



SAINT MARTHA
CATHOLIC SCHOOL

**Student/Parent
Policies & Procedures
Handbook
2019-2020**

Discover. Explore. Share.

SAINT MARTHA SCHOOL STUDENT/PARENT POLICIES & PROCEDURES HANDBOOK

WELCOME TO ST. MARTHA SCHOOL

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

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

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

In all cases, the principal has the final recourse of using their discretion in implementing the rules of this handbook.

TABLE OF CONTENTS

Mission Statement, Vision Statement, Precept, Core Values.....	4
Family/School Covenant.....	4
Courtesy Code.....	4
Admissions Policy.....	5
Parent and Staff Organizations.....	8
Curriculum.....	9
Arts and Humanities.....	10
Technology Acceptable Usage Policy.....	11
Cell Phone Policy.....	12
Evaluation of Student Progress.....	13
Office Procedures.....	15
Emergency Notification.....	20
Arrival, Dismissal and Traffic Plan.....	20
Uniform Policy.....	22
School Lunch and Breakfast Program.....	25
After School Care.....	26
Sports Ministry.....	26
Student Activities.....	27
Student Code of Conduct.....	28
Drug Policy.....	31
Harassment Policy.....	33
Legal Notifications.....	35

MISSION STATEMENT

As a Catholic School, we 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 education, worship, and Christian living.

VISION STATEMENT

St. Martha School is dedicated to providing an 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.

PRECEPT

I am part of St. Martha School where we help each other grow spiritually, emotionally, and intellectually into the individual who God intended me to be.

CORE VALUES

Founded in Faith
Accomplished by Education
Celebrated through Individuality
Embodied in Leadership
Shared as a Community

FAMILY/SCHOOL COVENANT

The school, in cooperation with the home and the total parish, aims to build a Catholic community affording opportunities for spiritual, emotional, and intellectual growth. School families' presence at Mass is an important part of the school's mission. We encourage that all of our parish families will accept this commitment to attend Sunday Mass regularly. Parish families are also asked to fulfill their obligations of time, talent and treasure with the school and the parish as pledged on the stewardship card. Parents are asked to support the school's task of carrying out the mission within the framework of Christian ethics and values. When a student or member of his or her family fails to support the school's mission, it is disruptive to the school. Parents and students are expected to:

1. Demonstrate respect to school employees;
2. Respect school property;
3. Accept the school curriculum, participate in class discussions, and complete required assignments;
4. Students and parents will accept the policies, rules, and other tenets of the School Handbook.

In the event the administration determines that a student or a member of his or her family has failed to support the school in pursuing its mission, the principal may determine that St. Martha School is not an appropriate place for the child to continue his/her education. The principal, in conjunction with the pastor, will determine the appropriate course of action.

COURTESY CODE

The purpose of the Courtesy Code is to ensure a school climate in which students, parents, faculty and staff can live and work effectively. Toward this end, students, parents, faculty and staff should:

Act in a Christ-like manner toward all
Avoid repeating rumors, gossip, and innuendo
Be attentive to announcements, newsletters, e-mails, etc.
Speak in a courteous and polite voice to all
Respect and not interrupt others' conversations
Use "please", "thank you", and "pardon me", at appropriate times
Open and hold doors for others
Address all adults by their title and last names, unless requested otherwise
Work cooperatively with school personnel when addressing concerns

ADMISSIONS POLICY

NON-DISCRIMINATORY POLICY

St. Martha School does not discriminate on the basis of race, creed, religion, or national origin. Students are admitted to St. Martha School on an annual basis. Continuance at St. 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

St. Martha Parish conducts an elementary school with Pre K through Grade 8. Effective 2017-2018 school year, an entrant for PreK 3 must be 3 years of age on or before August 1 of the current school year. An entrant for Kindergarten must be five years of age on or before August 1 of the current school year.

Parents are required to fully disclose all learning and behavior assessments concerning the child.

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. *Parishioners are practicing Catholics who are registered in the parish and have a current stewardship card on file.

To complete pre-registration, all families registered as active parishioners must have a signed stewardship pledge card on file in the Parish Office.

TUITION

All tuition will be paid electronically through F.A.C.T.S., an online payment system. Please contact the St. Martha parish business office at 502-491-8535 for more information.

Registration of children for school release of grade 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 accommodations 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.

REGISTRATION POLICIES – Pre-K, K, FIRST GRADE

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.**

Registration for all presently enrolled students is held in January/February each year. New applicants are also urged to pre-register at this time. A non-refundable fee is charged for each child at registration. The date for Back to School Night is announced in the principal's summer newsletter and in the Church bulletin. At this event, the child is assigned to his/her respective homeroom. Parents are asked not to request certain teachers.

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 second Tuesday of every other month (February, April, June, August, October, and December) 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.

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.

KINDERGARTEN ENTRY

All students entering kindergarten must have a complete physical, two doses of hepatitis A vaccine, three doses of the hepatitis B vaccine, two doses of MMR (measles, mumps, rubella) vaccine, and two doses of 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 Pre-K. Eye exams must be completed by an ophthalmologist or optometrist, not by a pediatrician.

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

SIXTH GRADE ENTRY

All incoming sixth graders must have a complete physical, and receive one dose of the meningococcal vaccine and one dose of Tdap or Td booster (tetanus booster) vaccine before the beginning of the new school year. A new, up-to-date Kentucky Immunization Certificate with the dates of the meningococcal and tetanus vaccines recorded will be required for entry into sixth grade.

