of place or circumstance every student is representing the St. Martin school community.

The school administration/principal is the final recourse in all disciplinary matters and may waive any and all rules at his/her discretion for just cause.

VII. HEALTH AND SAFETY POLICY

A. 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 that is sent home at the beginning of the year and is available on Option C. A child who is ill or contagious and must be absent may return to school only after being fever and symptom free for 24 hours.

B. EMERGENCY MEDICAL AUTHORIZATION FORMS

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.

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.

C. 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 will be sent home.

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.

D. 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.
- Provide the school nurse with a doctor's note or diagnoses of any food allergies.

E. MEDICATIONS

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.

In accordance with state law, any medication (prescription or over the counter) to be administered to a student must be brought to the school nurse in the original container (which contains name of medicine, dosage, times of administration, and possible side effects) with permission signed by the parent and/or physician along with specific instructions for administration.

F. ROUTINE SCREENINGS

1. VISION AND HEARING

Vision and hearing screenings are performed during the first trimester in grades K, 1, 3, 5, and 7 for 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 and/or hearing checked, please contact the school nurse.

2. POSTURAL/SCOLIOSIS

Postural screening for scoliosis is currently performed for students in grades 5, 6, and 7. Parents are notified if any further medical care is advised.

G. COMMUNICABLE DISEASES

The following is a list of communicable diseases which require a note from the physician for re-entry into school. Please call the school if your child/children are absent from school due to a communicable/contagious disease. Precautions may be necessary to protect other children.

- 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

H. PREGNANCY POLICY

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

I. GENDER IDENTITY POLICY

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation of school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

-In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

- What is the specific request of the student and/or parents?
- Is the request in keeping with the teaching of the Catholic Church?
- Is the school reasonably able to accommodate the request?

VIII. TUITION POLICY

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.

A. 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 15th of May, the payment must be paid with a money order, cashier's check or cash.

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 is 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."

B. FINANCIAL ASSISTANCE – FACTS

Families requesting financial assistance must go online to <http://www.FACTSmgmt.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. This application is also used for the Archdiocese of Cincinnati Tuition Assistance Fund. There is a nominal processing fee for this application.

C. OHIO EDCHOICE SCHOLARSHIP PROGRAM

The 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 of Tours 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 under the school operations tab.

IX. TECHNOLOGY POLICY

St. Martin of Tours 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 of Tours 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 of Tours 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.

PART II – PROCEDURES

Accreditation – St. Martin of Tours School is accredited by the Ohio Catholic School Accrediting Association (OCSAA), a division of the Ohio State Department of Education.

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.

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 arrival – 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 is indicated by arrows.
4. The path will make a loop in the parking lot.
5. There is 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.
10. If you want to walk your child to the door, please park in designated spots only.

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 –

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.

Bus riders are dismissed out of the Harding Avenue door and should proceed directly to their bus when dismissed. These students include any day care providers that offer bus service and the CPS bus students.

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. If you wish to park your car, please park in designated spots only.**

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

Automated Call System – St. Martin of Tours School uses One Call Now to contact families in case of closings, delays, emergencies, and other important information. One Call Now will be used when it is necessary to call of school. Please provide a number or numbers for a morning and daytime call should school be called off early. **PLEASE UPDATE THE OFFICE WITH TELEPHONE NUMBER CHANGES THROUGHOUT THE SCHOOL YEAR.**

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 rules:

- 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 cafeteria balances must be paid by end of the school year.

Cell phones – Students may not use cell phones during the school day. Please see the **Electronic devices and related items** section below.

Class Parties – Student birthday treats may be brought to school with prior approval from the teachers. Treats should be simple and easy to distribute at the end of the day or at lunch. Carbonated drinks or gum are NOT permitted as a birthday treat.

Flowers, balloon displays, special messengers, etc. should not be delivered to school.

Invitations to parties held outside of school may only be distributed on school grounds if an entire group is invited – such as all of the boys, all of the girls, or the entire class.

Parties for holidays will be planned between the homeroom parents and the classroom teachers.

