

SAINT MARTHA SCHOOL PARENT/STUDENT POLICY AND PROCEDURES HANDBOOK

WELCOME TO SAINT MARTHA SCHOOL.

This handbook has been prepared to help the parents and the students attending Saint Martha School understand the philosophy, mission, and policies of our school, its programs and routine.

Parents have the obligation to familiarize themselves and their children with the contents of the St. Martha School Handbook. Additions are made each year to the handbook.

It is intended that parents keep and use this handbook for reference as needed.

The principal in all cases has the final recourse of using her discretion in implementing the rules of this handbook.

VISION OF SAINT MARTHA SCHOOL

St. Martha School is dedicated to providing outstanding Catholic foundation through faith, education, individuality, leadership, and community. We are committed to developing the whole child, spiritually, emotionally, and intellectually into the individual who God intended him/her to be.

MISSION AND GOALS OF SAINT MARTHA SCHOOL

As a Catholic school, we are called to promote the Gospel message of community and service to others based on the teachings of Jesus Christ and His Church. It is our intent that all students strive to discover, experience, and share their gifts and talents through worship, education, and Christian living.

This ideal we hope to attain by pursuing the following goals:

- To support the family in recognizing the importance of a strong Catholic faith with emphasis on doctrine, the Eucharistic community, and service.
- To support the parents by providing an atmosphere that instills respect for authority and develops self-disciplined, accountable young adults for the future.
- To catechize the teachings of Jesus and the doctrine of the Church, and to provide a Christian atmosphere that challenges the student to live his/her faith.
- To provide a well-rounded curriculum and learning experiences which meet the intellectual, cultural, and social needs of the individual student.
- To provide an academic program rooted in the basic skills and expanded to embrace the sciences, humanities, and the arts.
- To help each student develop the power to think constructively, to solve problems, to reason independently, to communicate effectively, and to work cooperatively.
- To help each student develop a positive self-image.
- To motivate each student to desire physical, mental, and spiritual well-being.
- To work toward developing school, community, and national pride.

Core Values

Founded in Faith

Accomplished by Education

Celebrated in Leadership

Embodied in Leadership

Shared as a Community

ADMISSIONS POLICY

NON-DISCRIMINATORY POLICY

Saint Martha School does not discriminate on the basis of race, creed, religion, or national origin. Students are admitted to Saint Martha School on an annual basis. Continuance at Saint Martha School for each successive year will be based on attitude, behavior, and the academic achievement of the student, and is entirely the decision of the school.

GENERAL PROCEDURES

Saint Martha Parish conducts an elementary school with Pre K through Grade 8. An entrant for Pre-K must be four years of age before October 1 of the current school year. An entrant for kindergarten must be five years of age before October 1 of the current school year. An entrant for the first grade must be six years of age by October 1 of the current school year.

All new students enter St. Martha School on a six week probationary period.

FINANCIAL REQUIREMENTS/STEWARDSHIP

St. Martha parishioners with children attending St. Martha School are required to support the parish according to their means by participation in the Stewardship program and by paying school tuition.

To complete pre-registration, all Catholic school families must have a signed stewardship pledge card on file in the Parish Office. A student will not be considered officially pre-registered unless the pledge card is on file.

TUITION

All tuition will be paid electronically through bank transfer (EFT) over twelve months, unless tuition is paid in full by July 15th.

Registration of children for school, mailing of progress reports, or the forwarding of school records to other schools will be delayed if tuition is not current and/or an EFT form has not been turned in.

Please note: tuition is not tax deductible.

ADMISSION OF SPECIAL NEEDS STUDENTS

The administration must have a copy of the student's current 504 plan and/or current testing information.

Prior to admitting a student with a diagnosed disability, St. Martha School must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities currently enrolled in an assigned class,
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

The principal may engage the services of the Archdiocesan Special Education Consultant to assist in making a determination of whether a student's educational needs can best be met at St. Martha School.

TRANSFER POLICY

The parents or guardians of students desiring to transfer to St. Martha School without relocating in St. Martha Parish will be required to contact the Admission Board (pastor and principal/assistant principal) to be considered for admission.

POLICIES FOR REGISTRATION, SAINT MARTHA SCHOOL – PreK, K, 1ST GRADE

As of the January registration date, students will be accepted in the following order of preference:

1. Brothers and sisters of those attending St. Martha School as of the current school year and whose family has remained active* in stewardship.
2. Children of longest active* parishioners of St. Martha
3. Brothers and sisters of students who have graduated from St. Martha School and whose family has remained active*
4. Sons and daughters of parishioners who have graduated from St. Martha School and whose family has remained active*
5. Other families who have registered and are active* in the parish
6. Non-Parishioners

*Active - All parishioners who remain faithful to their St. Martha stewardship pledges since time of registration into parish and current with school tuition.

** All Catholic families must have stewardship pledge cards and an EFT form turned into the parish office before a student can be considered fully registered for the upcoming school year.

Registration for all presently enrolled students is held in January each year. New applicants are also urged to pre-register at this time. A non-refundable fee, which will be credited to the child's book bill in August, is charged for each child at registration. The date for the August registration is announced in the principal's July newsletter and in the Church bulletin. At this registration, the child is assigned to his/her respective homeroom. Rental and material fees are paid at this time.

All Catholic applicants must register in the parish. Catholic students currently enrolled in St. Martha Pre- Kindergarten will automatically be assured a place in the kindergarten program. New parish member meetings are held the 2nd Tuesday of the month at 7:00 PM in the parish office. Application for St. Martha School must be made on the form provided by the school. Applicants for Pre-K, Kindergarten, or First grade must present an original birth certificate. Baptismal certificates are required for all Catholic students. Sacramental records must be provided for students making application in Grades 2-8.

Children who register after January registration will fill vacancies or be placed on a waiting list. Those on a waiting list not placed by December must register again in January for the next school year if they wish to remain on the waiting list.

HEALTH AND MEDICAL POLICIES

Upon a child's INITIAL ENROLLMENT in school, the parent/guardian shall be required to furnish a statement or report from the examining physician. The statement/report shall include a medical history, record of immunizations, assessment of growth development, and general appearance; a general physical assessment including hearing and vision screening; and recommendations to the school regarding health problems that may require special attention in classroom or physical education situations.

For Kindergarten entry, all students must have a complete physical, 3 doses of the hepatitis B vaccine and the Varicella vaccine or proof of child having chickenpox as stated by the physician on the immunization certificate. An eye exam is required only if an eye exam is not on file from PreK. Eye exams must be completed by an ophthalmologist or optometrist, not by a pediatrician.

Three doses of hepatitis B vaccine are required for any child entering Kindergarten and any child whose birth date is 10/1/92 or later, regardless of current grade level.

In order to attend school, students coming from out of state must have an updated physical completed on a Kentucky physical form.

All incoming sixth graders must have a complete physical and receive a dose of measles, mumps and rubella vaccine before the beginning of the new school year. One dose of Td (Tetanus Booster) needs to be given to those 11 to 12 years of age if 5 years has elapsed since the last dose of DPT. A new up-to-date Kentucky Immunization Certificate with the dates of the MMR and Tetanus Booster recorded will be required for entry into sixth grade. *Three doses of Hepatitis B vaccine is required of all incoming sixth graders.*

In accordance with state law, the school also maintains a program of continuous health supervision for all pupils. Student immunization certifications must be kept updated. The Health Committee will inform parents of students not in compliance. **A deadline of the first day of school is set for compliance and must be met.** A student not meeting the deadline will be asked not to return to school until proper immunization certificate is presented. The results of visual, auditory and scoliosis screening, in addition to yearly height and weight measurements, are noted on cumulative health records for each student. The school office will inform parents of any conditions which require a physician's attention.

EMERGENCY FORM

As part of registration, each family needs to complete an Emergency form with current information. Each family is asked to list the names of persons who could be contacted if a parent is not available. Only persons listed on this card may pick a child up from school. **Please be sure that if any phone numbers, addresses or persons change, the school is notified immediately.**

BOOKS

St. Martha School uses a combined book rental and fee system for books and materials. A list for the book/supply fee is online.

Rental books must be covered at all times. If the book is lost or damaged, the student will be responsible for its replacement at publisher cost. All lost book fees must be paid before progress reports are mailed at the end of the school year.

It is the student's responsibility to see to it that his/her books are taken care of properly.

RECORDS AND INFORMATION

For your child's protection, if you are divorced or separated, the school must be provided with current and accurate information regarding the custodial rights of your child.

SCHOOL RECORDS

The school office maintains academic and health records on every child in the school. Parents, guardians, and non-custodial parents (unless there is a court order forbidding access) may see their children's records. In the absence of divorce decree, St. Martha School will assume the non-custodial parent has the right to access the child's records and information. The school requires 24 hour notice and a signed note requesting the information desired.

Graduating students of St. Martha School will have records sent to the high school of his/her choice, Catholic or public, provided all financial accounts are current. If the student is required to attend summer school or receive tutoring, records will be released upon proof of completion.

Family Educational Rights and Privacy Act (Buckley Amendment)

The handling of students' records shall follow the federal regulations which implement the Family Educational Rights and Privacy Act of 1975. The following paragraph contains the important elements of these regulations.

Who has a right to records?

All educational agencies and institutions shall give full rights to either parent unless the agency has been provided with evidence that there is a court order, state statute, or other legally

binding document that specifically revokes such rights. Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records. Such students are categorized as "Eligible Students."