In accordance with state law, the school also maintains a program of continuous health supervision for all students. 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 an immunization certificate is presented. The results of visual, auditory, and scoliosis screenings, 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 INFORMATION

As part of registration, each family needs to complete the emergency information fields in Sycamore 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 Sycamore may pick a child up from school. Information should be checked carefully, corrections made as needed, and signed so the school's emergency information is correct. **Please be sure that if any phone numbers, addresses or persons change, the school is notified immediately.**

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 work day 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 (FERPA) - Buckley Amendment

The handling of student 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."

PERSONAL INFORMATION CHANGE

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.

WITHDRAWAL FROM SCHOOL

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.

PARENT AND STAFF ORGANIZATIONS

FACULTY AND STAFF

The St. 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. Faculty and staff contact information may be found on Sycamore or on the school website.

SCHOOL ADVISORY BOARD

The St. 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, parish finance manager, and the pastor.
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 nine voting lay members of the parish, the Pastor, Principal, and Faculty Representative. Included in the lay members is a representative (the Vice President) from the PTO.

The Board conducts regular meetings on predetermined and posted dates, August through May. All regular meetings of the committee shall be open to the public. The right of such non-members to address the committee shall be limited to those whose petitions have been received one week prior to the meeting and approved for the agenda in advance of the meeting.

PTO - PARENT/TEACHER ORGANIZATION

The purpose of the St. 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 a child attending St. Martha School and the teachers of St. Martha School are members of the PTO. The PTO sponsors and hosts various meetings and activities throughout the year. Monthly PTO board meetings are held from August through May. Two general meetings are held each year – one in conjunction with Mock Schedule Night in the fall, the other in early spring. All parents are invited to attend!

All St. Martha families are encouraged to sign up to receive reminders for PTO events through Remind. Please visit <https://www.remind.com/join> to sign up. Enter school code "@stmarthapto". Select your reminder option - TEXT or email. You may also text "@mathapto" to 81010. Standard messaging rates apply. Opt out anytime by replying "unsubscribe@mathapto".

All monies earned by the PTO are given back to St. Martha School and its students.

If you are interested in joining the PTO Board, one of our committees, or volunteering for an event please reach out to a member of PTO, see information in The Rock Report, or contact the school office.

Here are the services, social events, and fundraisers sponsored by the St. Martha School PTO:

<u>Services</u>	<u>Social Events</u>	<u>Fundraisers</u>
<ul style="list-style-type: none"> • Health Events & Records • Homeroom Parents (Classroom holiday parties, Confirmation & Graduation receptions) • Hospitality • Teacher Appreciation • Teacher Supply Reimbursement • Used Uniform Sales 	<ul style="list-style-type: none"> • Father/Daughter Dance • Mother/Son Event • Santa's Workshop • Spring Fling • Chili Supper 	<ul style="list-style-type: none"> • Campus Store • Chili Supper • Picnic Booth (Horse Race Bingo) • Retail Fundraising (Box Tops, Amazon Smile) • Rock-a-thon • Restaurant Spirit Nights • Texas Roadhouse Gift Cards

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 to attend the Archdiocese Safe Environment Training and receive a criminal background check. 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 to support the holistic development of the student. Core content classes include all of the following: Math, Science, Social Studies, Language Arts (grades K-5) or Literature/English (grades 6-8), and Religion. Arts & Humanities classes are also included as a part of St. Martha's curriculum. Hey

St. Martha School assesses a fee, which is included in tuition, for books, online content, various technologies, and other resources. If a book or other materials are lost or damaged, the student will be responsible for its replacement at cost. All lost/damaged material fees must be paid before grades are released at the end of the school year.

It is the student's responsibility to see to it that his/her books, technologies, etc. are cared for properly.

ONLINE RESOURCES

Programs utilized to personalize enrichment or remediation for our students include, but are not limited to:

Splash Math	Grades K-2
Stemscopes	Grades K-5
Lexia	Grades K-5
BrainPop	Grades K-8
Mobymax	Grades 3-8

ASSESSMENTS

The following standardized assessments are administered:

Brigance Readiness Test	Pre-K & K
NWEA MAP Test	Grades K-8
ACRE (Assessment of Catechesis Religious Education)	Grades 5 & 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/PRAYER

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Martha School. Parents of Catholic students are expected to have their children attend Sunday liturgies. Preparations for three sacraments (Reconciliation, Communion, 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 K-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 St. Martha School.

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

ARTS AND HUMANITIES

LIBRARY MEDIA CENTER (LIBRARY/TECHNOLOGY)

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's Library Media Center is open five days a week from 7:30 am to 2:40 pm. Students through 5th grade visit the library weekly for class with our library teacher and with their classroom teachers to conduct research for projects. Students in grades 6-8 utilize the library in a research capacity within their core classes and may check out books as desired. The library teacher, technology teacher, and classroom teacher collaborate to plan lessons or projects that integrate information and computer skills into the classroom curriculum.

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 may be renewed 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 scheduled library day, 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 Break or Spring Break. All lost book fees must be paid before grades are released at the end of the school year.

SPANISH

Spanish is offered to students in grades K-8 for 55 minutes per week. 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 grades Pre-K-8. 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.

