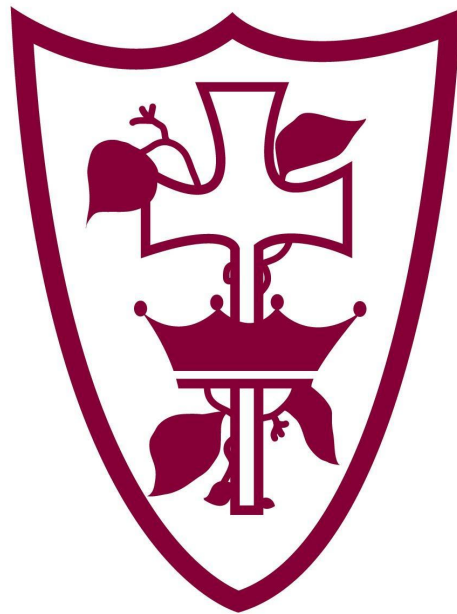


St. Martha
Catholic School



PARENT STUDENT HANDBOOK
2022-2023

2411 Oak Shores
Kingwood, Texas 77339

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

Parental Acknowledgement Form Parent-Student Handbook

Parental Acknowledgement Form is a part of the online enrollment process.

The school and/or the Principal retain the right to amend this 2022-2023 handbook for just cause. Parents will be given prompt notification if changes are made. All changes will begin to be implemented five (5) days after the date changes are made. Your electronic acknowledgement, through the online enrollment process, indicates that you and your child/children have read, understand, and will refer to this 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. If electronic acknowledgement is not completed, the revised policies are still in effect for you and your student(s), and the Principal retains the right to enforce consequences per the revised handbook.

All enrolled families are given access to a copy of the Parent-Student Handbook for the school year.

*** For the purposes of this handbook, school forms and documents, the term “parent” represents all parents, legal guardians, and legal custodians.**

ST. MARTHA CATHOLIC SCHOOL

PARENT-STUDENT HANDBOOK

2022-2023

Please note that the global pandemic may affect the following policies and/or procedures for the 2022-2023 school year. You may contact the school office with any questions or concerns.

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.”

Fr. Thomas J. Dolce, Pastor

Dr. Jessica S. Munscher, Principal

St. Martha School Advisory Board

Mr. Matthew Logan - President
Mrs. Suzie Johnston - Vice President
Mrs. Kristen Harrison - Secretary
Mr. Bart Ferrell
Mrs. Leslie Flickinger
Mr. Sean Julian
Mr. Chris Spara
Mr. Gene Theobald

Index Pages

Mission of St. Martha Catholic School.....	7
Philosophy of St. Martha Catholic School	7
Goals and Objectives of St. Martha Catholic School	7
Academic.....	11
Attendance Policy.....	11
Tardiness	11
Homework	12
Textbooks.....	12
Student Evaluation	12
Middle School Math Placement.....	13
Electronic Grading System.....	14
Special Needs Learners and Referrals.....	14
Quarterly A/B Honor Roll	16
Year-End Honor Roll	16
Benchmark Testing.....	16
Promotion and Retention	16
Records	17
Admission.....	8
Admission Policy	8
Order of Admission.....	8
Enrollment Procedures	9
Before and After School Program	38
Program Options and Fees	38
Invoicing	38
Counseling Support Services.....	36
Emergency Procedures	34
Flooding	34
Emergency School Closing	34
Emergency Dismissal	35
Inclement Weather Procedure.....	35
Extracurricular Activities	36
Eligibility	36
Games and Events.....	36
Athletic Handbook	36
Field Trips.....	35
Financial.....	9
Tuition.....	9
Incidental Billing.....	10
Delinquent Accounts.....	10
Student Withdrawal	10
Health and Safety	30
Clinic Policies	30
Dental and Eye Appointments.....	31
Serious Chronic Illnesses.....	31
Immunization Policy.....	31
Provisional Enrollment.....	32

Immunization Requirements.....	32
Medication in the School.....	32
Health Screenings	33
Medical Emergencies	33
Pandemic	33
Student Abuse and Neglect.....	34
Insurance	34
Aerosol Products.....	34
No-Smoking Policy.....	34
Asbestos	34
Animal Policy	34
Hours, Arrival and Dismissal	17
School and Access Hours	17
Release of Students.....	18
Park and Walk Arrival and Dismissal.....	18
Car Line Arrival and Dismissal	18
Arrival/Dismissal from Campus Unaccompanied.....	18
Changes in Dismissal Plans	19
Early Dismissal	19
Late Pickup for Students.....	19
Rainy Day Arrival and Dismissal.....	19
Impairment of Parent at Release.....	19
Lunch Program and Visitor Policy.....	37
Procedures and Regulations.....	19
Visitors to Campus.....	19
Classroom Visits.....	20
Conferences.....	20
Parental Communication of Concerns	20
Parent/Student Complaint Process	20
Statement of Nondiscrimination	20
School Parties, Events and Food Policies.....	20
Student Use of Telephone	21
Forgotten Items	21
Deliveries	21
Lost and Found.....	21
Lockers	21
Backpacks	22
Reading Material	22
Change of Clothes	22
School Advisory Board	39
School Calendar	40
Student Conduct.....	22
Classroom Discipline.....	22
Standard of Conduct.....	22
School-Wide Code of Conduct.....	23
Cyberbullying	25
Parent Conduct	26
Discretion of Administration.....	27

Academic Misconduct	27
Cheating	27
Fabrication or Falsification	27
Plagiarism	27
Discipline Code	28
Disciplinary Probation	28
Suspension	28
Major Offenses	29
Expulsion	29
Archdiocesan Policy – Use of Controlled Substances.....	30
Guns and Weapons	30
Sexual Harassment	30
Technology Acceptable Use Policy Statement.....	40
Internet	40
Expectations for Students’ Behavior.....	40
Rules of Appropriate Use	40
Electronic Communication	40
Personal Safety and Personal Policy	40
Social Media.....	40
Illegal Copying.....	41
Inappropriate Materials of Language.....	41
Right to Terminate Student use of Technology.....	41
Technology User Agreement and Parent Permission Form	47
Uniforms/Dress Code	41
Dress Code Policies	42
Uniforms (Formal and Daily)	42
Shoes for PreK – Grade 8	45
Outerwear Options	45
Liturgical Celebrations.....	45
Spirit Day	45
Free Dress Day	45
T-Shirt Tuesday	45
P.E. Uniforms	45
Use of School Logos	45
Volunteers	46
PTO Volunteers	46
CMG Safe Haven Training Requirement	46

ST. MARTHA CATHOLIC SCHOOL MISSION STATEMENT

St. Martha Catholic School provides an excellent Catholic education by developing mind, heart, and spirit as we share in community to form witnesses who transform the world.

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

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. Class placement is at the discretion of administration and decisions for placement are final. The school reserves the right to make this executive decision.

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, with returning student enrollment conducted online through the Family Portal. After priority enrollment for returning student enrollment has ended, the admissions portal opens for new student applications. To secure a student's grade level placement for the next school year, the online enrollment process must be completed, which includes payment of the non-refundable enrollment fee through the online portal.

