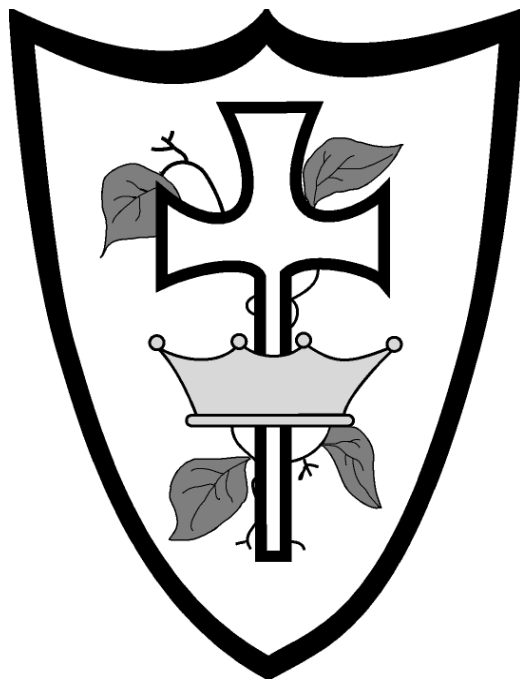


**PARENT-STUDENT HANDBOOK
2011 - 2012**



ST. MARTHA CATHOLIC SCHOOL

**2411 Oak Shores
Kingwood, Texas 77339**

**281-358-5523
281-358-5526 (Fax)
www.stmarthacs.org**

Please review the handbook at www.stmarthacs.org under the Parent Tab.

Please return this page to the school office by Friday, September 9, 2011.

Family Name (please print)

**Parental Acknowledgement Form
Parent-Student Handbook**

Please sign, date, and return this acknowledgement form to your student's teacher. Your signature indicates that you have read the handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. All students are under conditional acceptance until the handbook form is signed and returned. If the handbook form is not signed and returned, the principal retains the right to withdraw the applicable student(s) from the school.

St. Martha Catholic School and/or the principal retain the right to amend the handbook for just cause. Parents will be given prompt notification if any changes are made.

Signature of Parent/Guardian

Date

Name of Parent/Guardian (Please Print)

Note: For the purposes of this handbook, the term "parent" represents all parents, legal guardians and legal custodians.

ST. MARTHA CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

2011-2012

Accredited by the Texas Catholic Conference Education Department, St. Martha Catholic School fulfills state requirements, is published in the Texas School Directory for accredited schools, and is a member of the National Catholic Education Association and the Texas Association for Non-Public Schools.

All schools adhere to the Archdiocesan Board of Education Policy 652.1 regarding non-discrimination that states "the Catholic Schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs."

Rev. Monsignor Chester Borski, STL, Pastor

Mrs. Tina Lewis, Principal

St. Martha Local Advisory Board

Willie Chesnut

Patrick Diamond

Kathy Farmer

Jennifer Garza

Brian Hebert

Angela Holden

Don Jacques

Vinny McConnell

John Stanton

The Local Advisory Board meets the second Monday of each month at 6 p.m. in the School Library. The Board meetings are open to all school parents. See additional information on the Local Advisory Board on page 36.

Table of Contents

Mission of St. Martha Catholic School	7
Philosophy of St. Martha Catholic School	7
Goals and Objectives of St. Martha Catholic School	7
Admission Policies and Requirements.....	8
Admission	8
Order of Admission	8
Enrollment Procedures	8
Financial Policies	9
Tuition	9
Delinquent Accounts	9
Student Withdrawal	10
Academic Policies	10
Attendance Policy.....	10
Tardiness	11
Homework	11
Textbooks	11
Student Evaluation	12
Special Need Students: Accommodations and Modifications	13
Quarterly A/B Honor Roll	13
Year-End Honor Roll	13
Testing	13
Promotion and Retention	14
Records	14
School Hours, Arrival and Dismissal	14
School and Access Hours	14
Release of Students	15
Park and Walk Arrival and Dismissal	15
Car Line Arrival and Dismissal	15
Arrival/Dismissal from Campus Unaccompanied	15
Changes in Dismissal Plans	15
Late Pickup for Students	15
Rainy Day Dismissal	16
Early Dismissal	16
Impairment of Parent at Release	16
School Procedures and Regulations.....	16
Visitors to Campus.....	16
Classroom Visits	16
Parent Conferences	16
Parental Communication of Concerns	16
Parent/Student Complaint Process	17
Statement of Nondiscrimination	17
School Parties	17
Student Use of Telephone	17
Forgotten Items	17
Deliveries	18
Lost and Found	18
Lockers	18
Backpacks	18
Reading Material	18

Change of Clothes	18
Uniforms/Dress Code	18
Dress Code Policies	19
Uniforms (Required and Optional).....	19
Outerwear Options	21
Liturgical Celebrations.....	21
Middle School Apparel.....	21
Spirit Day	21
T-Shirt Tuesday	21
P.E. Uniforms	21
Classroom Discipline	21
Standard of Conduct	22
School-Wide Code of Conduct	22
Parent Conduct	24
Academic Misconduct	25
Cheating	25
Fabrication or Falsification	25
Plagiarism	25
Discipline Code	26
Disciplinary Probation	26
Suspension	26
Major Offenses	27
Expulsion	27
Archdiocesan Policy – Use of Controlled Substances	27
Guns and Weapons	28
Sexual Harassment	28
Health and Safety	28
Clinic Policies	28
Dental and Eye Appointments	29
Serious Chronic Illnesses	29
Immunization	29
Immunization Requirements	29
Medication in the School	30
Health Screenings	30
Medical Emergencies	30
Pandemic Flu	31
Student Abuse and Neglect	31
Insurance	31
Aerosol Products	31
No-Smoking Policy.....	31
Emergency Procedures	31
Flooding	31
Emergency School Closing	31
Emergency Dismissal	32
Inclement Weather Procedure	32
Field Trip Policies	32
Extracurricular Activities	33
Eligibility	33
Games and Events.....	33
Athletic Handbook	33
Student Services	33

Counseling Support Services	33
Lunch Program	34
Before/After School Program	34
Program Options and Fees	35
Financial Policy	35
Local Advisory Board	36
Volunteers	36
PLUS Volunteers	36
VIRTUS Training Requirement	37
Technology Acceptable Use Policy Statement.....	38
Internet	38
Expectations of Students	38
Rules of Appropriate Use	38
User Agreement and Parent Permission Form	40
Parent Permission Form	41
School Calendar	42

ST. MARTHA CATHOLIC SCHOOL MISSION STATEMENT

The Mission of St. Martha Catholic School is to provide a quality education sharing in the total Catholic formation of each person by developing mind, heart and spirit.

ST. MARTHA CATHOLIC SCHOOL PHILOSOPHY

We acknowledge that parents are the primary educators of their students. Through collaborative efforts between the home, school, and parish communities, a positive atmosphere is created for each student to grow with the Gospel messages. The core purpose is the spiritual, moral, intellectual, social, cultural, and physical development of our students.

We believe that as members of an integral ministry of the faith community of St. Martha Catholic Parish, learners follow religious truths and live Catholic values and ethics. St. Martha Catholic School promotes a setting "Where Faith and Knowledge Meet" as students develop a personal relationship with Christ and come to know Him as their Model.

We believe that a solid foundation of educational skills following the Archdiocesan curriculum provides educational and spiritual experiences for students to grow and become successful, active, lifelong learners. The learning environment emphasizes the importance of self-confidence, respect, self-discipline, and responsibility as each person cultivates God's gifts of mind, heart, and spirit.

We believe that an educational program within an ordered, safe, caring and disciplined environment, based on Catholic teachings and values, enables each student to grow in better understanding of self in relationship to God and others. Students are then encouraged to go beyond self and become aware of the needs of others as Jesus did and learn to serve in the larger community.

ST. MARTHA CATHOLIC SCHOOL GOALS

- We will provide our students a religious atmosphere that reflects the Church's mission and permeates throughout the instructional program.
- We will build on our students' personal strengths and moral values while expecting them to be responsible, responsive and truthful individuals.
- We will strive for academic excellence in all grade levels by helping each student to reach his/her full potential.
- We will teach students to be respectful, compassionate and empathetic to the feelings and needs of others as well as develop an understanding of cultural diversity.
- We will create a safe environment for our students and promote an understanding of physical and mental wellness.

ST. MARTHA CATHOLIC SCHOOL OBJECTIVES

In accordance with our philosophy, St. Martha Catholic School must guide each student to realize specific objectives as an aid in achieving his/her potential and goals. The objectives are as follows:

- To teach students the message of Christ and to help students develop a spirit of prayer and worship through religious education
- To model and instill a respect for the rights of others as individuals and to cultivate moral and spiritual values, ethical standards of conduct and basic integrity
- To facilitate each student's ability to think constructively, to solve problems, to reason independently and to accept responsibility for self-evaluation and self-instruction
- To provide for all students educational opportunities and meaningful learning experiences related to their heritage, American citizenship and responsibilities to our community and the global society
- To impart knowledge and the importance of physical and mental health by developing healthy attitudes towards physical education, nutrition and health maintenance skills

Hence, through our curriculum at St. Martha Catholic School, we strive to empower students to be critical thinkers, eager learners and seekers of intellectual challenge, and to develop a Christian spirit to prepare them to fulfill their future responsibilities in life.

ADMISSION POLICIES AND REQUIREMENTS

Admission Policy

The Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, national or ethnic origin in the administration of their admission, athletic or scholarship programs.

Admission to St. Martha Catholic School is based on the availability of space and resources as well as the developmental, scholastic and behavioral qualifications of the applicant.

Due to funding limitations, some resources required to meet student needs may not be available. Therefore, our school will not be able to meet the needs of some students.

The admission process generally begins in late January or early February. Currently enrolled students are required to turn in the registration forms, which are distributed through the main office. ***To secure a student's grade level placement, the registration forms accompanied by the non-refundable registration fees must be turned in by the designated deadline. Specific teacher requests will not be honored.***

New students will be required to complete an application packet. Upon administrative approval, registration forms will need to be completed. These forms should be filled out completely, signed, and returned by the appropriate date. Applications are accepted on a first-come basis. New applicants for grades 1 – 7 will be required to successfully pass an admission test. Kindergarten students new to St. Martha Catholic School will be required to complete a Kindergarten Readiness Assessment to qualify for entrance to Kindergarten.

If the 8th grade class is not at capacity, students may be accepted *only if* transferring from another Catholic School due to relocation and

- 1) are in good standing with the prior school,
- 2) are academically passing,
- 3) have no discipline concerns, and
- 4) have successfully passed admission test.

Admission will not be allowed for students of families who have outstanding tuition and fees from St. Martha or any other school.

