

WELCOME

The staff at St. Martin School welcomes you! We look forward to an exciting and challenging school year. Everything that is offered is meant to assist you in reaching the goals that have been set for your child. We are here to help you reach these goals in any way we can. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your child/children. The opportunity to work with you as a team member as you prepare for your child's/children's future is an opportunity that is important to all of us.

You, the parents, are the first and most important teacher your child will ever have. It is essential that they become familiar with the policies and guidelines and that you assist in implementing them through your cooperation and support. Preparing your child for life is a tremendous responsibility, but as a team working together, we will be successful. There are programs that could use parent volunteers. Participate whenever possible. Also attend Home and School meetings to share your ideas to enhance the educational process of your child.

Upon completion of the review of this handbook, sign the accompanying form to indicate your willingness in implementing these policies through your cooperation and support.

MISSION STATEMENT FOR ST. MARTIN SCHOOL

The mission of St. Martin School is to teach a life of prayer, love, service and kindness through Catholic education.

PHILOSOPHY OF ST. MARTIN SCHOOL

St. Martin School believes that teaching is a cooperative effort among administrators, teachers, parents and students.

In a friendly atmosphere, the school provide opportunities for creativity, experimentation and technology.

It is the school's conviction that each child is a unique person. The school believes that each child has his/her own rate and pattern of intellectual, spiritual, social and cultural growth. Since the school believes this, it strives to provide the conditions by which each child's individual needs can be met and developed. Only then will he/she be able to fulfill his/her maximum potential and become a responsible member of the Church and of society.

Revised 5/11

GENERAL INFORMATION / POLICIES

School Phone #: (573) 893-3519 School Fax # (573)-7404 School Website: www.saint-martin.us
School e-mail: stmartins1@embarqmail.com

School begins at 7:40 a.m. and ends at 3:10 p.m. Since busing is not provided, the school building is opened at 7:00 a.m. for the convenience of parents. Formal supervision is available in the gym until first bell at 7:30 a.m. If possible, arrangements are to be made to arrive between 7:30-7:40 a.m.

Kindergarten is a full day experience. St. Martin School offers after school child care for those interested until 5:30 p.m. for a fee. **ANY** student **NOT** picked up by 3:30 p.m. will be sent to the after school program, and parents will be charged for that day. Please let the office or the teacher know if changes occur in your child's daily transportation plans. **For the child's welfare, a note, a fax (893-7404) or a call** is to be made when there are different transportation arrangements.

Lunch fee is \$39.00 per month per child due on the 10th of the month served. Free and reduced lunch fees are available to qualified families. All students are required to eat the school lunches unless there is a medical problem verified by a physician. Parents may arrange to have lunch with their child by calling the cafeteria (893-2479) at least 2 days in advance. The cost for an adult lunch is \$3.00.

A sustaining fee of \$220.00 per child is charged. A non-refundable \$50.00 per child registration fee is due at registration. This fee is applied to the sustaining fee if the child attends St. Martin School.

All children enrolled in St. Martin School, Catholic or non-Catholic, are to participate in celebrating the liturgy, religious education classes and other opportunities for prayer.

St. Martin School is accredited by the Missouri Chapter of the National Federation of Nonpublic Schools Accrediting Association. On-going evaluations and long-range planning are in place. A regular in-dept self-study evaluation takes place every six years.

St. Martin School is located in the Diocese of Jefferson City. Therefore, all St. Martin School policies are in conformity with diocesan school policies and regulations..

The annual term for St. Martin School shall be 174 student attendance days.

St. Martin School provides a Buzz Book for a fee (a listing of students names, phone numbers and addresses with written permission granted from parents or guardians.)

St. Martin School has been declared a smoke free building.

St. Martin School participates in an annual national testing program in the fall, usually the first week of October. Kindergarten **DO NOT** participate in this testing.

In addition to the yearly calendar at the beginning of the year, a monthly newsletter of upcoming events is posted on the web the last week of each month. Information of current events can be found in the weekly church bulletin, on the St. Martin School web site at www.saint-martin.us, and by requesting a hard copy.

COMMUNITY AND EXTERNAL OPERATIONS 1000

Role of the Catholic School in the Church's Educational Mission DSP1101
Catholic Schools exist primarily to participate in the educational mission of the Catholic Church.

Objectives of Catholic Schools in the Church's Educational Mission DSP 1105
Because schools foster faithful adherence to the teachings and "values and virtues" of the Catholic Church they shall:

1. Incorporate Catholic principles in all areas of the curriculum;
2. Offer personal experiences in Catholic living and opportunities for personal commitment including liturgy, sacramental life, prayer, guidance, and example;
3. Recognize the dignity and God-given gifts of each person - pastor, employee, parent, student;
4. Provide education in the Catholic teaching on human sexuality according to the Gospel of Life;
5. Reflect a Catholic understanding of responsibility for one another, reflected in mutual respect of the clergy, employees, parents, students and parishioner.

Educational Authority in the Parish DSP 1305
The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the parish Catholic school board. The parish Catholic school board is an advisory board established to assist the pastor, school administrator/principal, parish council, and finance council in fostering the education mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

Home and School Association DSP
1430

There must be the closest cooperation between parents and the school faculty and staff. In fulfilling their task, schools are to collaborate closely with the parents/guardians. Associations and meetings of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardians in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.) The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

St. Martin has established and maintains a home and school association to help parents/guardians in fulfilling their role as Christian educators

The St. Martin Home and School Organization holds several fund raisers each year to support school programs. Parents must participate in these or donate \$80.00. This is called the "Choice Program". Lenten fish fries are also sponsored by the Home and School in which all parents are to participate.

National Catholic Educational Association DSP1510
Every school in the diocese is expected to have an institutional membership in the National Catholic Educational Association. Catholic school administrators/principals are to attend the NCEA annual convention if at all possible

Catholic Schools Week

D1520

Catholic Schools Week is to be observed in every Catholic school in the Diocese of Jefferson City during the week recommended in the national promotion with special activities and observances to be scheduled during this week.

Grievance

DSP 1901

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, principal, pastor) shall be resolved through the Administrative Recourse Procedure. Since the parish school board is an advisory board, it is not part of the process of reconciling differences, unless a pastor decides to consult some or all of the board for advice on a serious issue. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to "Grievances" as defined within the Administrative Recourse Procedure policy and regulation.

Administrative Recourse

DSR 1901

A. Definition

A "Grievance" is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.

2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within the time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. (By mutual written agreement, however, the time limits may be extended.)