TRANSFERS AND CHANGE OF ADDRESS

Notice of a student withdrawal should be made by the parent to the teacher and the principal or assistant principal in ample time before the withdrawal date. If a report card is issued, it should be presented at the school entered by the student.

Permanent records, health cards, reading achievement records, and clinic reports will be mailed directly to the school requesting above mentioned provided all financial obligations are met. These records will not be sent through the parents of the student.

ADULT ORGANIZATIONS

FACULTY AND STAFF

The Saint Martha Faculty and Staff are comprised of professional, qualified educators and staff personnel. All are dedicated to providing a Christian environment and an excellent academic climate. Please feel free to contact the school office to arrange calls or conferences with the principal, assistant principal, or teachers, and to obtain information or assistance.

SAINT MARTHA SCHOOL ADVISORY BOARD

The Saint Martha School Advisory Board was formed for the purpose of developing school policy on matters including, but not restricted to, students' conduct, safety and welfare. These policies are in accordance with Archdiocesan regulations and subject to Parish Council approval.

The main responsibilities of the Board lie in the following areas:

1. Determining policies relating to the planning, operating, and maintenance of facilities and equipment.
2. Reviewing an annual school budget prepared by the principal.
3. Approving admissions/limitations policies as determined by pastor and principal.
4. Acting as a liaison body with local and state school officials.
5. Creating better understanding and support of Catholic education.

The School Advisory Board consists of seven lottery-selected members of the parish, plus one alternate, the pastor, the principal, faculty representative, PTO representative, and bus coordinator.

The Board conducts regular meetings on the first Monday of each month during the school year. All regular meetings of the committee shall be open to the public. The right of such nonmembers to address the committee shall be limited to those whose petitions have been received one (1) week prior to the meeting and approved for the agenda in advance of the meeting.

ST. MARTHA PARENT-TEACHER ORGANIZATION

The purpose of the Saint Martha PTO is to promote educational growth and spiritual welfare, and to strive toward better understanding and cooperation between parents, teachers and students.

Any parent or guardian of any child attending Saint Martha School and the teachers of Saint Martha School are members of the PTO. The PTO sponsors an Open House in September and hosts other various meetings and activities throughout the year. Parents and guardians are asked to attend these activities and informative meetings.

VOLUNTEERS

Volunteers are adults who assist administrators, teachers or other staff. They may help in

classrooms, school programs, or other school or Archdiocesan functions involving our students. (These volunteers receive no compensation).

Volunteers who regularly assist in the school will be required attend the Archdiocese Honor Thy Children Sexual Abuse Workshop. This policy is in accordance with KY House Bill 136 Board Policy KK: "School visitors and volunteers".

CURRICULUM

The curriculum of St. Martha School is designed according to programs of the adopted textbooks selected by the principal, assistant principal, and faculty from the approved textbook lists of the Office of Lifelong Formation and Education.

TEXTBOOKS

Religion

- K – 5 Blest Are We 2009
- 6 – 8 We Live Our Faith 2009

Family Life

- 1 – 7 Bensiger Family Life
- 8 Brown ROA Catholic Values and Sexuality

Language Arts

- K Scott Foresman Phonics and Word Study 2005
- K Scott Foresman 2005
- 1 – 5 Houghton Mifflin Reading 2006
- 6 – 8 Holt, Rinehart and Winston Elements of Literature 2006
- 7 – 8 Glencoe Writer's Choice 2005
- 6 – 8 Sadlier Vocabulary Workshop
- 7 – 8 McDougal Littell Language Newtork
- K – 2 Zaner Bloser Handwriting 2003

Mathematics

- K – 5 McGraw Hill 2010
- 6 – 8 Glencoe 2010

Science

- K – 2 Harcourt Science 2002
- 3 – 5 Harcourt Science 2009
- 6 – 8 Prentice Hall Science 2009

Social Studies

- K – 6 Houghton Mifflin Social Studies 2007
- 7 – 8 Glencoe 2008

Spanish

- 6 – 8 Holt, Rinehart, Winston Expresate! 2006

Music/Drama

PreK – 8 Orff Instruments

Computers

PreK - 8

P. E.

K – 8

RELIGIOUS EDUCATION PROGRAM

St. Martha Religious Education is dedicated to the following goals as stated by the American bishops:

- to know the message of Christ
- to live and experience the community of Christ
- to serve the needs of others.

SACRAMENTAL LIFE/PRAAYER

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Martha School. Parents of Catholic students are expected to have their children attend Sunday liturgies. Preparations for three sacraments, (Communion, Reconciliation, and Confirmation) form the core of our efforts. Only students of the Roman Catholic tradition receive these sacraments, but students from other traditions learn about these sacraments. In addition, all students in grades 1-8 have the opportunity to attend Liturgy several times a month. Students learn a variety of prayers and ways to pray throughout their years at Saint Martha School.

All eighth grade students are required to complete at least four (4) service projects as part of their Confirmation commitment.

MEDIA CENTER (LIBRARY/COMPUTER)

The library program encompasses a sequential building of basic library and reference skills, experience with the book selection process, and appreciation of classical literature. The library also serves as a resource center for students and for the audiovisual materials incorporated into the curriculum.

St. Martha Media Center is open five days a week from 7:50 A.M. to 3:00 P.M. Classes are scheduled regularly for grades Pre K-4. Teachers in grades 5-8 will take the students to the Media Center to work on their projects which will involve research and word processing. These skills and many other computer applications will be taught using an integrated approach. Teachers, librarians and computer teachers will be available to assist students.

Flexible scheduling in grades 5-8 allows the use of the library and computer lab at the point of need by individuals, groups, and/or classes. The librarian, computer teachers, and classroom teacher (as a team) together plan lessons or projects that integrate information and computer skills into the classroom curriculum. This planning includes deciding which resources are needed, computer skills which need to be taught, and scheduling a period of time in the library and computer lab to work. Keyboarding skills will also be taught in grades Pre-K - 8.

Students are free to use the Media Center during unscheduled times whenever a full class is not using it. Students in Pre-K -1 may check out one book for one week; grades 2-3 may check out two books for one week; grades 4-8 may check out two books for two weeks. Picture books may be renewed one time and most other books twice. If a student has an overdue book, he/she is not allowed to check out additional books until the book is returned. In the event of absence on a day when library is scheduled, books should be brought back to the library upon the student's return to school.

A student who has lost a book is expected to pay for the book. If the lost book is a new book, the student is charged the full purchase price of the book. Books are not in circulation over Christmas holidays or Spring Break.

Students or parents who want to check out computer software must sign a permission slip and agreement to replace lost or damaged software. Computer software can only be checked out on an overnight basis. Software may not be copied as this would violate our license agreement.

COMPUTER LAB, INTERNET POLICY, AND PHOTO, VIDEO, WEBSITE RELEASE

Students at St. Martha School will be given an Internet user agreement to be signed. Due to the importance of this agreement, it is signed each school year and will be valid throughout the school year at St. Martha unless changed by the parent. Students may not use the Internet without parental permission. The computer lab, laptops and workstations in the classrooms are made available to students since technology is an integral part of the curriculum. It is important that everyone keep the equipment in good working condition.

St. Martha School follows the Archdiocese policy on Internet usage:

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under

certain circumstances. Users should not expect that files stored on school servers will always be private.

3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. The following are not permitted:
 - Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Revealing any non-authorized information about St. Martha School, teachers, students or parents online.
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Changing network or system settings
 - Violating copyright laws
 - Submitting documents from the Internet as personal work
 - Using another person's password
 - Trespassing in someone else's folder, work, or files
 - Wasting limited resources intentionally
 - Using the network for commercial purposes
 - Propagating chain messages
 - Making unauthorized downloads
 - Participating in personal chat rooms or instant messaging

Violations may result in loss of access to computers and/or in-school suspension, as well as other disciplinary action.

SPANISH

The Spanish program for Grades 6-8 is a comprehensive, integrative program. It encompasses listening, speaking, reading and writing skills. The Spanish program follows the Archdiocese of Louisville Foreign Language Curriculum Guidelines.

MUSIC

The music program is designed to develop an appreciation of this art form and to give opportunities for joy and learning through musical expression. Basic theory, liturgical music, singing, instrumental music, study of the masters and musical performances are included in the program. It is considered an integral part of the St. Martha curriculum.

Children are also instructed in the use of Orff instruments for incorporation into school liturgies and various musical presentations held throughout the school year.

ART

The art program follows the Visual Arts Curriculum Guidelines presented by the Archdiocese. Students will have the opportunity to express their creativity while learning the basics of art and then building upon them. The program of study includes color theory, principles of design, elements of art, cultural art, and study of master artists.

P.E.

All students in grades **K-8** have regularly scheduled classes in these specialized areas of the curriculum. These programs are developed according to state and Archdiocesan specifications.

READING LAB

Reading specialists provide testing and small group reading classes for students in and outside the classroom. Students are scheduled for these special classes so that progress in other subjects

is not hindered.

COMPUTER LAB

All students in PreK – 8 have regularly scheduled lab time. The technology program follows the Archdiocese Technology curriculum. Grading in technology is based upon class participation and keyboarding skills.

SPECIAL UNITS

CAREER EDUCATION
CONSUMER EDUCATION
DARE – GRADE 5
ENVIRONMENTAL EDUCATION
ENERGY CONSERVATION
ETIQUETTE – GRADE 7
GRADE 8 – “WHY KNOW” ABSTINENCE PROGRAM
JUNIOR ACHIEVEMENT
LIFE SKILLS TRAINING
NO BULLYING PROGRAM/FAMILY BUILDERS
OPHELIA PROJECT
PEACE PARTNERS
4H

These highly important educational areas are developed through studies utilizing guest speakers and field trips. The content of these areas of study is integrated in the program of other subject areas of the curriculum.