New students will be required to complete an application through the online portal found under the Admissions tab of the school website. Following the receipt of the online application, the new student will be scheduled for screening/testing. New applicants will be required to complete admission screening/testing as follows: 3K or 4K Pre-Kindergarten-Screener, Kindergarten and Grade 1 - Readiness Assessment, Grades 2 – 7-complete the ISEE admission test. After evaluating the admissions file, an admissions decision will be provided to the applicant's family. Upon acceptance, the new family will receive an email with instructions for completing the online new student enrollment packet.

If the eighth 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
- 4) have successfully passed the 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 process will proceed according to the following order of admission (then, according to the electronic date stamp of the application or enrollment document):

1. Currently enrolled students
2. Siblings of currently enrolled students
3. St. Martha Mother's Day Out students
4. Children of parishioners of St. Martha Catholic Church
5. Catholic children from other parishes
6. 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. Out-of-state applicants should contact the office with any questions. 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 screening/testing and have been accepted will be on a probationary basis for a period of nine weeks. After the probation period passes, students are considered formally accepted. 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. If the probationary period ends and the student is not accepted, any potential refunds will be calculated according to our financial policy, however, enrollment fees will not be refunded.
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), immunization records, court orders (if applicable), special needs disclosure form and required immigration documents (foreign students only).
6. A complete immunization record validated by a U.S. physician is required at the time of enrollment. 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

Tuition

It is the parents' financial obligation to support the school by paying tuition timely each month. Tuition payments begin in August and end in May. All tuition payments are paid online utilizing the Family Portal where the parent can choose a payment date of either the 1st, 5th, 10th, or the 15th. Monthly tuition statement/invoice reminders are sent via email after the parent sets up their Tuition Service Agreement.

The tuition discount for families with more than one (1) student enrolled will be applied to the student enrolled at the highest tuition rate. Discounts will be applied as follows: First student - full rate of highest tuition rate, Second student - 10% discount, Third student - 20% discount, Fourth student - 30% discount, Fifth (or more) student tuition is \$1,500.

Tuition for new students, will be prorated at the days attended for the month. **There will be no refund of monthly tuition if a student withdrawal occurs after the 10th of the month.**

If a student, with approval from the Principal, increases or decreases the number of days enrolled in a Pre-Kindergarten class, the tuition of the student will be charged at the daily rate per day of the new rate for that month.

Incidental Billing

All Incidental Billing, which includes the Before and After School program (BASP), lunch, field trips, athletic fees, club dues, lost books, etc., are invoiced and paid online utilizing the Family Portal. St. Martha takes care to only bill school families for actual charges that are incurred based on family commitment, for this reason most payments made to the school are non-refundable.

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 relating to delinquent accounts are in effect for the parent with unpaid financial obligations to the school:

- Parents are encouraged to communicate with the bookkeeper and Principal and be proactive with financial needs. The school has funds budgeted each year for financial assistance.
- After five (5) school days, a phone call is made to the family to remind them and seek collection of tuition due.
- After ten (10) school days, the Principal calls the family to schedule a financial meeting to create a payment plan.
- After thirty (30) days, the family is placed on probation for thirty (30) days due to non-payment of tuition with notice of possible withdrawal.
- After sixty (60) days, a student may be administratively withdrawn from the school due to non-payment of tuition.
- St. Martha Catholic School will not release student records directly to parents based on the family's failure to pay tuition for the student. The refusal of a family who is able to pay money owed the school unfairly burdens other families at the school who keep their accounts current.
- 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. If tuition payments or other school accounts are delinquent, the students' grades will be blocked from the electronic grading system. Please allow five school days to unblock the electronic grading account, once the account is brought current.
- If there are recurrent problems with tuition collection, acceptance of enrollment 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.
- There is a \$30 charge for checks returned or bank drafts denied due to insufficient funds.
- Students of families with delinquent payments will not be permitted to participate in promotion ceremonies.
- Unpaid balances as of June 24, 2022, will be settled by utilizing the enrollment fee from 2022-2023 school year. If this occurs, the student(s) of families with unpaid balances will not be considered enrolled for the 2022-2023 school year, and therefore will not be placed on a class list.

Student Withdrawal

In order to forward school records to the student's new school, the parent(s) must provide a completed Authorization to Release Information form to the registrar. Grades may not be finalized until financial obligations have been met. School records are sent from St. Martha Catholic School to the receiving school.

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

ACADEMIC

Attendance Policy

In compliance with the Texas Catholic Conference Education Department, school is in session for 75,600 minutes 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 ninety (90) percent of the days classes are in session. Excessive absences 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 eighth 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 must 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 9:00 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.

Scheduled quizzes/tests are expected to be taken upon the students return to school, unless other arrangements are made with the teacher in advance.

To be counted as present for a full day of school, a student must be in attendance for a minimum of four instructional hours (240 minutes) of the instructional day. After more than ten (10) absences annually, a student will no longer be eligible for the Golden Crusader, "A" Honor Roll and the Academic Excellence Award (for 8th grade only).

Tardiness

Students entering the school building after 7:50 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 7:50 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

Beginning on the third day of an absence, homework and classwork assignments for absent students will be made available to the parent. The parent 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, not counting the day they return to school 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 per the prescribed timetable set by the student's teachers. If the work is not made up according to the timetable, the student will earn a zero for incomplete work.***

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.

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 the average of both exams will equal 10% of the students final averages. The other 90% will be the average of the quarterly grades.

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.

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.

Early Childhood Grading Scale (Pre-K thru Kindergarten)

E	Exceeds Expectations
S	Satisfies Expectations
N	Needs Improvement

Grades 1-8 Academic Marking Code on report cards is:

93-100	A
85-92	B
77-84	C
70-76	D
69 or below	F

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 1-8.

E	Excellent	93-100
S	Satisfactory	77-92
N	Needs Improvement	70-76
U	Unsatisfactory	69 or below

Middle School Math Placement

The middle school math program offers a challenging math curriculum based on TEKS and diocesan guidelines. There are two math pathways for middle school students. There is the on level traditional math path leading to Pre-Algebra during eighth grade, as well as a more advanced path leading to Algebra I during eighth grade. Initial placement will take place during the transition to sixth grade. Scores on benchmark tests, one or more math readiness placement tests, attendance, grades and teacher recommendations will all be reviewed. Students will have to meet the designated standards on 4 of the 5 criteria to be placed in advanced math.

The Standards are as follows:

- Benchmark testing data for math in 5th grade.
- Score of 90% or better for the year end average in math for the 5th grade year.
- Score on a math placement test that will be administered at the end of the 5th grade year.
- Teacher recommendation
- Attendance

Placement on a path is fluid and the classroom teacher will continuously monitor student needs through the 6th, 7th and 8th grades. The math teacher will personally contact the parent of any student whose academic success or

challenges indicated a need for a placement change. In addition, parents are always welcome to call the math teacher to discuss their child's placement.

Electronic Grading System

Each family will be given login access to the family portal for the electronic grading system for each student. In case of separate parental households, an additional access code may be given per student. As with all accounts, access will be blocked for unpaid financial obligations for the parent in arrears.