Order of Admission

The registration process will proceed according to the following order of admission:

- Currently enrolled students
- Siblings of currently enrolled students
- St. Martha Mother's Day Out students
- Children of parishioners of St. Martha Catholic Church
- Catholic children from other parishes
- All other

Enrollment Procedures

1. Students must meet the age requirement as outlined by the Archdiocese and the State of Texas: five years old on or before September 1 in order to enter Kindergarten and six years old on or before September 1 to enter First grade. The student's original birth certificate must be presented for proof of age.
2. Students entering a Pre-Kindergarten class must be three or four years old respectively on or before September 1 and fully potty trained.
3. It is the policy of St. Martha Catholic School that the principal has the authority to accept or refuse admittance of any individual as a student. This decision is based on the Archdiocesan policies for admittance, date of application, the information received from the applicant at the time the application for admittance is made and the ability of St. Martha Catholic School to meet the needs of the student.

4. All new students who have successfully passed the admission test and have been accepted will be on a probationary basis for a period of nine weeks. Any concerns that arise may be addressed during the probationary period. Should the probationary period need to be extended for any reason, the administration will contact the parents and provide an explanation regarding the reasons for extending the probationary period. The principal makes decisions regarding extension of probation.
5. The following documents must be provided before enrollment is complete: application, release of information form, original birth certificate, baptismal certificate (if applicable), academic records (including standardized testing), social security card, health records, special needs disclosure for and required immigration documents (foreign students only).
6. A complete immunization record validated by a U.S. physician is required at the time of registration. Archdiocesan policy requires all new students present written evidence of TB testing and the results. All students must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division.

Exemptions: St. Martha Catholic School follows the exemptions for medical reasons allowed by the State of Texas:

To claim an exclusion for medical reasons, the student(s) must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States, who has examined the student, in which it is stated that in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only **one** year from the date signed by the physician.

FINANCIAL POLICIES

Tuition

It is the parents' financial obligation to support the school by paying tuition on the first day of each month. Payments will begin August 1 and end on May 1. If payment is not received in the office by the tenth (10th) day of each month, a late fee of \$25 will be assessed for that month. Monthly tuition statements/invoices will not be sent.

Tuition payments are to be made directly to the school office. *Do not* send tuition payments to the classroom teacher. The school has ACH capabilities for automatic payments by parents. Forms may be obtained from the school's business office. Tuition may be paid by check, cashiers check, money order or ACH bank drafts. Cash is not accepted in the school office.

The oldest student will be charged the full tuition rate. The second and third siblings will receive a 20 percent discount. Any additional siblings will receive a 30 percent discount.

Tuition for new students, whose start date is between the 1st and 15th of the month, will be at their regular monthly tuition rate.

Tuition for new students, whose start date is between the 16th and the last day of the month, will be prorated at 50 percent of their monthly tuition rate.

If a student, with approval from the registrar, increases or decreases the number of days enrolled in a Pre-Kindergarten class, the tuition of the student will remain the same for that calendar month.

Students who are absent on the day of a scheduled field trip will not be refunded monies due to the absence. All field trip fees are based on full class participation.

Delinquent Accounts

Timely payment of tuition and all school fees, in accordance with the school agreement, is important to the operating budget of the School. The following procedures relate to delinquent accounts:

- St. Martha Catholic School will retain all records, including records of student performance (i.e. report cards, progress reports), and will not certify student advancement or transfer until the account is paid in full.

- If progress reports are withheld, parents and students are still required to attend fall and spring Parent-Teacher-Student Conferences to discuss student progress; official grades will not be presented at that time.
- St. Martha Catholic School reserves the right to prohibit students from taking final exams if tuition or other school fees are delinquent.
- If tuition payments are not received by the 25th of each month, students of families with delinquent accounts may not be admitted to school.
- If there are recurrent problems with tuition collection, acceptance of registration for the next school year will be conditional on approval of the principal and pastor and may be contingent upon payment of tuition and fees in advance and in full. *In addition student records and report cards may be held until all checks have cleared the bank the month following the close of the school year.*
- After the second month of late account balances, the family will be required to pay monthly tuition by automatic bank draft.
- There is a \$25 charge for checks returned or bank drafts denied due to insufficient funds. Subsequent to a returned check or denied bank draft, future payments must be paid by cashier's check or money order.
- Students of families with delinquent payments will be not permitted to participate in promotion ceremonies.
- Unpaid balances as of June 15, 2012, will be settled by utilizing the registration and supply fees from 2012-2013 school year.

Student Withdrawal

Report cards and other student records will not be provided for a student who has withdrawn until all financial obligations to the school are paid in full.

When the new school requests records, the registrar will send copies of transcripts and the permanent record card only if release forms have been completed and returned to the registrar.

There will be no refund of monthly tuition if a student withdrawal occurs after the 10th of the month.

ACADEMIC POLICIES

Attendance Policy

In compliance with the Texas Catholic Conference Education Department, schools are in session 180 days each year. Parents are expected to honor the published school calendar. It is strongly recommended to schedule medical appointments and vacations outside of school hours. If it is absolutely necessary for parents to remove a student from classes for reasons other than family emergencies or illness, a written request should be submitted to the principal indicating the reason for the absence and the number of days the student will be absent.

St. Martha Catholic School uses the compulsory attendance laws for Texas schools as a guide. St. Martha Catholic School requires that students be in attendance for at least 90 percent of the days classes are in session. Excessive absences of 18 days or more may affect student promotion and/or re-enrollment for the following year. Cases are reviewed on an individual basis. In addition, ten or more absences during a semester are considered excessive and may result in the student having to attend remedial classes during the summer or repeating the current grade level.

If a parent chooses not to send a student on a field trip, the student will be counted as absent and must stay home with the parent; this includes Camp Kappe and the 8th grade trip. The parent must provide a written note to the school stating the student will not attend the field trip. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the specific medical restrictions should be submitted to the school nurse at least four days prior to the field trip. Once verification is completed by the school nurse, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher. Field trips are scheduled for educational purposes and fulfill the learning objectives of the curriculum. If a student is not permitted to go on a field trip by the school, the student should come to school, and the school will place the student in another class for the length of the field trip.

Parents are required to contact the school office by 9 a.m. on the day of an absence or in advance if known. Calls made by students are not acceptable. When a student is absent from school for any reason, a written excuse signed by the parent stating why the student was absent must be sent to the student's teacher the day the student returns to class. Please indicate the date(s) of absence(s), student name and reason for the absence. When a student's absence for illness exceeds five cumulative days, a statement from a physician verifying the illness or condition requiring the student's extended absence from school is needed. If a student has established a questionable pattern of absences, a physician's statement may be required after a single day's absence to clarify the absence as one for which there are extenuating circumstances.

Students not in attendance at 10:00 a.m., or leaving the school prior to 10:00 a.m. for the remainder of the day, will be counted as absent for the day. After ten (10) absences annually, a student will no longer be eligible for the honor roll.

Tardiness

Students entering the school building after 8:00 a.m. will be required to be signed in by their parents and obtain a pass to enter class. All late arrivals are recorded in the office log and become a part of the student's permanent attendance record. When the bell rings at 8:00 a.m., students who are not in their homeroom classrooms are considered tardy and students must report to the school office to obtain a tardy pass.

Parents must come into the school office and sign in the student when they are tardy or returning from a doctor's appointment. Please do not drop the student off in the parking lot.

Homework

Homework assignments reinforce skills taught in the classroom, foster habits of independent study and meet growth needs of the individual student.

The following timetable is a suggested total allotment *per day* for homework assignments.

Grades 1-2	30 minutes
Grades 3-4	45 minutes
Grades 5-6	60 minutes
Grades 7-8	90 minutes

Homework and class work assignments for absent students will only be made available to the parent/guardian after three (3) days of an absence. The parent/guardian may call in to the office by 10:00 a.m. on the third day to request assignments. All students who are absent less than three (3) days will request their assignments from their teachers when they return to school.

Students are required to complete all class work and homework missed during any absence. Students will be given one day for every day absent to complete any missed assignments or tests.

Recreational trips or vacations taken during regularly scheduled school days are strongly discouraged. Absences from classes due to trips or vacations are considered unexcused. School work will not be sent with students who leave for vacations or other absences during the year. ***All school work will need to be completed upon return from the extended absence the day after the student returns to class.*** Please make vacation plans around the school calendar.

Textbooks

Textbooks used at St. Martha Catholic School are on the approved Archdiocesan textbook list.

The student is responsible for the care and safety of his/her textbooks, which are school property. ***Books are to be covered at all times.*** If books are abused or lost, fees will be assessed to cover the loss.

Student Evaluation

Student progress may be communicated to parents through scheduled parent conferences, telephone calls, progress reports, assignment books, weekly work folders, and report cards. Parents are encouraged to confer with teachers regularly regarding the growth and development of their child(ren). Appointments for conferences are necessary and should be made directly with the teacher during school hours. This can be done by exchanging notes, emailing the teacher, or by calling the school office and requesting a return phone call from the teacher.

Communication between parents and teachers is vitally important in the educational process. Please do not hesitate to call the school or write a note to the teacher. **Please do not contact teachers at their homes or on their personal cellular phones.** Parent-Teacher-Student conferences are held twice a year to communicate student progress. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Students must be present for conferences since learning is ultimately the responsibility of the student and the conference dates are counted as a student school day. Attendance is taken by the teacher and turned into the office as an official school day.

Grades are given to each student for every subject every nine weeks. Any grade below 70 is recorded on the report card as failing. Grades 70 or above are passing grades.

In grades 6-8, semester exams will be given and averaged as a major part of the student grade for mid-semester and final averages. Please refer to the school calendar for the dates, times, and exam schedule.

Student achievement is determined by the quality of class work, class participation, homework, and assessments. Each teacher has a grading policy unique to his or her class and subject matter. Please refer to handouts received at orientation for a full understanding of these policies.

Progress reports are issued between grading periods (at four and one-half weeks), and report cards are issued every nine weeks for grades 1-8.

Pre-Kindergarten and Kindergarten progress reports/report cards are issued starting with the second quarter marking period. Progress for the first quarter will be discussed verbally at the fall Parent-Teacher-Student Conference.

Academic Marking Code on report cards for grades 1-8 is:

100-99	A+	Outstanding
95-98	A	
93-94	A-	
91-92	B+	Above Average
88-90	B	
86-87	B-	
84-85	C+	Average
80-83	C	
78-79	C-	
76-77	D+	Below Average
72-75	D	
70-71	D-	
Below 70	F	Failing

"I" on a Progress Report/ Report Card indicates incomplete work, which must be made up within two weeks of issuance.

Numerical grades will be given in all core subjects on report cards.

Core Subjects Grades 1-3: Religion, Reading, English, Spelling, Mathematics

Core Subjects Grades 4-5: Religion, Reading, English, Spelling, Mathematics, Social Studies, Science

Core Subjects Grades 6-8: All subjects are considered core subjects.

The following designated evaluation code is to be used for all other subjects and conduct in grades 1-5 and conduct in 6-8.

