

St. Martin's Catholic School

2018-2019 Academic Year



*The administration has the right to amend this handbook.
In the event that changes are made during the course of the school year,
parents will be notified in writing.*

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BACKGROUND INFORMATION

History

St. Martin of Tours Catholic School is an elementary school (Grades Pre-K–8) affiliated with the Archdiocese of Washington and sponsored by St. Martin of Tours Parish. St. Martin's holds the distinction for being the first Catholic School in the Archdiocese to be established in Montgomery County. The Sisters of Notre Dame de Namur welcomed the first classes on September 14, 1925, and continued in ministry at St. Martin's until 1970. Following the Sisters' withdrawal, the pastor, Monsignor Paul Meyer, and the Parish Council continued the Sisters' commitment to Catholic education by establishing a School Board as well as a Home and School Association (HSA). Subsequently, the transition to an all-lay faculty was made. In 1988, a new school and parish center building was opened, through the dedication and efforts of Rev. Americo DiNorcia. The school expanded to include a licensed After Care program.

Today, St. Martin's School offers a 21st century academic program under the direction of a dedicated and committed faculty and staff. Together with the pastor and the associate pastors, St. Martin's provides an excellent faith-centered education program.

The faculty and the administration empower the students to develop their unique gifts, as well as their full potential, in an atmosphere embedded in the Gospel values, mutual respect, and Catholic traditions.

Mission

The mission of St. Martin of Tours Catholic School is to educate children in a Christ-centered environment. Our students encounter the Living God through faith formation, prayer, and participation in the sacramental and liturgical life of the Church. We live the Gospel values by spreading the message of love and service to each other and the extended community. We are committed to the spiritual, intellectual, physical, emotional, and social growth of all of our students. We seek to integrate core, traditional, and emerging skills that cultivate and complement the students' God-given talents. We challenge each child to become self-regulating and self-monitoring life-long learners.

Beliefs

We believe in the following:

- Building a foundation of faith by instilling the knowledge of Catholic doctrine and the traditions of the Church
- Nurturing a partnership between the school and family to foster the growth of the whole child
- Ensuring a safe and secure environment
- Educating the whole child by differentiating the curriculum, actively engaging students in learning, and offering the students a variety of alternative assessments
- Embracing diversity in our community and appreciating the uniqueness of each individual
- Fostering a high standard of excellence in our academic programs based on educational standards and supported by classroom and standardized assessments
- Providing students with the knowledge, understanding, and skills to become literate, creative, moral decision-makers and socially responsible citizens
- Promoting ongoing professional development for teachers

Vision

St. Martin's Catholic School is a student-centered learning community committed to academic excellence and the development of strong characters embedded in the Gospel values and Catholic tradition. By diversifying the curriculum to encompass authentic learning experiences, we will continue to strive to meet the needs and learning styles of children from varied backgrounds and cultural experiences.

Technology literacy, 21st century teaching/learning skills, and core academic content at advanced levels will empower the students to become responsible persons in their own educational experiences now and in the future.

Accreditation and Membership in Educational Organizations

St. Martin's Catholic School is accredited by the Southern Association of Colleges and Schools, which is a division of AdvancED, one of the largest accreditation agencies. St. Martin's also holds membership in the National Catholic Education Association, the Association for Supervision Curriculum Development, and the International Society for Technology in Education and the International Reading Association.



ACADEMICS

Curriculum

Pre-Kindergarten

Our Pre-Kindergarten (Pre-K) program is designed to develop the whole child in concert with each student's talents, interests, and abilities. It is an academic-readiness program. The curriculum for this program follows the standards for Pre-K set forth by the Archdiocese. St. Martin's promotes the spiritual, emotional, intellectual, and physical growth of the young child. The activities throughout the day are age-appropriate, challenging, experiential, hands-on, and multi-sensory. The children and teachers engage in shared reading activities, phonemic awareness, and vocabulary building, as well as pre-writing and math experiences. The children also explore God's gifts of self, creation, family, and our Church community in their religion class. In addition, the children experience various forms of technology.

Kindergarten–Grade 8

Our curriculum is designed to meet the standards prescribed by the Archdiocese of Washington. Consistent with these guidelines and with our mission, our academic curriculum is designed to complement and reinforce our students' religious education and varied religious experiences. Regular attendance at Mass, participation in special liturgies, and preparation for the sacraments of Holy Eucharist, Reconciliation and Confirmation occur during the year.

The love of learning is nurtured through differentiated activities that are age-appropriate, imaginative, challenging, and multi-sensory. Our core academic curriculum includes structured instruction in the areas of math, language arts, social studies, science, and religion. Instruction is also provided in art, music, physical education, and Spanish. The inclusion of various forms of technology, written expression, and a variety of literary forms are integrated across all areas of the curriculum. Accelerated classes in math and language arts are also an integral part of our curriculum. In addition, St. Martin's incorporates alternative forms of assessment and encourages the students to produce relevant, high-quality projects.

A personal safety education program, mandated by the Archdiocese of Washington, is also integrated into the curriculum as is the Benziger Family Life Program. This program supports parents in raising responsible, morally aware children by encouraging them to develop Christian values and an appreciation for God's gift of life. It is correlated to the Catechism of the Catholic Church.

In accordance with our goal of providing our students with a rich and diverse educational experience, special activities are periodically offered to reinforce the basic curriculum. These activities may include field trips to museums or other centers of cultural or scientific interest, holiday programs, guest speakers, plays, and book fairs. All activities are carefully selected to enrich the teaching/learning process. Optional activities are also offered in instrumental music. Throughout the year, the faculty conducts regular curriculum reviews to ensure that materials and teaching methods are current and meet the individual needs of the students.

Grading

Grades are based upon the student's proficiency regarding the Archdiocesan Standards, specific objectives, and criteria determined by the teachers relating to individual assignments. Traditional

testing will be used as well as alternative forms of assessment. Rubrics may be used to measure the individual student's mastery of the material presented in each subject during the marking period.

The criteria for grading in each subject are provided in writing to all parents and students at the beginning of the academic year.

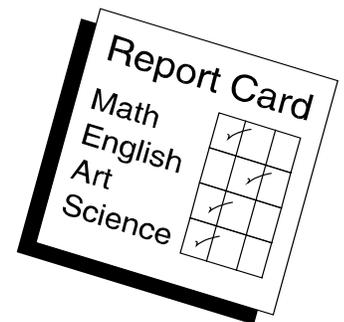
Middle school students take mid-term and final examinations in all academic subjects. Teachers provide students with review sheets for study.

Assignment scores for grades four through eight will be posted on the online Portal throughout the marking period. Students and parents are encouraged to visit the Portal regularly to review scores.

Report cards are distributed at the end of each quarter for Grades 1–8. Report cards for Grades Pre-K and K are distributed at the end of quarters 2 and 4. Tuition and fee payments must be up to date in order for report cards to be distributed.

At the end of the first quarter, Parent-Teacher conferences (for students in Grades Pre-K–2) and Parent-Teacher-Child conferences (for students in Grades 3–8) are held. Tuition and fee payments must be up-to-date in order for a conference to be held.

For Grades 4–8 the Principal List is awarded to students earning A's and E's. One G is allowed in specials. Honor Roll is earned when a student receives grades of B and G or higher. Students are not eligible for these honors if they have received more than one detention per quarter.



Homework

Independent practice is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. These assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of regular independent practice can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. It can also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom. Teachers will define their expectations at the beginning of the year.

Because practice is integral to the instructional program, continued unacceptable work will be reflected in the student's grade. Missing homework must be made up and the grade may be lowered. Acceptance of late work for credit is at the discretion of the teacher.

