

Parent and Student Handbook

SMS Policies



Saint Martha School

*214 Brainard Road
Enfield, Connecticut
2019-2020*

Dear Parents/Guardians and Students,

Welcome to Saint Martha School for the 2019-2020 school year. Saint Martha School offers a safe and loving environment that reinforces our student's Catholic values being taught at home. Students learn to help their neighbors, be kind, patient, and responsible members of our community – to imitate Christ in all they do.

My mission as Principal is to continue to create and cultivate an environment in which the Faith life of the students is strengthened, supported, nourished, and nurtured. I intend to accomplish this through frequent reflection of the gospel message, prayer experiences, opportunities for the students to plan and participate in the liturgy, and opportunities to carry out Christian acts of service. In addition, I will maintain the excellent academic program that Saint Martha School has become known for. The faculty and I will work toward meeting the individual needs of each child providing opportunities for each child to succeed in a learning atmosphere characterized by understanding and structure.

Saint Martha School is an exceptional school as noted by its National Blue Ribbon School stature. This prestigious award recognizes academically high performing schools. In receiving this honor, our school became one of only fifty private and parochial schools and 254 public schools nationwide to be so designated by the United States Department of Education.

In the Parent/Student Handbook, the policies of Saint Martha School and the Archdiocese of Hartford, Office of Catholic Schools will be found for the school year 2019-2020. Please read this document carefully and review the policies with your children. The attached agreement, which states that you intend to abide by the policies in the handbook, needs to be signed, and returned to school.

Saint Martha School is a place for children to learn, to laugh, to pray, to grow, to make mistakes, and to accomplish wonderful things. I am proud of Saint Martha School and look forward to this upcoming year.

Warmly,

Mrs. Chrisie Gonzalez – Principal, Saint Martha School

Dear Parents/Guardians,

Another exciting school year has begun!!

We are privileged that you entrust Saint Martha School with the responsibility of educating your child. Part of that responsibility is to ensure clarity in all aspects of communication between home and school. To that end, we are providing you with the Parent/Student Handbook and school policies. Your responsibility is to read through the entire handbook for understanding. Please contact the school office with questions regarding anything you do not understand.

Our cooperation will make your child's experience formative and fulfilling.

Thank you again for your choice of Saint Martha School.

Sincerely,

Reverend Robert Villa
Pastor and School Administrator

**Address: Saint Martha School
214 Brainard Road
Enfield, CT 06082**

**Office Phone: 860 745-3833
Office Hours: M - F 7:30 A.M. - 3:30 P.M.
Fax Number: 860 745-3329**

Office Contact Email: sms.secretary@yahoo.com

Saint Martha School Mission:

Saint Martha School is a Catholic school dedicated to ensuring our students receive a strong academic curriculum in a Christ-centered atmosphere. We strive to help our pupils develop a spiritual relationship with God that is manifested through prayer, service, and an awareness that we are all part of the family of God.

History of Saint Martha School

In 1961, the north Thompsonville section of Enfield was developing quickly with an influx of young Catholic families. The Mother Church, St. Patrick Church, was overpopulated. At that time, Archbishop O'Brien decided that the north corner of Enfield needed its own parish. The new parish was founded and named after Saint Martha of Bethany, the sister of Mary and Lazarus. The Reverend John B. O'Connell was appointed pastor. Father O'Connell was a staunch believer in Catholic education. Father O'Connell convinced Archbishop O'Brien of the feasibility of a church and school. On December 15, 1962, ground breaking ceremonies for the new church and school were held. On September 5, 1963, St. Martha School opened its doors for the first time. Eight classrooms (one kindergarten, two third grades, two fourth grades, one fifth grade, one sixth grade, and one seventh grade) made up the first year enrollment.

With more families having two working parents, Saint Martha School created and opened an extended day program to provide quality before and after-school care for its students called The Caring Corner.

Saint Martha School is a National Blue Ribbon School.

Saint Martha School is accredited by the New England Association of Schools and Colleges, Inc.

Vision Statement of the Archdiocese for Catholic Schools

The fundamental purpose of Catholic schools is to advance the educational mission of the Church

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; recognize and appreciate parents as the primary educators of their children.

Accreditation/Distinctions

Saint Martha School is accredited by the New England Association of Schools and Colleges. Saint Martha School received a 2010 Blue Ribbon Award from the U.S. Department of Education.

Admission Policy

Saint Martha School admits qualified students of any color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Saint Martha School. Saint Martha School does not discriminate on the basis of race, color, ancestry, national and ethnic origin, or sex in the admission of educational policies, admission policies, and scholarship and loan programs. Students wishing to apply for admission to Saint Martha School will be given an age-appropriate placement test to evaluate their readiness and ability to succeed at Saint Martha School. The parent/guardian must arrange for a copy of the student's school records to be provided to the Principal and administration for review, and sign an authorization allowing the Principal or administration of Saint Martha School to contact the administrators and faculty of the student's former school(s). If there is an opening in the grade for which the student is applying, the decision to accept the student will be based on the results of the placement test, the review of transferred records, and discussion with the previous school administrator and faculty. The Principal and Pastor have sole discretion in determining the acceptance of any student into Saint Martha School. The Principal and Pastor may convene an admissions committee as necessary for admission recommendation. Admission prior to starting may be withdrawn at the discretion of the Pastor and Principal. Prior to admission, the parent/guardian must supply a copy of the student's birth certificate and health records. Note that in order to be considered for Kindergarten admission, the student must be 5 years of age by December 31st of the current school year. Newly enrolled students are admitted on a probationary period extending throughout the first full trimester. Students will be considered fully enrolled in Saint Martha School upon completion of the full trimester barring any communication from Saint Martha School stating otherwise. Students will be admitted on a yearly basis. Each student's academic and disciplinary record will be reviewed each year to determine re-admission. Students with special needs will be given the same consideration as all applicants. However, prior to admitting a student with diagnosed special needs, Saint Martha School shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child will be considered on an individual basis. All students must have required immunizations prior to being allowed to attend Saint Martha School unless exempted by law. The Saint Martha School Pre-Kindergarten begins the educational process of a child at Saint Martha School. Registration will be announced in January/February to the school community, the parish, and the general public. Enrollment will not be denied because of gender, race, creed, or ethnicity. Students who register by March 31st for the upcoming school year may be admitted to grades K-8 based on the following priorities:

1. Sibling(s) of Saint Martha School students
2. Children of parishioners of Saint Martha Parish attending our preschool
3. Parishioners of Saint Martha Parish
4. Non-parishioner children attending our preschool
5. Registered Catholics from other parishes
6. All others in order of registration

*The final decision regarding admission lies with the Pastor and the Principal of Saint Martha School.