3. The grievant agrees that discussions during the procedural stages of a grievance shall be kept confidential.

4. There is to be no retaliation against any party or participant in the grievance procedure.

5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses to attend.

6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

7. Levels One and/or Two of the Grievance Procedure may be waived upon the written request of both parties and the grievance brought directly to the next level.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance.

Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) principal; (3) pastor. The school administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been unsuccessful, the formal grievance procedure outlined below shall be observed. For complaints to be resolved through the Formal Grievance Procedures, the following shall apply: (I) if the complaint relates to a principal, LEVEL ONE will not apply, and the grievant will begin with LEVEL TWO; and (ii) if the complaint relates to a pastor, LEVELS ONE AND TWO will not apply, and the grievant will begin with LEVEL THREE.

LEVEL ONE: SCHOOL ADMINISTRATOR/PRINCIPAL

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

LEVEL TWO: PASTOR

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

LEVEL THREE: SUPERINTENDENT OF CATHOLIC SCHOOLS

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the superintendent of Catholic schools. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the superintendent of Catholic schools within fifteen (15) days following the occurrence of the event. The superintendent of Catholic schools or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The superintendent of Catholic schools will render a decision in writing stating findings of fact and conclusions with ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

LEVEL FOUR: DIOCESAN SCHOOL RECOURSE COMMITTEE

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Diocesan School Recourse Committee (DSRC), a standing committee composed of three members appointed by the bishop. The committee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by committee members as well as the interested parties. The DSRC will render and communicate its recommendation to the bishop who will notify the superintendent of Catholic schools and the grievant of his ruling. The decision of the bishop will be final and binding. (DSR 1901)

Penalty Status During Administrative Recourse

DSP 1902

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the superintendent of Catholic schools to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request can be granted or denied.

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BUSINESS 3000

St. Martin School Policy Concerning Contributions

St. Martin Parish operates a school providing secular and religious education that is attended by children of parents who are members of St. Martin Parish, children of members of neighboring parishes, and children of non-parishioners. Parish members who have children enrolled in St. Martin School are not required to pay tuition for their children. Tuition is charged for the children of members of neighboring parishes and children of non-parishioners.

Based upon projected figures compiled for the 2011-2012 school year, the cost of education totals approximately \$4,566.00 per student.

St. Martin Parish is striving to become a tithing parish (5%). This means a person gives to God the first fruits of his/her work. For those parishioners whose income is sufficient, but for some reason cannot tithe, the board recommends a regular weekly contribution to St. Martin Parish.

800.3: Tuition for the first child of non-parishioners will be set at the cost per student education estimate for the current year, as long as, it is not lower than the previous year. If it is lower, the previous tuition amount will be used. Each additional child's tuition will be a calculation of the first child tuition less \$500.00. The non-parishioner will not be asked to pay sustaining fees.

2011-2012	First child	\$4,566.00
	Each additional child	\$4,066.00

Tuition for any child of members of neighboring parishes will be 75% of the cost per student education estimate for the current year, as long as, it is not lower than the previous year. If it is lower, the previous tuition amount will be used.

2011-2012	Each child	\$3,425.00
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All school families are to participate in parish and school fund raisers since these are means of support for the school.

Financial Obligations

Paying of Different Bills

Parents are not to make out one check for different kinds of fees; each is to be sent separate from the others - lunch, sustaining fees, fines, tuition, and child care. **Fees sent to school are to be paid by check. If payment is made in cash, it is to be delivered in person, and a receipt given.** Child care checks are to be made out to St. Martin Child Care; lunch checks to St. Martin Lunch Program; and all other checks to St. Martin School. All these checks may be sent to school in an envelope marked with its purpose.

Registration Fee

A \$50.00 per child non-refundable registration fee is due with the registration form. This fee is applied to the sustaining fee if the child attends St. Martin School. Open enrollment ends on February 15. At that time, a waiting list will normally be developed according to the guidelines listed in school policy. (200.4)

Sustaining Fees are \$220.00. Fifty is to be paid at registration and the balance of \$170.00 is due by October 1st. If that is a problem, the office is to be contacted to set up a payment plan.

Lunch Fees of \$39.00 per child per month are due by the 10th of the current month. No payment is expected for August but full payment for May. Payments are for nine months. (Free and reduced fees are available for qualifying families).

Child Care Fees are due upon receipt of statement. Parents are to pay only for the days of service.

Outstanding Bill

All bills (sustaining fee, child care, lunches and tuition) are to be kept current. Bills must be paid in order for students to purchase school pictures, receive quarterly report cards, transfer records or receive a signed diploma. Bills must be paid in order for registration to be valid. All bills must be cleared by June 1, or registration will become invalid.

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STUDENTS 5000

Non-Discrimination

DSP 5101

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

Admission Age

DSR 5102

The educational laws of the State of Missouri require that each minor from seven (7) to sixteen (16) years of age enroll and regularly attend full-time academic instruction. Although general entrance dates are pre-determined, schools are urged to screen children for readiness for kindergarten. The meeting of general entrance dates may be certified by either a birth or baptismal certificate:

Pre-school - children are to be three (3) or four (4) years of age before August 1

Kindergarten - children are to be five (5) years of age before August 1

Grade 1 - children are to be six (6) years of age before August 1

Other Grades - students placement will be based on records received and additional screening if warranted

Registration

In order to register in St. Martin School, parents of school age children will need to complete the covenant letter. It is simply a commitment of your willingness to help us with the mission of passing on the beliefs of the Catholic faith. Teachings at school that are not followed up and practiced at home are of lesser value. The school and parents need to work together to build tomorrow's strong church leaders and members of society. Along with example, support, and willingness to give of time and talents, comes the need for financial support. Providing quality education is an expensive endeavor. It takes the commitment of ALL to make it a reality. The covenant letter is asking parents to make a personal commitment to help make this a reality. Parents are to take time to complete the covenant letter and return it to the pastor before January 15. The pastor must sign and approve your commitment before registration becomes valid. Registration for the following school year will begin February 1 and run until February 15.

Immunization Requirements

DSR 5105

All students must be appropriately immunized or be in the process of being immunized. The number of doses required for each disease will be in accordance with the regulations established by the Missouri Division of Health, Department of Health and Senior Services. Each school administrator/principal sees that the school has a record with the current immunization status of every student.

Students may not attend school unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions. Each school administrator/principal is responsible for the completion and submission of the Summary Report, which is required annually by the Missouri Department of Health and Senior Services.