E	Excellent	90 and above
S	Satisfactory	80-89
N	Needs Improvement	70-79
U	Unsatisfactory	below 70

Pre-Kindergarten and Kindergarten Marking Code:

S	Satisfactory:	Goal Achieved
T	Transition:	Student is in process of learning
NA	Needs Attention:	Student is not able to complete goal

Special Need Students: Accommodations and Modifications

The purpose of an accommodation or modification of any type is to provide the appropriate instruction according to the individual student's special needs. In order to receive accommodations and/or modifications, the student must have an updated diagnosis from a private doctor or an IEP plan from the public school system. A student that meets the criteria, and whose needs we can meet in the classroom, will be placed on an educational plan. The educational plan will note the accommodations and/or modifications that the student will receive. If a student's education plan states that he/she qualifies for modified grading, this will be noted on progress reports and report cards. Every three years a re-evaluation will be required in order to continue to receive accommodations and/or modifications.

Quarterly A/B Honor Roll – Grades 3 through 8

Students must have A's and/or B's and no less than an "S" in each subject, as well as no less than an "S" in conduct in all subjects per quarter.

Year-End Honor Roll and Awards – Grades 3 through 8

More than ten (10) tardies and/or ten (10) absences annually will prohibit a student from being placed on the Honor Roll.

Golden Crusader Honor Roll: Students must have all "A's" and no less than an "S" conduct grade in each subject for all grading periods for the entire year.

"A" Honor Roll: An overall final average of an "A" in each subject, with no Report Card grade lower than a "B", and no less than an "S" conduct grade for all grading periods.

Academic Excellence Award: (8th grade only) The student who achieves the highest grade point average based on the final annual average for the school year will be awarded the Academic Excellence Award. The student must be enrolled at St. Martha the entire 8th grade year for eligibility.

The Award Ceremony will occur in May for 8th grade and June for 3rd-7th grades.

St. Martha Catholic School does not recognize or award perfect attendance.

Testing

Standardized Testing is one of several means of assessing student performance. The nationally normed test administered throughout Catholic schools in the State of Texas each year is the Iowa Test of Basic Skills, or the ITBS. Standardized testing is administered each year during the designated Archdiocesan testing weeks. Grades 2-8 are tested annually. At St. Martha Catholic School we examine the scores of each student individually. Their scores are graphed, which helps us track their progress annually. This enables us to work on any weaknesses and help strengthen academic areas. In other words, we measure your student's individual academic growth.

- Cognitive ability testing is given yearly to students in grades 2, 4, and 6.
- Students in grades 6-8 will take semester examinations at the end of each semester.

Promotion and Retention

A student is promoted to the next grade if, after considering the student's abilities, the student satisfactorily completes the current grade curriculum.

A student may not be retained more than twice from grades K-8 and no more than once in the same grade.

If a student receives a final averaged grade below 70, the student fails the subject. If two core subjects are failed, the student is recommended for retention. Parents must be informed of the likelihood of student's academic failure and possible retention before the end of the school year.

If all avenues have been explored and the school cannot meet the needs of the student or the parent(s) have not acted on the school's recommendations regarding diagnostic evaluation, the principal has the right to request withdrawal of the student (if currently enrolled) or refuse admittance.

Records

Archdiocesan Schools do not directly receive any federal funds from the U.S. Department of Education; they are not required to follow the Family Rights and Educational Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentiality. The school shall:

- provide parents and students access to records directly related to the student (e.g., the duplicate report card, permanent record card, health records, etc.)
- obtain the written consent of parents before releasing personal information from student's records; and
- notify parents and students of these rights through a school handbook, newsletter, or other means.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. A copy of such document must be in the school file. In case of joint custody, both parents should be equally informed of their student's progress; **any questions by SMCS of custody rights will be referred to the Archdiocesan Legal Department.**

A custody information form must be on file for all parents/guardians who are divorced or separated.

Government and law enforcement officers may have access to the student's records as required by law and/or to protect the health and safety of the student or others.

Parents requesting or wishing to view student school or clinic records must make the request in writing at least **forty-eight hours in advance.**

SCHOOL HOURS, ARRIVAL AND DISMISSAL

School and Access Hours

The school opens daily at 7:30 a.m. and classes begin promptly at 8:00 a.m. All students are expected to be in their classrooms at 8:00 a.m. for the morning prayer and homeroom announcements. The instructional day Monday through Thursday is from 8:00 a.m. - 3:15 p.m. and 8:00 - 11:30 a.m. for students enrolled in the half-day program. On Fridays, school is dismissed at 2:15 p.m. to allow for staff development time.

The school doors will automatically unlock at 7:30 a.m. No students may arrive prior to 7:30 a.m. unless enrolled in the morning session of the Before/After School Program. Middle school students report to The Borski Activity Center beginning at 7:30 a.m. Parents of 3rd through 5th grade students may drop off their students at the classroom door but may not enter the classroom.

The school doors will automatically lock at 8:00 a.m. *Parents attending a meeting or school presentation must go to the office to sign-in and receive a visitor's pass.* All other parents or visitors must exit the building by 8:00 a.m.

Parents and visitors are not permitted to enter the school buildings after 3:30 p.m. without a scheduled appointment.

Only students in school extra-curricular activities or the **Before/After School Program (B/ASP)** are permitted to be on the school grounds (buildings, pavilion, playground) after dismissal.

Release of Student

The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons), shall be those persons identified as such on the student's enrollment and emergency form.

A student shall not be released to any person other than the legal custodian except when the principal has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student shall be confirmed by the principal with the legal custodian. The principal and staff may demand appropriate identification and authorization in writing from the student's legal custodian. Further, the principal and staff may demand that written authorization be confirmed by telephone or in person.

Park and Walk Arrival & Dismissal

Parents may park their cars in any campus parking lot with the exclusion of any coned or other designated no parking zone. Parking is not permitted along Oak Shores drive during arrival and dismissal times. The back doors to Building #7 are always locked. Parents parking their cars east of Building #7 must walk on the sidewalk along Building #7 to access either Building #7 or the main school building. Parents parking their cars east of the pavilion must walk alongside the pavilion to either Building #7 or the main school building. ***Parents and students must not cross carline traffic at any point to enter either building. To ensure the safety of our school family, the manned crosswalk is the only location where crossing between buildings is permitted.***

Park and Walk dismissal will only occur at the west entrance marked "Park and Walk."

Car Line Arrival & Dismissal

Students being dropped off by car will use the school parking lot drop-off point located by the main entrance of the school. Red lines and safety cones will mark the driving and parking areas for car line. No parking is permitted in the safety-coned areas from 7:00 a.m. to 8:00 a.m. or from 2:00 p.m. to 3:30 p.m. Faculty and staff are not permitted to secure or un-latch seat belts including car seat belts.

Please refrain from using cell phones while in the morning and afternoon car lines.

Please observe the 5 mph speed limit in the school parking lot for the safety of all students and staff.

Arrival/Dismiss from Campus Unaccompanied

Parent/Guardian must sign a permission form for students to walk or ride bikes to or from school when unaccompanied by an adult. This form will remain in effect for the school year unless a parent authorizes a change in arrival or dismissal method. Students must leave campus immediately upon dismissal.

Changes in Dismissal Plans

Students must know their dismissal plans when arriving to school in the morning. ***Any dismissal changes must be submitted in writing to the teacher before noon.*** The office will not accept any phone calls regarding changes in dismissal plans for students.

Late Pickup for Students

All students not involved in extracurricular activities or the Before/After School Program must be picked up by the parents or parent designee from the school premises by 11:30 a.m. for the Pre-Kindergarten half-day session, by 3:15 p.m. Monday through Thursday, and 2:15 p.m. on Fridays. All students who have not been picked up from car line or park and walk by 3:30 on Monday through Thursday or 2:30 on Friday will be brought to the school office.

With the third late student pick up, your child/children will be taken to the Before/After School Program room. You will be invoiced for a one-time registration fee of \$20 per student and the drop-in rate of \$15 per student for each day in attendance.

Rainy Day Dismissal

In the event of rain, park and walk dismissal will still occur at the west entrance of the building marked "Park and Walk." Car line dismissal will still use the entrance along Oak Shores and follow the flow of traffic. Students will be picked up under the building canopy at the south exit. If the parking lot is not accessible, students will be dismissed along Oak Shores Drive between the safety cones.

Early Dismissal

Any student leaving early must be signed out of the office by a parent or parent designee. Requests for early dismissal must be made in writing and submitted to the homeroom teacher in advance. Early dismissals must be prior to 3:00 p.m. Parents must use parking lots on the west side of campus to avoid car line dismissal.

Impairment of Parent at Release

A student will not be released to a parent or parent designee if the school personnel believes the person to be impaired (such as inebriated) thus compromising the student's safety. Another person from the student's emergency contact list will be called.

SCHOOL PROCEDURES AND REGULATIONS

Visitors to Campus

The school has controlled access during the school day. Therefore, visitors to St. Martha Catholic School must enter through the main building entrance. Visitors (including parents) to the school during school hours must sign in at the school office and receive a Visitor's Pass. This pass must be worn at all times while you are on campus. Without a proper pass, you may be asked to leave campus. Forgotten articles/lunches should be labeled and placed on the table located directly across from the school office. The school administration reserves the right to refuse admittance of visitors to the school as deemed necessary.

Classroom Visits

No class or teacher may be interrupted during school hours without permission received from the principal. Visiting classes is not recommended as it disrupts the class routines and requires VIRTUS compliances. If a visit is necessary, the principal will make arrangements. Regular teacher conferences may be scheduled with teachers during their conference times.

Conferences

Communication between students, parents, and teachers is essential for a strong educational program. Two formal Parent-Teacher-Student Conferences are scheduled for the school year (one per semester). Additional conferences may be arranged by contacting the student's teacher. The two formal conferences are considered student school days; therefore, students must attend the conference with the parent or they will be counted as absent for the day.

Parental Communication of Concerns

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's superior. ***If parents have a concern with a teacher, they must discuss the difficulty first with the teacher.*** If the parent feels the concern is not resolved, the parent may make an appointment with the dean of students.

Appointments with the dean of students or with teachers need to be requested in writing or by calling the school office to make an appointment. A teacher will return phone calls within 48 hours.

Parent/Student Complaint Process

The purpose of this process is to provide students and parents/guardians of students enrolled in any parish or regional school within the Archdiocese of Galveston-Houston with an orderly procedure for the equitable and prompt resolution of complaints. This process is intended to resolve disputes at the lowest possible level in a cooperative, conciliatory Christian atmosphere.

No person shall be discriminated against because of filing or participating in this complaint process, and no reprisals of any kind shall be taken against any person because of participation in this complaint process.

The process is not intended to be adversarial in nature and legal counsel shall represent neither party to the complaint during any phase of the process. This process replaces all previous processes and statements regarding the institution and processing of complaints at both the local and archdiocesan level.

It is the intent of this policy to resolve student/parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. Prior to using the steps set forth in this process, a student or his/her parent shall meet with the person with whom he/she is having a dispute. If the matter is not then settled to the complainant's satisfaction, the complainant shall present the complaint in accordance to the procedures within this process. Any parent who wants to embark upon this process will contact the principal regarding the student/parent complaint process procedures and forms.

Statement of Nondiscrimination

No person shall be discriminated against, and no reprisals of any kind shall be taken against any person solely because of participation in the conflict resolution process.