Special Needs Learners and Referrals

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special needs students. However, St. Martha Catholic School and the other Catholic schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Martha Catholic School, the local school district is Humble ISD). This "Child Find" process must be conducted in consultation with private schools' representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Martha and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Special Needs Learners

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Martha Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the administration, the Instructional Coordinator (RTI), the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements
- Record of student's ability to follow school rules and regulations; and
- Student's ability to meet the physical requirements of attendance

St. Martha Catholic School Services for Special Needs Learners

New Students – When the Registrar or the administration is notified that an incoming student may have special learning needs, the administration and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the

applicant is qualified for enrollment, the administration, in collaboration with the school's Instructional Coordinator, will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined, the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family, the administration, and the Instructional Coordinator will then be consulted as soon as possible. The RTI team work together to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the student and the results
- Documentation of recent vision and hearing screenings
- Updated general health history inventory
- Other information provided by the parents or teachers

Parents will be expected to disclose any pertinent information that may assist the school in educating the student. The administration and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The administration will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations, the school will begin the procedures with the parents to discuss a *Catholic Accommodation Plan (CAP)*. Accommodations (and modifications, if approved in consultation with the Catholic Schools Office) for a child will be noted on the report card and on the child's permanent record.

Student Success Expectations for Special Needs Learners

All available school resources shall be utilized to promote students' success. Lines of communications will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their child. If it is determined that the school's resources cannot meet the needs of a student, or the parent(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the administration may request withdrawal of the student or deny admission for the following year.

Accommodations for Special Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies, may be referred for special assistance with the AP/Dean of Students and/or the Instructional Coordinator after the administration has verification of the student's recommended accommodations. (Curricular modifications can only be provided with approval from administration after consultation with the Catholic Schools Office, because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the RTI team after all available information has been reviewed.

Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through collaboration with the classroom teacher and the Instructional Coordinator. These testing arrangements must be planned for in advance and documented in the student's CAP. Any adjustments made on the standardized assessment must be requested from the Catholic Schools Office.

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 or more than ten (10) absences or a combination exceeding more than 10 annually, will prohibit a student from being placed on any year-end Honor Roll.

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

"A" Honor Roll: An overall final average of an "A" or "E" 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 Catholic School the entire 8th grade year for eligibility.

Students meeting the criteria for both the Golden Crusader Honor Roll and the "A" Honor Roll will be recognized only for the Golden Crusader Honor Roll.

The Awards Ceremonies will occur at graduation for eighth grade and the last day of school for Grades 3-7.

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

Benchmark Testing

Benchmark 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 MAP Growth exams. Benchmark testing occurs three times throughout the year for students in grades 1-8. At St. Martha Catholic School we examine the scores of each student individually. Their scores are graphed, which helps us track their progress. This enables us to work on any weaknesses and help strengthen academic areas.

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 the 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.

Class placement is at the discretion of administration and decisions for placement are final. The school reserves the right to make this executive decision. Each year, school administration collaborates to develop heterogeneous class lists that reflect the diversity seen in the student population of our school. When making placements, administration considers current academic levels, student learning styles, behavioral patterns, teacher feedback, previous year's placements (if available) and any other information that is presented that may be relevant to placement. Lists are carefully reviewed by designated staff members, and if needed, revisions are made before being posted for students/parents no later than one day prior to school beginning each year. All parent feedback is reviewed and considered, but parent requests for preferences regarding friends or teachers are not accepted. If a parent has a concern about their child's placement, they may speak with the counselor to discuss their child and develop ideas to support their child in their new class environment.

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 (i.e., the duplicate report card, health records, etc.) as long as the student is currently enrolled in the school.
- once the student has graduated or is unenrolled from the school, the school is only obligated to release a copy of the student's permanent record. Any other information will require a subpoena, if needed in a court case.
- 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 St. Martha Catholic School of custody rights will be referred to the Archdiocesan Legal Department.**

A copy of a signed court order must be on file for all parents who are divorced or separated. It is the responsibility of the parent to notify and provide documentation when there is a family status change.

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.**

HOURS, ARRIVAL AND DISMISSAL

School and Access Hours

The school opens daily at 7:30 a.m. and classes begin promptly at 7:50 a.m. All students are expected to be in their classrooms at 7:50 a.m. for the morning prayer and homeroom announcements. The instructional day Monday through Friday is from 7:50 a.m. - 3:15 p.m. and 7:50 a.m.- 11:30 a.m. for students enrolled in the half-day program. Designated arrival 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 and After School Program (BASP), or another school-sanctioned activity. Families are encouraged to use carline drop off to help expedite the arrival process and ensure student safety. If families choose to walk students to the building, students must be escorted from cars parked in front of the Activity Center to the Bldg. 4 doors, on the west side of the building. Parents and visitors may not enter the building

at arrival, unless they enter through the main school office doors in Bldg. 4 on the east side and sign into the school office for a meeting or to volunteer.

A warning bell will ring at 7:45 a.m. each morning. All school doors will automatically lock at 7:50 a.m.

Parents and visitors are not permitted to enter the school buildings after 3:15 p.m. without a scheduled appointment or approved activity. Only students in school extra-curricular activities or the **Before and After School Program (BASP)** 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.

The Archdiocesan School Council Policy states: *“A student shall not be released to any person other than the legal guardian (managing conservator) except when the administrator has reasonable assurance that the release is authorized by the managing conservator.”* (ASC 210) 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 or managing conservator. Further, the Principal and staff may demand that written authorization be confirmed by telephone or in person. Archdiocesan legal counsel may be contacted for dispute clarification.

Archdiocesan School Council Policy is: *“Schools abide by the directives of individual court decrees and guidelines set forth by the State of Texas to settle questions concerning conservatorship; i.e., release of students, access to records, etc.”* (ASC 210)

Park and Walk Arrival & Dismissal

Parents may park their cars only in campus parking lots off Woodland Hills Drive 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 **ONLY** location where students may be dropped off from vehicles is in the car line (see **Car Line Arrival & Dismissal** section below).

Park and Walk dismissal will only occur at the west entrance marked “Park and Walk.” Authorized pick-up individuals are asked to form a neat line on the partition-side of the sidewalk and have the maroon placard with the student’s last name visible when the bell rings. The picnic area under the covered porch should be reserved for authorized pick-up individuals who are elderly or disabled. In this case, the maroon placard can be placed in line upon arrival.

Car Line Arrival & Dismissal

Students being dropped off by car will use the school parking lot drop-off point located by the entrance of Building 7. Red lines and safety cones will mark the driving areas for the car line. No parking is permitted in the safety-coned areas from 7:00 a.m. to 7:50 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.

The use of cell phones while in the morning and afternoon car lines is prohibited. Staff will not place students in cars at dismissal while the driver is using a cell phone. Drivers who remain on a cell phone will be required to exit the parking lot and re-enter the car line at the end of the line.

Please observe the 5 m.p.h. speed limit in the school parking lot for the safety of all students and staff. During afternoon dismissal, the maroon placard with the student’s last name should be visible as the car approaches the parking lot.

Arrival/Dismissal from Campus Unaccompanied

Parents must submit a permission form request to the Principal for students to walk or ride bikes to or from school when unaccompanied by an adult. This form, once approved, 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. Students leaving campus without permission from a parent, staff member, or activity sponsor will have discipline consequences.