Admission Policy

St. Martin Catholic School welcomes growth in our Catholic community. Therefore, only during the registration period (February 1-15) can the class size exceed the limitations set in Class Size Policy 200.3 for the upcoming school year. **After the registration deadline**, a waiting list will be established if a class exceeds the classroom limit following the Enrollment Priority Policy.

200.3 Class Size Policy

1. In kindergarten, the class will normally be limited to 20 students per teacher.
2. In the primary grades (1-4), classrooms will normally be limited to 25 students per teacher, following the priority of enrollment policy as outlined in policy 200.4.
3. In the intermediate and junior high grades (5-8), classrooms normally will be limited to 30 students per teacher, following the priority of enrollment policy as outlined in policy 200.4
4. If during the registration period the number of students exceed the class size limitations, the pastor, principal, school board, and Administration Commission may consider the following options.
 - a. hiring a part-time aide or full-time aide.
 - b. splitting the class into two sections and hiring an additional teacher.
 - c. allowing class size to exceed the size limit under certain circumstances

200.4 Enrollment Policy for Kindergarten through Grade 8

Normally, the following procedure will be followed.

1. Children of St. Martin Parishioners with siblings already attending St. Martin School and actively participating in the parish (i.e. attending Mass regularly, financially supporting, etc.).
2. Children of St. Martin parishioners with no siblings attending St. Martin School, actively participating in the parish (i.e. attending Mass, financially supporting, etc.) as of initial St. Martin Parish registration.
3. Children of Catholic families, not parishioners of St. Martin Parish, but registered in another parish with siblings attending St. Martin School.
4. Children of Catholic families, not parishioners of St. Martin Parish, but registered in another parish with no siblings attending St. Martin School.
5. Children of non-Catholic families.

Proof of Guardianship

DSP

5201

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When a consent by both parents is required by court order in any/all matters relating to school, the consenting parent signing the form(s) represents that the other parent has been consulted and consents to the registration.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Absence and Tardiness

DSP

5210

A. Absence

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

Students are excused from class when there is a death in the immediate family or grandparents. Others relative's and friend's funerals are counted as a day of absence.

B. Tardiness

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

St. Martin School's morning session begins at 7:40 a.m. and the afternoon kindergarten session at 11:30 a.m. Any pupil who arrives after either of the stated times is considered tardy.

Absences and Written Excuses

DSP

5211

Students are to be in school daily unless they are sick. Regular and punctual attendance is necessary for academic success. Children are not permitted to leave the school grounds once they have arrived. The school office is to be called prior to 8:00 a.m. If the school does not receive a call a parent will be contacted. This policy is for the protection of your child.

When a child has been absent, the school requires a written excuse from his/her parent or guardian. All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation.

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

Students who miss school must assume responsibility for making up the work. Students are to check with each teacher and get assignments. It is recommended that students establish a contact with another student in class so they have someone to call when they are absent for information about each class.

Requests for Family Reasons

DSP 5220

Parents occasionally wish to take their children out of school for several days because of family plans. In a case such as this, the school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

Confidentiality

DSP 5260

Rather than strict confidentiality in regard to student-school employee communication (verbal or written), the Diocese of Jefferson City Catholic schools operate under a "spirit of confidentiality." This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of a student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school

administrator.

The school administrator/principal, after consultation with the Catholic School Office, may chose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

Catholic Faith and Moral Standard

DSP

5305

Discipline And Consequence

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith or morals, which is a threat to the health, safety or welfare of the students, and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

A suspension, dismissal or expulsion is a disciplinary action taken by the school which prohibits a student from attending regular classes. A suspension is normally used in less serious infractions.

Normal out-of-school suspension is 3 days. However, more or fewer days may be imposed depending on the seriousness of the offense. All work missed must be completed upon the return of the student. Full credit will not be given for work completed during out-of-school suspension.

In-school suspension will normally be used in less serious infractions. Students are to complete all assigned work during this time. In the event of repeated infractions, parents will be notified and asked to come with the child for a conference. (600.4)

These steps will normally be taken in dealing with the child who repeatedly violates school rules.

1. Teacher and pupil conference

2. Principal, teacher, pupil conference
3. Principal, teacher, parent, pupil conference
4. The child will be suspended or expelled

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Since eating candy during class or chewing gum any time is a deliberate act of defiance, and having anything in the mouth is a dangerous situation, stiff consequences will result.

- (a) 1000 word composition due to the principal for 7/8 graders
- (b) 500 word composition due to the principal for 5/6 graders
- (c) loss of break time and a written assignment appropriate for their age level for K-4 students.

Discipline procedures for normal classroom disturbances in grades 1-4 are as follows:

name - only a warning
 name - / child loses 5 minutes of morning break
 name - / / child loses 10 minutes of morning break
 name - / / / child loses lunch recess
 name - / / / / child is sent to the office

Normal Levels of consequence for reoccurring inappropriate behaviors in grades 5-8:

1. Warning - Students are informed that a behavior is inappropriate. If the conduct is a direct rules violation, students will be warned on the clipboard and in class.
2. a. For minor responsibility issues, a student is given time out at break.
 b. The student is given a "Think Sheet" to be completed at a time the teacher deems

necessary.

(The decision to use 2a or 2b is determined by the teacher. Repeated problems will continue to 2b)

3. Student will complete an "Improvement plan" while sitting alone during lunch break.
4. Students will be sent to office, and parents will be contacted concerning the student's behavior.
5. Continued inappropriate behavior for the same violation will result in:
 - a. A parent conference to create an individual student plan for improvement.
 - b. The principal will initiate the sequence of suspension.

(The plan is not a daily plan, although all levels can be reached in a day. The level of consequence is dependent on the reoccurring nature of the problem. The teacher may also bring the student back to a previous level as positive improvement is made.)

Normal Sequence of Suspension

- 1st In school suspension. Parents will be notified in writing.
- 2nd In school suspension. Parent will be called in for a conference with principal and teachers.
- 3rd In school suspension. Parents will be contacted in writing and reminded that the next **suspension will be out of school.**
- 4th Out of school suspension. Parents will be contacted in writing for a conference with the superintendent, pastor, principal, and teachers to discuss the situation and possible solutions.
- 5th Out of school suspension. Parents will normally be contacted in writing concerning the possibility of dismissal or expulsion.
- 6th Dismissal or expulsion.

Christian Social Development Categories: Examples of Appropriate Behaviors for Each.