SHINE - Students Have Insights and New Experiences

Recognizing the responsibility to provide challenging educational opportunities to students of all ability levels, six local Catholic schools, through a cooperative effort, have established the Students Have Insights and New Experiences (SHINE) program. SHINE is designed to meet the needs of academically talented students. Students from participating schools will work together in project areas under the guidance of teachers representing the schools.

Students recommended for this program will be given a registration form.

Each school is allotted six slots per grade in grades 5-8. There may be instances where one or all four grade levels within a school may not have enough students to meet the criteria for participation. In this case, that school's allotted slots will be filled with students from the other schools. Every effort will be made to equalize the total number of students participating from each school.

CURRICULUM EXTENSION

School rules of behavior, conduct, and discipline apply to all school-related functions listed below:

SERVERS

Students in grades 6, 7, and 8 have the privilege of serving Mass. This includes knowing what is required and being faithful to the schedule. Two unexcused absences may result in a student being removed from the servers' list by the principal or assistant principal.

FIELD TRIPS

Field trips are educational activities correlated with classroom studies. Specific goals will be set for the trip and follow-up activities will be organized by teacher. The number of field trips taken each school year will be agreed upon by the faculty and principal.

Field trips are privileges offered to students. Students can be denied participation if they fail to

meet academic or behavioral requirements. Students not going on field trips (for any reason) will be required to attend school and complete assignments.

In order for a student to participate in a field trip, permission of parents, using the official school form (a sample is provided at back of Handbook), must be given and approval of the principal obtained. A student may not attend a field trip without the official school written request form. In an emergency, the field trip permission form may be faxed to the school office. Travel must be from school by school bus unless special circumstances exist. Parents are asked to pay the expense of the trip by check. Please contact the principal or assistant principal if this proves to be a hardship.

CONTESTS/COMPETITIONS

The students of Saint Martha School participate in contests correlated with various subject areas. Health and safety poster contests, essay contests, speech contests, and Young Authors' contests are examples of this participation. Academic competitions offered include Governors' Cup, Math Bowl, Book Bee, Geography Bee, Quick Recall, Spelling Bee. Student attendance at all practices and competitions is expected.

STUDENT COUNCIL

Saint Martha Student Council's mission statement and philosophy are the same as the school's.

Student Council elections are held the second or third week of the school year. Chairperson, Public Relations, Service, Art, and Social positions will be filled from present 8th graders. Two present 7th graders will also be elected. In addition, two more students may be chosen by the administration. These two students will submit an essay explaining why they would be an asset to the council and also submit a teacher recommendation.

All members of Student Council will maintain grades that reflect potential (no D's or U's on report card) and conduct that reflects Christian attitude (check or "S" in each subject).

SPRING FLING

Spring Fling is a PTO sponsored event with booths and games in Bethany Center and on the school grounds. The booth and game costs are kept to a minimum. There will be a picnic lunch sponsored by the cafeteria. Parents are invited to attend.

HOMEWORK

Homework assignments may include written work, study assignments, reading assignments, and special projects.

Homework assignments should average daily no more than:

30 minutes . . . Grades 1 - 2	60 minutes . . . Grade 6
60 minutes . . . Grades 3 - 5	90 minutes . . . Grades 7 - 8

Each student in grades 1-8 is expected to submit daily and long-term assignments as instructed by his/her respective teachers, abiding by prescribed criteria for neatness, completeness, academic quality, and punctuality. Inasmuch as the nature of the written work is considered a reflection of the effort and ability of the student, homework grades are often an integral part of the total academic average. Thus, failure to complete homework as instructed may be detrimental to grade standings. In an effort to establish consistent home study habits and communicate problem areas related to homework, individual subject matter teachers employ various methods of providing consequences for lack of completion of work. Students and their parents are informed of specific expectations according to grade levels as the school year commences. It is the parents' responsibility to see that the student prepares his/her homework properly, not only regarding the written work, but also the study assignments.

RESPONSIBILITY

Responsibility is a value that is taught daily. Forgotten homework, projects, or papers delivered

to the school office after 8:30 A.M. will be held in the school office until the end of the day. Students may not get missing work or books from the classrooms after 3:00 P.M. Parents' help in reinforcing responsibility is appreciated.

TESTING

St. Martha School follows the testing program provided by the Office of Lifelong Formation and Education. This program includes readiness, academic aptitude, achievement, mastery, and criterion reference tests.

Special testing is provided by the school counselor and special reading teachers for new students and other students when it is deemed advisable.

EVALUATION OF STUDENT PROGRESS AND REPORTING PROGRESS

PHILOSOPHY

Assessment is an important on-going process in education whereby the child is trained to assess innate abilities, develop realistic and healthy attitudes toward these abilities, and to assume responsibility for learning. The assessment process depends on a sincere relationship of cooperation among teachers, students, and parents so that the common goals in education as stated in the philosophy may be achieved.

REPORTING PROCESS

A comprehensive report will be given to the parents at scheduled parent/teacher/student conferences. These conferences will provide both objective and subjective reporting on a student's achievement and progress. Data from achievement tests, mastery tests, teacher made tests, and samples of work displaying strengths and weaknesses will be made available for the conference.

In addition to the conference times mentioned above, parents may request a conference with any of the student's teachers at any time during the school year. Appointments may be scheduled by calling the school office, or sending a note to the teacher or teachers involved. Only the student involved in the conference should be in the private conference with parents and teachers. It is very distracting for all when siblings are present. Unannounced before-school and after-school visits or group parent /teacher gatherings are inappropriate settings for productive conferences.

A summary of progress will be reported to students and parents in written form at the end of each quarter. For grades 4 – 8, a summary of academic progress may be found at www.mygradebook.com. Grades on progress reports reflect all aspects of the child's scholastic achievement in that one subject for the quarter. The grade need not represent only test scores.

GRADING SCALE:

Grades PreK – K – A checklist of skills mastered

Grades 1 – 2

RP – Rapid Progress – demonstrating rapid performance in subject

SP – Steady Progress – demonstrating steady progress in subject

PH – Progressing with Help – needs assistance to demonstrate progress

LP – Little Progress – needs much assistance; little progress

Grades 3 – 8

A – 100 - 93

B – 92 - 84

C – 83 – 75

D - 74 – 70

U - 69 - 0

HONOR ROLL

In order to make the St. Martha Honor Roll, students in grades 4 -8 must achieve the following:

Principal's List - All A's
First Honors - 1 B and the rest A's
Second Honors - All A's and B's (no C's)

Grades in art, library, and music, are also included in this criteria. Honor Roll achievement will be noted on the report card.

In addition, to earn Honor Roll status for each quarter

- *A student may not receive an N in daily work or conduct or effort*
- *A student may not have received a No Bullying Warning*
- *A student may not have served a study hall/detention for missing assignments or for behavior during that quarter*
- *A student's words and actions must illustrate Christian values*

AWARDS DAY

Parents and grandparents are invited to an awards day presentation at the end of May during the school day.

SUMMER SCHOOL POLICY

Students in grades 4-8 who fail to pass a major subject (Reading, English, Math, Science, or Social Studies) for the school year will be expected to receive summer help. Students who fail Reading and/or Math will be expected to attend either a summer school program or a minimum of 15 hours private tutoring from a qualified professional. Students who fail English, Science and/or Social Studies will be expected to attend a study skills class and/or obtain 15 hours of private tutoring. Any returning student who fails to complete the required summer help, or to provide documentation of completion, will be placed on academic probation at the beginning of the school year.

RETENTION POLICY

It is the policy of the school that each student should progress through school advancing one grade per year. However, a student may be retained if it is in the best judgment of the teacher(s), principal, parents and counselor that a child may profit from another year in the same grade. Students retained in the eighth grade will be required to do so at another school. Parents will be notified if academic progress indicates the possible need for retention by mid-quarter of the 3rd quarter.

On occasion a student will be placed in the next grade because of parental wishes and over the recommendations of the school's professional staff. In this case, the parents must sign documentation, provided by the school, stating this fact.

Under special circumstances the principal may require the student to attend another school.

COUNSELING

The services of a certified guidance counselor are available to students as an aid to the development of the child's self-understanding and Christian growth and formation. The counselor may assist with areas such as, but not limited to, conflict resolutions, life choices, peer pressure, stress, academic development, alcohol, divorce, etc. Referrals can be made by the parent or teacher or requested by the student. There are times when a child may meet individually without prior parental permission, with one of the Family Builders counselors as part of

the daily support offered to the students and parents. Scheduled sessions are treated with professional confidentiality. Group guidance sessions are regularly provided for all students.

CHILD ABUSE LAWS

Saint Martha School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse or neglect be reported to Child Protective Services.

OFFICE HOURS

7:30 am – 3:00 pm

SCHEDULE - ORDER OF THE DAY

GRADES PreK-8

7:00 am – 7:30 am - breakfast - for those eating only

7:30 am to 7:45 am - arrival time

7:50 am – school begins - announcements

7:51 am - tardy

2:30 pm – afternoon announcements

2:40 pm - dismissal

2:40 pm – 6:00 pm – After school care

ATTENDANCE

In compliance with Kentucky State Law, St. Martha School follows compulsory attendance laws. The school calendar is published prior to the beginning of each school year. Parents/guardians are expected to honor this calendar when planning vacations and medical appointments.