Changes in Dismissal Plans

Students must know their dismissal plans when arriving at school in the morning. **Any dismissal changes must be submitted in writing or via email to the teacher and the office administrator (teetsh@stmarthacs.org) before noon.** The office will not accept any phone calls regarding changes in dismissal plans for students except in the case of an emergency.

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 **submitted in writing or via email to the teacher and the office administrator (teetsh@stmarthacs.org) before noon.** Early dismissals must be prior to 2:50 p.m.. Parents must use parking lots on the west side of campus to avoid car line dismissal.

Late Pickup for Students

All students not involved in extracurricular activities or the Before and After School Program(BASP) must be picked up by the parents or parent designee from the school premises by 3:15 p.m. Monday through Friday (11:30 a.m. for the Pre-Kindergarten half-day session). All students who have not been picked up from the car line or park and walk by 3:30 p.m. will be brought to the BASP room. If the student is not picked up by 3:45pm, parents 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, irrespective of the duration at BASP.

Students in the half-day program who are not picked up by 11:40 a.m. will be brought to the school office, and a \$20 fee will be assessed beginning with the third late pickup.

Rainy Day Arrival and Dismissal

In the event of rain, park and walk arrival and dismissal will still occur at the west entrance of the building marked "Park and Walk." Car line arrival & dismissal will still use the entrance along Oak Shores Drive and follow the flow of traffic. Students will be dropped off at arrival and picked up at dismissal under the building canopy at the south exit. If the parking lot is not accessible due to flooding, students will be dropped off at arrival and dismissed at dismissal at the entrance of the Family Life Center (FLC). Traffic will be redirected by an administrator.

Impairment of Parent at Release

A student will not be released to a parent or parent designee if 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.

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. The school utilizes Raptor, a visitor management software, to instantly screen for criminals and sex offenders. First time visitors to the school must present a valid state issued driver's license to be entered into the Raptor system and to receive a visitor pass. On all subsequent visits, visitors must check in at the school office to receive their visitor pass. Visitors must wear their visitor pass at all times while on campus, or they may be asked to leave. The school administration reserves the right to refuse admittance of visitors to the school as deemed necessary. If visitors will be interacting with students while on campus, they must be in compliance with CMG Safe Haven requirements. Please refer to the **Lunch Program** section for rules regarding visitors during lunch periods.

Classroom Visits

No class or teacher may be interrupted during school hours without permission from the Principal. Visiting classes is not recommended as it disrupts the class routines and requires CMG Safe Haven 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). 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. Additional conferences may be arranged by contacting the student's teacher.

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 concern first with the teacher.* If the parent feels the concern is not resolved, the parent may make an appointment with the AP-Dean of Students.

Appointments with the AP-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 3-4 days. If the message is time sensitive the parent should call the school office to leave a voice message for the teacher or staff member to call back within 24 working hours. If Anonymous communication is unacceptable and will not be addressed, as there is no way to determine the validity of concerns with anonymity, nor is it in line with our Catholic principles.

Parent/Student Complaint Process

The purpose of this process is to provide students and parents 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 with 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.

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, Events and Food Policies

Classroom parties are held for Christmas and Valentine's Day. All parent volunteers attending classroom parties must be CMG Safe Haven trained. Only two room parent coordinators per classroom are allowed to enter the classroom for set-up at the designated time. Additional CMG Safe Haven-trained parents may sign-in at the school office to attend at the time the parties begin. Siblings of current students are not permitted to attend the class parties due to safety concerns.

Treats brought in to share with classmates must not contain peanuts. All treats must be store bought with ingredient labels attached. For student birthdays, please notify your homeroom teacher in advance of the treat. If a treat arrives at school without adequate notification, the treats will not be served that day. Treats are only distributed at lunch, recess or snack time (teacher will designate). No balloons are allowed in the classroom.

If a student has a diagnosed food allergy, parents should contact the nurse and homeroom teacher to make alternative arrangements for treats. Students with known allergies should bring in a treat that can be stored in the classroom to have on hand in the event of a celebration to ensure safety. The school recommends that students with severe allergies bring lunch and snacks (as approved) instead of consuming school treats and school lunches.

If physical 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.

Student Use of School Telephone

Permission for students to use the school telephone must be approved by the school administration or office administrator and 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.

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 and all contents 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 pre-approved by the Principal through the middle school grade level team leader. Decorations are limited to shelves, wallpaper and magnetic mirrors and other magnets. No battery operated items or coverings on the bottom of the locker or on the outside of

the locker door are allowed. Students are assigned lockers by the middle school teachers and may only use the units assigned to them.

Combination locks may be 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 for \$6. 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 Catholic School library books or novels must be approved by the school library manager or school administration. 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 any personal electronic reading device at school is not permitted unless listed in a student accommodation plan.

Change of Clothes

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

STUDENT CONDUCT

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 AP-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.

Students in middle school will follow our demerit system, except for instances of egregious behavior, which will result in an immediate referral to the AP-Dean of Students.

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. Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, or is contrary to Gospel values, the student, volunteer or parent can be subject to the full range of disciplinary consequences, including expulsion, termination, revocation of the volunteer's services, or being asked to withdraw their student from the school.

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 indoors
- 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 or keep in their locker or backpacks cell phones, pagers, cameras, or other electronic devices while in school. All lockers and their contents are subject to search per school policy. If a student requires a cell phone for use after school hours, the cell phone must be turned into the homeroom teacher when the student arrives at school and may be checked out after school is dismissed. Cell phones may not be used while attending BASP, during dismissal, or any other after school sport or club. The school is not responsible for any loss or damage to cell phones or devices brought to the school.

A student who is found with a cell phone or other devices as stated above in his/her possession, backpack or locker while in school is subject to the following consequences:

1. Photos, call history, text messages, etc., may be reviewed by school personnel.
2. In addition, on the first incident the student is required to meet with a member of the school administration at the end of the day to retrieve the cell phone/device.
3. The second incident requires that a parent comes to school to retrieve the cell phone/device from a member of the school administration.
4. Additional incidents of cell phone/device policy violations will result in a conference with the student, a parent and the school administration. At the discretion of the administration, the student may lose the privilege of having a cell phone/device in the school for a probation period of 30 school days. If during that probationary period or any subsequent time the student is found to have a cell phone/device in his/her

possession, backpack or locker, the cell phone/device will be confiscated by the school administration and will be returned to the parent only at the end of the school year.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices are subject to suspension and/or expulsion.

- 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 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 possessions 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 gestures) or 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 school mate'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, including Fitbits, iPhone watches and any other devices that have Wi-fi capability.
 - 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 in grade PK-7th will not wear makeup 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 himself or 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. Therefore, consequences up to and including expulsion, shall be taken against any person

who engages in any type of harassment including electronic harassment (cyber-bullying). 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.

Cyberbullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person. Cyberbullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening emails.
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen.

Students are encouraged to report any incident of harassment to the teacher or Principal . The Principal has the responsibility to investigate harassment or bullying complaints in an expeditious manner.