1. Observes rules of the school.
 - a. AWOL - (Warnings will not apply to AWOL.)
 - b. Trash needs to be placed in appropriate locations.
 - c. Tools are to be used for their intended purpose.
 - d. Things are not to be thrown.
 - e. Students are to always walk in the hallways.
 - f. The school policy on dress code needs to be followed. (Warnings will not apply to dress code violation.)
2. Accepts Responsibility for Actions.
 - a. All necessary supplies are to be brought to class/homework completed
 - b. Parent signature on discipline notes are to be returned the following day.
 - c. Instruction time and break time are to be used wisely.
3. Respect for Adults.
 - a. Students are to listen when others are talking and enter into a conversation in an appropriate manner.
 - b. Given directions are to be listened to and followed.
 - c. Even when students disagree with a situation, they are to respond respectfully.
4. Respect For Self.
 - a. The student's gifts from God are to be appreciated.
 - b. The student's body is to be treasured as a gift from God.
5. Respect for Peers.
 - a. Pushing, shoving, or other actions which could threaten others safety are to be avoided.
 - b. Others are to be treated courteously and respectfully.
 - c. The property of others is to be respected.
 - d. Others are to be treated as you would like to be treated.

Teachers always hold the right to modify all consequences, as they deem necessary.

Conduct Totals: Students with consistent violations in a given Christian Social Development Category will receive an X on the mid-quarter and/or report card notifying parents the need for the student to make a positive improvement in a particular area of Christian development. Responsibility and respect for self, adults and others are not taught from a textbooks but are a very important part of Catholic education.

Communication

If a parent has a complaint or concern the following procedures are to be followed in order to resolve the problem as quickly as possible.

1. Contact the teacher with whom you have a concern to discuss the situation.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the pastor. (Since the school board is only an advisory board, it

will only become part of this process if the pastor chooses to consult with some or all of the members for advice only.)

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AWOL: If a student is someplace where he/she does not belong, or if he/she is somewhere without permission, he/she will write a note to parents to be signed and returned to school and will sit alone for one week during lunch. AWOL will be recorded under the report card category of "Observes Rules of School".

Dress Code: Minor violations (no belt, no socks, etc.) will result in sitting out at lunch. Those wearing completely inappropriate attire will be sent to the office to call parents to bring them appropriate clothing.

Prohibition of Corporal Punishment

DSR 5310

Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

Physical confrontations between 7/8 graders will normally result in a one-day in-school suspension. Confrontations between 5/6 graders will normally result in a warning and loss of two days lunch break the first time. Additional occurrences will result in a one-day in-school suspension. Consequences for confrontations in K-4 will be determined by the teacher and/or principal. Serious fighting will normally result in dismissal or expulsion. Parents will be notified of all such incidents.

The discipline schedules are not followed for SERIOUS disruptions or disregard for policy. These will be handled at the discrepancy of the teacher/principal and may warrant a report sent home requiring the parent's signature and could include suspension, dismissal or expulsion.

Weapons and Dangerous Instruments

DSP 5315

The possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around school vehicles is prohibited. This ban applies to students, employees and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement. Violations at St. Martin School will immediately be reported to the local law enforcement authority and the superintendent of the Diocesan schools.

Dismissal and Expulsion

DSP 5360

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion or dismissal.

"Expulsion" is the termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

"Dismissal" is the termination of a pupil as a student from the school less than permanently (indefinite or for a given time).

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In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See DSP #5355)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding the dismissal or expulsion. All dismissal and/or expulsions must be approved by the superintendent of Catholic schools for compliance with the law and diocesan policies and regulations. A statement of dismissal or expulsion is made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal.

DSR 5360

If dismissal or expulsion is pending, the superintendent of Catholic schools is to be notified immediately. The superintendent of Catholic schools will review the case, consult legal counsel if necessary, and make recommendations back to the school. (Revised May 7, 2009)

Release of Individual Students from School

DSP 5370

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must receive a copy of any existing court order that would affect release of the student from school.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

Students who are recuperating from an illness and well enough to go to school but who should not play outdoors may stay indoors during recess. A written note requesting indoor recess is required. The verbal "say so" of the child is not valid, and he/she will be sent outdoors.

Progress Report And Conferences

DSP 5405

It is highly recommended that each school plan to have conferences at reporting time at least once a year. These conferences provide the opportunity to discuss and explore various aspects of the student's

growth and development.

At St. Martin School reports are issued four times a year. Parent/teacher/student conferences are arranged for the first and third reports from 3:15-6:15 p.m. Conferences should be limited to five minutes. If you anticipate needing more time, please call the teachers to set up an alternate meeting date.

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Mid-quarter reports will be sent home in the middle of each quarter for students in grades 4-8. Parents are to sign the reports and return them to school in a timely manner.

Honor Roll

A scholastic honor roll is published for grades 5-8. To qualify for the "A" honor roll, students must earn all A's; for the "B" honor roll -- combination of A's and B's in the core subjects. A honor roll recognition ceremony is held during mass at the end of each quarter. Certificates at the end of the year are presented to those students who achieve honor roll status three of the four quarters. Children for whom grades are modified are not eligible for the scholastic honor roll.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose average is an F will not be allowed to participate in any sport until the next grading period. This is usually about a four week time frame. The F must have improved to a passing grade to be eligible to participate.

Promotion And Retention

DSP 5410

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student.

Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

Students Transferring Out

The original state-required immunization record along with other general health data (vision, hearing, height, weight, etc.) shall be forwarded when a student transfers to another school unless parents specifically request to the contrary.

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When a student transfers, the school shall send directly to the new school, upon request, a copy of the student's cumulative record along with the original immunization record.

The original cumulative and attendance records shall be retained in the inactive portion of the school file. (600.3)

All outstanding fees are to be paid prior to the transferring of records. (800.8)

Health Issue

In case of an accident or illness, parents will be notified as soon as possible. If necessary, the child will be taken to the hospital for treatment. The emergency form is to be filled out **CAREFULLY** and the school notified of any changes.

The school will assist students who have minor accidents by using ordinary external medical supplies such as prepared bandages, band-aids, adhesive tape, cold packs, etc. An accident report form will be filled out and a copy sent to parents, or a phone call will be made when warranted. (600.10)

Drug/Medication Administration

DSP 5520

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian.

Each school must have a written policy regarding oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools should require that medications be kept in a locked cabinet.)