Policy Guidelines for Students

- Record directions for homework in an assignment notebook
- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Always do your best work
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Talk to your parents and teacher if you are having difficulty with assignments

Policy Guidelines for Parents

- Be familiar with the philosophy and guidelines of the homework policy

- Check your child’s assignment notebook and review the teachers’ websites regularly
- Provide a time and place to do school assignments with limited interruptions—including talking on the phone, texting, watching TV, etc.
- Actively supervise homework completion by assisting the child if questions arise; however, do not do the work for the student
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns especially if your child consistently exceeds the allotted time frame
- See that all assignments are completed in an acceptable manner
- Promptly complete and return forms, slips or papers requiring information or a parent signature

Timeframe of Assignments

While it is understood that the time it takes to complete assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child’s teacher for assistance.

Grades K and 1: up to 20 minutes per night + independent reading

Grade 2: up to 30 minutes per night + independent reading

Grade 3: up to 45 minutes per night + independent reading

Grade 4: up to 50 minutes per night + independent reading

Grade 5: up to 60 minutes per night + independent reading

Middle School: Approximately 90 minutes not to exceed 2 hours + independent reading

Graduation Requirements

In order to receive a diploma, students in Grade 8 must successfully pass all academic courses, provide 10 hours of service to the St. Martin’s community, and all tuition and fee payments as well as family volunteer hours must be completed.



Student Activities

Students have the opportunity to participate in a variety of activities designed to develop leadership, responsibility, a sense of parish and community service, and team work. Students must maintain an acceptable attendance record, satisfactory grades, and demonstrate appropriate Christian conduct in order to participate in any school-related activity, including field trips. Student activities include:

Class Trips

Class trips are planned by the faculty in order to provide enrichment of classroom learning. A standard permission slip, approved by the Archdiocese of Washington, is sent home and must be signed by the parent and returned by the due date. Telephone approval by the parent is not a legally binding permission and therefore is never acceptable. Teachers who take students off campus for field trips or visits close-by will maintain contact with the school office via cell phone.

Student Council

We value and encourage student input into decisions affecting St. Martin’s and student involvement in parish activities. The Student Council sponsors food drives for the poor, assists with morning and afternoon prayers, and makes recommendations for improvement and growth of the school.

Classmates elect students to the Council and officers are selected in a school-wide election. Candidates for the Student Council must be in good academic standing, demonstrate exemplary conduct, and show leadership ability. Poor grades or detentions may affect a student's eligibility to participate.

Safety Patrols

The Safety Patrols group works as a unit of the Montgomery County Safety Patrol Program. The members are volunteers from Grades 5–8 and serve under the direction of a faculty moderator and a member of the Montgomery County Police Department. The faculty moderator appoints Safety Patrol Officers. Safety Patrols are charged with helping to maintain safety during dismissal time. The Montgomery County Police Department sponsors a Safety Patrol Appreciation Day held each spring at the Montgomery County Fairgrounds. Students must be in good academic standing, demonstrate exemplary conduct, and show leadership ability. Poor grades or detentions may affect a student's eligibility to participate in patrols or attend the picnic.

TV Broadcast

Grade 8 students have the opportunity to be part of our TV broadcast crews. Students have the opportunity to learn valuable skills and experiment with audio and video technology. Students must be at school by 7:40 a.m. for setup, be in good academic standing, demonstrate exemplary conduct, and show leadership ability. Poor grades or detentions may affect a student's eligibility to participate.

Band

Students in Grades 4–8 may receive band lessons as part of the Archdiocesan Music Program. A part-time teacher, designated by the Archdiocesan music program, conducts the classes and the after-school band. A participation fee is charged.



Sports

In addition to regular classes in physical education, students may participate in our CYO program or local area leagues. The CYO program is organized at several class levels and is operated on a volunteer basis. It is open to all parish children as well as St. Martin's School students. If a student has been absent from school due to illness, the student **should not participate** in a practice or game for a CYO sport. Students must maintain passing grades in order to participate in a sport.

Altar Servers

Being an altar server is an excellent way for a student to become more involved in the Liturgy. Students in Grades 4 and above are eligible to be altar servers after a training program. The servers have meetings several times a year in addition to serving at their assigned Mass times.

Scouts

Scouting is available to St. Martin's School students in groups directly sponsored by the parish. These groups include Girl Scouts, Cub Scouts, and Boy Scouts.

ADMINISTRATION

Admissions

Students are accepted in the following order for qualified applicants:

1. Siblings of current students;
2. Children of registered parishioners of St. Martin's parish;
3. Catholic children from neighboring parishes that lack a school;
4. Non-Catholic students whose parents desire a Catholic education for their child.



The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org.

We urge current parents to inform members of their family and also their friends about our Open House dates. Parental support in encouraging other families to come to visit St. Martin's is appreciated. If parents recommend other families and these families register their children and the children attend St. Martin's, the current family will have \$500 deducted from their September tuition payment.

Children entering Pre-K must be 4 years old by September 1 of the academic year for which they are applying. The Pre-K students must be potty-trained. Students entering Grade K must be 5 years old by September 1 of the academic year for which they are applying. Students entering Grade 1 should be 6 years old.

Students entering Grades K–8 from public or private schools will be evaluated to ensure that school staff is thoroughly aware of the students' abilities. A brief test will be administered and the current report card will be consulted. The students' previous schools may be consulted for placement.

With the application, the following documentation must be included: child's birth certificate, Baptismal certificate (for Catholic students), report cards and standardized test results. If a child has an IEP, this document must also be included.

The Maryland Health Department requires that children have all immunizations current in order to attend school. These records must be completed and returned to the school prior to the first day of classes. Children who do not show proof of all required immunizations will be sent home from school until health records are up to date.

After a child has been accepted, the parents need to pay the registration fee to hold the spot in the class. This fee is non-refundable and is deducted from the following year's tuition.

Parish Membership

St. Martin's School is a parochial school and its purpose is to offer both religious and academic training within the context of a parish community. We place a high priority on serving the members of our parish. However, if space is available we do admit Catholic parishioners from other parishes and non-Catholics of various denominations to St. Martin's School. For all purposes parishioners are those who:

- Are registered members of St. Martin's Parish and support the ministry of the church and school
- Recognize that they are their children's primary teachers of faith, and consequently endeavor to teach through example by attending Mass on Sundays and Holy Days, and by frequent reception of the Sacraments of Reconciliation and Eucharist

- Contribute their time, treasure, and talent to maintain the Body of Christ at St. Martin’s Parish and contribute to the offertory collection each week by using church envelopes or *Faith Direct* thereby establishing a record of attendance and support

Tuition and Fees

The tuition and fees collected from families whose students are enrolled in Grades K–8 cover approximately 80% of the total cost of your child’s education (salaries, supplies, utilities, etc.). The remaining 20% comes from the generosity of parishioners’ offertory giving and from our school fundraisers. Many parents work countless hours each year to ensure the success of making up the difference between the tuition and the actual cost. Parental assistance is requested to guarantee the accomplishment of our fundraising endeavors.

Every family’s financial situation is different. However, all families, without a doubt make a sacrifice for the sake of their children to attend St. Martin’s. Your prompt payment of obligations allows the school to operate in a responsible manner by paying our employees, purchasing school supplies and equipment, and providing essential utilities.