Student Behavior

All students are expected to behave in a manner that is conducive to learning and that fosters a Christian environment. With that in mind, students must:

- respect and obey the authority of administrators, teachers, and staff members;
- be honest with and courteous to all members of the school community;
- use only appropriate language and actions towards one another;
- walk quietly and in an orderly manner in the building at all times;
- eat food only at designated times and places;
- follow the school dress code and grooming policies;
- deliver all school-related notices and letters given to them to their parents/guardians;
- **cell phones must be in the OFF position and in the students backpack at all times during school hours (Smart Watches are not to be worn during school).**
- Students must remain on the school property until dismissed or given permission to leave. Following dismissal, students must be under the supervision of faculty or staff in order to remain on school property.
- be aware that they may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

In addition, students must not:

- bring toys, candy, gum, white out, or any items deemed inappropriate for in-school by administration, faculty, or staff;
- sell items in school, on school grounds, or on the bus - this includes candy, personal items or fundraisers of any kind;
- use electronic devices (including cell phones, Smart Watches, portable game systems, etc.) during the school day.

If a student brings any of the above items to school or is selling any items, the items will be taken away and the student's parents/guardians will be notified immediately.

Disciplinary Measures

All students are responsible for their actions and are expected to control their behavior so that learning can take place. **All discipline will first be handled by the respective classroom teacher(s) before the Principal is involved.** This includes while at school, on school grounds, on the school bus or at any school sponsored event. Conduct whether inside or outside the school, that is detrimental to the reputation of Saint Martha School, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from school. **Discipline reports will be maintained in the school's database throughout the duration of the student's enrollment at Saint Martha School.**

Demerit – If warranted a student will be given a demerit slip to be signed by a parent or guardian and returned to school. After a student receives their third demerit they will be required to serve a detention.

Detention - Detention is held after school hours on Tuesdays for Grades K-8. If a student receives a detention, the teacher who assigned the detention will contact the student's parents via the family email address in EduConnect. Students who have transportation issues may go to the Extended Day program following an assigned detention (a fee will apply). Lack of transportation is not grounds for changing the time to serve a detention. Behaviors that warrant a detention include, but are not limited to, the following:

- Cell Phones not in backpacks
- Disrespectfulness
- Disruptive behavior
- Failure to obey school rules
- Disregard for dress code/grooming
- Cheating
- Plagiarism
- Forgery
- Spitting
- Biting
- Chewing gum
- Foul language
- Obscene gestures
- Throwing objects
- Use of Smart Watch
- Use of a Cell Phone
- Placing hands on another person
- Any inappropriate behavior

If a student receives three detentions for behavior (not homework), he/she will be suspended at the next infraction.

Suspension - When a student is suspended, he/she is excluded from classes while he/she serves his/her suspension. Suspension may be "in school" or "out of school" as defined below:

In-School Suspension

A student serving an in-school suspension will be separated from his/her classes. During the suspension, the student will be required to complete all school assignments and take any tests scheduled for the day of the suspension and the days following.

Out-of-School Suspension

A student serving an out-of-school suspension is expected to be at home under adult supervision. The student is responsible for obtaining missed class work and homework assignments at the end of each day. All make-up assignments must be completed and handed in on the next school day. All tests missed will be made up upon the student's return.

Suspensions (continued) - Both in-school and out-of-school suspensions automatically exclude a student from any and all extracurricular activities (i.e. sports, clubs, trips, dances, and special activities sponsored by the school or by the Home & School Association) for a minimum of seven school days beginning with the day the suspension is issued to the student. Both In-School and Out-of-School suspensions will affect student's eligibility for membership in academic clubs as well as making Honor Roll (See grading policies). The Principal has sole discretion on determining when a student may resume extracurricular activities after those seven days. If a student is suspended; a hearing with the Pastor, Principal and/or a disciplinary committee may be called to decide if further disciplinary action is warranted. The school retains the right, in its discretion, to determine what further disciplinary action is appropriate including, but not limited to, continued suspension, expulsion or non-re-admission.

Expulsion - Expulsion is the immediate, permanent dismissal of a student from Saint Martha School. If a student is suspended two times and then commits an infraction that warrants a third suspension, the student will be in jeopardy of being expelled from Saint Martha School. Expulsion can also be the result of a single, serious infraction of school policy. The decision to expel a student is made by the Principal, in conjunction with the Pastor and any staff member involved with the situation.

Parents will be required to meet with all parties involved before the Diocesan Superintendent is informed of the expulsion. Full payment of tuition is expected even if a student has been expelled.

Behaviors that Warrant Suspension or Expulsion – Behaviors that indicate willful disobedience, open and persistent defiance of proper authority, or that are harmful to the welfare, safety or morals of the student body, are cause for suspension or expulsion. Behaviors that warrant suspension or expulsion include, but are not limited to, the following:

- Fighting
- Possession or use of drugs/alcohol/tobacco products
- Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student
- Insubordination
- Leaving school grounds without permission
- Theft
- Bullying, including cyber bullying
- Cyberbullying
- Verbal or Physical Assault
- Misuse of computer, Ipads, Chrome Books
- Sexual harassment
- Physically threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property*
- Willful destruction or defacing of another’s property*
- Extortion
- Suspension from Bus
- Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, and firearms)
- Being involved in any incidents related to pornography or other inappropriate behavior
- Truancy
- Repeated offenses of infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, or website postings

*If a student willfully or negligently destroys any property, his/her parents/guardians will be required to pay for repairs to, or replacement of, the property.

Bullying

Bullying is a serious matter and is prohibited in all Catholic Schools of the Archdiocese. It will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of, “Love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws, was signed into law by Governor Dannel Malloy on July 13, 2011, after clearing the Connecticut General Assembly with unanimous approval.

The new law takes comprehensive steps to prevent bullying and ensure every child the right to learn without fear of teasing, humiliation or assault.

The Law states:

"Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group.

Reporting Bullying

In a cooperative effort to prevent and eliminate the occurrence of bullying, all students, parents, guardians, faculty, and staff who observe or become aware of acts of bullying **must take immediate and appropriate** steps to report these acts to the school administration for further investigation. When a faculty or staff member observes or becomes aware of an act of bullying every effort will be taken to intervene. This intervention will be followed by a written referral to the school administration. Students and parents/guardians may report acts of bullying anonymously. All reports should be submitted in writing to the school administration in a **timely fashion**. All reports will be thoroughly investigated. The investigation may include interviews with students, parents/guardians and school staff, review of records, and identification of parent/guardian and family issues.

Consequences for Bullying

If it is concluded that an act of bullying has occurred, the parents or guardians of the student(s) who have committed such acts, and the parents or guardians of the student(s) against whom such acts were directed will be notified in writing. Consequences for students who bully others will depend on the results of the investigation and may include a parent conference, professional counseling, detention, suspension, or expulsion. If warranted, implementation of a safety plan, restricted supervision of students, or support from law enforcement agencies may be sought.