The school day extends from 7:50 A.M. until 2:40 P.M. Students should not be on campus prior to 7:30 A.M. unless purchasing breakfast served in the cafeteria from 7:00 A.M. - 7:30 A.M. The school cannot accept responsibility for any child arriving before or staying beyond the designated times unless the child is involved in a school sponsored supervised event.

Our breakfast begins at 7:00 A.M. and offers monitoring. Those students who come to the cafeteria are asked to purchase breakfast. Parents are welcome to eat with students.

Students MUST be picked up promptly by 3:00 P.M. Any student not picked up by 3:00 will be taken to After School Care. Parents will be responsible for paying the appropriate rate upon picking up their child.

It is not advisable for a student to miss school or leave early for vacations, ex: Thanksgiving, Christmas, Spring Break. **Teachers will not give make-up work or tests until the student returns from vacation and at teacher's convenience.**

ABSENCE

A written excuse stating the reason for absence and signed by the parent or guardian shall be required for all absences.

The importance of being at school every day cannot be emphasized too strongly. Absence should be kept at a minimum regardless of the age of the child, but please do not send the student to school if he/she has run a fever or been sick to his/her stomach the night before or early morning. In case of illness or emergency, a parent/ guardian must notify the office between 7:50 A.M. – 8:30 A.M. The school number is 491-3171. If assignments are desired for that day, parents are asked to make arrangements for homework to be picked up by a brother, sister, or classmate neighbor. Please have this student notify the homeroom teacher, upon arrival at school that he/she will be picking up the assignments in the afternoon.

It is recommended that Junior High students have a homework buddy to help with assignments due to absences.

TARDINESS

A special flag will be placed outside the school office at 7:50 A.M. Students who arrive when the flag is out must come to the office and they will be marked tardy. A note must accompany child, or parent must come in to the school office to explain tardiness. Students who do not have a note or not accompanied by a parent will miss their recess time. Students marked tardy more than four times per quarter will not be eligible for perfect attendance. In order for a student to receive credit for a full day's attendance, he/she must be present for six hours of instruction. If a student arrives after 9:00 a.m. he/she will be marked a half day absent.

Students arriving late due to inclement weather (snow/heavy rain/bus breakdown) will not be required to have a tardy slip. On these mornings the flag will be placed out after parking lot clears.

TRUANCY

Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a doctor's note. All truants shall be reported by the principal to the Director of Pupil Personnel of the appropriate public school district. The principal will notify the Superintendent at the Office of Lifelong Formation and Education.

EARLY DISMISSAL

Parents are urged to make appointments for their children to see dentists and doctors at times that will not interfere with attendance at school. No student shall be dismissed early from school without permission from the principal, assistant principal or designee. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action, including assignment to detention hall or suspension.

Release of Students: No student shall be dismissed early from school without permission from the parent and the principal or designee. A written request must be sent to the school office.

If the student is to be picked up, the parent/guardian or parental designee is required to meet the student being dismissed early in the school secretary's office. Parents may never take student home without teacher being informed and parent signing him/her out of the building. Sign out sheets are in the school office.

In the event of illness, the parent will be called to pick up the student. The student will be given an early dismissal slip which is to be presented to his/her teacher. The parent then signs the student out, in the school office, before leaving the building.

The student is responsible for missed work and is required to approach each teacher concerning such assignments. Proper attention can best be given to this after school hours. The cooperation and encouragement of the parents is necessary for the satisfactory completion of the work. Students will be given a reasonable amount of time to make up assigned work and tests.

Exception: A student may be released to a person with lawful authority to take custody of the student, e.g., a police officer with a warrant. In such cases, the student's parents shall be notified at the earliest opportunity.

In the case of family difficulties (lawsuit, divorce, etc.) parents should inform the school, in writing, regarding the custody and legal guardianship of the student. A copy of any custodial court order should be sent to the school to be kept on file.

SHADOWING HIGH SCHOOLS

High school shadowing days should be arranged by St. Martha students on days when St. Martha is not in session but high schools are. It is advisable to check with high schools early to arrange these days. The Archdiocesan Shadow Form can be found the school's website.

MEDICATION POLICY

All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication. KRS 218.210 states, "A person to whom or for whose use any controlled substance has been presented, sold, or dispensed by a practitioner or other persons authorized under this chapter, may lawfully possess it only in the container in which it was delivered to him by the person selling or dispensing the same."

A signed "authorization to give medication" form from the parent is required for school personnel to give medication to a student. The information on the form should include: name of student, name address and phone number of physician, type of medicine, dosage, time of day for dosage, reason medication is to given, possible reactions of side effects of medicine, release from liability and parent's telephone number at home, work and an emergency number.

Prescription medication should be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength, and do directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

The office will not give medication that needs to be refrigerated.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian, provided a completed authorization to give medication for is on file. Prolonged use of non-prescription medication should be discouraged. Physician or health care provided approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

LOST AND FOUND

Any articles that have been found are to be turned in to the lost and found bin in the cafeteria. PLEASE encourage students to check the lost and found promptly. Nametags, sewn inside clothing articles, greatly assist in locating misplaced articles. The lack of storage space does not allow found articles to be held for a great length of time. Articles not claimed will be given to charity.

PHONE CALLS

The office telephone is for conducting school business. Student use of the school phone is restricted to emergencies. **Phone calls for forgotten items such as homework, lunch, etc. are not permitted.**

VISITORS/PARENTS

St. Martha School welcomes all parents and any other visitors who have a sincere interest in the school. However, all visitors must sign in at the school office upon arrival and receive a badge. This badge must be turned in and visitor signed out in the office upon leaving building. All messages, lunches, or materials forgotten by the students must be delivered to the school office, not the classroom.

Please do not ask students to open a door. ALL VISITORS MUST ENTER THROUGH THE OFFICE. This is for the students' safety.

EARTHQUAKE/FIRE/TORNADO-DISASTER DRILLS

All fire, earthquake, and tornado drills are conducted throughout the school year as required by Archdiocesan policy.

SPECIAL OCCASIONS

CLASSROOM PARTIES

Students in grades PreK through 5th grade are allowed three parties a year—Halloween, Christmas and Valentine Day. The PTO and the room mothers/fathers take care of coordinating these parties with the classroom teachers. Please observe the following rules for parties so they are fair for all students.

- a. Both classes in the grade will have identical parties. The room mothers/fathers need to coordinate these.
- b. A fee will be charged on the school's book bill for classroom parties.
- c. Each family in each homeroom may be asked once to donate a treat or snack for one of the parties

Students in grades 6, 7, and 8 will have a Christmas Party **only**. Each student is responsible for bringing in his/her drink. Parents may be asked to bring in treats. For Halloween and Valentine Day the room mother/father will call and collect snacks to make a treat bag for each student. The teacher will distribute the treat bag at the end of the day.

BIRTHDAYS

Individual birthday treats may be brought to school for a student's birthday. Suggested items for birthdays are cupcakes, cookies, and/or wrapped items. No peanut butter or products with nuts may be sent. Do not send items that need to be cut or frozen. Please contact the classroom teacher regarding this prior to sending in the treat. Flowers, balloons, etc. for an individual are discouraged and will be not delivered to him/her until the end of the school day.

SKATING PARTIES

Skating parties are sponsored by the PTO and are held once a month at Robben's Roost. Dates will be listed on school calendar. Students who attend may sign in at the skating party and receive a uniform break. Please check your calendar for skating party dates.

WEDNESDAY FOLDER

Information will be sent home each week in the Wednesday folder. This should be read, folder initialed, and returned to school the next day. *It is essential that parents take the time to read the Wednesday folder papers promptly for dated material and sign the box inside the folder.*

SCHOOL CALENDAR

The school calendar is published with important dates for the school year and can be found on the school's website. Watch for changes and additions in the school newsletter. Additional calendars may be purchased from the school office.

EXTRACURRICULAR ACTIVITIES

Since extracurricular activities add to overall development of the student, they are encouraged; however, they must not interfere with the primary educational aim of the school. Parents should help children decide which extracurricular activity(ies) to participate in and help children realize that they are expected to follow through in each activity for the entire school year. (This includes extracurricular activities such as cheerleading, basketball, volleyball, football, track, softball). *Parents are asked to carefully consider the number of activities in which their children participate. Consideration must be given for adequate time to complete nightly homework.*

Students must have attended school in order to participate in extracurricular activities on a given day. Conduct standards are the same for these outside activities as when present on normal school day. Students are expected to represent St. Martha School in an honorable fashion at all times.

SCOUTS

Scouting is supported wholeheartedly by St. Martha School. Members of the parish participate as leaders. Girls and boys of various ages may join one of the troops. At various times classrooms are made available for scout use. Scout leaders are responsible for the condition of the classroom used during this time.

ST. MARTHA ATHLETIC POLICY

St. Martha Booster Club has a very extensive sports program offered to the children of St. Martha Parish. The program is operated in accordance with the Catholic Schools Athletic Association.

Any student attending St. Martha School is eligible to participate unless that student is being disciplined by school authorities for an infraction of school policies or rules. The principal is the final authority in this matter.

Students must follow the policy set by the Booster Club regarding sign ups in order to be eligible to play.

See the St. Martha Boosters' Handbook concerning participation in sports practices or games on days of absence due to illness.

Any student on probation or suspended from St. Martha School for disciplinary reasons (behavior, etc.) will not be allowed to participate in any booster sponsored practice or games until reinstated.

PRINCIPAL DISCRETION

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule at her discretion. The administration has the right to send students who get into a physical altercation home for the remainder of the day.