ART

The art program follows the Visual Arts Curriculum Guidelines presented by the Archdiocese. Students grades Pre-K-8 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 Pre-K-8 have regularly scheduled classes in these specialized areas of the curriculum. These programs are developed according to state and Archdiocesan specifications.

TECHNOLOGY

Students in grades Pre-K - 8 attend weekly technology classes. Our technology curriculum has been designed with the Archdiocese Technology Curriculum in mind, to spiral skills as the student grows in their comfortability level in the utilization of various technologies. St. Martha School utilizes the Google Suite platform, which includes Google Classroom. Students in grades 6-8 participate in a 1:1 technology program.

ENRICHMENT PROGRAMS

St. Martha School offers a variety of enrichment programs for our students. 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.

ACADEMIC PROBATION

A student is placed on academic probation after two academic detentions in a grading period and/or any U in a trimester in a major subject area (those classes which meet daily). Academic probation lasts at least one full trimester. Any student who is on probation may not be allowed to participate in class field trips, including overnight experiences. These instances will be determined on a case by case basis. 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 period, the student's progress will be 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 grading period, 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 third trimester will begin the next school year on probation, to be evaluated at the end of the first trimester.

TECHNOLOGY ACCEPTABLE USAGE POLICY

The Archdiocese of Louisville and St. Martha School support the safe, responsible use of personal electronic devices in ethical and legal ways. The use of these 21st century learning tools should be focused on academic learning, whether as part of classwork or as use by individuals before or after school. It is encouraged for teachers to embrace the use of electronic devices in their learning environments.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students:

- All personal electronic devices – cell phones, eReaders, tablets, iPads, iPod touches, etc. should be powered off and stored in a student's backpack during school hours - 7:30 am to 2:40 pm. St. Martha is not liable for any personal electronic device brought onto campus.
- Downloads or purchases require permission. Parents should supervise the downloading of all books and other material purchased online.

ACCEPTABLE USAGE POLICY

Students at St. Martha School are required to sign the Acceptable Usage Policy (AUP) Agreement each school year. Due to the importance of this agreement, it is signed electronically on Sycamore during the registration process.

St. Martha School's AUP is in line with the Archdiocese policy on acceptable usage. The computer lab, laptops, iPads, workstations in the classrooms, etc. are made available to students as an integral part of the curriculum. Because of this, the St. Martha AUP has the following expectations:

1. Students are responsible for good behavior on school computer networks. 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.
2. St. Martha School utilizes a cloud-based filtering system to monitor all devices that are the property of the school and connected to the school wifi. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network and cloud storage areas always subject to search. Users should not expect that files stored on school servers will always be private.
3. School issued devices must remain on the school network while on school property.
4. 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.
5. 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 technology, as well as other disciplinary action.

Students in grades 6-8 and their parents must sign and return the 1:1 Chromebook™ Computer Program Handbook and Agreement before the device is issued.

CELL PHONE POLICY

Cell phone use is not permitted during school hours, which are 7:30 am to 2:40 pm. Cell phones may be kept in a student's backpack, but must be turned off. Failure to do so will result in the following consequences. The consequences run the length of the school year.

- 1st Offense - The phone will be confiscated and turned into the office where the student can pick up after dismissal. A Rules Violation Form will be issued.
- 2nd Offense - The phone will be confiscated and turned into the office where the parent may pick up after dismissal. A Rules Violation Form will be issued.
- 3rd Offense and Beyond - The phone will be confiscated and turned into the office where the parent may pick up after dismissal. A Rules Violation Form will be issued. A detention will be assigned.

School administration reserves the right to evaluate these consequences on a case by case basis.

EVALUATION OF STUDENT PROGRESS

PHILOSOPHY

Assessment is an important ongoing 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.

LEARNING LAB

The learning resources coordinator and other Learning Lab staff will provide testing and small group remediation for students in and outside the classroom. Students are scheduled for time with the learning consultant, so that content in core subjects is not hindered.

TESTING

St. Martha School follows the testing program provided by the Catholic Schools Office in the Archdiocese of Louisville. This program includes readiness, academic aptitude, achievement, and mastery tests. Special testing is provided by the school for new students and other students when it is deemed advisable.

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/email to the teacher(s) involved. To provide the best conferencing environment, we ask that only the student being discussed in the conference, the parents, and the necessary school staff be present at the conference. Please make other arrangements for siblings. Unannounced before-school and after-school visits or group parent/teacher gatherings are inappropriate settings for productive conferences.

Progress reports are provided to students and parents at the end of the first and second trimester. Final report cards are available after the third trimester concludes at the end of the school year. Real-time progress is also available to students in grades 1-8 via Sycamore. Parents are encouraged to check Sycamore weekly with their student(s) and discuss student effort and performance.

HOMEWORK

Homework assignments may include, but are not limited to, written work, study assignments, reading assignments, online assignments, and special projects.

Homework assignments should average daily no more than:

30 minutes . . . Grades 1-2
60 minutes . . . Grades 3-5

60 minutes . . . Grade 6
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. The nature of the written work is considered a reflection of the effort and ability of the student. 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. Calling home for forgotten items will be limited and allowed on a case by case basis. Parents' help in reinforcing responsibility is appreciated.