Search - It is the right and responsibility of the administration to conduct a search of a student's desk, locker, or personal belongings at any time, at its sole discretion, if there is reasonable cause for such a search. Upon reasonable suspicion of inappropriate activity that may subject a student of any level of discipline, or in the interest of safety of students and staff, the Principal and/or her designee, may search students' desks, lockers, personal belongings, and anything brought onto school property, including but not limited to, backpacks, handbags, clothing, cell phones, or other electronic devices and the content within such devices as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

Parents/Guardians – Parents/guardians are held to the same standards as students with regard to respect for the Principal, teachers, and staff. Enrollment of a student in Saint Martha School implies a partnership between the school and the parent/guardian. If the partnership breaks down, parents can be required to withdraw the student from Saint Martha School. Parents are expected to comply with the school rules and policies and to accept, support and respect the authority of the Principal, Pastor, teachers and school personnel. Parents are not allowed access to academic, disciplinary, health, financial, or other records of another child. Just as a parent can withdraw a student from the school if desired, the school has the right to terminate the enrollment a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Cafeteria and Recess Policies

Cafeteria Policies

- Proper etiquette should be used at all times in the cafeteria.
- Upon entering the cafeteria, all students should go to their seats
- Students buying hot lunch will be called by grade to line up and wait for their turn to buy lunch.
- Parents are not allowed to bring in special meals, such as McDonald's or Subway, for their children.
- Students should walk slowly, keep their hands to themselves, have quiet conversation, and use cafeteria supplies properly.
- If a student needs something, he/she should raise their hand and a lunch parent or staff member will assist them.
- Students must ask permission to use the restroom or get a drink of water from the water fountain.
- The cafeteria lights will be turned off five minutes before the end of each lunch period. Students must stop talking at this time and remain quiet until they are outside for recess.
- Each student is responsible for cleaning up his/her trash.
- Students will be dismissed table by table by the teacher on duty.
- If there is inclement weather, recess will be held in the classrooms and students may engage in quiet classroom games and activities.

Lunch/Recess Schedule

11:40 – 12:10	Preschool	Lunch in classroom
11:40 – 12:10	K – 3	Lunch in Cafeteria
12:10 – 12:35	K-3	Recess
12:10 – 12:35	4-8	Lunch in Cafeteria
12:35 – 12:55	4-8	Recess

If there is inclement weather, recess will be held in the classrooms and students may engage in quiet classroom games and activities.

Recess Policies

- Students must walk to the play area.
- Students should place lunchboxes to the side of the doors of the building, without blocking the doorways.
- Reckless running is not allowed.
- Students should keep their hands to themselves – no pushing, pulling, shoving, grabbing, etc.
- If a student does not want to participate in an organized game, he/she should stay away from the organized game areas and stand, talk, read a book, or use a sketch pad, or play on their own or with others who are not participating.
- Students are allowed use of the playscape and basketball court on determined days by grade.
- Students must stay away from the parked cars and dumpsters.
- Students may not pick flowers or grass or play in the dirt.
- Students should be careful not to ruin their uniforms by falling on the ground on purpose.
- Students must not play in puddles or on ice patches. Students must not pick up or kick ice or snow.
- Students must not leave the playground for any reason (including retrieving a ball).
- If a student needs to use the bathroom or see the nurse, he/she must speak to the teacher on duty to be allowed into the school
- Jumping rope is allowed as long as students remain in place and out of the way of ball games.
- Electronic games and trading cards are not allowed in school or on the playground.
- UPPER WING: Students in grades 4 & 5 may play together during recess. Students in grades 6, 7, 8 may play together during recess.
- Sidewalk chalk (no chalk of any kind) is to be used on the hard top in the fenced in basketball court.

Field Trips

Field Trips are a privilege for students who have cooperated during the school year. If a child is not permitted to attend a field trip due to any reason, the student must still come to school on the day of the field trip. Students can expect to go on one or two field trips during the school year.

- A permission slip with information regarding the field trip such as, date, time, and location will be sent home to be signed by a parent/guardian and returned to the student's teacher.
- If necessary, teachers will assign a parent/guardian chaperone to each group of students. The number of chaperones and size of each group depends on the age of the students and the nature of the field trip. Chaperones will be given information regarding their responsibilities on the trip and are accountable to the classroom teacher.
- While on a field trip, students are expected to follow all applicable school rules.
- If a student has any health problems or medical needs that may be an issue during a field trip, the student's parent/guardian should consult with the School Nurse prior to the field trip.
- A student who has a documented history of behavior problems in class may not be allowed to participate in the field trip unless he/she is chaperoned by his/her parent.

Extra-Curricular Activities

Director/Coach Responsibilities – While participating in an extra-curricular activity, students are under the direct care of the adults in charge of the activity. The adult director or coach of an activity is responsible for student supervision while the activity is in progress.

Student Participant Responsibilities - The responsibilities of students participating in an extra-curricular activity are as follows:

- Once a commitment is made to a program, a student is expected to fulfill that commitment for the entire season, activity, or school year.
- If a student receives an "F" or an "Unsatisfactory" on his/her progress report or report card, he/she will be excluded from the activity for three weeks. If the student participates in a sport, he/she will be excluded from practices as well as games for three weeks. At the end of the three weeks, a re-evaluation will take place and a decision will be made as to whether or not the student may resume the activity.
- If a student is absent from school, he/she cannot participate in any school-related activity (practice, game, dance, etc.) after school that day.
- While participating in an extra-curricular activity, students are expected to follow all applicable school rules and demonstrate good sportsmanship. Any conduct violating these rules, or demonstrating poor sportsmanship, may be cause for immediate removal from a sport or extra-curricular activity.
- Homework must be completed and passed in on time. Participation in extra-curricular activities is NOT an excuse for not completing assignments.

Parent/Guardian Responsibilities - The responsibilities of the parents/guardians of students participating in an extra-curricular activity are as follows:

- Parents/guardians are responsible for transportation to and from the activity if applicable.
- Parents must ensure that students attend practices and games faithfully.
- As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or during their participation in school-sponsored events away from the school premises. Any medical bills or injury claims should be referred to the family's health coverage that is in place for that student.
- Parents are expected to set examples at sporting events or extra-curricular activities. Parents must demonstrate good conduct or good sportsmanship at all events and games, or there may be cause for immediate removal from a sport or extra-curricular activity.

Bus Transportation Rules

Riding the bus to and from school is a privilege, and proper behavior on the bus is essential to ensure the safety of all students.

Students are obliged to follow the rules governing bus conduct as outlined by the Town of Enfield Board policy No. 5114:

- Students shall at all times be courteous to the bus driver and follow his/her instructions.
- The driver is in charge of the bus and all the students riding on it.
- No student may ride on a bus other than the one to which he or she is assigned.
- Students must not stand on the traveled portion of the highway while awaiting the bus.
- Students should get on/off the bus only when the bus is fully stopped.
- Students must take a seat when they enter and remain seated while the bus is in motion.
- Students shall enter or leave the bus only at the front door except in cases of emergency.
- When entering or leaving the bus, students should avoid crowding or in any way disturbing others.
- If a student must cross the street to get on or off, he or she must cross in front of the bus.
- The bus will not proceed until the student is safely off the traveled portion of the street.
- Students must not at any time extend their arms or heads out of the bus windows.
- Students shall assist in keeping the bus clean and orderly.
- Papers or other objects may not be thrown on the bus or out of the windows.
- Students are to refrain from causing a disturbance which may distract the bus driver from proper and safe operation of the school bus.
- Students who have violated any of the above regulations, shall, when so instructed by the driver, report promptly to the principal.

Violations of the above rules will be handled in the following manner:

- First Offense – warning to student and notification of parents. If the violation is of a serious nature, the student may be suspended from the bus for not more than 5 school days.
- Second Offense – the student may be denied the privilege of using the public school transportation system for a period not to exceed 10 school days.
- Third Offense – the student may be denied school bus privileges for the balance of the school year or any part thereof.