In the discipline management policy, offenses will be categorized as Class A, B, C, or D. Possible consequences are described for each category, though administration responds to misbehavior considering the precipitating events, the child's intention, the personality of the child, what actually happened, the damage or hurt caused by the misbehavior, grade level of the child, and age appropriateness with final decisions regarding consequences resting with the Principal.

"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 an 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/fire department to make a visit to the school, that student's family will be responsible for paying the fee charged by the police/fire department 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 may include the notification of proper authorities, Pastor, and Superintendent's Office, an AP-Dean of Students/parent/student conference and an out-of-school suspension and may impact overall conduct grade. The severity of the offense may call for an expulsion of the student and family from the school.

“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 may include the AP-Dean of Students/parent/student conference and an in-school or out-of-school suspension. The severity of the offense may call for an expulsion from the school and may impact overall conduct grade.

“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 may include a student/teacher conference, a phone call to the parent, and a scheduled school detention or in-school suspension. The severity of the offense may call for an administrative conference with a parent and may impact overall conduct grade.

“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 and our school’s discipline policy, with final decisions regarding consequences resting with the Principal. Conduct grades are assigned by individual teachers, except for severe infractions that will result in an overall conduct grade, school wide. Conduct grades are final and decisions for individual and school-wide conduct grades rest with the Principal .

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

Parent Conduct

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communication with the school. Be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. 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. A community member’s failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior and detracts from the school’s core mission, and as a result, may jeopardize a student’s continued participation in the school community. Disruptive, threatening, or illegal behavior of a parent, or comments or threats directed at any school employee, student, or volunteer, whether on the school campus, at any St. Martha Catholic School sanctioned event, or via social media, may result in expulsion of the student.

At the Principal’s sole discretion, the failure of a student’s parents, guardians, or other family members to comply with these expectations, separate and apart from the student’s conduct, may result in suspension or expulsion of

the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the Principal should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

Discretion of Administration

Teachers and administration react to misbehavior considering the precipitating events, the child's intention, the personality of the child, what actually happened, the damage or hurt caused by the misbehavior, grade level of the child, and age appropriateness.

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 work, 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 AP-Dean of Students. The AP-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 AP-Dean of Students will determine if sufficient improvement has occurred. If insufficient progress is noted, the AP-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 AP-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 and cyberbullying)
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 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 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. The Principal has the right to search the school grounds for suspected substances in cases of students.

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:

1. Report the incident to the Pastor and Superintendent
2. Notify the student's parents 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 Harassment

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. The Archdiocese encourages parental and student support in its efforts to address sexual misconduct through the prompt reporting of any suspected sexual harassment or abuse of students in its schools.

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, 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.

Treats brought in to share with classmates must not contain peanuts. All treats must be store bought with ingredient labels attached. If a student has a diagnosed food allergy, parents should contact the nurse and homeroom teacher to make alternative arrangements for treats. Students with known allergies should bring in an acceptable treat that can be stored in the classroom to have on hand in the event of a celebration to ensure safety.

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. All medication must be in their original containers.

Immunization Policy

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)

Immunization records from other countries need to be verified and signed by a U.S. physician.

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.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age/grade-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered and proof of immunization has been provided to the school.

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 five (5) now requiring two (2) doses of MMR and students entering 7th grade requiring a booster dose of Tdap only if it 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 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 and physician. Parents 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. Your student may carry their own chapstick during the school day. Please instruct your child not to share their chapstick with the other students and it must not be tinted. For the Pre-K students, the teacher will keep the chapstick and distribute it to the student as needed.
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 (younger students can be reminded by their teacher.)
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 prior to the student being admitted to class.
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 student emergency information updated in FACTS SIS at the school. This information must include 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

A pandemic is a global disease outbreak. A pandemic occurs when a new 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, as they pertain to religious schools. In the event

the school will be closed due to a pandemic outbreak, 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 suspected 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 secondary 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 family primary 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.

Asbestos

St. Martha Catholic School has an asbestos report on file with the facility manager. The facility undergoes an asbestos review every three years and has been found to be asbestos free each time the review occurs.

Animal Policy

Live animals should not be brought onto school property unless authorized by the school administration. This includes arrival and dismissal times.

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. The designated person responsible will be the Assistant Principal-Dean of Students, if the Principal is not on campus.

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 the park and walk entrance is not accessible, the car line route along Oak Shores will need to be utilized for *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. If the parking lot is not accessible due to flooding, students will be dropped off at arrival and dismissed at dismissal at the entrance of the Family Life Center (FLC). Traffic will be redirected by an administrator.

Emergency School Closing

The school will use the Immediate Response Information System (IRIS) system which places calls and sends messages to your phone and email 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. In an emergency, we will dismiss from the best suited facility on campus given the circumstances. Parents will have to follow the directions issued through the IRIS alert. 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. LISTEN TO THE LOCAL TV AND RADIO STATIONS. IF THE HUMBLE SCHOOL DISTRICT IS CLOSED, ST. MARTHA CATHOLIC SCHOOL WILL 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. Students who have received an "N" or a "U" in conduct may be considered ineligible to attend the field trip. Eligibility will be determined by the school administration. If a student is not permitted to attend the field trip due to school disciplinary reasons, the student must attend school that day and the school will place the student in another class for the length of the field trip. Field trip fees must be paid in advance for students to be allowed to attend field trips. All field trip fees are based on full class participation. Field trips fees will be billed 6 weeks in advance of the trip as part of the Incidental Billing process using the Family Portal. In cases of student absences, field trip fees are not refundable due to unrecoverable costs.

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 eighth 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 must 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. Medical exceptions will be considered with a doctor's note.

Field trip attire is communicated on the Field Trip Permission Form.

Parents will be requested to sign a permission slip to indicate their willingness for the student to participate in field trips. According to state law, students are not allowed to attend a field trip without written permission from the parents. No phone permissions are allowed. NO EXCEPTION WILL BE MADE.

If parent chaperones are needed on grade-level field trips, there will be a limit to the number needed, based on the student to chaperone ratio required by the venue. If parent chaperones are needed, they will be chosen through a lottery system. If a parent is chaperoning, siblings of students or other guests may not attend the field trip. Field trip chaperones must be CMG Safe Haven-trained parents. Some field trips require chaperones to ride the bus with students and other require chaperones to drive separately (final decision rests with the principal).

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

EXTRACURRICULAR ACTIVITIES

The school offers the following extracurricular activities:

- Baseball – Boys Grades 6 - 8
- Basketball - Girls and boys Grades 5 - 8
- Chess Club/Team Grades 4 - 8
- Choir & Select Ensemble Grades 3 - 8
- Drama Club Grades 4 - 8
- National Junior Beta Club Grades 5 - 8
- Robotics Team Grades 6 - 8
- Soccer – Co-ed Grades 6 - 8
- Softball - Girls Grades 6 - 8
- Spanish Club Grades 4 - 8
- STREAM Grades 3 - 8
- Student Ambassadors Grades 7 - 8
- Student Council Grades 6 - 8
- Track/Cross Country - Co-ed Grades 5 - 8
- Vocations Club Grades 3 - 8
- Volleyball - Girls Grades 6 - 8
- Yearbook Club Grades 6 - 8

Eligibility

In order to participate in any extracurricular activities, a student shall maintain at minimum a passing grade in each subject and satisfactory conduct in each subject and in homeroom. In addition, the National Junior Beta Club and Students Ambassadors have other eligibility requirements in accordance with their standards. Eligibility will be checked when progress reports and report cards are distributed.