School Parties

Classroom parties are held for Christmas and Valentine's Day. All parent volunteers attending classroom parties must be VIRTUS trained. Only two room parent coordinators per classroom are allowed to enter the classroom for set-up at the designated time. Additional VIRTUS-trained parents may sign-in at the school office to attend at the time the parties begin. **Non-VIRTUS trained siblings are not allowed into the classroom due to safety considerations.**

Cookies or cupcakes may be provided for the whole class for birthday celebrations only upon approval from the school nurse through the St. Martha Food Approval Form. The form is available on the school website on the Parent Tab under Nurse Notes or from the homeroom teacher. Parents need to complete the Food Approval Form for all food brought to the school to share with other students for any occasion. Foods will be limited to a treat and not an entire lunch. If the homeroom teacher was not aware in advance of the food and it arrives at school without prior approval, the treats will not be allowed that day. Treats are only distributed at lunch, recess, or snack time (teacher will designate). No balloons are allowed in the classroom.

If invitations to personal parties are to be distributed at school, all classmates should be invited. If all the students are not invited, it is the responsibility of the parent to mail out the invitations individually.

If a student has any diagnosed food allergies, parents should contact the nurse or homeroom teacher to make alternative arrangements for food at the time of a party.

Student Use of Telephone

Permission for students to use the telephone may be restricted to emergencies. Parents are asked not to call the school for the delivery of messages to students, except in case of emergencies. The office telephones are not intended for student use during or after school.

Forgotten Items

Items forgotten at home, i.e. lunches, homework, books, etc., are to be placed on the table located across from the school office. It is the student's responsibility to check the table as classes will not be interrupted to deliver forgotten items. Items left on the table must be labeled with the student's name.

Deliveries

Deliveries of non-school related items to students will not be sent to the classroom. Any delivery to a student will be held in the office until dismissal.

Lost and Found

All items are kept in the box marked Lost and Found located outside the main office. All uniforms and school supplies must be labeled with the student's name in order to claim. Articles unclaimed for an extended time will be donated to the recycled uniform sale or St. Vincent de Paul Society. The box will be emptied at the end of every quarter.

Lockers

Lockers are the property of St. Martha Catholic School and may be inspected at any time. Locker use is a privilege extended to the students; a privilege that may be revoked at any time. Students will abide by the school's rules regarding property usage and care. Students are advised that lockers can be searched for just cause and without prior notice.

Lockers should be kept neat and clean at all times. No one may put stickers or inappropriate items in or on the lockers or write on them or in them. Decorations can be distracting and must be approved by the principal through the grade level team leaders. Lockers may not be shared by two or more students. Each student is assigned lockers and he or she may not share them with another student.

Combination locks are provided by the school at the beginning of the year. If a student loses his/her lock, he/she **must** purchase another from the school office. There are many community groups using the school facility and it is best to keep school materials locked after school hours. If a locker is damaged, students and parents will be assessed a fee.

Backpacks

Middle school students will keep backpacks in lockers. They must be small enough to fit in a locker. **Due to safety concerns, rolling backpacks are not allowed by students in any grade level.**

Reading Material

Reading material brought from home other than St. Martha library books or novels must be approved by the school librarian, the principal and or the dean of students. If a book is deemed inappropriate for the school, the student may pick it up in the school office at the end of the school day.

The use of a Kendall or other electronic device for reading at school is not permitted.

Change of Clothes

Pre Kindergarten – Kindergarten students are required to have a complete change of clothes available in their classroom for use if necessary.

UNIFORMS/DRESS CODE

St. Martha Catholic School students wear uniforms provided by the Parker Uniform Company. This dress code reinforces the belief that students are important not because of what they wear or possess, but because of who they are. St. Martha Catholic School is a learning environment and distractions should be avoided.

Students are expected to be neatly and cleanly dressed in appropriate uniforms each school day unless otherwise instructed by the administration. Any variation of the dress code is unacceptable. Students not in compliance with the dress code will receive discipline notices and parents will be notified. Disciplinary action may be taken, including detention or sending the student home, if the behavior continues to occur

All students are expected to be in the full regulation uniform on all school days, and students in Grades 6-8 must wear the regulation P.E. uniform during all Physical Education classes. St. Martha Catholic School sweatshirts with the school logo may be worn for P.E. in cold weather.

Dress Code Policies

- *Students may not wear flip-flops, sandals, boots, platforms, or excessively high heel shoes to school. Tennis shoes may not have lights or wheels, and must have a back (no slip-ons). Tennis shoes and shoe laces should be in a basic solid color such as white, blue, black, gray, brown, burgundy, etc. and minimal basic accent colors (no bright colors that conflict with the uniform or designs such as plaids, polka dots, or stripes). Dress shoes for grades 6-8 must be black, brown, or burgundy.*
- *Skirts and jumpers must not be shorter than the top of the students' knee. Shorts must not be shorter than two inches above the knee.*
- *All uniforms must be purchased at Parker Uniform Company, except spirit shirts, middle school hoodies, P.E. uniforms and black athletic shorts worn under the jumper or skirt.*
- Parents are asked to label all uniform items with their last name in indelible laundry ink.
- Parents are expected to replace faded, torn, and outgrown uniforms as needed during the school year.
- It is necessary for the students in grades K – 8 to be in *formal dress uniform* when they attend School Mass.
- No makeup is allowed. Nail polish and nail tips are not allowed. Girls with pierced ears may wear stud or small ball earrings in the ear lobe. Boys are not allowed to wear earrings. Multiple earrings in any ear are not acceptable.
- Markings upon the skin, permanent or temporary, are not permitted without a valid documented medical reason.
- If a necklace is worn, it should have a religious symbol attached and needs to be worn inside the collar and remain unseen. Bracelets and rings are not permitted. Watches are permitted in grades 2 through 8 as long as the watch does not cause a disturbance in the classroom.
- Hairstyles for boys and girls should meet the standards of good taste for the classroom. Haircuts, coloring, extensions and styles that are disruptive to the learning environment or bring added attention to an individual are not allowed. Shaved hair styles, messages/designs carved into hair, and mohawks are not allowed for both boys and girls at St. Martha Catholic School. Boys' hair length should be above the shirt collar. Both boys and girls may not have hair styles that hang over or in the eyes to impede vision. The principal and/or dean of students will contact parents regarding hairstyles that are not appropriate for the school environment.
- Shirt tails and blouses must be tucked in at all times. Middle school girls' tailored white three-quarter sleeves Parker blouse may be left un-tucked. Shirtsleeves must be rolled down. All buttons except the collar button must be buttoned. .

Uniforms (Required and Optional)

Girls and Boys 3K and 4K

Formal Dress Uniform:

There will be no formal dress uniform for these grades.

Daily Uniform:

Khaki shorts
Khaki long pants
Long or short sleeve burgundy polo knit shirt with SMCS logo
White socks above the ankle
Sweatshirts with SMCS logo or Burgundy Cardigan
Shoes within dress code guidelines

Girls Optional:

Khaki culotte or skort
Sweatshirt with SMCS logo from Parker Uniforms
Hair accessories (**must** be black, white or burgundy)

Please note that no jumpers are allowed for Pre-Kindergarteners.

Girls Grades K - 8

Formal Dress Uniform:

Jumper, Tulane blouse and girl's plaid tie (Grades K - 5)
Skirt, Parker Blouse and Girl's burgundy Tie (Grades 6 - 8)
Dress shoes in black, brown, or burgundy (Grades 6 - 8)
White or black socks above ankle – no designs (Grades K - 8)
Shoes within dress code guidelines

Daily Uniform:(

Long or short sleeve white Tulane blouse (Grades K - 5)
Three quarter sleeve white Parker blouse (Grades 6 - 8)
Burgundy polo knit shirt with SMCS logo (Grades K - 5)
Black polo knit shirt with SMCS logo (Grades 6 - 8)
Plaid jumper (Grades K - 5) Girls must wear black athletic shorts under the jumper, no longer than the jumper
Plaid skirt (Grades 6 - 8) Girls must wear black athletic shorts under the skirt, no longer than the skirt
Plaid walking shorts
Khaki slacks
Tights (solid white or black – no designs, no leggings)
Walking shorts with belt loops must be worn with a black belt.
Girl's plaid pearl tie (Grades K - 5) Formal Dress Uniform
Girl's solid burgundy pearl tie (Grades 6 - 8) Formal Dress Uniform
Burgundy Cardigan or Vest with emblem (Grades K - 5)
Black Cardigan or Vest with emblem (Grades 6 - 8)
Shoes within dress code guidelines

Girls Optional:

Khaki culotte or skort (Grades K – 5)
Sweatshirt with SMCS logo from Parker Uniforms
SMCS hoodie sweatshirt purchased through SMCS athletic department (Grades 6 – 8)
Hair accessories (**must** be black, white or burgundy)

Boys Grades K - 8

Formal Dress Uniform:

Khaki slacks, White Oxford Shirt, Plaid Boy's Tie (Grades K - 5)
Khaki slacks, Burgundy striped Oxford Shirt, and Burgundy tie (Grades 6 - 8)
Dress Shoes in black, brown, or burgundy(Grades 6 - 8)
White or Black Socks above ankle (Grades K – 8)

Daily Uniform:

Long or short sleeve white oxford shirt (Grades K - 5)
Burgundy polo knit shirt with SMCS logo (Grades K - 5)
Black polo knit shirt with SMCS logo (Grades 6 - 8)
White and burgundy striped long sleeve or short sleeve Oxford shirt (grades 6 - 8)
Khaki slacks
Khaki walking shorts
Black belt
Socks above the ankle (solid white or black- no designs)
Burgundy Cardigan or Vest with emblem (Grades K - 5)
Black Cardigan or Vest with emblem (Grades 6 - 8)
Boy's plaid tie (Grades K - 5) Formal Dress Uniform
Boy's burgundy tie (Grades 6 - 8) Formal Dress Uniform
Shoes within dress code guidelines

Optional Boys:

Sweatshirt with SMCS logo from Parker Uniforms (K-8)
SMCS hoodie sweatshirt purchased through SMCS athletic department (Grades 6 – 8)

Outerwear Options:

On formal dress uniform days, a Parker sweater or cardigan may be worn to Mass. Sweaters or sweatshirts are not to be tied around the waist or draped over the shoulders. Coats or jackets worn to school may not be worn during the school day in the school building. In colder weather and in order to avoid illnesses, 100 percent of the class must have proper outer wear to go outside for recess.

Students should not keep umbrellas at school. Parents may walk with their student to the building with umbrellas, but they should not be left at school with the student for the safety of the student and other students.

Liturgical Celebrations

Students in kindergarten through 8th grade participate in an all-school Mass weekly, normally on Wednesdays. formal dress uniform must be worn for Mass. Sweatshirts are not permitted at Mass. Pre-K classes go to Mass starting in the months of November or December.

Students may also participate in special religious feast day celebrations which may include Mass.

Middle School Apparel

Middle school students are allowed to wear hoodie sweatshirts, which are optional to the Parker sweatshirt. These are allowed to be worn during the school day in grades 6th – 8th. Hoodie sweatshirts may not be worn to Mass in the church.