The school will never dispense any internal medicine at the request of the student. In response to written parental request, the school will arrange for a temporary medicine that is clearly labeled with student's name, name of drug, physician's written instructions as to the dosage and time medicine is to be given. Parents are encouraged to administer medicine before or after school. Medications will be stored in a safe place and administered by a responsible adult. (600.12)

If parents should wish to request this service for a medicine a child needs regularly, a request is to be made in writing on a physician's request form stating: 1) student's name, 2) name of drug, 3) dosage, 4) purpose of the medication, 5) time of day medicine is to be given and 6) possible side effects.

The school will not administer Tylenol to any student unless the request follows the same rules that would apply to other medications.

Cough drops may be taken for sore throats with a written request from parents.

The school will NOT assume responsibility for application of ointment, change of dressings or injections.

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If the school notifies a parent that his/her child is ill, the parent is to make arrangements to pick them up immediately in concern for the health of others.

Screenings are not a part of the total school health program at this time. The school personnel will refer any concerns to the parents for follow up exams by their family physician. (600.13)

The school enforces the state requirements regarding the immunization of school age children.

Chronic Infectious Condition

Each individual situation involving a chronic infectious condition (such as AIDS or Hepatitis B) shall be handled consistent with Diocesan School Policy #8000.

Contagious And Communicable Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis, pink eye, etc.) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. (600.8)

Students should be fever free for 24 hours before returning to school.

Blood-borne Pathogens Exposure Control Plan

DSR

5530

In compliance with OSHA Blood-borne Pathogens Standard, 29CFR 1910.1030, St. Martin School has a written blood-borne pathogens exposure plan in effect. Teachers and other staff members have been trained in the correct procedure to deal with a blood-borne pathogen situation, materials for personal protection are readily available and a disposal method has been established. The complete blood-borne pathogens control plan is available for review in the school office.

Emergency Procedures

Fire, tornado and earthquake drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken. If the fire alarm rings when students are in the hallways, the students are to leave by the nearest exit. If a tornado alarm sounds while students are in the hallway, the students are to proceed to the nearest designated safety area. **students are not to go to the gym.** Emergency exit signs are posted in each classroom.

Wellness Policy

St. Martin School has developed a wellness policy in conjunction with the federal lunch program. Children will be encouraged not to trade food. No snacks are to be sent to school since a nutritious lunch is served daily. Teachers, at times, may allow treats as rewards but are encouraged to use a nutritious snack. Parents are also encouraged to send nutritious snacks for celebrations. Physical fitness classes are offered in grades 1-8 twice a week, and physical activity is encouraged at recess.

A complete copy of the wellness plan is on file in the office for review.

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Federal Lunch Program

A hot lunch is provided daily which meets federal requirements. All students enrolled at St. Martin School are to participate in the lunch program unless there is a medical reason for a special diet. Parents may make arrangements to have lunch with their child/children by calling the cafeteria (893-2479) two days in advance. Parents are asked NOT to bring food for student's lunch in accordance with our policy. Lunch fees are due on the 10th of the current month. Free and reduced lunch fees are available for those who qualify by filling out a form for our records. This is confidential information, and a child is not singled out in any way. Monthly fees are paid September through May. Checks are to be made payable to St. Martin Lunch Program.

Morning & Evening Dropping Off Procedure

The morning procedure for dropping off students is to enter by the east drive, circle around the back of church, stop to let the student off by the sidewalk, and leave by the west drive.

If parent's plan to leave their car for any reason, they are to pull into a designated parking spot so as not to block the flow of traffic.

For the 3:10 p.m. dismissal, early arrivals (before cones are out) are to pull into a designated parking space facing the highway. Parents arriving after 3:10 p.m. are to enter the east drive, circle around the back of church forming a line for pick up at the sidewalk. NO ONE is to enter the west drive after cones are in place. If your child is not at the pickup point, parents may be asked to make the circle again. Drivers ARE NOT to pull around a care in line as students may need to load on the far side due to baby care seats, etc. Patience is to be used. Exit using the west drive. Parents are not to park in front of church as students will need to cross the flow of traffic to get to the car. Safety is our major concern.

After School Program

Students from kindergarten through 8th grade are eligible to participate in the after school program. **If school is dismissed due to inclement weather, after school care will be held for only one (1) hour after the announced dismissal time.**

In order to better accommodate flexible working schedules, the after school program will offer a choice of two pick up times. The first pick up will be scheduled at 4:30 p.m. The second pick up will be 5:30 p.m. Fees for the first pick up time (4:30) will be \$4.00 per day per child for the first two children. Additional children will be charged half the regular fee. Children NOT picked up by 4:30 p.m., will be assessed the 5:30 p.m. pick up fees for that day. Fees for the second pick up time (5:30) will be \$5.00 per day per child for the first two children. Additional children will be charged half the regular fee. Fees are due upon receipt of statement. Checks are to be made payable to St. Martin Child Care Program. Parents are to be prompt with payments. A monthly receipt will be sent on request. An annual statement is sent to all participants for tax purposes.

It is ESSENTIAL that the child/children be picked up by 5:30 p.m. A late fee of \$1.00 per minute will be charged for anyone arriving after the closing pick up time. It is only common courtesy to respect the staff and their families.

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Early Dismissal

On days of early dismissal, parents are to make arrangements for their child/children to leave school at the announced dismissal time or send their child/children to the After School Care program. Faculty meetings are usually held on the first Thursday of the month with dismissal at 2:00 p.m. After school care is provided on these days beginning at 2:00 p.m. **There is NO after school care on the last day before Christmas break and the last day of school.**

Special Needs Students

DSP 5701

If a student with special needs (categorized such as EMR (Educable Mentally Retarded), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgement as to whether or not, indeed, that is possible.

Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

School Insurance

DSP 5810

A Student Accident Policy covers all students within the Diocese of Jefferson City. If a student is injured due to an accident during a School or Diocese sponsored event the policy will pay covered medical expenses not covered by the student's individual health insurance. In the event of a claim, payment is based on usual, customary and reasonable charges and within the limits of the policy.

Child Abuse and Neglect

DSP

5810

The State of Missouri has a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the immediate reporting of suspected child abuse and neglect.

This law specifies that all school personnel and administrators are mandated reporters. These school personnel include, but are not limited to: school teachers, administrators, counselors, child care

workers in a day institution, or child care institutions, day care providers, alcohol or drug abuse counselors, and speech therapists. Also included are health care professionals and clergy. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments all school administrators/principals, the Diocese of Jefferson City Catholic schools are to educate their school staff members in recognizing the signs of child abuse and/or child neglect.