GRADING SCALE

Grades Pre-K-Kindergarten: A checklist of skills mastered

Grades 1-2:

O	Outstanding Performance
S	Satisfactory Performance
N	Needs Improvement on Performance
U	Unsatisfactory Performance

Grades 3-8:

93-100	A	Indicates Exceptional Achievement
84-92	B	Indicates Above Average Achievement
75-83	C	Indicates Average Achievement
70-74	D	Indicates Below Average Achievement
69 and below	U	Fails to meet Acceptable Achievement Standards

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 - All A's with no more than one B
- Second Honors - All A's and B's (no C's)

Grades in special areas are also included in this criteria. Honor Roll achievement will be noted on the report card.

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 core-content class (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 to recover the credit. 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 upcoming 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 benefit from another year in the same grade. Parents will be notified if academic progress indicates the possible need for retention by the end of the 2nd trimester.

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

COUNSELING

The counseling program at St. Martha School has been developed to support the social, emotional, and behavioral development of students. The services of the school guidance counselor are available to students as an aid to assist with personal and academic development of the child's self-understanding and Christian growth and formation. The counselor may assist in areas such as, but not limited to, conflict resolution, life choices, peer pressure, stress, depression, self image, academic development, drugs/alcohol, and divorce. Referrals may be made by the parent or teacher or requested by the student. There are times when a child may meet individually without prior parent permission, as part of the daily support offered to the students and parents. Scheduled sessions are treated with professional confidentiality. Large group guidance sessions are regularly provided for all students, as well as specialized small groups based on need. The school counselor may be reached via email or by contacting the school office.

CHILD ABUSE LAWS

St. 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 PROCEDURES

SCHOOL OFFICE HOURS

Office Hours When School is in Session: 7:30 am – 3:30 pm

Office Hours When School is not in Session: The schedule will vary and will be announced before each extended break.

SCHEDULE - ORDER OF THE DAY

GRADES K - 8

7:00 am – 7:30 am – School open for students to assemble in the cafeteria - breakfast available

7:30 am – Grades 6 – 8 dismissed to Rock Rooms

7:40 am – Grades K – 5 dismissed to classrooms

7:50 am – School begins; Announcements

7:51 am – Students not in class when the bell rings are considered tardy

2:35 pm – Afternoon announcements

2:40 pm – Dismissal

2:40 pm – 6:00 pm – After School Care

PRESCHOOL

7:00 am - 8:00 am - arrive and assemble in the designated area

8:00 am - school begins

12:30 pm - 2:15 pm - nap

2:30 pm - dismissal from designated area

2:30 pm - 6:00 pm - After School Care

ROCK REPORT, ELECTRONIC COMMUNICATION & WEDNESDAY FOLDER

Communication between school and home is very important. The school will publish the Rock Report bi-weekly with various communications and updates included. Should updates need to be sent between Rock Reports or information needs to go out to specific groups/grades within the school, other electronic communications will be sent. When physical papers need to be sent home, these will be sent in the Wednesday folder. **Parents are strongly encouraged to read the Rock Report, along with all other school electronic school communications, regularly. It is also advised that parents check items in the Wednesday Folder weekly.**

SCHOOL CALENDAR

The school calendar is published with important dates and events for the school year and can be found on the school website. Watch for changes and additions in the Sycamore and the Rock Report.

FACULTY AND STAFF COMMUNICATION

Teacher and staff member contact information may be found on the school website. Parents are always welcome to reach a teacher/staff member by calling the school office as well. Please allow a minimum of two school days for a response from a teacher/staff member. Should an issue need a more prompt response, please contact the office to get a message to a teacher/staff member.

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 permitted on a case by case basis.

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 the visitor must sign out in the office upon leaving the 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 into the building.

ALL VISITORS MUST ENTER THROUGH THE OFFICE. This is for the safety of our students.

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. Name tags, 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.

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. Staff members are assigned to monitor the playground.

EARTHQUAKE/FIRE/TORNADO - DISASTER DRILLS

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

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 am until 2:40 pm. Students may be dropped off beginning at 7:00 am. All students should report to the cafeteria prior to morning cafeteria dismissal. Students in grades 6 - 8 are dismissed from the cafeteria at 7:30 am. Students in grades K - 5 are dismissed from the cafeteria at 7:40 am. Breakfast is available for purchase before 7:30 am. The school cannot accept responsibility for any child arriving or staying beyond the designated times, unless the child is involved in a supervised school sponsored event.

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

ABSENCE

The importance of being at school every day cannot be emphasized enough. Absences should be kept at a minimum, regardless of the child's age. Students who are ill should stay home. Students must be fever-free and/or vomit-free for 24 hours before being permitted to return to school and will not be admitted to class otherwise. In case of illness or emergency, a parent/ guardian must notify the office prior to 8:30 am. 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 to school that he/she will be picking up the assignments in the afternoon. It is recommended that middle school students have a homework buddy to help with assignments due to absences.

All students who miss school are required to submit a parent written/signed note to the office.

Excused absence – students are permitted to make up missed work/assignments.

Unexcused absence – make-up work/assignments are at the discretion of the teachers and administration.

Students will be counted absent whether classified as excused or unexcused. Students marked absent more than three times during the school year will not be eligible for excellence in attendance.

VACATIONS, BREAKS AND HOLIDAYS

While family trips and vacations are wonderful, real-world opportunities for students, St. Martha School strongly encourages that these types of experiences be scheduled in accordance with school breaks published on the school calendar. It is not advisable for a student to miss school or leave early for vacations, ex: Thanksgiving, Christmas, Spring Break. **These days will be Unexcused Absences: penalties can be given for late work. Teachers will not give make-up work or tests early. Students will receive their school work when they return.** Should there be extenuating circumstances, please contact the principal as soon as possible to discuss.