Spirit Day

The first Friday of the month is "SPIRIT DAY." Students may wear the following as an option to the school uniform: the current year's spirit t-shirt (sold through the school) with long blue jeans (with no tears, rips, or markings) or school uniform pants, shorts, or skirts.

T-Shirt Tuesday

Students of families who purchase T-shirt Tuesday privileges for the fall and/or spring semester may wear *either the current or the prior year's spirit shirt* with long blue jeans (with no tears, rips, or markings) or school uniform pants, shorts, or skirts on designated Tuesdays during the semester for which the privilege is purchased.

P.E. Uniforms

Students in grades 6th – 8th will be required to change from their school uniforms into P.E. uniforms for the P.E. period only. Each middle school student is required to purchase and wear his/her own P.E. uniform. These uniforms will be sold by the school and order forms will be sent home with the students in August.

CLASSROOM DISCIPLINE

Discipline at St. Martha Catholic School is based on ***The Right Choice Program***. This program is designed to give attention to the well-behaved student and to focus attention on developing social skills. It strives to assist the student to become confident and well informed enough to accept the responsibility for his/her conduct. The aim is to help students understand the concept of choices and consequences.

Teachers will work with the dean of students to implement mini-lessons throughout the year on concepts of discipline.

Discipline routines and procedures will be discussed with students for understanding of expectations. Teachers will develop class rules and the concept of "choices" will be taught. Consequences will be serious, realistic, and consistent since consequences play a key role in maintaining discipline.

Parents will receive a copy of the grade level classroom rules and consequences in order to be better informed of discipline procedures that will occur in the classroom learning environment. These grade level discipline policies are required to be signed and returned to the classroom teacher in August.

STANDARD OF CONDUCT

At St. Martha Catholic School, we believe it is important to treat each other with dignity and respect, exemplifying Christian behavior. The goal of discipline is to enable students to move from externally imposed discipline to self-discipline. While recognizing that students first learn appropriate behavior at home, it is the belief at St. Martha Catholic School that parents, teachers, and students are all responsible for creating and maintaining an environment that encourages growth and learning.

Teachers, parents, and students are expected to conduct themselves in a manner befitting the reputation of a Catholic School, both on campus and at school sponsored activities. Failure to do so will result in disciplinary action being taken.

Unacceptable behavior subverts the mission of Catholic Education and threatens the educational experience and the well-being of all affected persons.

St. Martha Catholic School has high expectations of students and students are expected to:

1. Be respectful
2. Be responsible
3. Be trustworthy
4. Follow directions
5. Stop, look and listen

St. Martha Catholic School students are expected to:

- a) be on time and prepared for class with books, pens, and completed assignments, in compliance with the teachers' requests
- b) be quiet in the inside halls
- c) use inside voices in the Family Life Center
- d) be reverent in Church
- e) be in uniform
- f) observe all safety rules
- g) refrain from chewing gum
- h) use proper manners
- i) be respectful in words and actions
- j) do his/her own work

Should a student fail to maintain the expected "standard of conduct," the school will make every attempt to ensure that the break from the standard is temporary. Should a student require disciplinary action, this action will be administered with the consequences following the defined Discipline Code of St. Martha Catholic School.

School-Wide Code of Conduct

- A. Students are not permitted to carry cell phones, pagers, cameras, or electronic devices while in school. If a student requires a cell phone for use after school hours, the cell phone must be turned into the office when the student arrives at school, and may be checked out after school is dismissed. The first time a student checks his/her cell phone at the office, a cell phone form will be completed in order to keep the phone at school.**
- B. Each student is expected to live the gospel values.
 1. Students are expected to be kind, considerate, and courteous to everyone. "Do unto others as you would have them do unto you."
 2. Students are expected to be respond respectfully to all adults and fellow students at all times. Students will not show disrespect, defiance, or inattention in tone, attitude, or action (verbal, non-verbal, or gesture).
- C. Each student is expected to respect the rights and persons of others.
 1. Students will not use violence with respect to physical, verbal, and written actions.
 2. Students will not use physical or verbal abuse toward another individual.
 3. Students will not use foul language (written, spoken, or gestured) nor be in the possession of obscene books, magazines, pictures, or objects.

4. Students will not touch another's belongings, contents of locker, or desk without the schoolmate's consent.
 5. Students will not engage in any inappropriate public display of affection.
 6. Students will not use disruptive voice levels in classrooms, halls, or restrooms.
 7. Students will walk in the school building.
 8. Students will not bring electronic devices or toys.
 9. Students will not play unsupervised games involving physical contact, including "play-fighting."
 10. Students will not arrive tardy to school or to class.
 11. Students will not sell any personal item on school property.
 12. Students will not wear make-up or nail polish to school.
- D. Each student is expected to respect school property.
1. Students will not deface, destroy, or steal school property, equipment, materials, or another's personal property.
 2. Students will keep textbooks clean and covered.
 3. Students will put all trash in proper trash containers.
 4. Students will not eat food on the playground during the school day without authorization from school personnel.
 5. Students will not have or chew gum in school, on school property, or during school-sponsored events.
 6. Students will not enter or remain on the school grounds at unauthorized times without proper permission or proper adult supervision.
 7. When deemed appropriate by the school, students' parents must pay for damages to school property involving the students.
- E. Each student is expected to have respect for him/herself.
1. Students are forbidden to use, possess, or distribute narcotics or drugs, including alcohol or tobacco.
 2. Students are forbidden the possession of any object that might be considered a weapon.
 3. Students will not absent themselves nor leave the school building or grounds without authorization.
 4. Students will not engage in dangerous play or disruptive behavior in the school building or on the school grounds.
 5. Students will be responsible for their own work and for turning it in on time. Students are expected to complete their work and tests with integrity. No unauthorized aids should be given, received or used.
 6. Students will adhere to the uniform policy including personal neatness and proper grooming.
 7. Students will adhere to the Code of Conduct at all school-sponsored events, all excursions, field trips, etc.
 8. Students will adhere to established classroom rules.

Harassment is considered a severe infraction. The consequence of such behavior is the student being sent to the principal immediately. Harassment includes, but is not necessarily limited to the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature including sexual advances, physical contact, and other verbal, physical, or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted or inappropriate touching, and blocking of normal movement that interferes with another student's work, study, or play.
- Retaliation or intimidation for having reported or threatened to report harassment.

In the discipline management policy, offenses will be categorized as Class A, B, C, or D.

"Class A" offenses consist of:

- violence (any physical, verbal, written, or action that is violent in nature)
- vandalism
- assault
- possession of drugs and/or alcohol
- being on campus under the influence of drugs or alcohol
- possession of a weapon on campus
- arson

- participating in disruptive activities by a group
- using any tobacco product on school property or at a school-related activity
- threats of bodily injury or harm to a student/school personnel
- possession of a electronic device or any other type of communication system disruptive to instruction
- interfering with security or fire alarms (If a student willingly sets off the security system and causes the police to make a visit to the school, that student's family will be responsible for paying the fee charged by the police for making a security call. Further, willful interference with a security system will be seen as vandalism, and those consequences will apply.)

The consequences for Class A offenses will be the notification of proper authorities, parents, pastor, and Superintendent's Office; which then may result in expulsion of the student and family.

"Class B" offenses consist of:

- theft
- fighting
- alteration of records
- insubordination
- disrespect of teachers and/or staff members
- engaging in chronic or repeated behavior which disrupts the learning environment
- using an ethnic epithet

The consequences for Class B offenses will be dean of students/parent/student conference, in-school suspension, out-of-school suspension, and may result in a dismissal. The first instance of ethnic epithets of any kind will be dealt with through student/parent/dean of students conference. Any future offense is grounds for the student's dismissal from the school.

"Class C" offenses consist of:

- display of inappropriate affection
- verbal abuse
- profanity/inappropriate language
- forgery
- cheating
- classroom disruption
- disrespect of the rights and property of others

The consequences for Class C offenses will be a student/teacher conference, scheduled school detention, in-school suspension, parent/student/teacher and/or administrative conference.

"Class D" offenses consist of:

- noncompliance with uniform standards, including PE
- noncompliance with individual classroom teacher's "in-house" rules
- chewing gum on school premises

The consequences for these offenses progress according to the grade level consequences and discipline policy.

The principal and faculty reserve the right to address any additional inappropriate behavior.

Parent Conduct

Parents are expected to adhere to behaviors that are consistent with good moral and ethical principles and do not interfere with the operation of, or reflect adversely on, the school. Disruptive, threatening, or illegal behavior of a parent, whether on the school campus or at any St. Martha Catholic School sanctioned event, may result in expulsion of the student,

Academic Misconduct

Students of St. Martha Catholic School are expected to adhere to the highest standards of behavior with regard to academic honesty. The following policies apply to the school day, BASP, and any school-sanctioned activity. Failure to comply with these standards will result in disciplinary action.

Cheating

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment
- Allowing someone to copy from a student during an examination or while completing an assignment
- Using unauthorized materials during an examination or while completing an assignment
- Collaborating on an examination or assignment without authorization
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment for you
- Communicating with another student by any means, electronic, verbal, or written, regarding the contents of a quiz or test before all students have taken the test or all grades have been posted
- Cheating on an assignment or test (this will result in a zero being recorded for that assignment or test)

Cheating is considered a "Class C" offense and is subject to additional disciplinary measures as discussed in the Student Code of Conduct. Cheating also includes plagiarism which means students cannot reproduce other people's work.

Fabrication or Falsification

Fabrication or falsification is a form of dishonesty in which a student invents or distorts the origin or content of information used as an authority. Examples include:

- Citing sources that do not exist
- Attributing to a source, ideas or information that are not included in the source
- Citing a source for a proposition that it does not support
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

Plagiarism

Plagiarism of any kind is an unacceptable practice in Archdiocesan schools where students are expected to acknowledge the original intellectual work of others. Many instances involve violations of copyright law in regards to materials posted on the internet. Plagiarism involves the act of copying another person's work and submitting it as one's own individual works, thoughts or ideas without proper acknowledgement.

Intentional plagiarism: Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as your own without providing recognition of the sources from where the information originated or was copied. Providing recognition of the source is known as "citing the source," which involves including quotation marks around the copied work and providing a reference or footnote about the source.

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as ethics. Intentional plagiarism warrants disciplinary action following our Right Choice Program.

Inadvertent plagiarism: Inadvertent plagiarism involves the inappropriate, but unintentional, use of another's words, ideas, or data without proper acknowledgement. Inadvertent plagiarism usually results from a failure to follow guidelines for documenting sources or from rushing through research and writing without properly citing the author's work. Students who are in doubt as to whether they are providing proper recognition of sources have the responsibility to consult with their teacher to obtain guidance. Students failing to pay close attention to these details may receive less than full credit on assignments and possible disciplinary action following our Right Choice program.

Discipline Code

Our ultimate goal in discipline is to help our students become self-disciplined. Students are expected to show courtesy and respect to themselves, to each other, to adults, and to property. At no time will defiance, violence, or insubordination be tolerated.

St. Martha Catholic School shall maintain a community environment free from all forms of harassment and shall insist that all persons be treated with dignity and respect.