OBLIGATION	RESPONSIBLE PARTY	AMOUNT	DUE DATES (approximate)
Tuition	Pre-K	\$8275.00 per student	See payment options
	Grades K–8		
	Catholic Families	\$6725.00 per student	See payment options
	Other Religions	\$8175.00 per student	See payment options
Academic Resource Fee	Pre-K	\$225.00 per student	July 15
	Grades K–8	\$465.00 per student	July 15
Application/Testing Fee	All New Students	\$50.00 per student	
Registration Fee	Current Families Per Family	\$300.00	March 1 <i>Note: Registration fee is deducted from tuition</i>
	New Families Per Student	\$500.00	<i>Note: Registration fee is deducted from tuition</i>
Hot Lunch Fee (optional)	All Families	Varies based on choices	August 15
Lunch Drink Fee (optional)	All Families	Varies based on choices	August 15
Late Payment Fee		\$35.00	Applies to all obligations <i>Assessed after a 5-day grace period</i>

A separate fee will be charged for the After Care Program between 2:45 p.m. and 6:00 p.m.

Service Hours to St. Martin's Catholic School:

Two-parent family (whether or not both parents reside in the same household): 60 hours of service

One-parent family (if second parent lives outside area or is deceased): 30 hours of service

Pre-K-only family (no children in grades K-8): 30 hours of service

A charge of \$15 per hour for any uncompleted service hours

Tuition Payment Options

St. Martin's Catholic School requires prompt payment of tuition and fees. School bills for tuition and fees are paid through the TADS Tuition Management System. An enrollment agreement outlining payment details and parent responsibilities will be sent to parents each year. Parents must return the signed agreement to the school office. Students will not be able to begin the new school year until this agreement has been submitted to the office. All deadlines for paperwork and payments are expected to be met by parents.



Parents can select from three payment plans:

Annual Plan: One payment in full due in August

Semi-annual Plan: Two payments due in August and January

Monthly Plan: Ten monthly payments due in August through May

TADS charges a \$45 processing fee at agreement time for the monthly plan; there is no fee for the annual or semi-annual plan. If you have any questions regarding TADS, please contact TADS at 800-477-8237 or visit the *myTADS* website at <http://www.mytads.com/>.

Fees

The following fees are assessed to support various aspects of the school program. All fees are nonrefundable.

Academic Resource Fee: This fee helps partially defray the costs of textbooks, technology equipment and software, classroom supplies, special school events, and other operational needs. The fee is due on July 15.

Application Fee: This fee is used for testing and placement of students who are applying for admission to St. Martin's. It applies to new students—those in new families as well as new students coming from current families.

Registration Fee: This fee holds each student's place in the school for the upcoming school year and is deducted from the tuition for following academic year. This fee is due by March 1 for current families registering for the following school year and two weeks after formal acceptance for new families.

Graduation Fee: This fee covers graduation expenses for students in Grade 8 (e.g.: diploma and leather case, flowers, photo, video). The fee is due by April 1 and the amount due is approximately \$100. This fee could be higher depending on the eighth grade fundraising efforts.

Late Payment Fee: A late payment fee will be assessed for any tuition or fee obligation that is not met after a grace period of 5 days. Additional late fees will accrue every 30 days past the original due date for unpaid or partially unpaid balances.

Returned Check Fee: This \$30 fee will be assessed for checks returned by a financial institution for insufficient funds or any other reason. If more than two checks are returned, subsequent payments must be paid in cash, money order, or certified check.

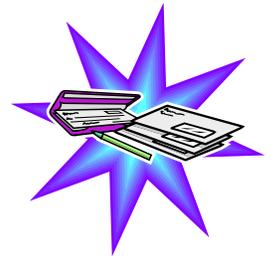
TADS Processing Fee: This \$45 fee is charged by TADS when the monthly-payment plan is selected. (There is no fee for the annual or semi-annual payment plans.)

Hot Lunch Fee (optional): This fee covers hot lunches and is charged based on the number and type of hot lunches selected. You may choose to have all, some, or none of the hot lunch options for your child as planned for the semester. Hot lunch orders and payment for the fall semester are due in August. Orders and payment for the spring semester are due in January. (Note that the hot lunch fee does not include special hot lunch days organized by classes as fundraisers.)

Lunch Drink Fee (optional): This fee is for milk (white or chocolate) that is provided to your child during lunch. You choose one drink for the entire school year and make a single payment. You may also decide to pack a drink in your child's lunch and not participate in this drink program.

Financial Aid

Tuition aid is available for school families in need of assistance. **Families must apply first to the Archdiocese of Washington for financial assistance** in order to be considered for support from St. Martin's need-based tuition assistance program. Archdiocesan applications and income tax records are sent directly to an agency that assists the Archdiocese. These applications are available online at www.mytads.com. The tuition assistance program ends in early December for current families and mid-February for new families. Families usually hear from the Archdiocese regarding their request by the end of April.



The pastor appoints a committee to assist him in determining the distribution of funds for school families in need of additional assistance from St. Martin's parish. Families requesting assistance are usually notified in May. Fees such as academic resource fee, registration, hot lunch, and lunch drinks are not covered by financial aid.

Delinquent Accounts

In the unfortunate event that financial problems temporarily affect the ability of a family to meet tuition payments, the parents are requested to meet with the school administration in advance of a missed payment obligation. The school administration may also initiate a meeting. The principal may establish a written temporary special circumstances payment plan for the parents. The pastor will review the plan and may meet with the family. During such a period, families are expected to maintain monthly payments to the school until their accounts are in order.

Re-registration will be denied to current families whose tuition, After Care payments, or other fees have not been met for the first part of the school year. Records will not be forwarded to another school until all tuition, fees, and parent participation requirements have been fulfilled.

Parents of Grade 8 students who will be graduating must complete their financial obligations as well as their service hours no later than May 1 of the graduating year. If these obligations are not met, the student will be given a blank diploma.

When on-going family payment obligations are not met at the end of marking periods, the principal may withhold students' grades and report cards until the payment is made. When family payment obligations are not met in full by May 30, the student will not be re-enrolled and records will not be released to another school until the commitment is met. If current or former school families have

outstanding financial obligations and are 180 days past due, the school may use standard business means to collect the debt:

- The delinquent account may be sent to a credit reporting agency
- The account may be sent for collection/legal action
- The child may be asked to withdraw; records will be retained until obligations are met

After Care Program

After Care, our after-school supervision, is available for only St. Martin's students from 2:45–6:00 p.m. on regular days and from 12:15–6:00 p.m. on half days. The After Care program is licensed by Montgomery County and the staff is certified by the State of Maryland.

Please refer to the After Care Program Handbook for policies, fees, and additional information.

After Care is not available on the last day of school before Christmas Break and Summer Break. Parents who do not pick up their children at dismissal on these days will be charged a fee of \$2 per minute.

Service Hours

All St. Martin's Catholic School families are required to contribute service to the school. This contribution not only enhances the special character of St. Martin's but also significantly reduces the cost of tuition. In an effort to make a quality Catholic education as affordable as possible your help is needed and appreciated. The most effective way to build community, enhance communication, and save money is for families, faculty, and staff to collaborate and cooperate on school activities. On any given school day dozens of parents volunteer at St. Martin's. Statistics show that parents, who share their time and talents at their child's school, have children who work hard and also have children who have very positive feelings about themselves. We are most grateful to our school parents, grandparents, and parishioners of St. Martin who share their time and talent on behalf of St. Martin's School. In all, thousands of hours are donated each year, which in turn calculates to more than \$250,000 in gross voluntary contributions.

Service Requirement

For parents of students in Grades K–8: each two-parent family (whether or not both parents reside in the same household) is required to contribute a minimum of 60 service hours per academic year; each one-parent family is required to contribute 30 hours.

Each family with only a Pre-K student is required to give at least 30 hours of service.

Parents of students in Grade 8 must complete all hours by May 1 of each year.