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 is linked to the school website which details school athletic information on sports, code of conduct, eligibility, fees, and other guidelines and requirements.

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 Catholic School, 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.

Student confidentiality is important to our school staff; however, if any staff member, including the counselor, is made aware that a student is a danger to himself or herself or others or is being harmed, abused or neglected, we will be required to take appropriate action."

LUNCH PROGRAM AND VISITOR POLICY

The school has an in-house lunch program with a daily set lunch. Parents may pre-order lunches directly through the Family Portal. All lunches are pre-paid online through the Family Portal at time of ordering. Lunches must be ordered online by Monday, at 8 a.m. for the upcoming week. In the case of forgotten lunches, the student will be provided with a school lunch and families will be billed the daily lunch rate, plus an additional \$1.00 convenience fee.

SMCS will serve freshly prepared products from the St. Martha FLC kitchen and work with local vendors to have lunches catered on certain days. SMCS will not carry over accounts to another day, so all purchased lunches will be served on the day the lunch is ordered. In cases of student absences, lunch charges are not refundable due to unrecoverable costs.

Our school is not able to guarantee the personal safety of an individual with medically necessary dietary restrictions. We can exert every effort to be friendly towards their allergy needs, but it will take precaution and vigilance on the part of the patron.

Lunch Times: 10:55 a.m. to 11:25 a.m. - Pre-K3 (in the classroom), Kindergarten – Grade 2
11:00 a.m. to 11:30 a.m. – Pre-K4 (in the classroom)
11:30 a.m. to 12:00 noon – Grades 6-8
12:05 p.m. to 12:35 p.m. – Grades 3-5

Parents and other guests eating with a student in the FLC must be CMG Safe Haven trained and must check in at the office prior to the student's scheduled lunch time. Parents who bring siblings to eat lunch with a student must check out a student 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 a student out in the office and eat at the outside picnic tables. **Parents may not eat lunch in the classrooms with a student.** Lunch is in the classroom every 2nd Wednesday 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 a student during the school year. CMG Safe Haven-trained parents and other guests may accompany students during lunch in the FLC a maximum of one time per week throughout the school year. Please do not bring any food for students other than your child. Birthday treats are an exception. A parent may bring birthday treats for their child's homeroom class only, and the items must not contain peanuts and must be store bought with ingredient labels attached, with prior notification to the homeroom teacher. Lunch visits are to be with your child only.

Parents should try to pack healthy lunches for school lunches. Sodas are not allowed for students in Pre-Kindergarten through Grade 7.

Food Allergy Note: St. Martha Catholic School does not serve peanut products, but we cannot guarantee that foods purchased have not come in contact with nut products during the manufacturing process.

BEFORE AND AFTER SCHOOL PROGRAM (BASP)

The Before and After School Program (BASP) is available from 7:00 – 7:30 a.m. and from 3:15 – 6:00 p.m. BASP consists of play, study time, snacks, and activities.

All students should have completed the BASP registration form regardless of whether you intend to use the program or not (to be prepared in case of emergency). If you intend to use the program, the annual \$20 non-refundable registration fee will be invoiced via the Family Portal. The medical form and the parent contract are available on the school website and in the school office. The registration was included in the online enrollment packet.

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 BASP director at menezesv@stmarthacs.org

Program Options and Fees

- Annual BASP Registration Fee (non-refundable): \$20 per child

MORNING PROGRAM: The morning program can be used on an as needed basis., but the student must be registered in the Before and After School Program before he/she starts to attend the morning program.

<u>Daily Rate:</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>	<u>Four or more</u>
Arrival: 7:00-7:30 a.m.	\$5	\$8	\$10	\$3 per child

AFTERNOON PROGRAM: There is the option for five (5) days a week or three (3) specific days a week. Due to staffing requirements, you must select which three days you will use during the week. The three days must remain the same every week.

Rates for Students registered for five (5) days a week: One Child = \$220/month Two Children = \$350/month
Three Children = \$495/month Four or more = an additional \$150 per child/month

Rates for Students registered for three (3) specific days a week: One Child = \$130/month
Two Children = \$210/month Three Children = \$290/month Four or more = an additional \$100 per child

DROP IN PROGRAM: If you use the afternoon program two days or less a week, the student will be considered a “drop in.” The rate for “Drop in” is \$15 per day per student.

ALL CHILDREN MUST BE PICKED UP BY 6 p.m. A fee of \$20 per child will be invoiced for pick up between 6:00 – 6:15 p.m. for all programs. After 6:15 p.m. an additional \$1 per minute per child will be invoiced.

Note: Extra-curricular activities and tutoring.

If your child attends any sports, clubs or goes for tutoring, and plans to return to BASP please email the schedule to Ms. Menezes, menezesv@stmarthacs.org.

INVOICING

All invoicing and payments for the BASP is processed through the Family Portal. Payments will not be accepted at the school office. There is a \$30 charge for insufficient funds.

Morning program: The family will be invoiced once a month. The invoices will be issued by the 5th of the following month with a due date ten days later.

Afternoon program: Fees are based on a monthly rate. Payment must be made in advance by the 15th of each month. The only exception will be the month of August 2022. (Please see section below “August 2022 Afternoon Program Invoicing.”) Once you have registered your child for the five (5) day or three (3) day program, the above fees will be due whether your child attends on the days specified or not. If a student registered for the three (3) day program attends any additional days, the additional days will be billed at the “drop-in” rate of \$15.00 per day.

August 2022 Afternoon Program Invoicing: The rate for the monthly fees for August will be 50% of the regular monthly fees. The fees for August are due with the registration fees.

Drop in: The family will be invoiced according to the number of days used. Invoices will be issued once a month. The invoices will be issued by the 5th of the following month with a due date ten days later.

There will be no afternoon BASP on August 15, 2022 and June 1 2023.

Telephone number to the BASP Room: 281-358-5523 Extension 320. Please call this number if you are running late and picking up your child after 6 p.m. The after hours message will come on, but dial 320 to get through.

SCHOOL ADVISORY BOARD

St. Martha Catholic School School Advisory Board is advisory and consultative to the Principal and Pastor. The school advisory board assists the Principal and Pastor in policy recommendation and articulating the educational needs and aspirations of the school and school community.

Serving on the school 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 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 School Advisory Board advises and gives guidance in the areas of financial viability and accountability of the school, short and long-term planning, 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
- Immediate family members 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 School Advisory Board members. Each board member serves a term of three years and may serve up to two terms. Formal meetings or committee meetings are held four to six times a year, typically on the second Monday of the month at 6:30 p.m. in the school library or parish administration office.

School Advisory Board meetings are open for community attendance. Persons may address the Board provided he/she has provided a written request to the Principal ten working days prior to a scheduled meeting and is accepted for inclusion on the agenda. 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

SCHOOL CALENDAR

Please view the 2022-2023 SMCS Calendar on the school website, www.stmarthacs.org.