Harassment is unacceptable conduct that is severe, perverse, and deliberate. This school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

The school also has expectations of parents. Discipline begins at home. Parents are the primary educators of their students. Both the school and the parents should reinforce and support good conduct as that becoming of a Christian student.

Students who misbehave and/or infringe on the academic process will be disciplined. Parents will be notified whenever a student has seriously misbehaved within the classroom or during extracurricular activities. Prior to a telephone call or written notification, parents can be assured that the student has been spoken to regarding the misconduct and subsequent consequences. The phone call or written communication serves to alert you of the situation and request your assistance in managing your student.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, all teachers have jurisdiction over all students, regardless of age or grade level.

The principal reserves the right to: put the student on probation, on home study, suspend, or expel as deemed appropriate given the circumstances. The principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.

Disciplinary Probation

A student's continuous misbehavior may result in the student being placed on disciplinary probation by the principal and/or the dean of students. The dean of students will determine the length of time of the probation and will conference with student and parents regarding the reasons for the probation. During the probation and at the end of probation, the parents will be informed of the student's progress. After consultation with the student's teachers, the dean of students will determine if sufficient improvement has occurred. If insufficient progress is noted, the dean of students may consider other disciplinary actions.

If a student's behavior continues to be in serious violation of the Discipline Code, parents will be informed that the next violation of the Discipline Code may result in a suspension. If a student poses a continuing threat of disrupting the educational process, the student will be removed from class, and parents will be notified.

Suspension

Suspension is a serious punishment, which shall be used when a student is in serious violation of the Discipline Code or commits a major offense. Should it be necessary to invoke suspension, both oral and written notice will be given to the student and parents. The suspension may be either "in-school" or "out-of-school" suspension. This is at the discretion of the principal and/or dean of students.

In-school suspension means that the student will not be allowed to attend classes with fellow students, but is required to complete all regular class work in another setting. An in-school suspension may last up to five days. The student may also be scheduled to work with the school counselor during this time period.

Out-of-school suspension requires that the student remain away from school under the parents' supervision. School work will be assigned and completion required. All assigned work is due on the date of return. Incomplete work will result in a grade of zero.

Major Offenses

1. Violent actions (verbal, written or physical)
2. Destruction of property or vandalism of any kind
3. Smoking or use of tobacco, alcohol, or other harmful substances
4. Use of a controlled substance (See Archdiocesan Policy below)
5. Theft/cheating
6. Fighting
7. Harassment (including sexual harassment)
8. Intimidation
9. Leaving school grounds without authorization
10. Repeated acts of incorrigible and/or disrespectful behavior
11. Possession of weapons and/or other potentially dangerous items
12. Repeated misbehavior which disrupts the learning environment
13. Other acts of behavior unbecoming a St. Martha Catholic School student

Expulsion

Expulsion is an extremely serious matter and generally every other possible solution will have been explored with the student and his/her parents prior to taking this action.

A student's continued enrollment at the school would be subject to his or her meeting the scholastic and behavioral standards set by the principal. If any student fails to meet these standards, and if the principal believes that continued enrollment of the student is not in the best interest of the student or the school, the principal shall so advise the pastor.

If the pastor and the principal decide that the student should be expelled, the principal shall arrange a conference with the parents of the student, and explain to them the reasons for the expulsion. A written notification of the expulsion, stating the circumstances and dates of the matter shall be sent to the Archdiocesan Superintendent of Schools. Immediate expulsion can take place when a student:

- possesses, uses, sells, or distributes narcotics, dangerous drugs, or alcohol.
- smokes or uses any tobacco product.
- possesses, uses, or conceals a weapon on his/her person or in his/her possession.
- engages in assault that results in serious physical injury to a student or any school personnel.
- threatens bodily injury or harm to a student/school personnel member.
- vandalizes school property or the property of others.
- participates in disruptive activities by a group such as gangs.
- commits persistent acts of incorrigible behavior which disrupts the learning environment.

The disruptive, threatening, or illegal behavior of a parent/guardian may result in the expulsion of a student.

Archdiocesan Policy – Use of Controlled Substance

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution, if while on school property or while attending a school sponsored activity off school property, there is question of one of the following:

1. Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana or controlled substance)
2. Acting under the influence of an illegal drug – alcohol, narcotic, marijuana or a controlled substance
3. Medication misuse or overdose

Upon discovery of a drug related situation stated above, the principal will:

- a. Report the incident to the pastor, and superintendent
- b. Notify the student's parent immediately and request a conference.

After a conference with the parent and student, the student is subject to removal from class, suspension, expulsion or referral for prosecution. A recommendation to the parent is made for evaluation and possible treatment for the student.

Guns and Weapons

Guns and other weapons are not permitted on campus.

Sexual Harrassment

It is the policy of the Archdiocese that all students should attend school in an environment free of gender discrimination, which encompasses freedom from sexual harassment. Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic school. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the church/school community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- unwelcome sexual advances
- physical contact such as attempted or actual sexual assault, unwanted touching
- displaying pictures which are sexual in nature verbal conduct such as:
- sexually-oriented kidding, teasing, joking, or flirting,
- verbal abuse of a sexual nature
- leering, whistling, sexually aggressive gestures or sounds

In addition, retaliation against students who report sexual harassment or who assist the Archdiocese in investigation of a sexual harassment complaint is strictly prohibited. Acts of retaliation will result in disciplinary action.

HEALTH AND SAFETY

Clinic Policies

At St. Martha Catholic School, we strive to maintain a high level of wellness in our student population. It is the parents' responsibility to monitor the health of their children and keep them at home if they are ill. **Students should be free of fever (less than 100 degrees) for twenty-four hours before returning to school after an illness. If a student vomits or has diarrhea, he/she must also be free of symptoms for twenty-four hours.**

Parents should check with a doctor regarding sore throats before sending their students to school. Rashes, red draining eyes, and skin lesions need to have a written release from a physician prior to returning to school. Students who are ill must be picked up within 45 minutes of receiving the initial call from the school staff. If we are unable to reach the parent/guardian, the emergency contact(s) will be notified.

If your student has any ***physician diagnosed health problems*** such as diabetes, asthma, epilepsy, severe allergies, heart conditions, serious health conditions, or is taking any medication, you must inform the school nurse. A health care plan will be put into place to properly care for your student while in school or at school events. ***The health care plan will follow a doctor's written diagnosis.***

Food allergies are a concern for many of our students; however, parent diagnosed allergies will not be considered as a health care concern unless documentation is provided from a medical doctor.

There is a policy in place regarding prior approval for all foods brought to the school to share with classmates. The required Food Approval form is available on the school website under Nurse Notes. The form must be completed and submitted to the school nurse one week prior to the event. The school nurse will check for potential student allergy concerns. She will then forward the form to the homeroom teacher. If food comes to school without prior approval, the food will not be served.

Dental and Eye Appointments

If the dentist has given a student a local anesthetic, the student may not return to school for **two hours** after the anesthetic has been administered. In addition, there should be no bleeding on return to school.

If a student has had his/her pupils dilated for any reason, he/she may not return to school until the following school day.

Serious Chronic Illnesses

Parents are to inform the principal and nurse if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. The school nurse will develop an "Individualized Health Care Plan" that will include instructions for observations of the illness, care and treatment, medication orders, and special instructions such as calling EMS or parent notification. "Individual Health Care Plan" forms are available in the Clinic.

If medications or treatments are involved, the "Scheduled and 'As-Needed' (PRN) Medication Permission Form" must be filled out and signed by the parent, and physician, physician assistant, or nurse practitioner and returned to the school. Any medication or equipment must be provided to the school by parents.

Immunization

Students must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division. Immunization records from other countries need to be verified and signed by a U.S. physician.

The parent will be informed if a student is in need of immunizations. The student will be required to be in compliance within 14 days of the notice. If the student has not received the required immunization(s) within 14 days, the student will not be allowed to return to school until the school receives proof of the immunization(s).

Exemptions: St. Martha Catholic School will follow the exemptions for medical reasons allowed by the State of Texas:

To claim an exclusion for medical reasons, the student or students must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only **one** year from the date signed by the physician.

Immunization Requirements

On September 1, 2005, House Bill (HB) 1316 became law. This law requires that students attending all Texas schools must be vaccinated against invasive pneumococcal and hepatitis A diseases. The newest immunization law is in effect as of August 1, 2009. Five new vaccine requirements for school age students have been added and the vaccines affected are Hepatitis A, MMR, Varicella, Tdap, and Meningococcal.

The age groups newly affected are the Kindergarteners at age 5 now requiring two (2) doses of MMR and students entering 7th grade requiring a booster dose of Tdap only if has been five years or more since their last dose of a tetanus-containing vaccine. These new requirements must be fulfilled before a student is admitted to school on the first day of the school year. Students in grades 8-12 will be required to have a booster dose of Tdap vaccine if it has been 10 years since their last dose of a tetanus-containing vaccine.

Please note that these specific types of immunizations are only applicable to students in specific age groups.

Medication in the School

Our goal is to ensure school attendance for students who must use medication in the treatment of chronic disabilities or illness.

The daily routine of the clinic includes the management of medications. Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 22.052 on the administering of medications by school employees:

1. **Parents are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum.** (For example, the physician may be able to prescribe the medication before/after school and at bedtime.)
2. **Medication (prescription or non-prescription) will be administered to students by the nurse/staff only upon written request and completion of the “Scheduled and ‘As-Needed’ (PRN) Medication Permission” form by the parent/guardian and physician.** This form is available from the school clinic. It is a required information sheet, kept on file, which details medication, prescribed dosage of medication, the time(s) of administration of medications, EXACT dates medication is to be given, liability release, and signature of the parent/guardian and physician. Parents, guardian, or a designated adult must deliver and pick up medicine to be administered. If a form is not on file, a parent may administer the medication to the student only in the clinic in the presence of the nurse/staff.
3. **All medication, prescription or non-prescription, including cough drops and over the counter medication, must be in its original container and be properly labeled in English.** A properly labeled prescription medication is one with a pharmacy label stating the student’s name, the name of the medication, and date the prescription was filled. Non-prescription medication, including ibuprofen (Advil), acetaminophen (Tylenol), and cough drops, must be in the original container indicating directions for use and labeled with the student’s name.
4. If there is a medication discrepancy that might be injurious to the student, the school nurse/principal designee has the responsibility to question the discrepancy or refuse to give medication. The school nurse/principal designee must document a consultation with the nurse consultant, student’s physician, or parent.
5. All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
6. It is the responsibility of the student to report to the clinic at the appropriate time to take his/her medication.
7. At the end of the school year, the parent is to pick up any unused medication. Medication that is not picked up will be destroyed.
8. In the absence of the nurse, the principal or administrative designee may administer medication.
9. A Daily Log for Medication will be maintained for medication at school.
10. All medication must be given in the clinic. Parents are not allowed to administer medications in the Family Life Center (FLC), classrooms, or any other place on the school campus during school hours. The nurse must document medication given in the clinic by a parent.
11. **If a student needs crutches, or any removable/non-removable casts or boots, a note from a physician is required.**
12. Students needing to be excused from physical activities must have a note from a physician that states a specific diagnosis. The school nurse may need to verify the diagnosis with the physician. A doctor’s note is required in order for the student to return to physical activities.