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Under the law, any person or institution who reports suspected child abuse or neglect in good faith has immunity from any liability, civil or criminal, that results by reason of the action. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed. (DSP 5810) (A copy of the law is included in the Appendix #5810. It can be found in the Diocesan Policy Handbook for Schools located in the school principal's office.)

Harassment

DSP

5820

Policy: All Catholic schools as a part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment.

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student's performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance with the nature and frequency of the offense. Bullying is a form of harassment.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature.

"Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

2. No student shall be subject to sexual harassment as a student.

3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.

4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the superintendent of Catholic schools and/or chancellor and/or review administrator and shall be thoroughly investigated by the school principal after consultation with and direction from the superintendent of Catholic schools.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith. (Revised May 7, 2009)

Sexual Abuse

DSP 5825

Since 1990 the Diocese of Jefferson City (The Diocese) has had a policy and procedure to give guidance to its employees, volunteers, religious and clergy in the diocese on the subject of child abuse and to address the need of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as “church personnel”) is accused of sexual abuse of a minor. For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing the Chancery Office. The address and telephone number are as follows: Chancery Office, Diocese of Jefferson City, P.O. Box 104900, 2207 West Main Street, Jefferson City, Mo. Telephone: (573) 635-9127.

The full policy and procedure for filing an allegation can be found in the Diocesan Policy and Regulation Manual for Schools located in the principal's office.

Bullying and Cyberbullying

Bullying is a form of harassment. St. Martin School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest, verbally or online) face consequences and, in some cases, suspension and/or expulsion.

Valuables At School

Items such as large amounts of money, radios, tape players, electronic games, cameras, toys, sports cards, etc. have no place at school and are to be left at home.

CELEBRATIONS

Party Invitation

Party invitations are permitted to be distributed at school ONLY if the invitations include the whole class, all the boys, or all the girls. Other invitations must be mailed. Remember little feelings are very sensitive.

Distribution of Gift

The school does not allow individual exchanging of gifts among students for birthdays, Christmas or other occasions to take place at school. This is to be taken care of outside of school time. Flowers and gifts for students are not delivered to the classroom but will be given to the student at dismissal time.

Birthday Celebrations

The following guidelines have been adopted concerning the celebration of birthdays:

1. Treats are brought only by the person celebrating the birthday. (This is an optional custom)
2. No personal gift exchange is to be done at school.
3. No decorating of the room by classmates.

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* Guidelines pertain to teachers' birthdays as well. However, a cake may be brought in by a student for a celebration.

* Teachers may recognize student birthdays in a quiet manner of their choice.

Treating the class on a child's birthday is left to the discretion of the parents. It is NOT necessary or mandatory. If a child has a summer birthday, parents can feel free to choose a pretend birth date during the year. **GUM** is not to be sent as a birthday treat since chewing gum at school is a violation of school rules. A nutritious treat or drink is encouraged in accordance with the wellness policy.

Other Celebrations

Volunteers are needed to help plan special holiday parties. A notice will be sent home with the child. A head room mother is selected and will be responsible for organizing all events. If you are not contacted and wish to help with games, snacks, etc., the head room mother is to be contacted. All parents are invited to attend these events. Parties are held for the following occasions:

1. Halloween - ALL grades have a party, but only K-3 dress in costumes.
2. Christmas - Students exchange a "token" gift - boys buy for boys, girls for girls. Price range for k-4 is \$4.00-\$4.50 and for 5-8 \$4.50-\$5.00.
3. Valentine's Day - Only kindergarten has a party. Grades 1-4 may exchange valentines if they send to the whole class, all the boys or all the girls. Exchanging is optional.
4. The school holds a Valentine Bazaar on the state holiday closest to Valentines Day. It is an afternoon of fun and games. Parent volunteers man the games and refreshments are provided by 6th grade students.
5. Graduation Reception - 7th grade parents and students decorate for and serve the reception. The Home and School provides the cake. The school will budget \$250.00 for the reception.

Cell Phones

Students are not to use cell phones at school. Phones are to be turned off during school hours including Before and After School Care and kept in their book bags. If a phone goes off during the restricted times or a cell phone is in their procession, the teacher will send it to the office. For the first offense they can pick it up as they leave for the day. For additional offenses, they will be confiscated for one week. If the problem is consistent, parents will be notified. There is a school phone available for use during the day.

School Telephone

Students are not permitted to use the phone to arrange their after school activities or for requesting items to be delivered. Part of developing responsibility is to remember to bring all necessary items to school. Students are not usually called from class for calls but messages will be delivered to them. Permission to use the phone will be at the discretion of the principal or a teacher.

Fines

Fines for lost or damaged books or other property will be assessed depending on the value of the loss or damage.

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INSTRUCTION 6000

School Calendar

The annual term for a diocesan school consists of at least the following:

1. 174 instructional days in session;
2. A minimum of 1044 hours of instruction;
3. Three (3) scheduled instructional make-up days;
4. At least eight (8) in-service days for the faculty including diocesan sponsored days.

A minimum of 185 days are to be included in the school calendar. Local public school calendars should be a guide for determining days that school is in session, but they are not to be considered for final determinations.

Instructional time that extends significantly beyond the required six hours may not substitute for the required number of student attendance days but may be proposed as additional instructional “make-up” time for a small number of school days beyond the required three days.

Inclement Weather

On days that it is necessary to call off school due to inclement weather, the announcement should be on the radio by 6:00 or 6:15 a.m. If parents do not hear St. Martin but the Jefferson City Public Schools are listed among those canceled, parents can safely assume that St. Martin will **NOT** have school either. We follow their snow schedule. Cancellations will be broadcast on the Premier stations - KJMO, KBBM, KLIK, and KPLA and the Zimmer stations - KWOS, KATI, Y107 and KCLR and KRCG-TV and KMOU-TV stations. Parents can also sign up to receive a text alert through the school twitter account. If it is necessary to cancel during the school day, the same stations will carry the broadcast. **On these days, after school care will be in session for ONLY ONE (1) hour after the announced dismissal time.**

Please note - parents have the right to keep your child/children at home if you feel road conditions in your area are too dangerous for safe travel.

Religious Education Program

Religion classes are scheduled daily. The texts have been selected from those approved by the Diocesan Religious Education Office. All instruction follows the guidelines set by this office and the

Catholic Church.

Students of St. Martin School are prepared for and receive the sacraments of Reconciliation and Eucharist during the 2nd grade. Students receive these sacraments on an individual basis after a consultation with the pastor.