Many families contribute far more than the required hours and all families are encouraged to do so. In fairness to those who meet or exceed their minimum hours, families who fail to fulfill this obligation by June 1 will be billed for the missing hours at a rate of \$15.00 per hour.

Any adult family member (including grandparents, older siblings, etc.) is eligible to serve, as long as they have completed the Archdiocese's Child Protection requirements. However, hours cannot be carried over to the next year or donated to another family. Please log your hours in the book at the front office *every* time you serve—there is a page for each family.

Families can choose to meet their service hour obligations through a wide variety of approved activities that either raise funds or reduce operating costs. At the beginning of each school year, families indicate their choice of activities by completing a participation questionnaire. Information

from the completed questionnaires is provided to the activity coordinators who set up work teams to coordinate the activities.

Some volunteer positions are extremely important to the school and the safety of the children, and they cannot run properly without the appropriate number of volunteers. It is important that if parents sign up for one of these positions (such as lunchroom, Early Birds, bingo, etc.) that you are committed to showing up on time and completing your term. If you are ill or there are any other reasons that you cannot help us on a particular day, please find a substitute to take your place or contact the school office to let us know.

In rare instances, where there are compelling circumstances that preclude a family from fulfilling its required service hours (e.g. death, serious illness) a request may be submitted to waive the hours. Only the pastor or principal may approve such a waiver. Contact the principal if this occurs.

Parent Organizations

School Board members and the Home and School officers give valuable service to St. Martin's Catholic School community. Parents who serve our school in one of these capacities receive 30 hours if they fulfill their year-long commitment.



School Board

The St. Martin's Catholic School Board establishes and reviews policies governing school programs in accordance with policies from the Archdiocesan Board of Education and the pastor. The policies governing the overall operation of the School Board are contained in the Archdiocesan School Policy Handbook. Responsibilities of the School Board include educational activities, school budget, and long-range planning. The School Board president is an ex-officio member of the Parish Council.

Membership on the Board consists of the pastor, principal (ex-officio, non-voting), faculty representative, HSA president, and other members appointed by the pastor. Members serve three-year terms. Interested parents are welcomed to submit their names to the Board for nomination. Those parents who express an interest in being a member of the School Board must be up-to-date in all financial and service obligations.

School Board meets monthly. If a non-board member would like to address the School Board, please contact the School Board President or Principal to arrange an appropriate time to attend a Board Meeting. (For more information about non-board member attending meetings, please see the By-Laws on the school website.)

Home and School Association

All school parents are members of the St. Martin's Home and School Association (HSA). The HSA provides a vital forum for exchange of information between parents and the school staff. It also assists the school financially through various fundraising activities. The HSA president attends School Board meetings to report on the activities of the HSA and to bring parent concerns to the Board. All parents are welcomed to attend the monthly meetings. (Check monthly calendar for dates.)

Service Opportunities

Most volunteer opportunities fall into one of five categories: direct student supervision, fundraising, facilities maintenance, social events, or parish-related activities.

Direct student supervision

Competent direct student supervision is essential for the health and safety of all students. Parent volunteers provide necessary support for faculty and staff in the shared responsibility of maintaining a secure and safe school environment.

- Early Birds (*year-long commitment meets 60-hours requirement*)
- Lunchroom (hot lunch and regular) and Playground volunteers (*year-long commitment meets 60-hours requirement*)
- Classroom aides/tutors
- Library aides
- Classroom parties (Halloween, Christmas, Valentine's Day)
- Homeroom parents

Fundraising

Successful fundraising provides critical support for annual budgetary needs. Many of these are coordinated by the Home and School Association (HSA).

- Bingo (*year-long commitment meets 60-hours requirement*)
- Fall Fundraiser
- Bake sales
- Annual Dinner, Dance, & Auction
- Raffles
- Grocery store incentives
- Labels/box tops collections
- AmazonSmile & GoodSearch/GoodShop
- Spirit gear
- St. Martin's Endowment

Facilities maintenance

A building in continuous use requires continuous maintenance, and the school is well supported by the work of a full-time facilities manager. Parent volunteers provide additional, valuable support to maintain a clean, safe, and attractive building.

- Painting
- Gardening (weeding, planting flowers, trimming bushes, pruning trees)
- Plumbing
- Installation of windows, doors, carpet, flooring, shelving, or fencing

Social events

Social events are a necessary and enjoyable part of community life. These opportunities celebrate milestones and strengthen relationships in the larger school community.

- Teacher Appreciation
- First Reconciliation luncheon
- First Communion reception
- Graduation reception
- Grandparent's Day
- 7th Grade BBQ
- 8th Grade Graduation breakfast
- Honors Breakfast



Parish-related activities

Below are some volunteer opportunities that include both the school and parish:

- CYO sports coach and one assistant coach per team
- Boy Scout leader and one assistant leader per troop
- Boy Scout and Cub Scout Committee Chairpersons
- Cub Master and one assistant Cub Master for the pack
- Den leader and one assistant den leader per den
- Girl Scout leader and one assistant leader per troop
- Religious Education instructor
- Parish picnic



Grade-Specific Activities

In addition to the opportunities cited above families can fulfill some of their hours with the following grade-specific activities:

Kindergarten	Catholic Schools Week activities—Children’s Bingo, Open House
Grade 1	Catholic School Week teacher appreciation treats
Grade 2	First Reconciliation luncheon
Grade 3	First Communion reception
Grade 4	Grandparent’s Day
Grade 5	Breakfast with Santa
Grade 6	Teacher Appreciation luncheon
Grade 7	Graduation reception
Grade 8	Graduation breakfast

Monitoring and Record Keeping

Logging family service hours is based on an honor system. Each family is responsible for logging their own service hours in the notebook at the front desk. One parent is appointed by the School Board to monitor and record hours. Information in this central record is based on the sign-in sheets and the hours notebook, so the accuracy of record keeping is dependent on volunteer workers signing in accurately.

Confidentiality

Volunteers are requested to respect confidentiality while volunteering at the school. Information regarding individual students should remain confidential and should not be discussed with other parents.

Child Protection Clearance for Volunteers

If parents plan to perform service hours by working directly with the students in some capacity or if they plan to assist with field trips, parent volunteers must attend a mandatory child protection training program sponsored by the Archdiocese of Washington.

They must also undergo a criminal background check and have the results cleared. There will be no exceptions to the Archdiocese of Washington’s policy. For further information, please call the school office and/or visit the Archdiocese’s website: www.adw.org and see the information under the heading *Child Protection*.

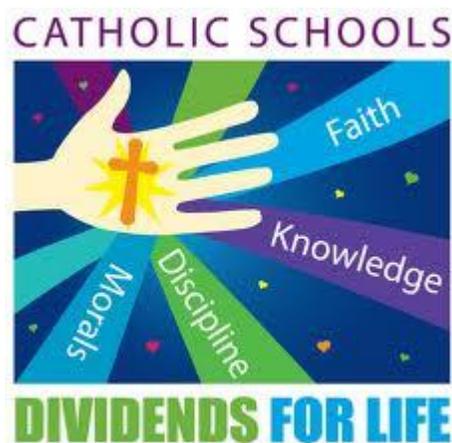


The State of Maryland and F.B.I. assess a charge for processing criminal history record checks. Checks or money orders must be payable to the Archdiocese of Washington (cash is not accepted). If this is an extreme hardship, please contact the school office. Along with this check, you will need an authorization which you can obtain from the school office.

Student Withdrawal

Please submit written notice to the school office as well as the classroom teacher with sufficient time in advance (at least two weeks) if you need to withdraw your child from the school. All fees must be paid and all books returned in order to have records transferred to other schools.