TARDINESS

Students must be in class when the bell rings at 7:50 am to begin the day. Any student entering class after 7:50 am or arriving to school late will be considered tardy to school and will be required to have a tardy slip to enter class. Arriving at school at 7:50 am or later requires that a parent send a note to explain the reason for being late or the parent must accompany the child into the school office to sign them in. Students who do not have a note or are not accompanied by a parent may have consequences. Students marked tardy to school more than six times during the school year will not be eligible for excellence in 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 am or

leaves before 1:30 p.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 the parking lot clears.

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. A written request must be sent to the school office. Any student who leaves the school grounds without permission from the principal shall be subject to appropriate disciplinary action, including assignment to detention or suspension.

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 office. Parents may never take student home without the office being informed and the 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 in the office.

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 missed 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.

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 Catholic Schools Office in the Archdiocese of Louisville.

SHADOWING HIGH SCHOOLS

High school shadowing days should be arranged by St. Martha students on days when St. Martha is not in session. It is advisable to check with high schools early to arrange shadow days. Students planning to shadow should have the Archdiocesan Shadow Form (found on the school's website and provided electronically to parents at the start of the school year) turned in to be signed at least two days prior to the visit. The school office must be informed in order to assure that the shadow day will be an excused absence.

MEDICAL NEEDS

DISTRIBUTION OF MEDICINES

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 218A.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, the reason medication is to be given, possible reactions or side effects of medicine, release from liability, and parent's telephone number at home, work and an emergency number.

PRESCRIPTION MEDICATION

Prescription medication will 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 directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

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.

HEAD LICE

Students will not be permitted to attend school or school related activities if head lice are present in its contagious stage. Students must be nit free for 24 hours and checked in through the school office before re-admittance to school.

HIV/AIDS

A student infected with HIV/AIDS shall be allowed to attend school and other classes as long as the student poses no reasonable risk to himself/herself or to other persons in the school. The right to privacy of the infected student, shall at all times be respected.

SPECIAL OCCASIONS

CLASSROOM PARTIES

Students in grades Pre-K - 5 are allowed three parties a year—Halloween, Christmas and Valentine's Day. The PTO and the room parents take care of coordinating these parties with the classroom teachers. Please observe the following rules for parties so they are fair for all students.

- For grades with two or more classes should have similar parties. The room parents need to coordinate these.
- Each family in each homeroom may be asked to donate a treat or snack for one of the parties.

Students in grades 6, 7, and 8 will have a combined Christmas celebration. Parents may be asked to bring items for this event. For Halloween and Valentine's Day, the room parent will reach out to collect treats to make a treat bag for each student. The teachers will distribute the treat bags to their classes 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 not be delivered to him/her until the end of the school day. Invitations to birthday parties are not permitted to be exchanged at school unless the entire class is being invited.

GIFTS

Students will not be permitted to exchange gifts at school, with the exception of those participating in the Big Buddies program. Big Buddy gifts should be a minimal cost.

EMERGENCY NOTIFICATION

St. Martha School notifies parents of emergency situations through the R.E.A.C.H. Alert. All parents are required to register. Please see directions for registering in the "Documents" section of the school website, or contact the school office 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 FROM ARCHDIOCESE</u>	<u>ST MARTHA'S REACTION</u>
1. All Catholic Elementary Schools in Jefferson County are <u>open</u> .	1. St. Martha will be <u>open</u> .
2. Catholic Elementary Schools in Jefferson County will be <u>open, but on a delayed schedule</u> .	2. St. Martha will follow a <u>delayed schedule</u> : Doors open at 9:20 am School begins at 9:50 am
3. All Catholic Elementary Schools in Jefferson County are <u>closed</u> .	3. St. Martha will be <u>closed</u> .

EARLY DISMISSAL

Should St. Martha School decide to close early due to bad weather, you will be notified by R. E. A. C. H. Alert and email from the school office. 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.

ARRIVAL, DISMISSAL AND TRAFFIC PLAN

ARRIVAL

Supervision of students begins at 7:00 am. Prior to 7:30 am students should be dropped off at the door closest to the front entrance of the church. After 7:30 am, the safety patrol will be out to assist students in getting out of their cars. All students are expected to enter by the school door nearest the

parish offices and assemble in assigned areas after the safety patrol is out. Teacher supervision is provided.

DISMISSAL

Dismissal is promptly at 2:40 pm. All students are expected to be picked up at this time. Students must go home their designated way each day unless the office has been notified of other arrangements.

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 in the student lines and enter the building when arriving at school. Afternoon bus riders are expected to walk to the bus. Bus riders must walk at all times to and from the bus. A student who normally rides the bus may not walk home unless the parent has notified the office. Students who do not obey this rule will be given an automatic detention. Students who are not registered bus riders will not be permitted to ride the bus.

CAR RIDERS must walk at all times when exiting the 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 in front of Bethany Center for safety reasons.

AFTER SCHOOL CARE - K-8 students may go to the cafeteria when announced. Pre-K remains in their classrooms.

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

TRAFFIC PATTERNS FOR DRIVERS

Arrival for K-8 Students: 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 exit the vehicle. After dropping students off, please follow the flow of traffic to safely exit the parking lot.