Crisis Response Plan – In conjunction with local safety and emergency personnel, St. Martin of Tours School has a current written Crisis Response Plan that covers a variety of emergency situations ranging from severe weather to other situations that threaten the safety of students.

Curriculum – Our curriculum is the Graded Course of Studies issued by the Archdiocese of Cincinnati. It includes Art, Health, Reading/Language Arts, Mathematics, Music, Physical Education, Religion, Science, and Social Studies.

Electronic devices and related items – Hand-held video games, radios, cell phones, e-readers, tablets, MP3 players, etc. are not permitted during school hours and may not be “visible”. These items will be confiscated if they are used during school time without permission. The first violation will result in the student picking up the item after school. The second violation will result in the parent/guardian picking up the item from the office and multiple infractions will result in the item being confiscated by administration and returned at the end of the year. **Be advised that St. Martin of Tours School will not be held responsible for items that are lost or broken at school.**

Emergency Drills –

Fire drills are conducted as required by state regulations. Annual inspections by local and state officials ensure that the school procedures and building meet state and local fire codes. For the safety of all, the students must proceed in an orderly and quiet manner during a fire drill.

Tornado drills are practiced periodically as required by state regulations. In the event of a tornado watch, the weather will be monitored. In the event of a tornado warning, students will leave their classrooms and go to their designated place and remain there until the warning is lifted. **Please do not come to school for any reason during a tornado warning.**

Lockdown and Shelter In Place drills are conducted as required by state regulations.

Emergency/Weather Related Closings – If for any reason such as bad weather classes must be canceled or delayed, an announcement will be made through the local media AND by a One Call Now message. **Please do not call the school.** The school administration/principal will make the final call on closings/delays – when watching or listening to local media, please look for “St. Martin of Tours” or “St. Martin of Tours – Cheviot”.

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.

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.

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.

Lost and Found – Lost clothing and articles are a continual problem. Students' names should be on everything they bring to school. If you notice something is missing, ask your child to get permission to check the Lost and Found. At the end of each trimester, unclaimed and unmarked items are donated to the St. Vincent de Paul Society. **St. Martin of Tours School is NOT responsible for any items that are lost or broken at school.**

Phone – The school phones are for business only. No student may use any phone at any time without permission from a staff member. Students must have written permission from a staff member and may only use a phone in the office. Phone calls will only be permitted for true emergencies. If a parent must speak to a child in case of an emergency, please call the school office.

Playground – Students must conduct themselves properly on the playground or they will lose their privileges. Students will use their time on the playground for relaxation and enjoyment and allow others to do the same.

Probation – Any new student admitted to grades 1-8 at St. Martin of Tours School is admitted on a probationary status. This probation lasts for at least the first trimester of the school year. For further information about probationary status, please see the Admissions Procedure.

PTO – The Parent Teacher Organization is a vital link of communication between home and school. Parents are urged to join and take an active part in this group. Through volunteer efforts, fundraisers, and other activities, the PTO gives support to the school. PTO meets every month – please watch for information sent home.

School Day – The school day is 7:45 A.M. to 2:30 P.M.

School Office Hours – The school office is open each school day from 7:00 A.M to 3:15 P.M. The office is closed during holidays, Christmas break, spring break, and will have shortened hours in the summer. If no one is in the office, callers may leave a message on the voice mail.

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, desk and computers. Additionally, any personal items are subject to inspection at any time 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.

Textbooks – 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.

Transportation (bus) – Bus service is provided for St. Martin School by Cincinnati Public School District. Any information concerning bus service can be obtained from Cincinnati Public Schools.

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

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 that 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.

Visitors – All people visiting the school for any reason must sign in at the office and receive a visitor's badge.

Volunteers – Volunteers are welcome and an integral part of St. Martin of Tours School. All volunteers must sign in at the school office and wear a badge. All volunteers are REQUIRED by the Archdiocese of Cincinnati to show evidence of attendance at a VIRTUS training workshop and to have a background check performed by www.selection.com. VIRTUS workshops are available throughout the school year at sites specified on the Archdiocesan website or at www.virtusonline.org. Volunteers and coaches MUST have these requirements met before they can be around the students. Please refer to the Archdiocesan website at www.catholiccincinnati.org for more information.