Payment of tuition and fees is both a legal and moral obligation. Once a student is registered, the family is expected to pay the full amount of tuition and fees. If a student starts the academic year but later withdraws for any reason, parents/guardians will be obligated to pay tuition based on the following scale; (a) withdrawal during the first week 25% of tuition is due (b) withdrawal during the second week 50% of tuition is due, (c) withdrawal after the second week 100% of tuition is due and payable to the school. Fees are nonrefundable. Special consideration may be given to families who must move away from the area during the school year for parent job-related reasons or other emergency situations.



SCHOOL POLICIES AND PROCEDURES

School Hours

School begins at 7:55 a.m. and dismissal is at 2:45 p.m. on full days and 12:15 p.m. on half days. Children may not be in the building before or after school unless escorted at all times by a teacher or parent.

It is very important that children arrive at school on time. All students should have a good breakfast before the beginning of each school day. Students must also be prepared for school with their completed homework and necessary school supplies with them.

Morning Drop-off

Parents may drop their children off in front of the building between 7:30 a.m. and 7:55 a.m. When the weather is cold or inclement students will either go to the cafeteria or gym to wait. There are parent volunteers (Early Birds) assisting with drop-off and supervising students beginning at 7:30 a.m. **For security reasons, it is critical that no child be dropped off before 7:30 a.m.** Parents do not need to walk their child to the classroom.

Afternoon Pickup

We must have the names of anyone who may pick up children on the student's emergency card. Children will not be allowed to go home with anyone unless the parent informs the school in writing. This is for the safety of our children.

Each family will be given a sign for carpool with the names and grades of students. This sign should be placed on windshield so that teachers can call the correct student to the car. This will speed up the dismissal process.

In addition, **students and parents may not walk across the carpool line.**

This is for their safety. If parents arrive early and park their cars so that they can come into the school building for a particular reason, they must wait for the completion of carpool line to return to their cars with their children.

Walking between moving cars or cars that are waiting in line for students is very dangerous. Instead parents can choose to have their children dismissed with the walkers at the side of the building.

It is essential that children be picked up promptly. The teachers who are on duty often have pressing professional or personal commitments after school. Therefore, children who are not picked up by the end of the carpool line (15 minutes after dismissal) will be sent to the After Care program. Parents who arrive after the end of the carpool line will need to park and come into the building to pick up the child in After Care. If children are taken to the After Care Program, parents will be charged. On days in which there is no After Care, parents will be charged a \$2 per minute late fee if students are not picked up on time.

Please Note: Maryland has child passenger safety laws. Essentially every child under 8 years old must ride in a booster seat or other appropriate child safety seat—unless the child is 4 feet, 9 inches or taller, or weighs more than 65 pounds. Additional details can be found at www.mdckiss.org.

Tardy

Late arrivals are disruptive to the entire class and make it difficult for the student to begin the day in an organized manner. School begins at 7:55 a.m. Students who arrive after 8:05 a.m. when morning



prayers begin are tardy and will need to check in at the front desk before going to their classroom. If a child is persistently late parents can expect to be notified by the principal.

Student Early Dismissal

Students may not leave the school grounds without the approval of the principal. Parents should send a note for early dismissal to the office. Parents must sign out students who need to leave early. Students may never wait outside to be picked up for an early dismissal. We strongly urge parents to schedule appointments for half days and holidays.

Absenteeism

If a child is going to be absent, parents must call or e-mail the school (office@smsmd.org) by 11:00 a.m. Homework can be picked up after the afternoon dismissal or you can make arrangements with the office to have it sent home with a sibling or friend. When students return to school, they need to bring a note from home or the doctor specifying type of illness or event. These notes will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The nurse should be notified of illnesses lasting more than two days. Contagious illnesses, such as strep throat, flu, pinkeye, or lice should be reported immediately to the school office.

If a child becomes sick at school or at home with a fever, the student should be fever-free for 24 hours before returning to school. If a child becomes sick prior to coming to school, parents are requested not send their child to school.

Missed assignments are the individual student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. When the older students return to school (Grades 4–8), it is the responsibility of the student to find out what assignments are missing and need to be completed. Students and parents can check the teachers' websites for further information about homework.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Archdiocesan School Attendance Policy:

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school)
2. Medical or dental appointments
3. Death in the student's immediate family
4. Necessity for a student to attend a judicial proceeding
5. Lawful suspension or exclusion from school by chief administrative officer
6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes

7. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence

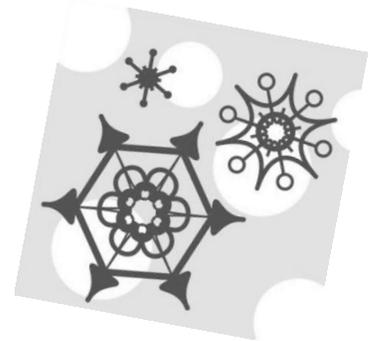
Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Inclement Weather

St. Martin's follows weather decisions made by Montgomery County Public Schools. Delayed openings, early dismissals, or school closings will be announced on TV, radio, and internet. If there is a delayed opening, Early Birds will begin 30 minutes before school starts.

In the event that Montgomery County Public Schools has a previously scheduled day off, the Archdiocese of Washington will make the announcement about delayed openings or school closings.

If there is a two-hour delay on a scheduled Half Day, school will begin at 9:55 a.m. and dismiss at 2:45 p.m.



Phone

Students are not allowed to call home except for emergencies. Forgotten homework or lunch is not an emergency. We want to encourage the children to be responsible.

Lunch

Lunch should be an enjoyable period with quiet conversation and good table manners. Each student and class at a table is responsible for the way the table is left. Students are expected to show respect to the parents who supervise the lunchroom and playground. When leaving the lunchroom, students are expected to line up and dismiss quietly and in good order. Students who continue to act in an inappropriate manner will be subject to loss of recess.

Please do not send in any glass containers or lift-up lid tins for lunch or snack. Food may not be eaten on the playground.

If you child has forgotten to bring a lunch:

- You can bring in a lunch; however, we ask that you try not to bring in fast food lunch
- The office can provide cheese/crackers, fruit snacks & applesauce
- The office can't give out hot lunch because orders are placed prior to that day

Communication

The teachers, staff, and principal are genuinely interested in your children. If at any time a conference with a member of the faculty is desired, write a note, call the office, or email the teacher. If you call the school office, your message will be forwarded to the teacher who will try to contact you within 24 hours. Please keep in mind that our teachers should not be disturbed before school, during class hours, lunchtime, on the playground, or during carpool dismissal.



Additionally, some of our teachers and staff have children in the school, so their home numbers are in the school directory. It is a school policy that the teachers' home phone numbers are not released to the school community. Please do not call teachers at home regarding-school related matters.

Please be sure that you are respectful when meeting with teachers. Please be mindful that we all have the students' interests at heart.

E-mail Communications

Parents' e-mail addresses are provided in the school directory as a convenience to facilitate communications among families. Please be mindful of the following expectations when sending e-mail to parents or teachers:

- Observe common courtesy in group e-mail messages. This is especially important in order to avoid misunderstandings since there is no benefit of eye contact or body language in e-mail communication
- Communicate with groups in positive ways. Do not engage in rumors or criticisms. If you feel a misunderstanding has occurred, stop the e-mail conversation and make a phone call or visit face-to-face
- Do not send mass advertisements or other solicitations in an effort to find customers who will buy your products or services
- Do not use e-mail to discuss or share confidential information unless it is a conversation between you and your child's teacher about your child

Addressing Concerns

The success of St. Martin's School depends on a joint effort and open communication by administrators, teachers, and parents, and child. Most common concerns will involve academics, the code of conduct, or the uniform code. To foster a fair and productive process for addressing and resolving concerns, please adhere to the following procedure.