TECHNOLOGY ACCEPTABLE USE POLICY STATEMENT

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.

Internet

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

Access to the 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 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 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 websites that solicit personal information.

Social Media - Accessing social media websites (i.e. Instagram, Facebook, TikTok, Whats App, etc.) is **strictly prohibited** on school property. The circumvention of the school's network security is prohibited. Social Media refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks.

The school or parish owns the school and school's name, and administrators have the right to prohibit the unauthorized use of images, names and logos including use on social media websites.

The school administration will impose consequences for inappropriate conduct as determined by the administration regarding the use of social media. What students/faculty/staff/parents do off-campus can detrimentally affect the reputation of St. Martha Catholic School. The school administration reserves the right to discipline students for off-campus conduct that is derogatory or inflammatory regarding the school, its faculty, administration, or priests. Deliberate defamation of others is not consistent with Christian values, and all should be held accountable for intentional harm they cause others.

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.

Right to Terminate Student Use of Technology - The use of the Internet and related technologies is a privilege, not a right; and inappropriate use may result in cancellation of those privileges. The administrator or designee may deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

UNIFORMS/DRESS CODE

St. Martha Catholic School students wear uniforms provided by the Lands' End 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 per the handbook is unacceptable and subject to the following consequences:

- In Grades Pre-K through 5, a dress code violation will be issued when a student is not in compliance with the dress code policy. A discipline offense will be issued on the third dress code violation.

- Middle school students will receive a responsibility infraction when not in compliance with the dress code policy. Please refer to grade level discipline policies for more information.
- Students in violation of the dress code must come into compliance in agreement with the school administration or may be subject to suspension.

Dress Code Policies

- All students are expected to be in the full regulation uniform on all school days. Full regulation uniform includes formal dress uniforms on all Mass days and daily uniform options on all other school days per this handbook.
- Students in Grades 6-8 must wear the regulation P.E. uniform during all Physical Education classes.
- Long sleeve shirts may not be worn under any short sleeve uniform shirt. The only long sleeve shirt that is permissible is the uniform long sleeve polo shirt.
- *Skirts, jumpers, and shorts must not be shorter than 4 inches above the knee.*
- *All new uniforms must be purchased from Lands End, except spirit shirts, SMCS athletic hoodies, and black athletic shorts worn under the jumper or skirt.* Parents are asked to label all uniform items.
- 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.
- Makeup is not allowed for students in grades PK-7th grade, students will be sent to the bathroom in the nurse's office to clean makeup off.
- Light, natural makeup (neutral earthtone colors, light mascara) is permissible for 8th-grade girls (no vibrant colors, glitter, eyeliner, thick mascara, nor lipstick is permitted). This privilege will be revoked if not followed.
- Soft, neutral nail polish/acrylics for girls is permissible, but nails need to be kept trimmed short (no longer than ¼ in. past fingertips). This privilege will be revoked if not followed.
- Girls with pierced ears may wear small earrings. Boys are not allowed to wear earrings. Piercings other than ear lobes are not allowed.
- Bracelets, necklaces, and/or rings are acceptable as long as they do not detract from student uniforms, nor have the potential to cause damage to other students.
- Watches and FitBits are permitted as long as the watch does not cause a disturbance in the classroom or have Wi-fi capability – this also applies to any other devices that have Wi-fi capability.
- Hairstyles for boys and girls should meet the standards of good taste for the classroom and be of natural hair color. Haircuts, coloring, extensions, styles, and accessories that are disruptive to the learning environment or bring added attention to an individual are not allowed. Shaved hairstyles, 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 and ears. Both boys and girls may not have hair styles that hang over or in the eyes to impede vision. School administration will contact parents regarding hairstyles that are not appropriate for the school environment.
- Shirt tails must be tucked in at all times. Middle school girls' tailored white blouse may be left untucked. All buttons except the collar button must be buttoned. Collar button should be buttoned for boys when wearing a tie.

Uniforms (Formal and Daily)

Lands' End Uniforms

GIRLS AND BOYS Pre-K3 AND Pre-K4

Formal Dress Uniform:

There is no formal dress uniform *required* for Grades 3K and 4K, but they are welcome to the option.

**Please note that not all uniform options are available in sizing fit for preschool children. Please speak with the office staff if you have a concern.*

Daily Uniform Options:

Khaki shorts

Khaki long pants

Long or short sleeve burgundy polo knit shirt with SMCS logo

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo with white uniform shirt

Lands' End black fleece jacket with SMCS logo

Khaki skort (girls)

Hair accessories for girls **must** be black, white, gray, or burgundy or a combination of the colors. The size of hair accessories should not distract or impede the sight of any other student.

All socks must be solid white or black - no length requirement as long as they are visible (minor accent colors are okay). Tights (solid white or black – no designs, no leggings)

Shoes within dress code guidelines

GIRLS GRADES K-8

Formal Dress Uniform:

Grades K-5:

All socks must be solid white or black - no length requirement as long as they are visible (minor accent colors are okay) or tights (solid white or black – no designs, no leggings)

Plaid jumper (girls must wear black athletic shorts under the jumper - no longer than the jumper)

White Peter Pan collar blouse

Shoes within dress code guidelines

Option - Burgundy or charcoal cardigan with SMCS logo

Gray dress with SMCS logo

Grades 6-8:

Plaid skirt

Short, long, or three-quarter sleeve white Land's End blouse with SMCS logo

Dress shoes in black or brown

Option - Land's End black fleece jacket with SMCS logo

Option – Burgundy or Charcoal cardigan with SMCS logo

Option - Burgundy vest with SMCS logo with white uniform shirt

Daily Uniform Options:

Grades K-8:

Khaki slacks

Khaki walking shorts/skirts

All socks must be solid white or black - no length requirement as long as they are visible (minor accent colors are okay).

Tights (solid white or black – no designs, no leggings)

Hair accessories (**must** be black, white or burgundy)

Shoes within dress code guidelines

SMCS Beta black jacket (Grades 5-8 only)

Lands' End black fleece jacket with SMCS logo

Grades K-5

Long or short sleeve white Peter Pan blouse with jumper (girls must wear black athletic shorts under the jumper - no longer than the jumper)

Long or short sleeve burgundy polo knit shirt with SMCS logo

Charcoal ponte dress with SMCS logo

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo with white uniform shirt

Grades 6-8:

Short, long, or three quarter sleeve white Land's End blouse with SMCS logo.

Long or short sleeve black polo knit shirt with SMCS logo

Plaid skirt (girls must wear black athletic shorts under the skirt, no longer than the skirt)

SMCS athletic hoodie sweatshirt purchased through SMCS athletic department

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo with white uniform option

BOYS GRADES K-8

Formal Dress Uniform:

Grades K-5:

All socks must be solid white or black - no length requirement as long as they are visible (minor accent colors are okay).

Black or brown belt (required with all slacks with belt loops)

Khaki slacks

Long or short sleeve white Oxford shirt with SMCS logo.

Boy's plaid tie

Shoes within dress code guidelines

Lands' End black fleece jacket with SMCS logo (optional)

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo

Grades 6-8:

All socks must be solid white or black - no length requirement as long as they are visible (minor accent colors are okay).