DISCIPLINE

The goal of Christian discipline is self-discipline. The student is free to choose one form of behavior over another, and must learn to accept the consequences of that chosen behavior. The student who chooses specific actions that violate the rights of the school community must be dealt with in Christian justice.

Parents are expected to support the school rules and regulations regarding student behavior. Parent cooperation with school personnel is essential for fostering the best interests of the students.

CODE OF CONDUCT

St. Martha students are expected to accept the privileges and responsibilities of being a member of a Faith Community. The following lists these responsibilities:

- A. Students are expected to grow in their understanding and expression of spiritual and moral values
- B. Students are expected to put forth intellectual effort. In order to establish an appropriate atmosphere, students are to:
 - use courteous, respectful and appropriate language and behavior toward all
 - be honest in speech, in class work, and in respect to other's property
 - be present and on time for classes
 - be prepared for class with books, supplies, etc.
 - be in uniform compliance
 - give attention to teacher or discussion
 - remain within designated campus boundaries
 - assume responsibilities for absentee notes and signing out
 - observe the laws of the state and the school regarding alcohol and drugs
Possession, transfer, or sale of illegal substances – Drugs, alcohol, tobacco shall result in an indefinite suspension
 - possess no weapons (included but not limited to guns, pocketknives, knives, etc.)
 - follow all State and Federal laws
 - observe the rules of the school regarding no smoking, chewing tobacco, gum chewing
 - observe the rules of the school regarding no stealing, acts of vandalism, or intimidation
 - observe the rules of the school regarding electronic devices including cell phones, MP3 players, electronic games, etc.

Failure to obey common rules of behavior may lead to temporary or indefinite suspension. An automatic detention will be given for the following: pushing, shoving, hitting, punching, kicking, tripping, picking up ice or snow, or chewing gum.

Students who have any electronic device will have it sent to the school office and will receive a detention. Cell phones will need to be picked up by a parent.

It is the policy of St. Martha School (and required by law) to report, in all cases, any student who is determined to have brought a weapon or firearm to the school or school grounds, under the jurisdiction of this system, to the criminal justice or juvenile delinquency system. This will be considered grounds for indefinite suspension.

A copy of classroom rules and expectations will be sent home with each student during the first week of school. Parents are expected to sign and return one copy of the expectations to the school showing that they have read and understand what is expected.

Some procedures recommended for correcting lack of self-discipline:

- private counseling with the student
- extra productive work, detention, etc. conference with student and/or parent
- reproof, private or public, conditioned by the case and in the spirit of Christian charity. (St. Martha School believes in correction without sarcasm, ridicule or public humiliation.)
- isolation within the range of the teacher's vision
- referral to the principal's office
- loss of privileges
- detention
- professional counseling
- probation and suspension

DETENTION

DETENTION – GRADES 4-5

After school detention will be scheduled for those students whose actions warrant disciplinary measures. A student may be sent to detention for violations of school and/or classroom rules. Parents will be required to sign a detention notice prior to the day it is served. Students in Grade 4-detained 30 minutes; Grade 5-detained for 60 minutes and will have adequate supervision.

DETENTION-GRADES 6-8

After school detention will be scheduled for those students whose actions warrant disciplinary measures. A student may be sent to detention for academic or non-academic reasons. Parents will be required to sign detention notice prior to the day it is served. Students in grades 6-8 will be detained 60 minutes and will have adequate supervision. Non-academic detentions accumulate over the school year.

Students who fail to show up for assigned detention will receive an additional detention.

All detentions are subject to the principal/assistant principal's discretion.

**If a student receives an "N" in daily work or conduct and/or effort, and/or receives a detention, he/she will not make the honor roll for the quarter.

ACADEMIC DETENTION

A student who has four missing assignments in a class will earn an academic detention. Assigning teacher will determine the activity for the hour of detention. Academic detentions do not accumulate.

ACADEMIC PROBATION

A student is placed on academic probation after two academic detentions in a quarter and/or any U in a quarter in a major subject area (those classes which meet daily). Academic probation lasts at least one full quarter. Any student currently on probation cannot participate in class field trips/activities (including but not limited to the 8th grade trip). A conference will be held with the parents, teacher and the student. A strategy plan will be developed to assist the student in the identified problem areas.

At the end of the probationary quarter, the student's progress is evaluated. If the student has shown improvement in all problem areas, academic probation is lifted. If no progress is seen, the probationary period is extended to the next quarter, at which time another conference will be held and the strategy plan will be re-evaluated.

Any returning student who is eligible for probation at the end of the 4th quarter will begin the next school year on probation, to be evaluated at the end of the 1st quarter.

SUSPENSION

TEMPORARY SUSPENSION

Temporary suspension is a disciplinary procedure by which a student is removed from the school/class for a specified period of time to give the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community. Students are given in-school suspensions in most cases. Adequate supervision will be provided. A child suspended may not participate in any extra-curricular activities by agreement between the principal and parent during the course of his/her suspension.

PROCEDURES FOR TEMPORARY SUSPENSION

- A. If the principal/assistant principal judges temporary suspension necessary, he/she
 1. Has a conference with student, teacher, and
 2. Consults the pastor.

- B. If the principal decides temporary suspension necessary, he/she
 1. Informs parents, student and teachers.
 2. Provides a written notice to parents and student.
 3. Informs other persons who are affected by the decision.
 4. Provides educational tasks for the student to complete.

PROBATION

Probation is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specific period of time by teacher and principal or assistant principal in order to determine his/her resolve to remain in the school community.

PROCEDURE FOR PROBATION

- 1) The principal/assistant principal has a conference with student, teacher, and parents to advise reasons and length of probation.
- 2) The pastor is advised immediately.
- 3) After the period of probation, a second conference is held for evaluation and to decide whether the probation is to be terminated or extended.

Only the principal/assistant principal has the authority to administer probation or suspension as a disciplinary measure. The principal is the final recourse in all disciplinary matters and may waive any or all rules for just cause.

In cases where parents consider any disciplinary action unjustified they may:

1. Ask the principal to reconsider the decision
2. Appeal to the pastor

INDEFINITE SUSPENSION

This is a disciplinary procedure by which a student is removed from the school indefinitely. This is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student's attitude and behavior.

Students are expected to conduct themselves in a respectful manner so as not to hinder the reputation of the school. Any action that would be detrimental to the reputation of the school, whether the action took place in or out of school, may result in indefinite suspension.

Students accused of a serious crime can be put on a home-study program pending a criminal conviction or determination of guilt.

A child on indefinite suspension will not be able to participate in any extracurricular activities.

PROCEDURE FOR DISMISSAL

- A. If the principal or assistant principal judges dismissal may be necessary, he/she:
 1. Has a conference with student, teacher, and parents.
 2. Consults the pastor.
 3. Calls a conference with any others, as circumstances demand.
 4. Informs student, parents, teachers and other persons who are affected by the decision.
 5. Provides guidance for transfer to another school.
 6. Notifies the superintendent.

A child who has been dismissed will not be able to participate in any extracurricular activities. Probation and suspension are to be used only when normal disciplinary procedures have failed

or in cases of exceptionally severe breaches of discipline. Only the principal/assistant principal has the authority to administer probation or suspension as a disciplinary measure. The principal is the final recourse in all-disciplinary matters and may waive any or all rules for just cause.

In cases where parents consider any disciplinary action unjustified, they may:

1. Ask the principal to reconsider the decision
2. Appeal to the pastor

SOLVING SCHOOL RELATED PROBLEMS

The following outlines the order in which school officials are to be consulted by parents in addressing problems that may arise at school. If the situation is not resolved at the first level, recourse may be made to the second level. The situation will not be considered by those along the chain of recourse until each previous step has been attempted.

1. Conference with teacher(s)
2. Conference with teacher(s) and principal or assistant principal
3. Conference with School Board chairperson
4. Contact pastor
5. Contact Office of Lifelong Formation and Education
6. Due Process Board of Archdiocese
7. Archbishop

Note: Hopefully any problem can be resolved promptly and satisfactorily at the earliest level of recourse.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds. (Pastor discretion).
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, the local authorities will be contacted. The individual(s) who has/have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/Guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/Guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the

mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement.

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

FALSE THREATS

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

RANGE OF PENALTIES

It is possible to have a range of penalties which take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and a required mental health assessment. Clear consequences for further action will be made clear in the conference.

DRUG POLICY

For the purpose of this policy, the words illegal drug shall mean any mind-altering drug or any other mind-altering substance. This includes any prescription medication taken for purposes other than for which it is prescribed. The purchase, possession, use, sale or distribution of these drugs is illegal by any federal statute and any statute of the state of Kentucky.

If any student brings to school, or has in his/her possession on the school grounds during or after school hours, any illegal drug, alcohol, tobacco, or look-alike, and/or drug paraphernalia, he/she is liable for suspension and/or dismissal.

Upon information that a student is buying or has bought, is or has been in possession of, and/or has been using any illegal drug, the following steps shall be taken:

1. The teacher or other person having the aforesaid information shall notify the principal or assistant principal of the school wherein the student is enrolled.
2. The student's parent or legal guardian shall be notified and written documentation kept on file.
3. The principal may suspend the student pending investigation when there is probable cause to believe that he/she has bought, possessed and/or used an illegal drug.

ILLEGAL DRUGS

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during, or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol: When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe and Drug Free Schools Coordinator is notified and consulted.