If a student loses his/her privilege to ride the school bus, either temporarily or permanently, the parents/guardians will assume responsibility for providing transportation to and from school.

As of September, 2007, only children who are eligible to ride the bus (Kindergarten – 8th Grade Enfield Town Residents) may ride the bus. Other students will not be allowed.

Uniform Policy

Students must follow the dress code daily, except on designated dress down days (see Dress Down Day Guidelines). **If a student violates the dress code, he/she will be given a dress code violation slip to be signed by a parent and returned to the student's teacher. The next dress code violation will result in a detention.**

Uniform Company's Used by Saint Martha School:

Blakes Uniform Co. 1205 Parker Street, Springfield, MA (413-782-4123)

Dennis Uniform Co. 500 Boston Post Rd. Ste 6, Orange, CT (203) 795-5457

ALL ITEMS (EXCEPT SOCKS, BELTS, AND SHOES) MUST BE PURCHASED FROM BLAKE'S UNIFORM CO. or DENNIS UNIFORM CO.

Preschool – Girls & Boys :

Red Saint Martha Logo Gym Shirt

Black Saint Martha Logo Gym Sweatpants/shorts

Black or white socks

Sneakers

Please label all clothing, backpacks, lunchboxes, Etc..., with your child's full name.

Preschool Gym – Girls & Boys:

Same Uniform

Sneakers



Grades Kindergarten – 8th Grade

GIRLS

- Red plaid skirt (skort must be at least knee length). **Skort is required for Monday/First Friday Mass** and Class picture taken in September.
- **Red, yellow, white** polo shirt, long or short sleeve – **shirt must be tucked in**
- Solid dark-green sweater (cardigan, pullover V-neck, or V-neck sweater) or SMS grey/red uniform sweatshirt (when needed)
- Tights or knee high socks are required November through April – Hunter Green or White
- Black leather dress lace up shoes or Mary-Jane shoes;
No sneakers, slip-ons, loafers, topsiders, open toe shoes

Fall/Spring Option (September, October, May, June):

- Khaki shorts w/ brown or black belt (Blakes/Dennis) – Belt must be worn daily
- Short sleeve **red, yellow, white** polo w/logo – shirt must be tucked in
- Solid plain black or white crew socks (socks must cover ankles) or Hunter Green or White knee high socks

Winter Option (November – April):

- Khaki pants w/ brown or black belt (Blakes/Dennis) – Belt must be worn
- Long sleeve polo shirt - must be tucked in
- Solid plain black or white crew socks



BOYS

- Khaki dress pants with belt (Blakes/Dennis) – Belt must be worn daily
- **Red, yellow, white** long or short sleeve polo shirt w/logo – **shirt must be tucked in**
- Solid dark-green sweater (cardigan, pullover V-neck, or V-neck sweater) or SMS grey/red uniform sweatshirt (when needed)
- Solid black or solid plain white crew socks
- Black leather dress **lace up shoes** (no topsiders/slip-ons/sneakers/loafers/docksiders)

Fall/Spring Option (September, October, May, June):

- Khaki shorts w/ brown or black belt (Blakes/Dennis) – Belt must be worn daily
- Short sleeve **red, yellow, white** polo w/logo – shirt must be tucked in



Gym Uniform Girls & Boys (worn to school on Gym day):

- SMS logo black shorts- No stripes – solid black- (**Shorts must be at least knee length**)
- SMS logo red t-shirt (8th Graders can wear class shirt)
- SMS logo black sweatpants (must be worn Nov.-April) – No stripes, no embellishments – solid black
- Leggings, Joggers, or yoga pants **CANNOT** be worn
- Solid black or plain white crew socks
- Sneakers

Attention: Students are not permitted to wear non SMS uniform sweatshirts during school. They will be required to remove them upon entry to classrooms to be hung up or stored in their backpacks until dismissal. Please make sure to send your child to school with an SMS uniform sweatshirt or uniform sweater as temperatures in classrooms fluctuate throughout the school year.

Please NOTE: The yellow polo shirt option will be removed from the school uniform options available at Blakes and Dennis Uniform. Students who currently own yellow polo shirts will still be able to wear them for 2019-2020 and 2020-2021 school years.

Please make sure to label all clothing, especially uniform pieces with your child's full name.

Additional Policies & Dress Down Day Guidelines

- No make-up, nail polish, or artificial nails are allowed to be worn to school.
- **Only the following jewelry is allowed:** one watch or bracelet, one ring, one thin chain necklace with or without a cross, one pair of post earrings (all other jewelry must be removed).
- **Smart Watches are not allowed to be worn to school at any time**
- Boys are not allowed to wear earrings.
- Body-piercings are not allowed.
- Hair must be neat, clean, and well cut.
- Boys' hair must not touch their shirt collar and must not cover their ears or eyebrows. Boys must be clean-shaven.
- Hair must not be dyed, highlighted, or bleached.
- Girls may wear simple headbands (nothing unusual/unconventional).
- Hats, bandanas, hoodies are not allowed.
- Hairpieces, extensions, weaves, and outlandish hairstyles are not allowed.
- Tattoos, writing on the skin, and carving of the skin are not allowed.
- Hairspray, body spray, make-up, and nail polish are not allowed to be worn or brought in to school.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.
- **Hoodies, jackets, non SMS sweatshirts are not allowed to be worn during the school day.**

(Students who violate these policies will be instructed to remove the items immediately and place them in their backpacks.)

On dress down days, students must dress in appropriate clothing. *Guidelines for dress down days are as follows:

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic symbols/ornaments/writing.
- Revealing clothing of any kind (including short shorts, halter tops, half shirts, tank tops, and see-through tops, low cut shirts, short skirts,) is not allowed. Skirts and shorts must not be above the knee. If a student violates this policy a call will be placed to the parent/guardian to bring appropriate clothing to school for the student to change in to.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- Moccasins (of any type), slippers, high heels, flip-flops, open toe shoes, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged, or have holes.
- Yoga pants, leggings, or jeggings are NOT ALLOWED at any time.

*Teachers and staff may determine that clothing, jewelry, and/or accessories not addressed above are also inappropriate for school.

If a student comes to school in inappropriate attire, he/she will be required to call a parent/guardian to bring a change of clothes to school.

General Schedule

Arrival - Students must arrive at school between 8:00 A.M. and 8:25 A.M. Students should not arrive at school before 8:00 A.M. The school does not provide supervision before that time. If a student arrives at school before 8:00 a.m. they will be admitted to Before Care and the family will be charged the fee for Before Care. Students must assemble and sit at their grade's designated table in Goulet Hall (cafeteria) when they arrive to school in the morning. Students are not permitted in classrooms before school. **If a student arrives at/after 8:30 A.M.**, he/she must report to the school office to be signed in with their parent/guardian before proceeding to his/her classroom and he/she will be marked late and be given a tardy pass to be given to their teacher.

Dismissal – Students in Pre-School through Grade 8 are dismissed at 3:00 P.M. (car pickup begins at approx. 3:05 p.m.) on regular school days. On early dismissal days, they are dismissed at 1:00 P.M. Bus students are walked to the bus lines by teachers. After school students are walked to a classroom staffed by the After Care employees. All other students are brought to the cafeteria where they will sit at their designated table to be dismissed to their parent/guardians by the teachers.