Black or brown belt (required with all slacks with belt loops)

Khaki slacks

Long or short sleeve white Oxford shirt with SMCS logo.

Boys burgundy tie

Shoes within dress code guidelines

Option - Land's End black fleece jacket with SMCS logo

Option - Burgundy or charcoal cardigan with SMCS logo

Option - Burgundy vest with SMCS logo

Daily Uniform Options:

Grades K-8:

Khaki slacks

Khaki walking shorts

Black or brown belt (required with all slacks and shorts with belt loops)

Land's End black fleece jacket with SMCS logo

Socks within guidelines

Shoes within dress code guidelines

Grades K-5:

Long or short sleeve white Oxford shirt with logo.

Boys plaid tie

Long or short sleeve burgundy polo knit shirt with SMCS logo

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo

Grades 6-8:

Long or short sleeve white Oxford shirt with logo.

Boys burgundy tie

Long or short sleeve black polo knit shirt with SMCS logo

SMCS athletic hoodie sweatshirt (purchased through SMCS athletic department for student athletes - allowable for 5th grade if they are on a team.)

Burgundy or charcoal cardigan with SMCS logo

Burgundy vest with SMCS logo

Shoes for Pre-K - Grade 8

Students' shoes must always be properly secured (tied, buckled or fastened). Students may not wear flip-flops, sandals, boots, barefoot sports shoes (toe shoes), platforms, or shoes with heels in excess of one inch to school. Shoes may not have lights or wheels and must have a back (no slip-ons). *Shoes (athletic and non-athletic) should be solid brown, black, grey gray, or white or a combination of - minor accent colors are permissible.*

Required dress shoes for Mass days must be black or brown for Grades 6-8.

Outerwear Options

On formal dress uniform days, only a Land's End cardigan, vest or black fleece jacket may be worn to Mass. Sweatshirts are not permitted at 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, students 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 all students.

Liturgical Celebrations

Students in kindergarten through 8th grade participate in an all-school Mass weekly, normally on Wednesdays. Formal dress uniforms must be worn for Mass. **Sweatshirts are not permitted at Mass.** The 4K classes attend Mass beginning in October, and 3K classes will attend on All Saints Day, during Catholic Schools Week, Ash Wednesday, Mass before & after Easter, and the last day of school. Students may also participate in special religious feast day celebrations which may include Mass.

Spirit Day

The first Thursday of the month is "SPIRIT DAY" unless otherwise noted on the school calendar or "e-Blast." Students may wear the following as an option to the school uniform: any SMCS spirit t-shirt with school uniform pants or jeans (no excessive tears allowed).

Free Dress Day

Free Dress Day is a privilege offered by the administration as an incentive for various activities during the school year. Any student with Free Dress Day privilege may wear a school-appropriate shirt with pants, jeans, skirts, or shorts (no excessive tears in clothing and the rule of thumb for dresses/skirts/shorts on free dress day is that when standing with your hands to your side, the length of your fingers should not exceed the hem of the skirt/shorts). No skin-tight clothing is allowed. Dresses or tops with spaghetti straps must be covered by a sweater. Shoes or boots must be safe – no slippers, flip-flops, high heels, backless sandals or backless shoes are allowed.

T-Shirt Tuesday

Students of families who donate for T-shirt Tuesday privileges for the fall and/or spring semester may wear *the current year's spirit shirt* with school uniform pants or jeans (no excessive tears allowed).

P.E. Uniforms

Students in Grades 6 – 8 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. P.E. uniforms are

available for purchase from Land's End. The middle school P.E. teacher provides P.E. uniform guidelines on the Athletic Department's website.

USE OF SCHOOL LOGOS

St. Martha Catholic School logos may not be used in any form on any materials without the express written consent of the Principal.

VOLUNTEERS

Parent Teacher Organization (PTO)

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.

All volunteers must complete CMG Safe Haven training per the Archdiocesan requirements (see CMG Safe Haven TRAINING REQUIREMENT below).

Volunteers and visitors on the school campus must also:

- 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 office to reserve a room for a volunteer meeting
- Accept and sign an ethics agreement before gaining access to school information systems and networks

CMG Safe Haven Training Requirement

CMG Safe Haven is an Archdiocesan-wide program and is a mandatory program required to be completed for all school and parish staff or volunteers who have regular contact with students. The workshops are for adults on the subject of child abuse. These workshops focus 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. The training consists of three (3) vignette style training videos that is approximately 60 minutes and will include a background check to complete.

- All volunteers will complete the CMG Safe Haven online training program instead of VIRTUS PGC training. The turnaround time for approval may be approximately two weeks or less.
- All individuals must complete the training and complete a background check prior to the start of volunteer service.
- The 5-year anniversary date is still in place. Individuals who recently attended VIRTUS will not be due to complete refresher training until they have met their 5-year anniversary date.
- As the 5-year anniversary date is met, individuals will need to log into CMG Connect with their previous VIRTUS user id and 1234 as the password. If you do not remember the user id, they may contact you as the Safe Environment Coordinator or the CMG office.

To access the CMG Connect dashboard, please go to the website at <https://GalvestonHouston.CMGConnect.org>. Individuals that have not attended VIRTUS training previously will need to create a new account. Individuals who previously attended VIRTUS training can log-in with the email address currently on file and enter the password 1234. Safe Haven Training is listed on the Dashboard. The CMG Connect dashboard works best with Google Chrome or Microsoft Edge. Internet Explorer is not compatible with their platform and will not work properly.

Persons required to complete the CMG Safe Haven training include, but are not limited to, the following:

- School staff
- Sports coaches
- Room parents

- Field trip chaperones
- All volunteers; parents, family members, and guests who visit the school for lunch with a student

Please notify the school office once you have completed a CMG Safe Haven training workshop so the school records may be updated.



Technology user agreement is a part of the online enrollment process, the form is listed here for reference.

**ST. MARTHA CATHOLIC SCHOOL
2022-2023 TECHNOLOGY USER AGREEMENT & PARENT PERMISSION**

These are guidelines to ensure continued 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. Notify an adult immediately if you encounter materials which violate the *Rules of Appropriate Use* (Parent-Student Handbook, Technology section).
 11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the *Rules of Appropriate Use* (Parent-Student Handbook, Technology section) are violated.
-

SMCS will provide students in grades 3-8 with filtered, monitored Google Suite accounts for the purpose of facilitating teacher-student communication and participation in web-based classroom activities. Student Google accounts are intended for educational purposes only and should only be used by the account owner. Students will report any possible unauthorized use of their account to a teacher immediately. Students should expect the Google Suite to be subject to monitoring at all times and should not expect any documents to be private.

Failure to comply with the acceptable use policy can result in restrictions being placed upon the account, loss of access, and possible disciplinary actions.

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, students or staff contrary to Gospel values, the student will be subject to the full range of disciplinary consequences including expulsion. This policy applies to all electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through personal electronic devices.

As a parent and student(s) of St. Martha Catholic School, we have read the Technology Acceptable Use Policy Statement section in the Parent-Student Handbook and the information on this technology user agreement. Questions should be directed to school administration for clarification.