4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment. Following Archdiocesan practice, assessment is at the parents' expense.
7. Assessment results, disciplinary history, and other pertinent information will be reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol: If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe and Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol: When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment: When a professional assessment is required, the Safe and Drug Free School Office can provide the family with a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

REFERRAL COUNSELING FOR ALCOHOL DRUG USE PROBLEMS

Contact Family Counseling – 636-1044 for alcohol/drug use assessment and counseling information.

FIREARMS AND DANGEROUS WEAPONS

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education."

The Kentucky Penal Code, Section 500.800 states that "deadly weapons" means:

- a. any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged; or
- b. any knife other than an ordinary pocket or hunting knife; or
- c. billy, nightstick, or club; or
- d. nunchaku karate sticks; or
- e. shuriken or death star; or
- f. artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.800, does not define hunting knives or pocket knives as "deadly weapons," these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Any student not complying with the above KRS Chapter 527 is subject to disciplinary action which may include suspension and/or dismissal from school as well as reporting cases to the police.

CRIMINAL GANG-LIKE ACTIVITY

Criminal, gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or appropriate action as determined by the principal/assistant principal.

DESTRUCTION OF SCHOOL PROPERTY

The parents of a student who willfully or carelessly destroys, loses, or damages any book, furniture, equipment, buildings or personal property will be obligated to pay the full amount of repairs or replacement.

SEARCH OR SEIZURE

Students should not bring any items to school that may need to be taken from them to protect self, other students, or school personnel. If there is reason to believe that a student is carrying a dangerous item, the student will be asked to empty pockets, purse, book bag, etc. If the student refuses, and there is reason to believe that others are in danger, the principal or assistant principal will take whatever action appears to be necessary to gain possession of the item.

HARASSMENT POLICY

A. St. Martha School does not condone any form of harassment. All persons are to be treated with dignity and respect. Harassment is any behavior that makes someone else feel uncomfortable or unsafe. Harassment in any form is unacceptable and illegal. It doesn't matter what the harasser intended. Students who are involved in harassment are liable for probation, temporary suspension, or dismissal from school. Depending on age and/or the seriousness of the harassment, a detention might be sufficient.

B. Harassment at school can take many forms. The following are only examples of harassment. This list may not be all inclusive.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating hostile or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, suggestive comments, insults, threats, sexual jokes, stories or rumors. Verbal harassment can include ethnic slurs, belligerent or threatening words spoken to another student or personnel.

Physical harassment includes any intimidating interference with normal work, play or movement, such as unwanted physical touching, standing in someone's way or too close, purposely bumping into another.

Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, gestures, or staring at another's body.

Parents are expected to be the primary educators in avoiding such behavior. St. Martha School's curriculum will reinforce the awareness of the necessity of appropriate interaction.

C. Procedure for dealing with harassment of and by the students:

1. Any students believing that they are being harassed should express their displeasure to the person(s) harassing.
2. If the harassment continues, the student should immediately report the incident(s) to the appropriate school official (teacher, principal, assistant principal, or school counselor).

3. Upon receipt of the complaint, the principal, assistant principal and/or school counselor will initiate an investigation of the complaint, including a meeting with both the person alleged to have been harassing and the offended student.
4. Based on the results of the investigation, the principal reports to parents of students involved, an opinion and conclusion as to whether harassment occurred as well as other relevant information.
5. The principal, with the consultation of the assistant principal, counselor and teacher, decides, what, if any, disciplinary action is warranted.

Disciplinary action for students would include one or more of the following:

- o Student may receive detention.
- o Possible isolation of student from other students in situation when harassing occurs.
- o Meeting with parents and students to discuss the incident and set up a behavior modification program contract, counseling, or similar recommendations.
- o Students who are involved in harassment are liable for probation, temporary suspension, or indefinite suspension.

PEACEPARTNERS PROGRAM

In addition to the No-Bullying Program, St. Martha School is committed to the PeacePartners Program. The PeacePartners Program helps to create a school-wide environment in which adults and children work together to build a positive climate for learning. The five main PeacePartners principles which will be reinforced daily are: Praise People, Give Up Put Downs, Notice Hurts, Right Wrongs, and Seek Wise People.

NO BULLY POLICY

The St. Martha No-Bully Policy coincides with our Harassment Policy, but takes in these additional behaviors as unacceptable, *whether serious or in jest*.

1. Verbal – name calling (automatic detention and/or may be sent home)
Name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures.
2. Physical - fighting (automatic detention)
Hitting, punching, kicking, pinching, shoving, tripping, scratching, biting, or any physical threat to another person, defacing property, falsifying schoolwork, damaging property or threats to do so.
3. Social - undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, harassing.

CONSEQUENCES:

1. Verbal warning and parent notice given.
2. Denial of activity where behavior occurred, parent notice given, or cool down time.
3. Detention
Grades 1-3 - Miss three days of playground time or more.
Grades 4-5 - 30 minutes after school.
Grades 6-8 - 60 minutes after school.

Parent called and written parent notice follows. COUNSELING RECOMMENDED AT THIS POINT.

4. In-school suspension, parent must come get child from school. Written notice must be signed.
5. Three days out of school suspension, parent must come get child from school. Written notice must be signed. Parent must accompany student first day back in school.
6. Indefinite suspension from school.

EMERGENCY NOTIFICATION

St. Martha School notifies parents of emergency situations through the D.E.A.N. Alert. All parents are required to register.

BAD WEATHER PROCEDURES REGARDING CLOSING OR LATE OPENING

The decision to declare an emergency closing due to inclement weather will be made by the Superintendent of the Catholic Schools. Notices of such closings will be communicated by the local TV and radio station.

When weather conditions warrant, one of the following announcements will be made for Catholic Elementary Schools in Jefferson County.

<u>ANNOUNCEMENT</u>	<u>ST. MARTHA REACTION</u>
1. All Catholic Elementary Schools in Jefferson County are <u>open</u> .	1. We will be <u>open</u>
2. Catholic Elementary Schools in Jefferson County will be <u>open but on a delayed schedule</u> .	2. We will follow a <u>delayed schedule</u> : Open: 9:50 A.M. Close: 2:40 P.M.
3. All Catholic Elementary Schools in Jefferson County are <u>closed</u> .	3. We will be <u>closed</u> .

EARLY DISMISSAL

Should St. Martha School decide to close early due to bad weather, you will be notified by round robin or the office staff. Every attempt to notify a parent or designated person shown on emergency card will be made before student will be allowed to go home. Parents are asked to have emergency pick-up plans in place.

ST. MARTHA AFTER SCHOOL CARE PROGRAM

In case of a snow day, St. Martha After School Care Program will be closed.

ARRIVAL, DISMISSAL, AND TRAFFIC PLAN

ARRIVAL

Supervision of students begins at 7:30 A.M. All students are expected to enter by the school door nearest the parish offices and assemble in assigned areas.

Only students who purchase breakfast may arrive between 7:00 -7:30 AM. Only these students may use the entrance by the cafeteria for arrival.

DISMISSAL

Dismissal is promptly at 2:40 P.M. All students are expected to be picked up at this time. Students must go home their designated way each day unless a note has been written by a parent and given to the teacher. A student who normally rides the bus may not walk home unless he/she has a note from parent. Students who do not obey this rule will be given an automatic detention.

BICYCLE RIDERS are required to walk the bicycle along the rectory driveway to the bicycle rack. It is strongly recommended that all cyclists going to and from school wear a safety helmet for their protection. Cyclists are to be respectful of each other and others property as they cycle home. No motorized scooters are permitted.

WALKERS must use the sidewalk and proceed along the side of the church and side of the school building to their student lines. Walkers are to be respectful of each other and others' property as they walk home.

BUS RIDERS are expected to walk to the student lines and enter the building. Afternoon bus riders are expected to walk to the bus. Bus riders must walk at all times to and from the bus.

CAR RIDERS must walk at all times when leaving school. To ensure the safety of our students, all car riders must be in cars before any car moves to leave the parking lot. Students who are required to wait for the arrival of a car must wait on the sidewalk near the school exit by the Parish Office. **Students may not be picked up at the Elks Club or in front of Bethany Center for safety reasons.**

AFTER SCHOOL CARE K-8 - students may go to the cafeteria when announced. PreK remains in the Bethany Center.

EXTRACURRICULAR ACTIVITIES - all students who participate in extracurricular activities after school will be dismissed at last bell. This includes scouts, sports, in-school practices, and the Rosary Club.

TRAFFIC PATTERNS FOR DRIVERS

Arrival: All cars will drive in the lane closest to the school. Safety Patrol personnel will open doors for students. (Please have all students ready to get out). After dropping off students and upon exiting St. Martha's parking lot, use the Pulliam Road exit for turning either left or right. Please do NOT exit near the rectory.

Dismissal: Eight rows of cars are needed for dismissal. The first car in each row will be responsible to form the line. Please leave only enough room to safely open the car door between rows. Only form a line next to the car already in line. Once you are in line, remain in line until it is dismissed. Playground is not to be used during dismissal. Dogs must remain in car at all times. No lines will be dismissed until all persons are in their cars. If your child is not in the car by the time cars are being dismissed, please pull into a parking space. A monitor will walk the student to the car.

Please inform all persons (ex. grandparents) who may pick up your child of proper procedures.

Do not park in front of Bethany Center or Father's house to pick up students.

GOING TO AND FROM SCHOOL

Parents should be sure to educate their children regarding traffic safety. Also, please caution students to be very wary of strangers and to report any unusual situations.

BUS TRANSPORTATION

Bus service is provided upon availability for a yearly fee assessed per family. Students are expected to ride the bus assigned to them and to obey rules outlined by the bus driver. Only paid bus riders may ride the bus.

REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

THE RIGHT OF ALL PUPILS TO RIDE ON THE BUS IS CONDITIONED BY GOOD BEHAVIOR AND THE OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE PRINCIPAL AND/OR THE TRANSPORTATION CHAIRPERSON.

1. The bus is on a tight schedule and will not wait for late children. Please have your children at their stops 5 minutes prior to their scheduled pick-up time. Waiting obstructs traffic and causes a safety hazard.
2. Large projects must be brought to school in cars.
3. Pupils shall move promptly and in an orderly manner boarding the bus.
4. Pupils shall observe the following:
 - a. Respect to the bus driver while they are on the bus and shall follow his/her directions promptly.
 - b. Obey and respect the orders of the patrols on duty.

- c. Wait at the designated stop in an orderly manner, off the road, and without destroying, damaging or littering private or public property.
 - d. No eating or drinking on the bus.
 - e. No damage to or litter on the school bus.
 - f. Neither throw nor hold anything out of the bus windows.
 - g. Get on or off the bus or change seats in the bus only when it is not in motion.
 - h. Respect persons when they pass on the routes and fellow riders on the bus by not pushing, shouting or throwing things.
 - i. Report to the driver at once any damage to the bus.
5. Pupils who must cross the road after exiting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
 6. Should the conduct of a pupil on the bus be unacceptable and the offending pupil fails to cease such conduct when requested by the bus driver to do so, with the permission of the principal, the offender will be removed from bus service.

SCHOOL AND BUS PATROL

The safety patrol is selected on the basis of good conduct and dependability and assigned to various posts for the safety of the children.

ST. MARTHA SCHOOL UNIFORM POLICY

PERSONAL APPEARANCE

Students are expected to come to school in proper uniform attire and well groomed.

Hair is to be neat at all times. Hair is not to be shaggy or hanging in the face. Hair should be no longer than the collar for boys; no stripes, lines, numbers, braids or designs. Hair fads are not permitted; decisions concerning fads are left to the discretion of the principal or assistant principal. Unnatural hair colors or extensions are not permitted. Boys must be clean shaven – no beards or goatees. Mustaches may be bleached. Sideburns may be no longer than middle of the ear.

Personal appearance must be clean and neat at all times. All shirts and blouses must be tucked in. Blouses/shirts must be buttoned up to collar button. Long sleeves must be buttoned. No oversized blouses/shirts, sweatshirts or pants may be worn. Skirts may be no shorter than the top of knee. Uniform shorts must be modest length, at least arm's length.

Drawing or writing on hands, arms and other body parts is not allowed.

Sometimes extenuating circumstances may occur in which a student may not be in uniform. Should this occur, please send a note of explanation with the child who is not in uniform. Unexcused violations will be considered deliberate and dealt with accordingly.

GIRLS

1. Blouses – white, long or short sleeve w/turnback round or button-down collar. Must be tucked into skirt with no decoration or monogram.
2. Turtlenecks or mock turtlenecks – white (no insignia)
3. Golf Shirts – white (no insignia) or forest green w/St. Martha logo
4. Sweatshirts – forest green w/St. Martha logo
5. Sweaters – forest green crew or V-neck, pullover or cardigan, (no insignia or cable knit)
6. Skirts – grades 3 – 8 - Blackwatch plaid, no shorter than top of knee
7. Jumpers – grades 1 and 2, optional in grade 3 – Blackwatch plaid, no shorter than top of knee
8. Slacks – navy blue uniform slacks, must be worn at waist
9. Shorts – navy blue uniform shorts
10. Belts – must be worn if belt loops are on slacks or shorts
11. Socks –solid white, plain and visible at all times

12. Tennis shoes only – tied
13. Only watches and studded earrings (one per ear) are permitted. **Earrings are not permitted in upper ear cartilage.** No jewelry or make-up may be worn. Fingernails are to be appropriate length with no polish.
14. PE uniforms are worn only on PE day (never on Mass day)
15. 8th graders only may wear gray sweatshirt with names of graduating class and small necklaces may be worn inside shirt.

BOYS

1. Shirts – white, long or short sleeve w/ pointed to button-down collar. Must be tucked into slacks with no decoration or monogram.
2. Golf Shirts – white (no insignia) or forest green w/St. Martha logo. Must be tucked in
3. Undershirts – solid white only
4. Sweatshirts – forest green w/St. Martha logo
5. Sweaters – forest green crew or V-neck, pullover or cardigan, (No insignia or cable knit)
6. Slacks – navy blue uniform slacks in appropriate size, must be worn at waist
7. Shorts – navy blue uniform shorts
8. Belts – must be worn if belt loops are on slacks or shorts
9. Socks –solid white, plain and visible at all times
10. Tennis shoes only – tied
11. Only watches are permitted. No earrings or necklaces may be worn.
12. PE uniforms are worn only on PE day (never on Mass day)
13. 8th graders only may wear gray sweatshirt with names of graduating class and small necklaces may be worn inside shirt.

Shorts may be worn August through October 31st and April 1st until the end of the school year.

KINDERGARTEN – Uniforms are not required --students may wear play clothes.

Please print or sew the student's name on all clothing items. This will help in the recovery of lost items. Due to the increase of expensive outerwear worn to school and electronic devices brought to school, St. Martha will not be responsible for lost or stolen items.

Students are to be neatly dressed and well groomed. The school principal or assistant principal is the judge of what is acceptable in both dress and hairstyles.

HATS

Hats may be worn indoors only on designated "Hat Day" authorized by the principal or assistant principal.

POLICIES FOR UNEXCUSED UNIFORM VIOLATIONS

- A. 1st warning - An infraction notice is sent to the child's parents stating the infraction of the uniform policy. The parents sign the letter and return to school.
- B. 2nd warning - A dictionary page will be hand copied by the student for homework and returned the next day.
- C. 3rd Warning - St. Martha uniform policy will be hand copied by the student for homework and returned the next day.
- D. 4th Warning - Detention

Any change of clothing for after school activities other than sports should take place in a restroom after last bell with the teacher's permission.

UNIFORM BREAK/DRESS DOWN DAY

Uniform breaks are sometimes given to classes or students as a special reward. Please contact a classmate if you are not sure if one is to be taken. "Dress-Down Day" implies comfortable and casual, yet neat. On a day designated as "Dress-Down Day" the following guidelines are in effect:

GIRLS

- o Jeans are appropriate if neat and clean
- o Casual shirts and blouses may be worn, including colored t-shirts (tank tops, spaghetti straps midriff or undershirts are not permitted). Only appropriate wording or pictures are allowed (double meaning t-shirts, rock band, tobacco or alcohol shirts are not permitted).
- o Uniform or PE shorts/sweatpants only
- o Closed toe and heel shoes only
- o Jewelry may be worn

BOYS

- o Jeans are appropriate if neat and clean (no holes or cut-offs)
- o Casual shirts may be worn, including t-shirts, flannel or sport. Only appropriate wording or pictures are allowed (double meaning t-shirts, rock bands, tobacco or alcohol shirts are not permitted).
- o Uniform or PE shorts/sweatpants only
- o Tennis shoes only w/socks
- o No jewelry may be worn

If a student wears a uniform on non-uniform day, he/she must abide by uniform code.

GRADUATION DRESS

Students will wear gowns for the graduation ceremony (no caps). A nominal fee for these will be included in graduation fee.

Girls – Gowns - white

Light color dress or skirt and shoes. No strapless, low-cut, spaghetti strap dress will be allowed. Shoulders must be covered. Length of dress must be appropriate.

Boys – Gowns - green

Shirt and dress pants. No tuxedos or formal attire

BREAKFAST/LUNCH

BREAKFAST

Breakfast will be served in the cafeteria each morning from 7:00 A.M. to 7:30 A.M. All students and adults are invited! Prices are a la carte.

LUNCH PROGRAM

St. Martha School offers a hot lunch program. Parents volunteering to work in the cafeteria are asked to be there by 10:15 A.M.

Our school participates in the government lunch program. Hot lunches are provided and all students are encouraged to participate in this service. A nutritionally well-fed student is happier, calmer, and physically able to perform better at school or home. Children are encouraged to avoid wasting food as much as possible.

Students are given 20 minutes for lunch. Students are always allowed to finish lunch before they leave the cafeteria.

All students must eat lunch whether it is a hot lunch or a brown bag lunch. Students are not permitted to bring bottled or canned soft drinks for lunch. Students who bring special food items or who are allergic to certain foods must bring a note to the office. Students or adults are not permitted to have meals from a commercial food place in the cafeteria during lunch time. This includes parent/grandparent lunch days.

St. Martha School will not allow negative lunch account balances. Students with insufficient funds will be provided a peanut butter sandwich and milk. Parents are expected to keep lunch accounts current.

The cafeteria menu is published on the website: www.stmarthaschool.org

Applications for free and reduced lunches will be available online.

CAFETERIA RULES:

1. Follow the directions of the cafeteria monitors and teachers.
2. All students must eat lunch.
3. Speak softly while in line and at the table.
4. Eat in a proper manner; mishandling of food is not acceptable.
5. When dismissed by the cafeteria monitor or teacher, appointed student monitors are to clean the tables and chairs and sweep the floor. The students may leave quietly.
6. No food or drink may leave the cafeteria.

CONSEQUENCES IF RULES ARE NOT FOLLOWED:

1. Verbal warning.
2. Eat at a table away from others.
3. Loss of playground time. This may include sweeping the floor and/or cleaning cafeteria tables.
4. Detention/sent to office.

Severe disruption - automatic detention.