Once the buses have left the driveway and parents/guardians have been granted entry to the school building they are to walk to their child's table where a teacher will dismiss their child to them.

Late Arrival/Early Dismissal for Appointments – If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning before 9:00 a.m. and let the school office know. Upon arriving at school, a parent/guardian must accompany the student to the School Office to sign him/her in. If a student must be dismissed early from school for a scheduled appointment, a note stating the reason and time for dismissal must be sent to school with the student on the day of the appointment. The student will be called down to the office upon parent/guardian arrival to be signed out by the parent/guardian. Parents are not to go to classes to collect children for dismissal.

Parents/guardians are not to walk their child to their classroom or pickup up their children from their classroom at any time.

Different Plans for Dismissal - If a student is to be dismissed in a way other than their usual dismissal procedure a parent/guardian must send a dated note to school outlining the change. These arrangements should be made and communicated to your child before school. Do not call the school office with daily/weekly changes to your child's dismissal plans. Do not email dismissal changes to the office. Calls to the office with dismissal changes at the end of the day (2:45 p.m.) will only be accepted for emergencies.

Delayed Openings, Snow Days and Early Dismissals - Saint Martha School is informed by the Enfield Public School system when there will be a delayed opening, snow day, or early dismissal. The announcement, "Enfield Public Schools", is made on radio stations WTIC 1080AM & WTIC 96.5FM, television stations WVIT (NBC "Channel 30") and WFSB (CBS "Channel 3"), and websites www.wtic.com, www.nbcconnecticut.com, and www.wfsb.com. The Snowline (253-5170) also reports delays or closings. If a delayed opening is announced, continue to check for updates in case a later announcement cancels school.

- In the event of a 2-hour delayed opening of school, the following schedules will be in effect:
PreK - Grade 8 students will attend school from 10:30 AM to 3:00 PM 3 Hour Delay = 11:30 PM – 3:00 PM (with no ½ day PreK)
- In the event of an early dismissal, the school will operate on a 8:30 AM - 1:00 PM schedule. The Caring Corner will be open on early dismissal days. It is the responsibility of parents to make arrangements for their children to attend Caring Corner and to be sure that the children are aware of the arrangements. If the weather forecast indicates that an early dismissal is possible, parents should discuss their plan for an early dismissal in the morning with their children before school. The school will make every attempt to email families and send out a mass calling to families in the event of a change to the school day.

Morning Arrival

PLEASE NOTE: Parents/Guardians will not enter the school building at Drop Off (Only Preschool parents/guardians will be allowed to enter with their child to sign them into preschool).

Student drop off begins no earlier than 8:00 a.m. (If dropping off before 8:00 a.m. you must utilize the Caring Corner program).

Parents/guardians using the drop off lane should pull up as far as they can to the school entryway. Students should exit vehicles on the passenger side. Do NOT PARK AND LEAVE YOUR VEHICLE while in the drop off lane for any reason. If you need to enter the school or leave your vehicle for any reason you must park your vehicle in the parking lot.

All those using the drop off lane in the mornings please have patience and allow for extra time in the mornings – DO NOT PASS CARS ON THE LEFT – wait in line.

Dismissal

Parent Pick-up of Students (Cars)

Parent/Guardian pickup of children from the cafeteria will begin at approximately 3:05 p.m. AFTER all school buses have pulled out of the driveway. Parents/guardians who will pick up students should park behind the cafeteria. Parents/guardians may not enter the building to pick up children until all school buses have pulled out of the driveway.

Parents picking up their children from **Preschool** will enter the school to sign out their child(ren) at the same time as Car parents. If you are picking up your Full Day Pre-School child before dismissal (any time up to and including 3:00) you will be required to come to the school office to sign out your child in the office before you sign them out of preschool.

Early Pickup/Early Dismissal

Parents/guardians picking up a student early from school must park behind the cafeteria in the parking lot, NOT in the bus lane/drop off lane.

Parents/guardians must sign out their student(s) in the School Office. Office staff will contact the classroom teacher to dismiss the student to the Office. In an effort to maintain an appropriate closure to the instructional day, maintain security for our students, and prevent dismissal routine disruption early dismissal of students between 2:50 p.m. and 3:00 p.m. will only be permitted for emergency reasons.

Children will be released to authorized people only, please make sure to list all authorized persons on your emergency card.

Academics

The Saint Martha School curriculum meets the requirements of Connecticut State Law and follows the curriculum guidelines published by the Office of Catholic Schools.

Homework - Homework is an important supplement to class work and generally includes completing written assignments, projects, and book reports, and studying for tests and quizzes. The amount of time a student can expect to spend on homework per night varies by grade and the average amount for each grade is as follows: ½ hour in Grades 1-3, 1 ½ hours in Grades 4 & 5, and 2 hours in Grades 6, 7, & 8.

Grades 6-8 Homework Policy: As part of each subject's grade, it is the student's responsibility to list homework assignments in an assignment book daily and to complete all homework assignments on time. If an assignment is not handed in on time, a student must submit a note of explanation from the parent if an assignment is not complete(d).

Students in Grades 2 through 8 are required to record daily assignments in a given homework notebook. ***Each teacher maintains a daily record of homework, which is on the individual teacher's web page.***

If a student consistently does not complete homework, a conference will be scheduled with the teacher, student, and a parent.

Parent's Signature on Tests and Quizzes – Tests and quizzes are often sent home to be signed by a parent. The parent's signature indicates that the parent has seen the test grade or quiz grade, not that he/she approves of the grade.

Make-up Work – If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up at the office after 3:10 P.M. or for a sibling to take home.

If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student. Vacation absences are marked as unexcused.

Standardized Tests – Saint Martha School administers the following standardized tests:

- Grade 3 – Iowa Tests of Basic Skills (Core Battery)
- Grades 4 & 6 – Iowa Tests of Basic Skills (Complete Battery)
- Grades 5 & 7 – Iowa Tests of Basic Skills (Core Battery) and Cognitive Abilities Tests

Each student's standardized test results are sent home to be reviewed by his/her parents.

Reports and Report Cards

Parents of students in Grades 4-8 may access their child's grades at any point during the marking period through Educonnect. Parents will be provided with a username and password in order to view their child's grades. Teachers will have grades posted 1 to 5 days following a test or quiz and 5 to 12 days for grading of larger projects. Report cards for Grades Kindergarten through 8 are issued in December, March, and June. Preschool students will receive report cards in March and June. Preschool - 8th grade teachers will discuss each student's progress with his/her parents or guardians during the Parent-Teacher Conferences held in the Fall. Parents/guardians may request conferences with teachers at any time throughout the school year.

Grading System

Kindergarten

- M** Meets grade level expectations
- P** Progress noted
- T** Time and experience required for skill to develop
- ED** Experiencing difficulty
- NI** Not introduced at this time

Grades 1-3

- E** Exceeds grade level expectations
- G** Grade level expectations
- M** Minimum grade level expectations
- N** Needs improvement
- O** Outstanding
- S** Satisfactory
- U** Unsatisfactory

Grades 4-8

Letter grades correspond to the following avgs.