A diocesan approved human sexuality program is taught at the beginning of the 3rd quarter in grades 3-8. Parents may request to preview any materials that will be used in the program. Parents have the right to request that their child/children not participate in the program by sending a written request to the principal. Other projects in religion will be assigned to these students to be completed during this time in another room.

Students normally attend Mass twice a week. Students begin and end their day with prayer as well as when they prepare for lunch.

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Non-Catholic Student Participation

DSP 6235

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

Educational Outings, Field Trips, 8th Grade Trips

DSR

6301

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principle the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures. A fee will be assessed for most field trips to defer the cost of busing and other expenses.

A school may, but is not required to, sponsor and end of year 8th grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.

Chaperones and Drivers for Field Trips [Educational Outings]

DSP 6305

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily at least one adult will accompany every five students in the lower grades and every 10 in the upper grades - but some situations or younger students may require more. Trips involving a great deal of travel should be discouraged.

Transportation for field trips shall be provided by licensed public carrier or by insured private vehicles. Bus drivers must have a valid commercial drivers license and a valid school bus status. Drivers of private vehicles must be either a parent or guardian and at least 25 years of age. The school does not carry insurance to cover the use of private cars. Therefore, parent volunteer drivers and teachers/school personnel who use their own cars are to furnish proof of insurance and proof of a valid driver's license prior to departure on the field trip. Appendix #6305 provides a form that must be completed by anyone

providing transportation for a school-sponsored event.

Chaperones and Drivers for Field Trips [Educational Outings]

DSR 6305

All regular chaperones and drivers must complete the Protecting God's Children program .

Speakers, Outside Programs, AV Materials (including movies and videos) and Literature

DSP 6410

All outside speakers, programs, AV material and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

The USCC movie-rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Catholic School Office should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

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Student Internet, E-mail and Other Technology Use

DSP 6425

Internet access is available and monitored. All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbook. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materia, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

In addition to the above, the school, after consultation with the superintendent of Catholic schools, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or

pictorial, on such websites as *MySpace*, *Facebook*, *YouTube*, etc. This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard. (Revised May 7, 2009)

Research and Observation

DSP

6480

Written permission from the parents/guardians and the superintendent of Catholic schools as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.

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Standardized Testing

DSP 6502

All schools are to participate in the fall in the diocesan standardized testing of students' cognitive ability and academic achievement in grades 1-8, maintain testing records of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are to be apprised of testing results, with appropriate explanations and printed student profiles. Standardized testing for kindergarten is not recommended. Schools may test students in other grades and at other times of the year at their option.

All elementary schools are also to participate in the Assessment of Catechesis/Religious Education (ACRE) in grades five and eight and apply the findings to instructional planning and priorities.

Readiness Testing

DSP 6505

Prior to kindergarten or first grade, students readiness is assessed. The results assist in determining individual readiness for the instructional program, suggest parental assistance with home activities to promote readiness, and guide teachers in developing an appropriate, effective program.

Readiness Testing for Advanced Math

At the **end of Grade 6**, students will be placed into instructional math groups according to their **score on a placement test, their final math average, Stanford Math Scores, and teacher recommendation** based on observation of student skills, effort, and ability. Based on these criteria, students will be placed in either **7th Grade Pre-Algebra OR Comprehensive 7th Grade Math**.

Co-Curricular/Extra Curricular Activities

Various activities are offered - Science Fair, Spelling Bee, Sketch Day, Speech Meet, Band, Student Council, Concerts, "Just Say No" Club, "Rainbows For All Gods Children", Essay Contests, and D.A.R.E.

Sports

The athletic program will be such that it teaches self-discipline, good sportsmanship, and fairness. Students who participate in athletics must be putting forth good effort. Those listed as having a "F" in a class will be ineligible to participate in athletics until the next reporting period (usually 4-5 weeks). Students who are not achieving a passing grade, but who have shown good effort, will receive an "E"

making them eligible for the team. Volleyball, boys and girls basketball and track are offered through the school in grades 5-8. (Wrestling is offered through Tri-Cap, a local organization for grades 3-8. There is also Pal Football. Summer baseball and softball are offered through the parish ball association for 6-14 year old students). Other sports are offered by area organizations. Practice time shall be limited to a maximum of two times per week. All coaches will be on a voluntary basis. (626.2). The school provides an athletic handbook to all students participating in school sponsored sports.

Attendance in school is required for participation in co-curricular activities on that same day unless an excused absence other than illness is provided. (626.2)

Coaches, parents and students participating in athletic events are to show a Christian attitude in their language and actions.

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Curriculum Instruction

The following are included as a regular course of studies: religion, human sexuality, language arts, social studies, science, math, physical education, music, art and computer skills. These are in addition to developing values and attitudes. Suggested diocesan time guidelines are used to develop classroom schedules.

Band is offered as an option. Students rent their own instruments and furnish their own books. (626.3)

Homework

Homework assignments shall be educational - applying previously learned material, correlating past and present learning, promoting supplementary reading and developing family communication. It is the student's responsibility to complete all homework assignments. The teachers will notify parents when failure to turn in work becomes a problem. In grades 5-8 a maximum grade of "C" will be given for late homework if it is turned in the next day. A zero for the missing homework will be recorded in the grade book if it is more than one day late. If a student is absent one day, he/she is given one day to turn in assignments, two days absent two days to turn in assignments, etc.

Suggested homework times are 20 to 40 minutes for grades 1-3; 40-60 minutes for grades 4-6; and 1 hour to 1 hour and 15 minutes for 7-8. This amount of time for homework is to be scheduled even if written work is not assigned. At times, grades 5-8 are given long-term assignments. Students are to be reminded to work on these over the period and not put it off until the evening before it is due. Homework on weekends is usually not given, but may occasionally be given at the discretion of the teacher. (700.1)

Although formal homework is not usually given to kindergarten students, time is to be taken to review the alphabet, sounds, numbers, and sight words as they are introduced. Also, students are to READ, READ, READ.

SCHOOL PRIDE

The school colors are green and white. School spirit and pride apparel can be worn at any time.

SPORTS: The school mascot is the Jaguar. Basketball is offered for both boys and girls in grades 5-8 whenever there is sufficient interest. Volleyball is offered for girls in grades 5-8. Cross Country is offered for boys and girls in grades 6-8.

Summer baseball and softball programs are offered by the St. Martin Ball Association for 6-14 year olds. Soccer is also offered through the YMCA and the Parks and Recreation. Wrestling is offered through Tri Cap for grades 3-8. Pal football is available through Helias.