Arrival for Preschool Students: Parents with preschool students should park in the lot between the gym and playground and walk their child on the sidewalk and into the building through the doors closest to the parish office. For the safety of all students, parents should not park in the main school lot. Doors will be unlocked at 7:00 am. Preschoolers should not use any other entrance when arriving to school. The only exception to this is for preschool students who arrive after 7:50 am. The parent should park and escort the preschooler into the main office to be signed in. All preschool students must be signed in with a preschool teacher upon arrival.

Dismissal for K-8 Students: 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. Pets must remain in the 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.

DO NOT park in front of Bethany Center or the rectory to pick up students.

Dismissal for Preschool Students: Preschool dismisses at 2:30 pm and the doors closest to the parish office will remain locked until 2:30 pm. If a preschool student is being picked up before 2:30 pm, the parent should sign the student out in the main office.

- If ONLY picking up preschool children, parents may park in the lot in front of the gym next to the grass island and walk to the doors by the parish office building. When exiting the building, leave through the same doors and walk your child(ren) on the sidewalk by the playground before walking to your car. Preschool students must be signed out with the preschool teacher before they leave the building.
- If picking up a preschool student and K-8 student(s), parents must park in the dismissal rows in the main school parking lot, enter through the door closest to the parish office, and sign their preschool child(ren) out with the preschool teacher. Preschool students should walk with their parents at all times when in the parking lot area. Dismissal procedures for K-8 students should then be followed.

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

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 students to ride on the bus is conditioned by good behavior and observing the following rules and regulations. Any student who violates any of these rules will be reported to school administration.

1. The bus is on a tight schedule and cannot 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. Students shall move promptly and in an orderly manner boarding the bus.
4. Students 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 others 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. Students 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 student on the bus be unacceptable and the offending student 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.

SAFETY 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.

UNIFORM POLICY

The administration has the responsibility and authority to determine the appropriateness of clothing, hairstyles, and accessories using the following code as guidelines:

PERSONAL APPEARANCE

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.

Hair is to be neat at all times. Hair is not to be shaggy or hanging in the eyes. Boy's hair should be no longer than the collar. There can be no stripes, lines, numbers, braids or designs. Unnatural hair colors 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. Hair fads are not permitted; decisions concerning fads are left to the discretion of the principal or assistant principal.

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 the knee. Uniform shorts must be modest length and go to the child's fingertips when arms are straight down at the student's side.

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.

REGULAR UNIFORM

The following is acceptable for **ALL** St. Martha Students. Students should be in "regular" uniform on days they are not scheduled to have P.E. class. The St. Martha forest green golf-style shirts may be purchased at Louisville Sporting Goods.

- Button down shirts – white, long or short sleeve with round or button-down collar with no decorations or monogram
- Turtlenecks or mock turtlenecks – white with no decorations or monogram
- Golf-style shirts - white with no decorations or monogram or forest green with St. Martha logo
- Sweatshirts – forest green with St. Martha logo
- Jackets – forest green fleece or black nylon with St. Martha logo from PTO
- Sweaters – forest green crew or V-neck, pullover or cardigan, (no insignia or cable knit)
- Slacks – navy blue uniform slacks, must be worn at waist

- Shorts – navy blue uniform shorts
 - Belts – must be worn if belt loops are on slacks or shorts
 - Socks – solid white, gray, navy, or black
-
- Shoes – Students are permitted to wear shoes in which the toes and heel are securely enclosed. This includes but is not limited to tennis shoes, “Sperry style” shoes, and other dress shoes. No light-up shoes or shoes with distracting patterns and/or colors, or boots of any style. Tennis shoes must be worn on P.E. day.
 - Minimal, non-distracting jewelry may be worn. Boys may not wear earrings. Note that the school is not responsible for any lost or stolen jewelry.
 - **8th graders only** may wear gray sweatshirt with names of graduating class and khaki pants or shorts.

In addition to the “regular” uniform guidelines above, girls may wear the following:

- Skirts – grades K – 8 – Blackwatch plaid, no shorter than the top of the knee
- Jumpers – may be worn in grades K-3 – Blackwatch plaid, no shorter than the top of the knee
- Tights under skirt/jumper – forest green, navy, white, or black
- Leggings under skirt/jumper – forest green, navy, white, or black – Must be full length and cover the ankle.

P.E. UNIFORM

The P.E. uniform should be worn on a student's scheduled P.E. day. The P.E. uniform may also be worn on days that there has been a pre-approved uniform break. St Martha P.E. uniforms may be purchased at Louisville Sporting Goods.

- Gray t-shirt with the St. Martha logo
- Black mesh athletic shorts with the St. Martha logo
- Forest green, dark gray, or black athletic pants with the St. Martha logo
- Socks – solid white, gray, navy, or black
- Tennis shoes must be worn on P.E. days.

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.

POLICIES FOR UNEXCUSED UNIFORM VIOLATIONS

Any violation to the Uniform Policy may result in a Rules Violation Form.

UNIFORM BREAK/DRESS DOWN DAY

Uniform breaks are sometimes granted 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

- Jeans or capris are appropriate if neat and clean
- 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).
- Uniform or P.E. shorts/sweatpants and athletic pants/shorts

- Leggings may be worn if under a dress or skirt only (no leggings with regular shirts)

BOYS

- Jeans are appropriate if neat and clean (no holes or cut-offs)
- 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).
- Uniform or PE shorts/sweatpants and athletic pants/shorts

If a student comes to school in clothing deemed inappropriate by the administration or teacher, he/she will call his/her parent to bring a change of clothes.