- | | | |
|------------------|-----------------------------------|-----------------|
| A+ 98-100 | A 94-97 | A- 90-93 |
| B+ 87-89 | B 83-86 | B- 80-82 |
| C+ 77-79 | C 73-76 | C- 70-72 |
| D 65-69 | F <u>Below 65, Failing</u> | |
| S | Satisfactory | |
| U | Unsatisfactory | |

Honor Roll Requirements (Grades 4-8)

- High Honors: All "A's" in academic subjects, with no "U's", and no suspensions for the trimester
- General Honors: "A's" and "B's" in academic subjects, with no "U's", and no suspensions for the trimester

Principal's List for Outstanding Effort awarded to students in Grades 4 through 8 who have shown outstanding effort, but who have not made Honor Roll status.

Summer School – If a student in Grades 4-8 receives a final grade of “F” in one or two major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she must attend and pass a summer school course offered by a qualified and approved school or tutor. If the student passes the summer course(s), he/she will be promoted to the next grade. If the student does not complete or pass the summer course(s), his/her promotion to the next grade will be re-evaluated by the school administration.

Promotion - If a student in Grades 4-7 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she will not be promoted to the next grade level.

If a student in Grade 8 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), the school administration reserves the right to withhold the student’s diploma, and the student will not graduate from Saint Martha School.

Sacramental Program - Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance and Holy Eucharist. These sacraments are first received in second grade, and the Sacrament of Penance is ordinarily provided to the students once during the school year. Mass is celebrated on First Friday and Holy Days of Obligation. The school assembles to pray the Rosary monthly and Stations of the Cross Fridays during Lent.

Service Projects - Students in Grades 6-8 are required to perform 5 hours of service per trimester. The types of acceptable service projects, documentation expectations, and related assignments will be discussed and outlined in class with students at the beginning of the school year (these hours do not fulfill National Junior Honor Society service hours – they are separate).

Library - Saint Martha School students have the privilege of using the school library and checking out materials from the library. Students are responsible for the materials that they borrow and must return them in good condition. A fine of one food item for the Food Shelf will be charged for each day a book is overdue. Library privileges will be suspended until the book is returned and the fine paid. If library materials are returned damaged beyond the usual wear and tear, or if they are not returned by the end of the school year, students are responsible for paying for the replacement of the damaged or missing library materials.

Saint Gemma Chapter of the National Junior Honor Society

Selection Process Overview

The National Junior Honor Society chapter of Saint Martha School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each January.

Students in grades 6-8 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.75 or better on a 4.0 scale. Each second trimester, those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service. With regards to service, students must have on file with the Religion teacher, documented evidence that they have begun working towards a total of 10 hours of community service to be completed before the end of the current school year.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or nonselection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection.

Any student with a suspension or expulsion will be removed from the National Junior Honor Society.

Extended Day Program – Caring Corner

The Saint Martha School extended day program (The Caring Corner) provides before-school and after-school care for students in Grades PreK-8. The program operates on all days that school is in session, beginning with the first day of school and ending with the last day of school. On regular school days, the Before Care program is available daily from 7:00 a.m. – 8:00 a.m. At 8:00 a.m. the students are dismissed from Before Care to the teachers on duty for morning student arrival. The aftercare program is available from 3:00 p.m. to 6:00 p.m. daily.

On early dismissal days, the program will be available from 1:00 P.M. to 6:00 P.M.

The Caring Corner is also available on non-Holiday school closings (i.e., No School for Teacher Professional Dev. Days). Preregistration for these days is required. Families will be charged a flat fee for the day (8:00 a.m. – 3:00 p.m.) and Before & After Care fees will apply if they are used by families.

Inclement Weather - If there is a delayed opening there is before school care available an hour before school begins. If there is an early dismissal due to inclement weather, the extended day program will be run as usual.

Description of Program - The extended day program will be conducted in the school cafeteria and will include the following:

- Play periods outside
- Activities such as crafts, music, story time, play acting, etc.
- A snack will be provided
- Quiet time for homework
- Friday at the Movies w/ Popcorn!

Students attending the extended day program should bring play clothes to be worn after school. According to State law, the extended day program does not require additional licensing because it is under the direction of the school administration and constitutes an extension of the regular school day. However, the program will make every effort to carry out the requirements of after-school care programs licensed by the State. The extended day program staff consists of a director and as many assistants as needed in order to provide one staff member per ten students. Please contact the Caring Corner Director, Mrs. Sue Bergeron at sbergeron@stmarthact.eduk12.net for information regarding the Caring Corner program. Registration packets can be found on the school website under “Our School”, “The Caring Corner”.

Communication & Records

Parent-Teacher Conferences – Conferences are required and scheduled in the Fall of each school year. Additional conferences can be requested by either the parents/guardians or the teacher at any other time during the year.

Contacting the Principal – If a parent/guardian would like to meet with the principal they must call the school office to set up a meeting. **Parents/guardians should not make any unscheduled visits before, during, or after school hours expecting to meet with the Principal.** Classroom problems/issues should be discussed with the classroom teacher first. Only after this has been done should a parent/guardian request an appointment with the school's Principal.

Contacting Teachers – If a parent/guardian would like to contact a teacher, he/she must send a note or email to the teacher requesting a phone call, or he/she should call the school office and a message will be given to the teacher. Teachers are not available to talk with parents during school time. Parents should not make any unscheduled visits before, during, or after school hours or call teachers or other staff at their homes. Parents/guardians should not text teachers or staff with any school related issue/request, parents/guardians should send an email to the teacher (all teacher emails: first initial, last name @stmarthact.eduk12.net – example Ann Smith = asmith@stmarthact.eduk12.net) or call the school office. All classroom problems or questions regarding your student should be discussed with the teacher first. Only after this has been done should a parent/guardian request an appointment with the school's Principal.

Contacting Students - Phone messages to the students from their parents during school time **should be limited to emergencies.** If a student forgets an item that he/she needs for school, parents may bring the item to the school office. Parents should not bring the item to the student's classroom.

School Notices – Frequently, notices will be sent home with students, and students are responsible for giving the notices to their parents/guardians. This is an important part of keeping parents informed of school-related issues, and parents should ask their children for any such notices every school day.

Invitations – Students may distribute invitations in school as long as all classmates are invited to the party.

Office Records – Only school personnel and the parents of a student will have access to the student's records. Release of records to non-school personnel will require written permission of the parents or a court subpoena. A permanent record is maintained for each student enrolled in Saint Martha School. Permanent record folders include: standardized test scores; progress reports; attendance records; applicable performance portfolios; other pertinent academic information. If there are reports from psychological or clinical evaluations pertaining to a student, these reports are maintained in an individual folder, separate from the permanent record folder. These clinical records are confidential and shall remain in the school and shall be given to the parent/guardian when the student leaves the school, unless a written request that the records be transferred to another school is submitted by the parent/guardian. A health record is maintained for each student, with accurate and current information. Permanent, clinical, and health records are all kept in a fireproof file in a secure location.