Please don't let a concern fester. Please contact the teacher and set up an appointment to discuss any classroom concerns. For any general or policy matters, please contact the office, and if necessary an appointment will be set up with the principal.

Courtesy and respect are essential in conferences and in writing. We are all working toward the same goal for our children.

Resolving Grievances

In the event the above procedures do not resolve the issue, the following formal procedure has been established:

The parents should again communicate with the teacher involved, making sure that all involved understand the question or problem, and try once again to resolve the matter at the teacher level. Upon request by a parent for a conference, the teacher must respond within three days and schedule an appointment within 10 days unless unusual circumstances prevail. If the problem is of such a nature that the teacher is unable to resolve it satisfactorily, the parent or teacher should contact the principal. The principal has the responsibility to question the teacher involved. The principal will respond to any such request within three days and schedule an appointment within 10 days. When requested by parent or teacher, a conference can be held with the parent, teacher and principal in attendance. If the matter is still not resolved after these steps, it should be brought to the attention of the pastor. The pastor is the ultimate authority on all matters in the parish and will make final

decisions after hearing all sides of a particular issue. While the School Board may be informed of matters of policy, it is not the responsibility of the School Board to review grievances.

During this process, it may be helpful to write a letter with your concerns, with your signature and phone number so that you may be contacted. In committing these concerns in writing, you afford yourself the opportunity to clarify and organize the information, and you also provide the teacher, principal, or pastor the opportunity to make an intelligent, considered response. Be sure to keep a copy of the letter for yourself so all concerned know what is to be discussed.

Health

Please contact the school nurse (301-990-2441 x 228) at school if you have any questions or health concerns.

Health Screenings

The Maryland Health Department requires that children have all immunizations current in order to attend school. These records must be complete and returned to the school prior to the first day of classes.

Illness

If your child is ill when it is time for school, it is best that he/she stay home. Most childhood illnesses are over soon and no cause for worry. However, if the symptoms are severe or persist for more than 24 hours, you should contact your private source of medical care.



When your child is sick, keep him/her home from school. This not only benefits your child but other children and staff at school. **Children should be without fever for 24 hours before returning to school.**

Children sometimes use illness as an excuse to miss school. On the other hand, some children force themselves to go to school even though they are sick. Please be alert to your child's health and to decide when it is best to send him/her to school.

If your child is at school and complains of being sick or does not look well, we will contact you. It is important that you provide the school with current, up-to-date phone numbers in case it is necessary to contact you. Once you are called either by the school office or the nurse, we urge parents to please pick your child up promptly.

Some important signs of illness:

- | | |
|------------------------------|--|
| Temperature higher than 100° | Earache |
| Nausea or vomiting | Thick discharge from nose |
| Stomachache | Sore throat |
| Diarrhea | Rash or infection of the skin |
| Pale or flushed face | Red or pink eyes |
| Headache | Loss of appetite |
| Cough | Loss of energy or decrease in activity |



Medication

If students need to have medication during the school day, a form required by the State of Maryland and the Archdiocese needs to be filled out by a doctor. An unopened container of medicine needs to be provided. The school nurse will keep the medicine locked in the health room office. Only the nurse, principal, administrative assistant, or a health room parent who has received training for this

purpose may give the medication. The medication form is available on the school website or from the school office.

For your child's safety the school is not allowed to administer ANY form of medication unless we have received a medication form signed by the child's doctor. Therefore, if your child is prone to headaches, bad menstrual cramps, pain from braces, etc., please make sure to get the required forms and provide them with the medication needed. This will prevent having to call you every time your child requires medication.

Children MAY NOT carry or self-administer any medications including cough drops as per Maryland State law regardless of age or grade level.

Please make sure that the emergency card is up to date with ALL information. On the back side, make sure to note ALL medical concerns, whether they require medicine or not.

Medications should be picked up by a parent the last week of school, or the medication will be thrown away.

Tree Nut & Peanut Free Environment

St. Martin's is a tree nut and peanut free school environment. In order to avoid life-threatening allergic reactions, our school prohibits foods that contain tree nuts and peanuts of any kind listed in the ingredients. This includes (but is not limited to) peanut butter, hazelnut spreads, granola bars with nuts, and other whole nuts such as almonds. All lunches, snacks, and bake sale items must adhere to this policy. If a food is processed in a facility or on equipment that may contain nuts, but nuts are not listed in the ingredients, the food is allowed.



Uniform

Philosophy and Purpose

The school uniform, neatly and proudly worn, is perhaps the most universally recognized and traditional hallmark of Catholic elementary and high schools. A well-groomed, clean, and modest appearance is the essence of our uniform code. Our uniform identifies our students as members of St. Martin's Catholic School. A uniform code discourages competition in clothing and fashion and encourages students to seek recognition for excellence in academics, Christian work, and school activities. A uniform policy saves families time and money.

There is, however, more to the uniform code than simply wearing the prescribed uniform. It is impossible to foresee every trend in adolescent fashion. We need the support of parents to ensure that students arrive at school and remain neat and appropriate in their uniform attire. With the exception of tag days, (see below) properly wearing the school uniform is mandatory at all times during school hours. Students are required to arrive and depart from school in full uniform. While the school establishes the uniform policy and will take appropriate disciplinary action for violations, the parents are ultimately responsible for enforcing the policy on a daily basis.

School Uniform

Uniforms may be purchased from Flynn & O'Hara (Rockville). *If uniform items are purchased elsewhere, they need to match those from the uniform stores.* Used uniforms may also be purchased in our used uniform sales.

Basic Uniform Components

Boys Regular Uniform	<p>Short or long sleeve navy polo</p> <p>Khaki uniform slacks or khaki knee-length uniform walking shorts</p> <p>Brown or black belt with plain belt buckle (required for 3rd grade and up)</p> <p>Brown or tan dress or casual dress rubber sole (soft sole) shoes, style must be similar to oxford, loafer, boat, or buck.</p> <p>Tan, navy, white, or brown socks</p>
Boys School Mass	<p>White button-up collared dress shirt</p> <p>Navy vest</p> <p>Navy tie</p> <p>Khaki uniform slacks (no shorts)</p> <p>Brown or black belt with plain belt buckle (required for 3rd grade and up)</p> <p>Shoes and socks, same as above</p>
Girls Regular Uniform	<p>Short or long sleeve navy polo</p> <p>Khaki uniform slacks, khaki knee-length uniform walking shorts, skirt (Gr. 5-8), or jumper (Gr. PK-4) – All should be no shorter than 2” above the knee.</p> <p>Short athletic/bike shorts must be worn under jumpers and skirts and must be shorter than the skirt/jumper.</p> <p>Brown or black belt with plain belt buckle (required for 3rd grade and up) with slacks or shorts</p> <p>Brown or tan dress or casual dress rubber sole (soft sole) shoes, style must be similar to oxford, loafer, boat, or buck.</p> <p>Tan, navy, white, or brown socks or tights</p>
Girls School Mass	<p>White button-up collared dress shirt</p> <p>Navy vest with pants or skirt</p> <p>Khaki uniform slacks (no shorts), skirt, or jumper</p> <p>Brown or black belt with plain belt buckle (required for 3rd grade and up) with slacks</p> <p>Socks and shoes same as above</p>

Additional Information Regarding the Uniform

Physical Education: Athletic sneakers must be worn on P.E. days. The body of the shoe should be navy, black, white, gray, brown, or tan. Other colors on the trim or logo are permitted. On School Mass days, students should wear dress shoes to school and may bring sneakers for P.E. class.