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 are worn. A nominal fee for the gowns will be included in the 8th grade graduation fee.

GIRLS

- White graduation gowns
- 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.
- Shoes that a graduate is able to walk in without struggle

BOYS

- Green graduation gowns
- Dress shirt with a tie and dress pants - no tuxedos or formal attire
- Dress shoes with appropriate socks

SCHOOL LUNCH AND BREAKFAST PROGRAM

BREAKFAST

Breakfast will be served in the cafeteria each morning from 7:10 am to 7:40 am. Prices are a la carte.

LUNCH PROGRAM

St. Martha School offers a hot lunch program. 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. The food service staff is pleased to make efforts to accommodate special dietary needs of students. Please contact the cafeteria to discuss your student's needs.

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.

Current and detailed lunch account information for your family can be obtained through the Sycamore website. St. Martha School will not allow negative lunch account balances. Students with insufficient funds will be provided a peanut butter sandwich or a cheese sandwich and milk. Parents

are expected to keep lunch accounts current.

The cafeteria menu is published on the Sycamore.

We welcome parent volunteers to help serve lunch. Call 502-491-2622 to schedule a day. We ask that you get here at 10:45 am and you will be finished around 12:30 pm. Please bring a hat.

FREE AND REDUCED LUNCH

Through the generous donations of St. Martha Church and School families, we are able to provide some financial assistance to families in need. Eligible families must complete the FACTS/CEF financial aid forms, the café financial aid form, and provide appropriate documentation for the need. Free and reduced lunch must be applied for each school year. Families are allowed to apply throughout the school year.

CAFETERIA EXPECTATIONS

Students are expected to do the following when eating in the cafeteria:

- Follow the directions of the cafeteria monitors and teachers.
- All students must eat lunch.
- Speak softly while in line and at the table.
- Eat in a proper manner; mishandling of food is not acceptable.
- 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.
- No food or drink may leave the cafeteria.

Students who are unable to follow the cafeteria expectations are subject to, but not limited to, the following consequences:

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

Severe disruption may result in an automatic detention.

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

- Throwing objects/food in the cafeteria
- Refusal to show respect for cafeteria staff and/or lunchroom monitors
- Use of rude or other inappropriate language
- Any other behavior that seriously disrupts the atmosphere and efficiency of our cafeteria

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.

AFTER SCHOOL CARE

St. Martha's After School Care is a state licensed child care program designed to provide quality after school care for children in grades Preschool-8 who attend St. Martha School. The staff are qualified, trained, and caring individuals dedicated to providing developmentally appropriate activities in a Christian atmosphere, which supports and extends the mission of St. Martha Parish and School. Please call the After School Care director at (502)262-5746 or email at stmarthachildcare@gmail.com

for further information.

Director: Mrs. Anita Ricks
Location: St. Martha School - Cafeteria and Bethany Center
Eligibility: Any child enrolled in Preschool through 8th grade at St. Martha School
Fees: Set annually
Program Hours: PreSchool – 8th grade 2:40 – 6:00

Full-day care is provided from 7:00 am - 6:00 pm during school vacation and on in-service days for a specified number of students who are committed to attend. After School Care is closed on snow days.

SPORTS MINISTRY

St. Martha Parish has a very extensive sports program offered to the children of the 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 administration for an infraction of school policies or rules. The principal is the final authority in this matter.

Students must follow the policy set by Sports Ministry regarding sign ups in order to be eligible to play. See the St. Martha Ministry 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 Sports Ministry sponsored practice or game until reinstated.

STUDENT ACTIVITIES

St. Martha School offers a variety of extracurricular clubs, organizations, and competitions for students to participate in outside of the classroom. Extracurricular activities add to the overall development and educational experience of the student and are encouraged. 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 activities offered through both school and St. Martha Sports Ministry. Parents are asked to carefully consider the number of activities in which their children participate so that adequate time is allotted to complete nightly homework.

Students must have attended school in order to participate in extracurricular activities on a given day. School rules of behavior, conduct, and discipline apply to all school-related functions. Students are expected to represent St. Martha in an honorable fashion at all times.

STUDENT COUNCIL

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

Eligibility Requirements: All members of the Student Council must reflect academic and Christian values. Students should maintain grades of "C" or above in all classes and have no major infractions in the past school year.

Composition of St. Martha's Student Council: There will be four representatives from each Rock Room who serve on the Student Council. Students will be nominated and voted on by the individual Rock Rooms and approved by school staff. Each Rock Room will have two 8th grade representatives, one 7th grade representative, and one 6th grade representative.

Rock Room representatives will select Student Council Officers: President, Vice-President, Secretary, and Treasure at the first student council meeting of the school year.

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 the teacher.

Field trips are privileges offered to students. Students can be denied participation if they fail to meet academic or behavioral requirements. Students not participating in a field trip for any reason will be required to attend school and complete assignments.

In order for a student to participate in a field trip, the official field trip form must be on file with the teacher. In an emergency, the field trip permission form may be faxed to the school office. Permission forms must be returned at least one day before the trip. Travel must travel to/from the field trip with the group unless special circumstances exist and prior approval is received from a school administrator. Parents are asked to pay the expense of the trip by check or through the parish WeShare site. Please contact the principal or assistant principal if this proves to be a hardship.