Transfers - Parents who want to transfer a student to another school must request a transfer of records in writing. No records will be forwarded to the new school and no transfer notice will be sent until such a request has been received by the Principal. We ask that parents extend to us and the new school the courtesy of notifying the Principal of Saint Martha of such intentions prior to their application elsewhere. All financial commitments must be paid in full before complete records are forwarded. All student transfers are permanent once records have been forwarded to another school.

Photographing Students - Over the course of the year, photos of students may be taken for use in school publications or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. The Photo Permission form indicating your decision to allow or to not allow images of your child(ren) to be used by Saint Martha School was included in the 2019-2020 Registration/Re-Enrollment Form. This form also addresses the issue of Saint Martha School displaying samples of your child's work on Saint Martha School's website or in print publications.

Asbestos Inspection Report—In compliance with AHERA regulations, we are required to inform all individuals associated with Saint Martha School of the Asbestos Inspection Report and Management Plan. This Report/Plan is on file in the school office and is available for review by any parent/guardian, teacher, etc. during normal business hours of the school. Please make your request for reviewing this file to the Principal.

Saint Martha School Logo - Do not use the Saint Martha School logo without obtaining permission from school administration.

Security and Safety

****UNDER NO CIRCUMSTANCES IS ANY VISITOR TO GO DIRECTLY TO A CLASSROOM****

School Visitors – Parents, Guardians, Volunteers, Parishioners, etc... - Any person visiting the school during the school day while there are children in the school must enter through the front doors. Visitors must state who they are (every visit) and the reason they are requesting entrance to the building. They must be buzzed in and then report directly to the school office to sign in, leave their license/ID, and obtain a visitor badge. This includes parents, volunteers, parishioners, salespersons, workmen, or any other visitors that are in the building during school hours. **Reminder: Please remember to bring photo ID with you when requesting entry to the school building.**

Volunteers – ALL volunteers must also complete a training course, VIRTUS, through the Archdiocese. Every volunteer who may have regular contact with students must undergo a background check, which includes a check of criminal convictions. Those wishing to volunteer should request the background check paperwork from the office and inquire about the schedule of the VIRTUS training sessions.

School Grounds – No one is allowed to remain in the school building or on school property after school unless they are participating in a school sanctioned activity.

Lost & Found – Any item of value a student finds in the building or on the school grounds should be brought to the main office. Students who have lost anything should report that loss to the main office. Saint Martha School is not responsible for lost, damaged, or stolen items.

Divorced Parents - Parents who are divorced must provide the school with a notarized copy of the custody section of the divorce decree. This information will enable the school to determine when, if ever, a student can be released to a non-custodial parent. Saint Martha School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Fire Drills – Fire drills are practiced monthly. Students are informed of the evacuation procedures for their classroom, and these procedures are also posted in each classroom. While the responsibility for a smooth evacuation lies with the staff, students are expected to respond to the alarm quietly and quickly and follow all instructions. If a parent or volunteer is in the building when an alarm is sounded, he/she should proceed to the nearest exit. During a fire drill, no one should re-enter the building until the Principal has given permission to do so.

Evacuation - If for any reason, the school has to be evacuated and it has been determined that the building is unsafe for students to return to it, students will be directed to other designated areas. The classroom teachers will remain with their class until all students are picked up or the building is declared safe.

Lockdown – Lockdown drills are practiced periodically. The Principal announces the drill, and students proceed to the designated area of their classroom to sit quietly on the floor out of sight. The classroom teacher remains in that area with the class until the Principal announces the drill is over.

Emergency Dismissal– If for any reason, it is determined that an Emergency Dismissal is necessary, these guidelines will be followed:

- Students and teachers will remain in, or proceed to, their homerooms and await further instructions.
- Parents will be notified of an Emergency Dismissal by email and automated messenger call.

•After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual bus. If they are, it is the parents' responsibility to meet their children at their designated bus stop. Also, students who are usually picked up by their parents/guardians will be dismissed from the school cafeteria usual.

•If town emergency officials determine that the students should remain at school until they are picked up by a parent/guardian (or designated representative as indicated on Emergency Dismissal Forms), these procedures will be followed:

- Parents/guardians are to park in the school/church parking lot. No one is to park in the main driveway (drop off lane – between the school and rectory).
- Parents/guardians will line up in one straight line starting at the main school doors. They must present photo ID before being allowed to enter the school building. They will be issued an ID Check Slip upon presentation of photo ID.
- Once a parent/guardian has been granted entry they will enter the cafeteria and give their ID Check Slip to their child's teacher. A staff member will then escort their child to them and they will then exit the building through the cafeteria doors to the parking lot.

Students will be informed of the details regarding the Emergency Dismissal based on each teacher's knowledge of their students' cognitive and emotional levels of understanding.

Health

Physicals – Every student entering Kindergarten or Grade 7 must submit a completed State of Connecticut Department of Education Health Assessment Record (two-sided blue form) verifying that the student has received a physical within 18 months of the current school year. This form must be mailed to, or given to, the School Nurse prior to the first day of school. In addition, all health records and documentation of immunization for new students entering grades other than Kindergarten or Grade 7, must be in the Nurse's office prior to the student's first day of school.

Medicine – Should it be necessary for a student to be given medicine during the school day, Connecticut State Law requires the following:

- A Medication Form, filled out by the student's physician, must be on file with the School Nurse. Blank forms are available in the school office.
- An adult must deliver the medication, properly labeled, to the School Nurse.
- The School Nurse (or, in her absence, the Principal or a teacher) will administer the medication according to the prescription.

****Under no circumstances is a student allowed to transport prescription or over-the counter medication to or from school.****

Illness at School - If a student becomes ill at school and the School Nurse decides that the student should be sent home, she will contact the student's parent to come and take him/her home. On the first day of school, emergency cards are sent home to be filled out and returned to the school to be kept on file in the Nurse's Office. If a parent is not available to pick the student up, the emergency contact listed on the emergency card will be contacted. A parent or designated representative must sign the student out in the Main Office.

Attendance

Regular and punctual school attendance is essential if students are to properly benefit from teaching and learning. Research illustrates that missing an excessive number of school days, regardless of the reason, can place a child at risk of falling behind academically. Chronic absenteeism is also emerging as an early indicator of future academic difficulty. Connecticut state law places the responsibility for assuring that students attend school with the parent(s) or other person having legal control of the student. To assist parents/guardians in meeting this responsibility, Saint Martha School maintains the following guidelines:

• **Tardy**—A student is tardy if they are not in the school/classroom when the 8:30 a.m. bell rings. A parent/guardian must accompany them to the office to sign them in.

• **Absence**—An absence is any day during which a student is not in school or participating in a school sponsored activity for at least half of the school day.

Students serving an out of school suspension will be considered absent.

• **Excused Absence**—A student's absence is considered excused if documentation of the reason for the absence is submitted by a parent/legal guardian upon the student's return to school.

- For the first 9 absences, a student's absences are considered excused when the parent or guardian approves such absences and provides proper documentation including the reason for the absence. Such documentation could include a signed & dated note from the parent or guardian or a telephone call to the school office confirming the absence.
- For the 10th and all absences thereafter, a student's absences from school are considered excused for the following reasons only:
 - Student illness or other reasons of health. The administration may require physician or other appropriate certification for health-related absences. Medical reasons, identified in a written note from either the parent/guardian or the student's physician
 - Student's observance of a religious holiday.
 - Mandated court appearance. (additional documentation required)

- Extraordinary educational opportunities pre-approved by the principal. **(family vacations do not qualify as extraordinary educational experience/opportunity – and are recorded as unexcused absences)**
- Funeral or death in the family, or other emergency out of the control of the family.