Some inappropriate behavior may result in immediate isolation from the class at lunch time, cafeteria clean-up duties, and/or notice sent to parents for a conference. Some inappropriate behavior is:

1. Throwing objects/food in the cafeteria.
2. Refusal to show respect to the monitors.
3. Use of rude or other inappropriate language.
4. Any behavior that seriously disrupts the atmosphere and efficiency of our cafeteria.

SANITARY REGULATIONS

Eating is confined to the cafeteria or specifically designated areas for special events. Proper use and care of the restrooms is required. Hygiene training must originate in the home and be afforded and encouraged by the school.

PARENT/GRANDPARENT LUNCHES

Each month parents or grandparents may be invited to lunch with their children/grandchildren. Please DO NOT bring fast food for the student or the parent.

PLAYGROUND RULES

All students are encouraged to play or have physical activity during recess. Students are expected to follow all rules of conduct, respect and sportsmanship. The following will not be permitted:

1. The throwing of rocks or snowballs. (Automatic detention)
2. Baseballs or footballs.
3. Talking when entering the building.
4. Playing near parked cars.
5. Entering the building without permission.
6. Use of foul language.
7. Fighting.
8. Any form of cheerleading practice and/or flips, mounts.
9. Talking to strangers on the premises or leaving school grounds.
10. Petting of dogs, cats, etc. which may wander on the playground.

11. Going behind Bethany Center or on the side of the garage. (Automatic detention)

PARENT/GRANDPARENT LUNCHES

Each month parents or grandparents may be invited to lunch with their children/grandchildren. Please DO NOT bring fast food for the student or the parent. We want to promote our school lunch program.

ST. MARTHA AFTER SCHOOL CARE

Director: Mrs. Brittany Higdon
Location: St. Martha School: (Cafeteria and Bethany Center)
Eligibility: Any child enrolled in PreK through eighth grade and is a member of the St. Martha Parish.
Fees: Set annually
Program Hours: PreK 12:00 – 6:00
K – 8 2:40 – 6:00

Full care from 7:00 a.m.-6:00 p.m. during school vacation and in-service days. After School Care is closed on snow days.

Activities: Homework assistance, sports skills, arts & crafts, snack, music, Drama, fitness, field trips, and special events

This program provides a safe, supervised environment relieving the pressures your child would otherwise experience spending hours at home alone. Professionally trained staff ensures quality programming. The program is licensed by the State of Kentucky and exceeds required day care standards.

Please call the After School Care director at 262-5746 for further information.

CAMPBELL SOUP LABELS and BOX TOPS FOR EDUCATION

Contests for the collection of Campbell Soup labels are held yearly. These labels are turned in to the company and valuable AV equipment can be obtained for St. Martha School. Box Tops for Education may be turned in during contest period.

TYSON PROJECT A+

Labels from Tyson products that display the Project A+ logo may be turned in to the school office during the school year. The school receives \$.24 for each label submitted.

KROGER PROGRAM

Kroger cards may be purchased in the Parish Office for \$5.00. Additional funds may be added to the card at the Kroger store. Each time it is used, a rebate is paid to the church.

TARGET GUEST CARD

Those who use a Target charge card may designate on the Take Charge of Education application that Saint Martha School receives 1% of the total spent. Target sends money to St. Martha School twice a year.

MARKET DAY

Market Day is a PTO fund-raiser. Food products are ordered through order sheets sent home with children in Wednesday folder. Products are picked up at school on day designated on the school calendar.

GIFTS

No students will be permitted to exchange gifts at school with the exception of those participating in the first grade - eighth grade Big Brother and Little Sister program. Those gifts should be held to a minimum cost.

INVITATIONS

Invitations to parties are not permitted to be exchanged at school unless the entire class is

invited.

INSURANCE

Students injured on school property must use their own personal insurance or use the school insurance purchased each year during registration.

SMOKING

In compliance with the Assurance Concerning the Pro-Children Act of 1994, smoking is not permitted during the time any children's services are performed.

ASBESTOS

The Archdiocese of Louisville Catholic Schools is committed to maintaining a safe and healthy learning environment for all employees and students in its schools. St. Martha School is monitored by Micro-Analytics, Inc., which is contracted by the Archdiocese of Louisville to conduct independent inspections of their schools and compile a management plan for each. The complete inspections report and laboratory analyses are available in the asbestos file in the school office. Every building in the system is inspected on a regular basis to insure that asbestos containing materials pose no health hazards, and that all buildings meet government regulations.

The Archdiocese of Louisville Catholic Schools intends to deal with asbestos containing materials in schools as directed by the recommendations of the Kentucky Department of Natural Resources and Environment Protection (KDNREP). Employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible.

PEST MANAGEMENT

St. Martha School has implemented a special program of Integrated Pest Management (I.P.M.) in order to control pests in a way that minimizes economic, health and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the I.P.M. program.

Notification of a planned pesticide application will be posted on the school's newsletter on the website or as soon as possible when an emergency pesticide application is necessary.

FACULTY AND STAFF

Faculty and staff email addresses can be found in the back of this handbook.

OFFICIAL PARENT REQUEST FOR ST. MARTHA SCHOOL FIELD TRIP

I request that St. Martha School allow my child to participate in

_____.
(event)

I give permission for my child _____, to attend

_____ on _____.
(destination) (date)

I understand that this is an educational trip and a valid extension of the classroom experience.

In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from this trip. I understand the children will be traveling by bus.

Cost of trip: _____

Signature of Parent or Guardian

Date

BUS CONCERN FORM

Name _____

Address _____ Phone # _____

Child's Name _____ Homeroom _____

Bus Driver's Name _____ A.M. _____ P.M. _____

Parent's Signature _____

A reply will be given as soon as issue has been reviewed.

Please send to school office to be forwarded to Bus Chairperson.

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Changes for handbk for 10-11 school year

p.33

Policy and prices for our lunch program are set by the Archdiocese Louisville Food Service Program. We wish to pass on some of these policies and prices now so you may be able to make choices for you family now, before school begins. The price for a student lunch is now set at \$2.25. When a parent or grandparent visits for lunch the price for an adult meal is \$3.75.

If a family falls behind and the student needs to charge a meal the policy is the following: while parents should keep a positive balance in a student's account upto 5 meals may be charged to an account. After this an alternative meal is provided for 5 days. After this we will refuse service to the student until the account is cleared of charges.

Changes for handbook for 11-12 school year:

p.2

Revise /update Mission and Vision statement

p. 7

P.E. K-8, removing Pre-K

p. 9

P.E. K-8, removing Pre-K

p.19

"B" under Code of Conduct: line item 2 – take out "no bullying behavior"

p.30

#13 Add – Earrings are not permitted in upper ear cartilage

p.31

Take out "tennis shoes only w/socks" and replace with closed toe and heel shoes only

Take out "no nail polish" and keep jewelry may be worn

TEACHERS' EMAIL ADDRESSES

Pre-K G	Mrs. Cathy Graas	cgraas@stmarthaschool.org
Pre-K O	Mrs. Holly Oyler	hoyler@stmarthaschool.org
KC	Mrs. Donna Cooper	dcooper@stmarthaschool.org
KF	Mrs. Donna Franklin	dfranklin@stmarthaschool.org
1B	Ms. Anne Bahr	abahr@stmarthaschool.org
1M	Mrs. Kelly Matz	kmatz@stmarthaschool.org
2J	Mrs. Debbie Jenkins	djenkins@stmarthaschool.org
2S	Ms. Brianna Shelby	bshelby@stmarthaschool.org
3C	Mrs. JoAnn Carrico	jcarrico@stmarthaschool.org
3D	Mrs. Duckworth	tduckworth@stmarthaschool.org
4K	Mrs. Susan Kessinger	skessinger@stmarthaschool.org
4M	Ms. Jennifer Mueller	jmueller@stmarthaschool.org
5D	Mrs. Ann Dudgeon	adudgeon@stmarthaschool.org
5P	Mrs. Christy Perkins	cperkins@stmarthaschool.org
5W	Mrs. Katie Watson	kwatson@stmarthaschool.org
6B	Mrs. Bobbie Brown	bbrown@stmarthaschool.org
6D	Mrs. Shannon Dauenhauer	sdauenhauer@stmarthaschool.org
7B	Ms. Megan Berger	mberger@stmarthaschool.org
7M	Mrs. Ceci Maguire	cmaguire@stmarthaschool.org
7S	Mrs. Helen Steier	hsteier@stmarthaschool.org
8P	Mrs. Martha Perry	mperry@stmarthaschool.org
8WH	Mrs. Anne White	awhite@stmarthaschool.org
8Wo	Ms. Karen Woo	kwoo@stmarthaschool.org
Jr. High Sci	Ms. Carolyn Hayden	chayden@stmarthaschool.org
Spanish	Mrs. Rosanna Perez	rperez@stmarthaschool.org
Spanish	Mr. James Key	jkey@stmarthaschool.org
Computer	Mr. Tony Chaudhri	tchaudhri@stmarthaschool.org
Music	Mrs. Mary Dawson	mdawson@stmarthaschool.org
Art	Mrs. Annette Thornsberry	athornsberry@stmarthaschool.org
Library	Mrs. Deckelman	cdeckelman@stmarthaschool.org
P.E.	Mr. Ranney	branney@stmarthaschool.org
Rdg Resource	Mrs. Lisa Maguire	lmaguire@stmarthaschool.org
Counselor	Mrs. Broderick	pbroderick@stmarthaschool.org
Office	Office	office@stmarthaschool.org