Sweatshirt: Students may wear to class only the St. Martin’s School sweatshirt from the uniform company or the SMS zipper hoodie from the HSA. Middle school students have an option of a red Middle School hoodie from the HSA. Sweatshirts or hoodies may NOT be oversized. Hoodies must be zipped during class.

Sweater or Vest: Solid navy blue flat weave crew neck, cardigan or vest. No cable, ribbing, zippers, or designer logo. May not be oversized

Tucked Shirts: All shirts must be fully tucked in from the moment the student arrives at school until they depart the property for home.

Other Brands/Styles: Uniform items not purchased at Flynn and O’Hara must match in color, style, and material. Absolutely no low-rise, big pocket, cargo, or wide-leg pants allowed. The St. Martin’s School logo is optional on polo shirts. *No other logos may be worn.*

Haircuts: Trendy or radical hairstyles (e.g., sidewalls, Mohawks, other conspicuous cuts, or accessories) are not allowed. Each boy’s hair must be in a standard short cut, not longer than the top of the shirt collar or the top of the ears. Hair must be a natural color.

Jewelry: Only a cross or religious medal on a thin gold or silver chain is allowed. Only religious bracelets. No rings.
Earrings: No hoops or dangling earrings. One earring per ear. Boys are not allowed to wear earrings.

Makeup, Tattoos, Nail Polish: Makeup, tattoos, and colored nail polish are not allowed. Clear nail polish is acceptable.

Tag Days

Occasionally on designated days (tag days), students are allowed to attend school while out of uniform. However, a tag day does not negate the basic philosophy that attire must be clean, neat, modest, and without rips or tears. Clothing must not have offensive pictures or statements. Blouses/shirts must have sleeves or straps that are a minimum width of three-finger lengths (approximately 2 inches) and completely cover undergarments. If leggings are worn, the student’s shirt or skirt must be no shorter than 3” above the knee. Items that are never appropriate include: flip-flops, short skirts or shorts, pajamas, halter or crop tops (no exposed torsos—shirts must cover waist band of pants or skirts), trousers hanging off the hips, hats worn inside the building, etc. Parents will be called if students are not appropriately dressed. Students are allowed to wear tag day clothing on their birthday, unless it is a School Mass day. In that event, the child can wear tag day clothing on another day that week.

Safety and Security

Our first obligation to the children is to provide for their safety while they are in our care. An emergency plan has been developed by a committee of teachers and the principal working within guidelines provided by the Archdiocese of Washington. Faculty will continue to meet and upgrade the emergency plan as necessary. A safety manual is kept in the school office.

Visitors

All doors are locked during school hours. Parents and visitors to the building during school hours must ring the bell for admittance, sign in at the front desk and wear a badge for identification.

We request that if a child forgets something at home such as a lunch or school supplies, that parents leave the items at the school office. Please do not take the items directly to the classroom as this may disrupt the class.

Drills

Regular fire drills are held so the students know the procedure for evacuation of the building. Inclement weather drills are also held regularly.

Lockdowns

Procedures have been established for a lockdown of the school. In such cases, students may not leave the classroom until a parent or an approved adult comes for them. Teachers will take names of parents and walk students to waiting cars for emergency dismissals.



Crisis Evacuation

Our crisis evacuation plans include going to the Church if the need arises. Plans have also been put in place to remove students to City Hall Park, if we need to leave the property entirely. Emergency kits have been assembled for evacuation. Escape routes are posted in all rooms.

It is very important to keep your phone, cell phone, and e-mail information up-to-date in the office. We will use our e-mail notification program and/or the ADW messenger program to notify parents in case of an emergency. We will also use our website in to post pertinent information an emergency.

Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Martin's reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Martin's. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

Personal Safety Education Program

Ensuring a safe environment for our students is a top priority. In keeping with this commitment, we provide personal safety lessons for everyday adaptability, preparing students to recognize and avoid potentially dangerous situations. In alignment with our religion program, it emphasizes the dignity of every student, respect of self and others, and Catholic moral teachings.

Asbestos

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. These regulations assign schools many new responsibilities. Since St. Martin's School current building was built after October 1986, we have been notified that we do not have any asbestos within our environment.

Parent/Guardian Cooperation

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Martin's. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Martin's derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Martin's. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Martin's.

Cell Phones and Electronic Devices

Cell phones are normally not permitted in school. If parents feel it is necessary for their student (Middle School only) to have a phone, a special request must be placed in writing to the principal. Cell phones cannot be used during the school day for *any* reason (7:30 a.m.–3:15 p.m.) Permission must be obtained to use a cell phone after school hours from a teacher, After Care director, or the principal while the student is on school property or on a field trip.



Electronic music players are not allowed during the school day. A teacher may permit the use of an e-reader in class but never to browse the internet.

Internet usage on a phone, watch, or other device is not permitted at any time. If a student does not follow any of these rules, the device will be taken away and will not be returned until a parent meets with the principal. Additionally, St. Martin's is not responsible for lost or missing electronic devices.

Technology Policy

Technology shall be fully integrated into the curriculum as an essential instructional tool required for the education of all students. Students and parents annually will review and sign the Technology and Internet Usage Agreement as provided by the Catholics School Office:



Student Responsibilities When using any Technology Equipment, All Students:

- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a

BYOD initiative, all students:

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.
- Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including

any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

Parent/Guardian Acknowledgement

- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.
- Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Reminder: Parents are encouraged to carefully monitor their children's usage of the Internet at home as well as student usage of cell phones/texting to make sure students are not making derogatory comments about others. Cyberbullying and intimidation are not acceptable.

Publishing of Pictures and Videos

During enrollment, parents will be asked to give permission for their students' pictures from photographs and/or videos to appear on St. Martin's website, brochures or outside media (newspapers, including the *Catholic Standard*, *Our Parish Times*, *Washington Post*, etc., or television stations). Normally names are not used.



CONDUCT

A code of conduct is a hallmark of Catholic education. It is critical that the student, family, faculty and staff collectively understand and support an effective code of conduct. When enforced by a fair and consistent discipline policy, a code of conduct provides the foundation for a positive and productive learning environment. The purpose of our policy is to cultivate self-discipline and respect in each of our students.



All students are expected to uphold each other's dignity, particularly in light that we are all children of God. When unacceptable conduct occurs, attempts will be made to constructively and carefully correct the behavior and to teach the students to accept responsibility for their actions.

Disruptive or disrespectful behavior by students undermines the learning environment and limits the time that teachers have to devote to education. If you have questions or concerns, please contact your child's teacher.

Unacceptable Behavior

When it is necessary to give guidance or discipline a student for actions or behaviors that are not conducive to our school environment, teachers and staff at St. Martin's will always respect the dignity of the student. They will:

1. Never use corporal punishment or psychological abuse
2. Always use measures that are appropriate in light of the particular circumstances, the age of the student, the student's previous record, and the seriousness of the offense.

Discipline actions imposed for violations of the code of conduct are at the discretion of the staff, and may include, but are not necessarily limited to:

1. Loss or reduction of credit for late, missing, or substandard work
2. Detention
3. In-school or out-of-school suspension, with the agreement of the principal
4. Confiscation of non-uniform accessories or unauthorized items. Items will be returned to the parents upon meeting with the principal. (Such items are—but not limited to—the following: cell phones, MP3 players, electronic games, etc.)
5. Mandatory parent conferences
6. Expulsion, with the concurrence of the principal and superintendent

Students with frequent or serious discipline problems may require support services or guidance beyond the resources available at St. Martin's. In such cases, and at the discretion of the school, students may not be accepted for the next academic year.