Chronic absenteeism—missing ten percent (10%) of a school year for any reason

Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.

Make-up Work –Students must satisfactorily complete all work missed during an absence. If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up at the office after 3:15 p.m. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

A parent or legal guardian must notify the school office by 9:00 a.m. of a student’s absence for any reason. Students’ attendance, tardies, and absences (excused and unexcused) will be monitored, and notification will be sent to parents/guardians informing them of attendance issues. A copy of the notice will be placed in the student’s academic file. If attendance issues continue, a meeting with the administration and parents/guardians may be called to discuss the situation. In the event of continued chronic absenteeism, a referral to the Department of Children and Families may be made. Excessive unexcused absences may keep a student from being promoted to the next grade. The parents/guardians of students with poor attendance or excessive tardiness will be requested to attend a conference with the teacher, the social worker, administrators, and the Youth Service Department. According to the mandates of Connecticut State Law, a student may be referred to Juvenile Court if he/she has four unexcused absences within a month or ten unexcused absences within the school year.

Absences - If a student is absent from school for any reason, parents must do the following:

- Call the School Office before 9:00 AM on each day of absence and report the reason for the absence (DO NOT SEND AN EMAIL).
- When the student returns to school, a note stating the date(s) of absence and reason for the absence must be sent in. If a student is unable to participate in Physical Education for any reason, a written note from the student’s physician must be submitted to the School Nurse in order for the student to be excused from Physical Education classes.

Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.

Please note: Students must be in school for the equivalent of a legal school day, which is 4 hours, to receive credit for attendance on that day. Students in school less than 4 hours will be marked as absent.

Health (Continued)

State Mandated Health Screenings – The following screenings are administered during the school year.

- Hearing Screening: Grades K-3 & 5-8
- Vision Screening: Grades K-6
- Postural Screening: Grades 5-8

Parents will be notified of any screening failures and will be required to follow-up with their child’s physician for further evaluation.

Health Requirements for Participation in Sports – In order to participate in an extracurricular sport, a Sports Form, with a physician’s signature stating that a student is able to participate, must be sent to the school office before practices begin. Sports Forms are available in the school office or on the school website.

Child Abuse and Neglect – The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel will abide by state law and Archdiocesan policy in regard to this subject. All Saint Martha School personnel are mandated reporters.

School Office

Hours: M – F 7:30 a.m. – 3:30 p.m.

Please contact the school office with:

- Un-expected changes to a student’s dismissal (do not email changes, a phone call must be placed before 2:40 p.m. – calls after 2:45 p.m. will only be accepted for emergencies). Students should know how they are going home each day before school begins.
- Form requests
- Payments
- General school procedure questions
- Reporting absences from school. Informing school of a late arrival to school. Informing school of an early dismissal.
- Requests for a teacher to contact a parent/guardian
- Request a meeting with the Principal

Tuition

School Year 2019 – 2020

Catholic Families/Members of a Parish

Families with one student \$4,500

Families with two students \$8,100

Families with three or more students \$10,000

Other Denominations or Not a Member Of a Parish

Families with one student
\$6,500

Families with two students
\$11,876

Families with three or more students \$15,375

Payment Options - All families are required to pay their tuition through Smart Tuition. At the time of registration, a \$50 registration fee per family is paid directly to Saint Martha School. This is a non-refundable fee. Smart Tuition will bill each family, and the tuition balance will be paid directly to Smart Tuition. The three payment schedules are:

- Full tuition payment in August
- Two tuition payments in August and January
- Ten monthly tuition payments beginning in August and ending in May

Tuition Obligations

- Families must remain current with their tuition payments. Students cannot be registered for the upcoming school year if tuition payments are not current.
- **ALL** tuition must be paid through Smart Tuition. Saint Martha School will not accept any direct payments. Please note that if a family anticipates having difficulty in paying tuition, they should request a Tuition Assistance Application.
- Smart Tuition will charge each family a onetime fee each academic year for the Two Payment and Ten Payment plans.
- In no event can a payment schedule be extended beyond May 2020. If a payment is missed or a payment is not honored by the financial institution, a replacement payment is due IMMEDIATELY. Missed payments cannot change the payment schedule.
- Grade 8 students whose tuition obligations are not satisfied in full will not be permitted to participate in the Grade 8 Graduation Ceremony or activities.
- A family's tuition obligation includes any fee or charge that Saint Martha School incurs directly or indirectly as a result of a payment being late and/or dishonored by a financial institution. A family is required to fully reimburse Saint Martha School for any and all such fees or charges regardless of any NSF or service charge that is charged to the family by Smart Tuition.

Early Withdrawal Policy – If a student is withdrawn from Saint Martha School, the following rules apply:

Tuition Obligation

Family Registration Fee
 Family Registration Fee + 50% of tuition
 Family Registration Fee +full tuition is due
 Family Registration Fee + full tuition is due

Withdrawal Date

Prior to first day of school
 Prior to January 1st
 January 1st – end of School Year
 If student is expelled

Saint Martha School Administration, Faculty, and Staff 2019-2020

Administration

Principal Mrs. Chrisie Gonzalez
Pastor and School Administrator Reverend Robert Villa

Faculty – Grades K-8

Preschool Starla Hampton
Preschool Asst. Maggie Crane
Kindergarten Jackie Allberry
Kinder. Asst. Brianna O’Neill
Grade 1 Elizabeth Tortora
Grade 2 Karen Boucher
Grade 3 Kathleen McKinney
Grade 4 Sarah Gosselin
Grade 5 Olivia Schultz
Grade 6 Diane Scanlon
Grade 7 Amy Dawley
Grade 8 Lorry Potvin

Grade 7 & 8 History Pamela Melusky
Child Psychologist Carin Rosenberg
Reading Specialist Donna Schroyer
Resource Teacher Magioulia Tsilibocos
Speech Therapist Barbara Morris-Schral

Faculty – Specials

Physical Education Angela Cartounis
Primary Computers Fran Bowker
Band Instructor Richard Shonty

Staff

Administrative Assistant
School Secretary/Reception
Caring Corner Director

Lisa Rougeot
Claudia Good
Susan Bergeron

Facilities Manager
School Nurse
Caring Corner Assistant

Daniel Barile
Elaine DeLong
Amy Hinkle



Parent Signature Page - Handbook

Saint Martha School reserves the right to amend this handbook at any time. Notices of amendments will be sent to parents via hard copy notices or through email.

By signing below it indicates that I have read and discussed the Saint Martha School Parent and Student Handbook with my child(ren).

My/our signature below indicates that I/we understand and agree to follow the school policies and procedures as stated in the Saint Martha School Parent and Student handbook.

Parents/guardians please list your child's name(s) and grade(s) below, sign, and date. Return to the school office.

Student Name _____

Grade _____

Parent's Signature _____

Date _____

Parent's Signature _____

Date _____