STUDENT CODE OF CONDUCT

BEHAVIORAL EXPECTATIONS

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.

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

- Students are expected to grow in their understanding and expression of spiritual and moral values.
- 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
 - Observe all the rules of the school regarding no bullying behavior
 - Be honest in speech, in class work, and in respect to the property of others
 - 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 responsibility for absentee notes and signing out
 - Observe and follow all State and Federal laws
 - Observe and follow the rules of the school regarding tobacco, drug and alcohol usage, stealing, acts of vandalism, and/or intimidation, personal electronic devices and usage, and possession of weapons.
- Statement on Academic Integrity: All St. Martha students are expected to display the highest level of integrity and character in the completion of their school work. Cheating and

plagiarism will not be tolerated. The penalty for any student who is determined to be cheating and/or plagiarizing or otherwise engaged in behavior that is a breach of academic integrity will be as follows:

- The student will receive a zero for the assignment, regardless of the assignment's point value
- The student will be issued a Rules Violation Form and a minimum of one detention
- The student's parent/guardian will be contacted and notified of the disciplinary infraction

St. Martha has a "No Touch" policy and disciplinary action may be taken for initiating or participating in any type of physical altercations. Failure to obey common rules of behavior may lead to temporary or indefinite suspension.

A class syllabus outlining classroom rules and expectations will be sent to parents electronically for students in grades 4-8 during the first week of school. Parents are expected to sign and students should return the signature page associated with each syllabus to the teacher to show that they have read and understand what is expected. Students who fail to adhere to school and/or classroom expectations will have consequences.

The possible consequences are as follows:

- Conference with student and/or parent
- Time-out of recess
- Loss of privileges
- Removal from class and student phone call to parent
- Referral to the principal's office
- Detention
- Professional counseling
- Probation and suspension
- Rules Violation Form

RULES VIOLATION FORMS

Students who receive a Rules Violation Form are expected to have it signed and returned the next school day. Detention will be given after the third violation in any one trimester.

DETENTION – GRADES 4-8

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 4-5 detained 30 minutes; Grade 5-8 detained for 60 minutes and will have adequate supervision.

Students who fail to show up for assigned detention will receive an additional detention. Students who accumulate more than 4 detentions within the school year will receive in-school suspension. Detentions will not be rescheduled due to extracurricular activities.

PRINCIPAL DISCRETION

The principal is the final recourse in all disciplinary situations and may waive or increase any disciplinary rule at his/her discretion. The administration has the right to send students home for the remainder of the day, who are involved in a physical altercation.

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

The principal/assistant principal conference with the parents, student, and teachers to discuss the reasons for and length of probation. The pastor is informed. After the probation period concludes, a second conference is held to evaluate the situation. A probation may be extended.

SUSPENSION OF A STUDENT

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 extracurricular activities by agreement between the principal and the parent during the course of his/her suspension.

PROCEDURES FOR TEMPORARY SUSPENSION

If the principal/assistant principal feels that temporary suspension is necessary, he/she conferences with the student and the teacher and consults the pastor. If the principal/assistant principal deems that a temporary suspension is necessary, he/she informs the parents, student, and teachers. A written notice is provided to the parents/student and educational tasks are provided for the student to complete.

INDEFINITE SUSPENSION

This is a disciplinary procedure by which a student is removed from the school indefinitely. This is used in 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.

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

PROCEDURE FOR DISMISSAL

If the principal/assistant principal determines that dismissal may be necessary, he/she conferences with the student and the teacher and consults the pastor and any others, as circumstances demand. The parents, student, teachers, and other persons who are affected by the decision are informed. Guidance is provided to transfer to another school. The Archdiocese superintendent's office is notified.

A child who has been dismissed will not be able to participate in any extracurricular activities.

Probation, suspension, and dismissal 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 ask the principal to reconsider the decision and then appeal to the pastor.

SOLVING SCHOOL RELATED PROBLEMS

The following outlines the order in which school staff 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/ assistant principal
3. Conference with School Advisory Board chairperson
4. Contact pastor
5. Contact Catholic Schools Office in the Archdiocese of Louisville
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.

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

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 may be sufficient.

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.

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 could include one or more of the following:

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

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*.

- Verbal – Name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures.
- Physical – fighting and/or hurting in any physical way (automatic detention) - Any physical

threat to another person, defacing property, falsifying schoolwork, damaging property or threats to do so.

- 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
4. Parent called and written parent notice follows. COUNSELING RECOMMENDED AT THIS POINT.
5. In-school suspension, parent must come get child from school. Written notice must be signed.
6. 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.
7. Indefinite suspension from school.

Internet harassment/cyber bullying – issues brought from outside into school will be dealt with according to school policy. Parents are expected to be the primary educators in avoiding such behavior.

PEACE BUILDERS PROGRAM

In addition to the No-Bullying Program, St. Martha School is committed to the Peace Builders Program. The Peace Builders Program is implemented by all kindergarten through 5th grade teachers and helps to create a school-wide environment in which adults and children work together to build a positive climate for learning. The five main Peace Builders principles which will be reinforced daily are: Praise People, Give Up Put Downs, Notice Hurts, Right Wrongs, and Seek Wise People. The school administration implements the philosophy of the program when encountering student conflicts.

LEGAL NOTIFICATIONS

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.

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.

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.

INSURANCE

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

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.

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.

Revised July 2019