Health Screenings

Students in pre-kindergarten, kindergarten, first, third, fifth, and seventh grades as well as all new students will have vision and hearing screenings. Acanthosis Nigricans screening are for students in first, third, fifth, and seventh grades. Spinal screenings are for students in fifth and eighth grades. These screenings are in compliance with the Texas Department of Health, Bureau of Students’ Health requirements

Heights and weights are taken each year with the results recorded on the permanent medical card.

Medical Emergencies

Each student must have a completed Student Emergency Information Card on file at the school. It must have the name of the student’s physician, dentist, and a parent signature that gives St. Martha Catholic School the right to seek emergency medical care. The school will first attempt to contact the parent in an emergency; however, the

school reserves the right to call an ambulance to transport the student in an emergency to seek appropriate medical care should it become necessary.

Pandemic Flu

A pandemic flu is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily from person to person and causes serious illness.

St. Martha Catholic School will follow all infection control policies and procedures issued by the United States Department of Health and Human Services (HHS) and the Center for Disease Control (CDC). The Texas Department of Health (TDH) will issue all recommended closings for Harris County schools and we will follow these mandates and recommendations from this government agency. In the event the school will be closed due to a pandemic flu out-break, the school will communicate written policies and procedures to all parents and also put information on the school website for access.

Student Abuse and Neglect

School personnel of the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report student abuse and neglect. If a school staff member has "cause to believe" that abuse or neglect has occurred or will occur, they will report the incident to Child Protective Services (CPS). If a school staff member believes the student is in immediate danger of harm, 911 will be called. The school staff is trained annually to recognize and respond to signs of neglect and abuse in students. Students will receive student abuse awareness information according to age.

Insurance

St. Martha Catholic School, through the Archdiocese of Galveston-Houston, provides a minimal secondary insurance plan for student accident coverage for all students enrolled in our school. This program will include coverage for all registered students (Pre-K through 8) while attending or participating in school-sponsored and supervised activities on or off premises. The insurance is in excess of any other valid coverage, but becomes primary if no other insurance is available.

Aerosol Products

No aerosol products are allowed in the school environment due to safety and medical concerns.

No Smoking Policy

St. Martha Catholic School is a smoke-free environment. Smoking is not permitted anywhere on school property.

EMERGENCY PROCEDURES

In the event of dangerous weather or fire, the school will follow the procedures that are in accordance with state, local, and Archdiocesan regulations. These procedures are practiced during drills conducted regularly throughout the school year to ensure that all students, faculty, and staff know what to do in case of an emergency. The drills practiced will be fire, tornado/hurricane, lockdown, and emergency preparedness.

Flooding

In the event of flooding, those parents who pick up their students at the west entrance park and walk location may still follow this procedure if accessible. If park and walk entrance is not accessible, the car line route along Oak Shores will need to be utilized by *all students*.

Car line dismissal will occur **along Oak Shores Drive** and students will use the south entrance for exiting. There is a walkway at this location that will be utilized to facilitate getting the students into their cars.

Emergency School Closing

The school will use the IRIS (Immediate Response Information System) system which places calls and sends messages to your phone and e-mail with important information on emergency school closing and re-opening. If it

becomes necessary to evaluate the closing of the school at any time because of inclement weather or any other emergency, St. Martha Catholic School will generally follow the decision of Humble I.S.D.

Emergency Dismissal

A procedure is in place that will be followed in order to ensure all students are picked up by parents and accounted for by the school staff. Under an emergency dismissal we will utilize the rainy day dismissal route for all parents. **The park and walk location will not be used.** Parents will follow the traffic flow of car line and students will be dismissed from under the building canopy at the south entrance. Parents/emergency contacts will need to sign out students. Faculty and staff will have sign out sheets ready to be signed by parent or parent designee at the dismissal location.

Please be patient as this will be a slower dismissal process.

Inclement Weather Procedure

A decision will be made by the principal to open the school on time, open late, or close for the day. Local television and radio stations will carry information on early morning news should there be a closing or late opening of school.

LISTEN TO THE LOCAL TV AND RADIO STATIONS. IF THE HUMBLE SCHOOL DISTRICT IS CLOSED, ST. MARTHA CATHOLIC SCHOOL WILL MOST LIKELY BE CLOSED. PARENTS WILL BE CONTACTED VIA THE IRIS SYSTEM TO COMMUNICATE A SCHOOL CLOSING.

Field Trips

Field trips serve the educational instruction program and fulfill the learning objectives of the curriculum by taking advantage of the educational resources of the surrounding community.

Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. If a student is not permitted to attend the field trip due to school disciplinary reasons, the student must attend school that day. Supervision will be provided in another classroom. Fees for field trips are based on the number of students attending; therefore, it is important for parents to notify the school immediately if they do not wish their student to attend so costs may be adjusted with the remaining parents. Each class generally attends only one field trip per year due to the high cost of bus transportation from our location.

If a parent chooses not to send a student on a field trip, the student will be counted as absent and must stay home with the parent; this includes Camp Kappe and the 8th grade trip. The parent must provide a written note to the school stating the student will not attend the field trip. If the student is not able to attend a field trip due to medical reasons, a note from the student's primary care physician stating the specific medical restrictions will be submitted to the school nurse at least four days prior to the field trip. Once verification is completed by the school nurse, the student will be permitted to attend school in a lower grade and will need to complete assignments prepared by the homeroom teacher.

Field trip attire is the current spirit shirt with long blue jeans (with no tears, rips, or markings) or school uniform pants, shorts, or skirts, unless indicated otherwise on the field trip permission slip.

Parents will be requested to sign a permission slip to indicate their willingness for the student to participate in class trips. According to state law, students are not allowed to attend a field trip without written permission from the parents or guardian. No phone permissions are allowed. **NO EXCEPTION WILL BE MADE. If a parent is chaperoning, siblings of students may not attend the field trip. Field trip chaperones must be Virtus-trained parents.** Some grade level field trips will have limited parent chaperones. In these cases, the room parent coordinators will be attending. If additional chaperones are needed, they will be chosen through a lottery system.

If a student becomes ill on the field trip, the parent will be notified to pick up the student at the destination of the field trip.

EXTRACURRICULAR ACTIVITIES

The school offers the following extracurricular activities:

- Band Grades 4 - 8
- Baseball – Boys Grades 6 - 8
- Basketball - Girls and boys Grades 5 - 8
- Choir Grades 3 - 8
- Drama Club Grades 3 - 8
- National Junior Beta Club Grades 5 - 8
- Rosary Guild Grades 3 - 8
- Soccer – Co-ed Grades 6 - 8
- Spanish Club Grades 5 - 8
- Student Council Grades 6 - 8
- Track - Co-ed Grades 5 - 8
- Volleyball - Girls Grades 6 - 8

Eligibility

In order to participate in all extracurricular activities except the National Junior Beta Club, a student shall maintain at least a passing grade in each subject and satisfactory conduct in each subject and in homeroom. Eligibility will be checked when progress reports and report cards are distributed.

Since the National Junior Beta Club is a national organization, eligibility will be in accordance with their standards.

Games and Events

Parents are responsible for the supervision of students who attend games or events after school hours. All students attending games or events must be supervised by the parent or an adult appointed by the parent. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to disciplinary action. Students who have been absent from school on the day of the game, practice, or event will be ineligible to participate in that day's practice, game or event.

Athletic Handbook

A separate handbook details school athletic information on sports, code of conduct, eligibility, etc.

STUDENT SERVICES

Counseling Support Services

St. Martha Catholic School currently has a part-time school counselor who serves as a support service to address student needs. The counseling program consists of individual counseling opportunities as well as classroom guidance lessons.

The counselor uses classroom guidance lessons as a means to develop personal growth and contribute to academic success for all students. At St. Martha, guidance counseling lessons vary by grade level but may address academic/educational goals and habits, career and occupational lessons, personal and social skills activities and safety.

Our counseling program also affords our students the opportunity for individual or group counseling to address immediate concerns or to assist a student to be more successful in the learning process. Counseling services are available to any student who has written permission on file. Additional parental permission will be requested for participating in any group counseling.

Consultation with teachers and parents is often a component of our school counseling program and can further assist our students in being more successful in the school environment.

Parents are encouraged to call and speak with the school counselor to address any questions or concerns or to make a referral for their student.

Lunch Program

The school uses Geomar Catering as the hot lunch vendor for this year. Parents may pre-order lunches directly through Geomar by logging into <http://Geomar.h1.hotlunchonline.net> and creating a user account. The cost of a student lunch is \$3.80 for a regular lunch and \$4.30 for a large lunch. **All lunches are pre-paid online. No cash or checks will be collected at school for lunches.** In an emergency, a basic lunch of a cheese sandwich, chips, and milk will be charged to the family. **Lunches must be ordered online at least 48 hours in advance through Geomar.**

Geomar offers a daily set lunch menu as well as a-la-carte items. Geomar will post future menus by the last week of the month and lunches must be ordered on-line. Geomar serves freshly prepared products from the St. Martha FLC. Geomar will not carry over accounts to another day, so all purchased lunches will be served on the day the lunch is ordered during that month as food is prepared daily according to the online purchase.

Lunch accounts not current with Geomar Catering will result in progress and report cards being withheld.

Lunch Times: 11:00 a.m. to 11:30 a.m. - Kindergarten – 3rd grades
11:15 a.m. to 11:45 a.m. - Pre-Kindergarten (in the classroom)
12:00 p.m. to 12:30 p.m. - 4th – 8th grades

Parents and guests eating with their child(ren) in the FLC must be Virtus trained and must check in at the office prior to their child(ren)'s scheduled lunch time. Parents who bring siblings to eat lunch with their child(ren) must check out their child(ren) and eat at the outside picnic tables. Parents who want to eat lunch with their child(ren) during a "lunch in the classroom" day, may sign their student out in the office and eat at the outside picnic tables. **Parents may not eat lunch in the classrooms with their student.** Lunch is in the classroom on the 2nd, 4th and 5th Wednesdays of the month and on other occasions as necessary. It is a benefit to the students to develop social skills with their classmates. Parents should limit the number of times they attend lunch with their child(ren) during the school year. Parents should try to pack healthy lunches for their child(ren). **Sodas are not allowed for students in Pre-Kindergarten through 7th grade.**

Food Allergy Note: Geomar Catering does not serve peanut products, but cannot guarantee that foods purchased have not come in contact with nut products during the manufacturing process.

Due to the numerous food allergies present in our student body, any food brought to share with classmates must be pre-approved through the school nurse. See details under "Clinic Policies."

Before/After School Program (BASP)

Before/After School Program (BASP) is a before and after school program, available from 6:45 – 7:30 a.m. and from 3:15 – 6:00 p.m. Monday – Thursday, and 2:15 – 6:00 p.m. on Fridays. BASP consists of play, study time, snacks, and activities.

The Archdiocesan Catholic Schools Office requires that all students have on file a completed BASP registration form regardless of whether you intend to use the program or not. If you intend to use the program, the annual \$20 registration fee must accompany the registration form.