School spirit and pride is to be exhibited at all school activities. Parents can help achieve this through good example and encouragement. All coaches are on a voluntary basis.

BAND: St. Martin School offers band starting with Beginning Band for grade 5 followed by Advance Band for grades 6-8. Students are responsible for obtaining their own instruments and practice books.

JUST SAY NO CLUB: This is a club to encourage students to learn to have fun without drugs and alcohol. Students in grades 4 & 5 form this club. Speakers are engaged to talk to students during monthly meetings at school. Students also participate in project and social activities outside of school.

DARE: This is an educational programs designed to inform the students of the danger of drugs and gangs. The students in grade 6 participate in weekly instructions of one semester in the DARE program. A graduation ceremony is held at the completion of the program.

SCOUTS: Scout groups are available through the local chapters. Tiger Cubs being in first grade followed by Cub Scouts and Boy Scouts for older boys. Girls may join Brownies in grades 1-3 followed by Girls Scouts for older girls. Parents are expected to be den leaders. They are also expected to be active participants at the meetings and in the projects of their children.

SPEECH MEETS: Students in grades 6, 7 & 8 have an opportunity to compete in speech meets with

other area schools in October and March. These meets are held on Saturdays. Each school provides a judge. The participants are coached by a teacher. Some after school practices are required.

STUDENT COUNCIL: Grades 3-8 select two representatives from each class. The entire school votes on the president and vice president. The secretary and treasurer are chosen by the student council. The student council sponsors different activities for the school - movies, special masses, talent show, etc. The student council's main objective is to build communication within the school. They meet bi-monthly after school.

RAINBOWS FOR ALL GOD'S CHILDREN: This is a support group open to all students who have gone through some kind of crisis in their lives - divorce, death, moving, etc. Meetings are held once a week for six weeks after school from 3:15-5:00 p.m., usually beginning in February.

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DRESS DOWN DAYS: Dress down day attire means a relaxed code. Information will be sent home prior to each dress down day informing parents of the theme and appropriate wear for that day. Oversized clothing, clothing with holes, midriff or camouflage attire are NEVER acceptable.

During daylight savings time when shorts are acceptable, parents are to make sure they are large enough and long enough. (NO biker or short shorts) Shirts MUST have a sleeve. (Cap sleeves are not acceptable).

If a student earns a dress down pass or participates in a Student Council dress down day, the student is to be responsible in his/her choice of attire. A student is not to ruin this privilege for others with a blatant disregard to dress code policy.

THURSDAY is the only day dress down passes may be used.

SCRIP: St. Martin School participates in the SCRIP program. It is a fund-raising program in which some businesses give a discount to the school when purchasing gift cards. The school then sells the cards to parents and parishioners at face value. As a benefit to parents, 25% of the profit earned from their purchases of these cards can be applied to their child's sustaining fee for the next school year. (Credit is figured July 1 to June 30). Friends, grandparents, uncles, aunts or anyone can use SCRIP and designate their credit to a specific family or to the school.

8TH GRADE GRADUATION: A graduation Mass is held in the evening with recognition of graduates during Mass. A reception follows the Mass hosted by 7th grade parents and students. The school is responsible for the expense of decorations and drinks. An amount of \$250.00 is designated for this project. The Home and School furnishes the cake.

TRASH PICKUP: The 8th grade students and their parents do a trash pickup within the city limits of St. Martins. This is a community service as well as a money maker for their retreat and other miscellaneous activities.

SPIRIT DAY

Spirit day will be the first Friday of each month. Acceptable dress for this day is any St. Martin spirit

attire, polo style white or green shirts. Hoodies may not be worn in the classroom. Team shirts are not acceptable. Regular dress code slacks, capris, or shorts must be worn. If you do not participate in spirit day, regular dress code is expected. This is NOT a dress down day.

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SCHOOL DIRECTORY
2011-2012

Communication is an important element for a successful learning environment. Cooperation between home and school is essential. Please feel free to contact the school at 893-3519 if you have questions or concerns. The principal is Cathy Wolters, home telephone 893-2945. Parents are to call before 9:00 p.m. Parents may also leave a message on her answering machine. Our school staff is as follows:

K	Lisa Silvey	635-2848
1	Leann Holzer	634-8845
2	Janice Smith	659-7444
3A	Susan Meller	782-4834
4	Fran Hubbard	584-9290
5	Dawn Crader	584-9944
6	Melissa Rockers	584-3507
7	Jill Otto	893-4037
8A	Rosemary Bardwell	
8B	Susan Bruemmer	896-5421
PE	Rosemary Berhorst	584-9289
Secretary	Linda Schulte	584-9937
Music	Bev Coffelt	
Comp. Tech	Katie Helfer	214-0863
Lunch	Pat Schulte	893-5328

Teacher school hours are 7:30 a.m. to 3:30 p.m. Parents are to be considerate when calling teachers at home. Calls are not to be made at dinner time or after 9:00 p.m.

The pastor is Father Ed Schmidt, 893-2923. Janice Smith, supervisor of After School Care. Alice Bounds, Jessica Hinton, Bev Coffelt & Rosemary Bardwell help with afterschool child care.

ST. MARTIN SCHOOL BOARD usually meets on the fourth Thursday of the month. Everyone is welcome to attend these meetings, however, if anyone wishes to address the board, he/she must contact

the school board president prior to the meeting. School board members for the 2009-2010 year are:

- | | | | |
|-------------------|----------|-----------------------|----------|
| 1) Lisa Wieberg | 635-7371 | 5) Marilyn Casten - P | 782-3131 |
| 2) Amy Bax | 632-4353 | 6) Tim Kauffman | 782-4926 |
| 3) Joyce Hoskins | 632-6472 | 7) Sara Koenigsfeld | 584-9504 |
| 4) Mike Dudenberg | 893-5848 | 8) Natasha Gladbach | 584-9546 |
| | | 9) April Mertens | 761-4963 |

HOME AND SCHOOL ASSOCIATION is designed to keep the lines of communication open between home and school. This association relies on parent participation and involvement. Everyone is encouraged to be a part of this important organization. Officers for the 2011-2012 year are:

- | | | | |
|----------------------------|----------|---------------------------|----------|
| 1) Cindy Stegemann, sec. | 584-3256 | 4) Linda Welch, president | 584-9308 |
| 2) Ronda Carrender | 893-2062 | 5) Amy Stephens, treasure | 796-6346 |
| 3) Angie Sturm, past pres. | 584-0033 | | |

All staff, board members, and officers welcome and encourage your ideas and suggestions.

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