Given the range of activities that characterize a typical school day or year, it is impossible to delineate all behaviors that may be inconsistent with our code of conduct. The following list outlines areas where experience has shown the need for a clear understanding of behaviors that are considered inappropriate and sanctions that will be imposed for them.

Minor Infractions

Parents will be notified of any behavior that is unacceptable but not so serious as to merit a detention. If a Conduct Referral is sent home, please sign and return the form to school. We request that parents take appropriate action at home to discourage repetition of this behavior.

More Serious or Repeat Infractions and Detention

Serious or habitual misbehavior will result in a detention. If a detention form is sent home, please sign and return the form so that the teacher knows that the parent was notified. Detention is held under a teacher's supervision on Wednesdays after school from 2:45–3:45. Students will be assigned activities appropriate to their age and ability during this time. A detention may affect eligibility for honors recognition and/or special activities such as the patrol picnic, field trips, and the TV News Program. The following inappropriate behavior will earn detention:

- Failure to follow the stated rules and procedures of individual classes
- Defiance of authority or disrespectful behavior
- Minor altercations in hallways, restrooms, lunchroom, or playground
- Ridiculing or making demeaning remarks about another student or staff member
- Classroom disruptions (e.g., calling out, walking out of or around the classroom)
- Lack of respect and courtesy to adults and visitors
- Use of unacceptable language in verbal, written, or gesture form
- Lying
- Cheating
- Throwing objects such as rocks, sticks, mulch, or snowballs
- Unauthorized presence in the school building or other parish facilities
- Leaving classes, clubs, or After Care without permission
- Improper use of playground or other equipment
- Food and drinks outside the lunchroom, unless approved by the teacher at special activities
- Rough play on the playground
- Abuse of the school building or facilities
- Bullying and intimidation of other students
- Theft
- Not following the technology policy
- Continued or habitual improper wearing of the school uniform
- Any other behavior that is incompatible with what is expected of a Catholic school student or that would endanger the welfare or the reputation of the school community.

Suspensions

For extremely serious misbehavior or for a second or any subsequent detentions, the principal will contact the parents and there will be a mandatory conference with the student, parents, and principal. Suspension may be in school or out of school, at the discretion of the principal. Students may lose credit for work missed during a suspension. Behaviors that may warrant suspension are:

- Fighting
- Abuse towards a teacher, staff member, or another student
- Leaving the school grounds without permission
- Cheating
- Obscene or harassing language or actions directed toward teachers, staff, or students
- Display of romantic affection between students.
- Any behavior that threatens the safety or well-being of any other student or staff

Expulsion

Policies of the Archdiocese of Washington stipulate that certain behaviors will result in expulsion. These include:

- Arson or false fire alarms
- Assault and battery of a student or staff member
- Chronic disruption of the learning process
- Harassing or intimidating other students
- Using the Internet or any form of technology (at school or at home) to make derogatory comments about St. Martin's or another school within the Archdiocese, other students, or members of the faculty
- Participation in or inciting a school disruption
- Possession or use of alcohol, drugs, or tobacco
- Robbery, theft, trespassing, or vandalism
- Use or possession of knives, firearms, or other weapons
- Igniting matches in the school when not part of the instructional program
- Possession or distribution of pornographic material.
- Immoral or illegal behavior that is detrimental to the reputation of the school



Bullying

Bullying is when someone repeatedly and intentionally causes harm to another person who feels helpless to respond.

Physical bullying:

- Hitting, kicking, or pushing someone...or even just threatening to do it
- Stealing, hiding or ruining someone's things
- Making someone do things he or she doesn't want to do

Verbal bullying:

- Name-calling
- Teasing
- Insulting

Relationship bullying:

- Refusing to talk to someone
- Spreading lies or rumors about someone
- Making someone feel left out or rejected



Prevention Programming

As a Catholic school, St. Martin's believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Martin's is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's

review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.



St. Martin's in its early years

GLOSSARY

Angel Fund: Fund maintained by the school for emergency use in support of school families and/or families in the community that are in crisis. Money from monthly bake sales is deposited into this fund.

Back to School Night: A night in September when teachers will briefly explain their goals for the year, the subjects covered, the texts books and resources that will be used, as well as their homework policy, and other relevant information. This is an evening for parents, not students.

Boy Scouts: Program for boys in Grades 5–8. Troop 926 is chartered at St. Martin’s.

Catholic Schools Week: A week-long celebration sponsored by the National Catholic Educational Association. Open House is held during this week for new families interested in St. Martin’s School.

Conferences: Meeting held each November with teachers, parents, and students (in Grades 3–8). Teachers discuss the first quarter report card during this meeting.

Cub Scouts: Program for boys in Grades 1–5. Pack 926 is chartered at St. Martin’s.

Bake Sale: School day when desserts made by parents of a designated grade are sold to students during lunch. Proceeds from the sale go to our Angel Fund.

Detention Slip: Slip detailing inappropriate behavior warranting student’s detention to be signed by parents and returned by student at detention. Detentions are held on Wednesday as needed.

Development: Activities coordinated by the Development Committee to foster ties with school alumni, friends, business, and community.

Early Birds: Volunteer parents who watch students prior to the start of the school day (from 7:30 to 8:00 a.m.).

Field Day: One day in June when students enjoy the Summit Hall Farm Park pool and putt-putt golf course.

Fundraising: Activities coordinated by the HSA and the school parents to supplement school costs. Examples include: Bingo and the Annual Dinner/Dance & Auction, etc.

Girl Scouts: Program for girls in Grades K–8. There are several troop levels at St. Martin’s.

Half-day: School is dismissed at 12:15 p.m.

Kiddie Mail: Any communication sent home with the youngest member of the family. Parents can use this means to send information to other parents. A parent envelope is sent home via kiddie mail every Monday (or the first day of the school week). When addressing an item for kiddie mail, please put the name of the person the mail is for, c/o the child and the grade level. The weekly newsletter and monthly calendar are emailed to parents on Mondays.

Tag Day: School day when students do not have to wear the school uniform. School-appropriate clothing must be worn. Students are allowed to wear tag-day clothing on their birthday, unless their birthday falls on a School Mass day—then the student can have a tag day on another day that week.



St. Martin's School

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Fax 301-990-2688
<http://www.smsmd.org>

Student/Parent Contract

All St. Martin's students are required to sign and return the Student Contract each fall. We ask that parents read over this contract with their children and help them to understand the meaning of each point. A copy of the student contract is included here for your reference. Parents are also asked to sign a contract that states that they have read the Handbook and that they agree to follow the guidelines set forth.

As a student of St. Martin's School, I understand that my behavior is an example to the whole community. I will therefore always behave in a courteous, Christian manner.

I will show reverence for God and all things we use in our worship and prayer. I will behave in a very respectful manner when I am in the church building because I recognize the presence of Jesus in the Eucharist.

I will show respect for my parents, teachers and other adults who work with me at school and play.

I will be friendly and kind to the other students with whom I share the day. I will respect their right to be treated fairly.

I will practice good manners in everything I do in the classroom, cafeteria, playground, and at Scouts and sports events.

I will be a good sport, celebrating the wins of others as well as my own successes.

My language, spoken and written, will always be truthful and clean. I will avoid rumors and gossip about others.

I will accept the consequences of my own mistakes without excuses and will forgive the mistakes of others.

I will wear the school uniform, as stated in the guidelines, with pride in being a member of the St. Martin's School community.

I will fulfill the responsibilities of my classes, doing homework assigned, and try my very best.

I will always try to help and protect those who have greater needs than I and will be generous with my time and talent.