In order for the school to have the appropriate personnel to student ratio, students utilizing BASP *must be registered for a specific day(s) for the afternoon program.* In case of emergencies, if an additional day of BASP is required, please contact the school office.

Program Options and Fees

- Annual BASP Registration Fee: **\$20 per child**
- **Morning Program:** The morning program can be used on an as needed basis, but the student must be registered in BASP before they start to attend the morning program. The family will be invoiced once a month except for the month of May. The invoices will be issued by the 5th of the following month and payment will be due by the 10th. In the month of May the invoice will be issued on the 22nd and payment will be due by the 24th which is prior to the graduations/promotions of 4K, Kindergarten and 8th grade students. ***Any student utilizing the morning program between May 21 and June 1 must pay on the day that they use the program.***

<u>Daily Rate Basis</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
Arrival: 6:45-7:30 a.m.	\$6	\$8	\$10
Arrival: 7:00-7:30 a.m.	\$5	\$7	\$ 9

- **Afternoon Program:** Fees are based on a monthly rate. Payment must be made ***in advance*** by the 10th of each month. The only exception will be the month of August. (Please see section below “August Afternoon Program Invoicing.”) Payment will be expected by the 10th of the month, and no invoices will be sent home for this part of the program. The first day for BASP will be August 18.

Students Registered for Five days a week:

One Child = \$200/month Two Children = \$300/month Three or more Children = \$400/month

Students Registered for Three specific days a week:

One Child = \$120/month Two Children = \$180/month Three or more Children = \$240/month

Once you have registered your child for the three-day or five-day program, the above fees will be due whether your child attends every day or not.

- **August Afternoon Program Invoicing:** ***The exception to the afternoon program monthly rates will be in the month of August which will be invoiced at 50 percent of the normal monthly rate; payment will be due upon registration.***
- **Drop-In Students:** If you want to use the afternoon program two days or less a week, the student will be considered a “drop in.” Drop-in fees will be \$15 per day. You will be invoiced according to the days used. The family will be invoiced once a month except for the month of May. The invoices will be issued by the 5th of the following month and payment will be due by the 10th. In the month of May the invoice will be issued on the 22nd and payment will be due by the 24th which is prior to the graduations/promotions of 4K, Kindergarten and 8th grade students. ***Any student utilizing the “Drop-In” program between May 21st and June 1st must pay on the day that they use the program.***
- **Pick Up and Late Fees:** All children must be picked up by 6 p.m. A fee of \$20 per child will be invoiced for pick up between 6 and 6:15 p.m. for all programs. After 6:15 p.m., an additional fee of \$1 per minute per child will be invoiced.

All of the above-stated rates apply for all 3:15 p.m. and 2:15 p.m. dismissals. In the case of an 11:00 a.m. dismissal, a special notice will be sent home with specific rates.

BASP telephone number after hours: 281-358-5523, Ext. 320

Financial Policy

- All payments must be made to the school office. A late charge of \$10 may be added to unpaid invoices after the 10th of the month. BASP payments not received in the office by the 25th of each month may result in the child not being admitted to BASP.
- There is a \$25 charge for checks returned due to insufficient funds. If a check is returned, payment in the future will need to be in the form of a cashier’s check or money order.

- Report cards (including Progress Reports) will be withheld due to unpaid financial obligations to the school.

LOCAL ADVISORY BOARD

St. Martha Catholic Local Advisory Board is consultative to the principal and pastor. The local advisory board assists the principal and pastor in articulating the educational needs and aspirations of the school and school community.

Serving on the local advisory board is a ministry. Members provide a service for our Catholic school. Members should never be motivated to serve on the board for the purpose of accomplishing personal agenda items. A member who offers to serve needs to be open-minded, and use data to make informed decisions. The member must keep in mind the overall good of the school as the basis upon which to make a decision. A board member has no authority as an individual. Only when the Board meets as a group, does the person function as a board member. Board members do not serve as conduits to the administration for parents/guardians who have questions, complaints, and/or concerns. Board members must always refer such calls to the appropriate person. An explicit chain-of-command must be followed or parents will not be communicating with the appropriate school representative.

The Local Advisory Board advises and gives guidance in the areas of financial viability and accountability of the school, short and long-term planning, teacher compensation scales, fundraising, development and public relations. They also participate in the Principal Professional Growth process. The board does not discipline students, develop curriculum, approve instructional materials, hire/fire staff, or write regulations on the implementation of policies or handle grievances.

Persons in the following categories may NOT be considered as candidates for the Board:

- Employees of the parish and school, whether teaching or non-teaching personnel
- Spouses, students, or siblings of employees of the parish/school
- More than one member of an immediate family at a time
- Board members or professional educators of another school or school system

Discernment is the formal process used in May to select new Local Advisory Board members. Each board member discerned serves a term of three years and may serve up to two terms. Meetings are held the second Monday of each month at 6:00 pm in the Library with the exception of July.

Local Advisory Board meetings are open meetings. Anyone may address the Board provided he/she has given a written request to the principal ten working days prior to a scheduled meeting. Presentations to the Board must follow these guidelines:

- Have a ten minute time limit
- Nothing of a confidential nature should be addressed such as discipline problems or personal issues
The president or pastor may at any time stop the presentation if it is of a sensitive nature.
- No discussions will follow the presentation
- Response will be given in writing by the board president in consensus with the principal and pastor

VOLUNTEERS

PLUS Volunteers

"People, Parishioners and Parents Lending Useful Support" is the name of our volunteer organization. This organization provides support to programs and volunteer efforts at St. Martha Catholic School. The basic purpose of the volunteer organization is to be of service to St. Martha Catholic School by assisting with annual fundraisers and volunteering on committees to help support school programs and events.

Each year the Director of Development will solicit candidates to serve as PLUS Chairs. A volunteer may serve up to three consecutive years as a PLUS Chair. Serving as a PLUS Chair is a ministry. Volunteers should never be motivated to serve as a PLUS Chair for the purpose of accomplishing personal agenda items. PLUS Chairs do not serve as conduits to the administration for parents who have questions, complaints, and /or concerns.

PLUS Chairs: Athletics, Room Parents, Communications, Hospitality, and Community Life.

The PLUS Volunteer Organizational Chart, which outlines the committees and subcommittees, is located on the St. Martha Website at www.stmarthacs.org under the heading section "Parents." The PLUS Volunteer information can be found within this section on the website.

Please contact the director of development for further information and volunteer opportunities.

VIRTUS Training Requirement

This program is a requirement for all employees of the parish community and all volunteers who have regular contact with the students of St. Martha Catholic School. **VIRTUS is an Archdiocesan-wide program and is mandatory for all school volunteers.** The program consists of two parts:

- Criminal Background Check
- Protecting God's Children Workshop (3-hour training)

Protecting God's Children is a workshop for adults on the subject of child abuse. This workshop focuses on the harm of child sexual abuse, the warning signs of sexual abuse, what each person must do to prevent it, and the policies of the Archdiocese of Galveston-Houston for reporting it.

Volunteers include, but are not limited to, the following:

- Room parents
- Field trip chaperones
- Library volunteers
- Workroom volunteers
- Classroom volunteers
- Classroom party volunteers
- Special events volunteers
- Extra-curricular volunteers

Volunteers need to do the following:

- Sign in and out of the visitor's log in the office and acquire a visitor's sticker
- Wear the visitor's sticker so you may be easily identified by faculty and staff
- Protect confidentiality of students and staff
- Make other arrangements for siblings when volunteering at the school
- Notify the director of development to reserve a room for a meeting

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT AND PERMISSION FORM 2011-2012

St. Martha Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

Internet

St. Martha Catholic School provides security and filtering technology in order to reduce the amount of SPAM, spyware and to restrict access to inappropriate websites. These tools do not guarantee that all inappropriate content will be blocked.

Access to Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow for access.

Expectation for Students' Behavior

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Rules of Appropriate Use

Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites (e.g. Myspace, Facebook, Friendster, tagged, etc.) are **strictly prohibited** on school property. The circumvention of the school's network security is prohibited.

Students who maintain and use a website, blog or other social networking site (MySpace, FaceBook, LiveJournal, Etc.) at home must realize that even if they consider their particular site to be a personal one that they are in effect representing the school when they identify themselves as (or by making it possible for them to be identified as) affiliated with St. Martha Catholic School. Consequently, the way in which students portray themselves in images or in words, or the values they express must not contradict the values of the school as expressed in such documents as the mission statement, statement of philosophy, code of conduct and ethics, and acceptable use policies.

Many parents do not give permission for their student's photographed/videoed image to be placed in any public venue, website, blog, or social networking sites. When parents video school events, it must be for personal use only. Posting the images to any publicly viewed site is prohibited as permission from all parents has not been secured. If this policy is abused and the school becomes aware of such, then photographing/videoing school events will be prohibited in the future.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives, travel drives, or disks. Students should never copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., state, board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, material protected by trade secret, and threatening, violent, or obscene material.

Inappropriate materials or language - Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. A good rule to follow is that students never view, send, or access materials which they would not want their teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm other people or their work.
2. **Do not post pictures/videos from school events on any online avenue as many parents do not give permission for their student's image to be viewed by others.**
3. Do not damage the network or any technology resource in any way.
4. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
5. Do not violate copyright laws.
6. Do not view, send or display offensive messages or pictures.
7. Do not share your password or in any way obtain another person's password.
8. Do not waste technology resources such as disk space or printing supplies.
9. Do not trespass in another's folders, work or files.
10. Do notify an adult immediately if you encounter materials which violate the Rules of Appropriate Use.
11. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
12. Students in grades 1-8 will be issued a flash drive for use at school. Student work will be saved on these flash drives. If the flash drive is lost or damaged during the year, a new flash drive will need to be purchased from the school.

USER AGREEMENT and PARENT PERMISSION FORM

As a parent/guardian and student/s of St. Martha Catholic School, we have read the information on the appropriate use of technology at school, and we understand this agreement will be kept on file. (Questions should be directed to the principal for clarification.)

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____ **Date:** _____

Student Name (print) _____ **Signature** *

Student Name (print) _____ **Signature** *

Student Name (print) _____ **Signature** *

Student Name (print) _____ **Signature** *

Student Name (print) _____ **Signature** *

* **Student signature required for students in grades 3 - 8.**

**PARENT/GUARDIAN'S PERMISSION
(Please check your choice/s below)**

1. My student/students may use the Internet while at school according to the rules outlined.

_____Yes _____No

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. This includes the Crusader Newsletter that is posted on the school website and pictures for the school website itself.

2. My student/students work can be published on the school website/Internet.

_____Yes _____No

3. Photographs of my student/students can be used or published on the school website/Internet. This includes the Crusader Newsletter.

_____Yes _____No

If you check "No" to Question #3, your student's/students' face(s) will be blocked out of group pictures in school newsletters and other publications.

School Copy Received By _____ Date _____

SCHOOL CALENDAR

Please view the 2011-2012 SMCS Calendar at: <http://www.stmarthacs.org/documents/SMCS%202011-12%20calendar.pdf>