

# Parent/Student Handbook



Saint Martha School  
Enfield, Connecticut  
2017-2018

Dear Parents and Students,

Welcome to Saint Martha School for an exciting new school year. I am pleased to begin another school year as Saint Martha School's Principal. Saint Martha School offers a safe and loving environment that reinforces the Catholic values being taught at home. Students learn how to help their neighbors, be kind patient and responsible – 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 2015-2016. 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.

Sincerely,  
Dr. Ann M. Southworth  
Principal

Dear Parents,

Another school year!!

We are privileged 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. Your responsibility is to read and understand or question anything you do not understand. We are available for your comments and questions.

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

Thank you again for your choice of Saint Martha School.

Sincerely,

Rev. Robert Villa  
Pastor, Saint Martha Parish

**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**

### **Mission Statement**

Saint Martha School's mission is to provide for each child's spiritual, intellectual, physical, emotional and social development.

#### **Saint Martha School:**

- Nurtures strong Catholic virtues and moral values
- Creates a challenging learning environment
- Values each child's unique ability and learning style
- Respects student's initiatives
- Inspires students to discover their talents
- Empowers students to value and live their Catholic Faith
- Enables students to be life-long learners and problem solvers.

### **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 opened an extended day program to provide quality after-school care for its students.

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.

## **Admission Policy**

Registration for Saint Martha School will be announced in January/February to the school community, the parish and the general public. Enrollment will be granted regardless of race, creed, or color. Students who register by March 31st for the upcoming school year will 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 Little Angels Catholic Preschool
3. Parishioners of Saint Martha Parish
4. Non-parishioner children attending Little Angels Catholic 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.

## **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 time;
- eat food only at designated times and places;
- follow the school dress code;
- deliver all school-related notices and letters to parents;
- cell phone must be in the OFF position and in the backpack during school hours.

- 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.

In addition, students must not:

- bring white out to school;
- sell items in school, on school grounds, or on the bus - this includes candy, personal items or fundraisers of any kind;
- skateboards, rollerblades, Heelies, and scooters are not permitted on school grounds;
- use electronic devices (cell phones, MP3 players, 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 will be notified.

**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.

**Detention** - Detention is held after school hours for Grades K-8. If a student is given a detention, a detention slip will be sent home to be signed, and the detention will be served on Tuesday. Behaviors that warrant a detention include, but are not limited to, the following:

- |                                |              |                    |
|--------------------------------|--------------|--------------------|
| • Cell Phones not in backpacks | • Cheating   | • Chewing gum      |
| • Disrespectfulness            | • Plagiarism | • Foul language    |
| • Disruptive behavior          | • Forgery    | • Obscene gestures |
| • Failure to obey school rules | • Spitting   | • Throwing objects |
| • Disregard for dress code     | • Biting     |                    |

**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.

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 seven school days beginning with the day the suspension is issued to the student.

**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
- Misuse of computer
- Sexual harassment
- Use of stink bombs
- Physically threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property\*
- Willful destruction or defacing of another’s property\*
- Extortion
- 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
- Truancy
- Repeated offenses of infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, or website postings

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

### **Bullying**

Bullying 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, 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 may report acts of bullying anonymously. Referral forms are available on our website. 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 and school staff, review of records, and identification of parent 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.

**Parents** - Parents are held to the same standards as students with regard to respect for the Principal and teachers. Enrollment of a student in Saint Martha School implies a partnership between the school and the parent. If the partnership breaks down, parents can be required to withdraw the student from Saint Martha School.

## 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.

### 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 and talk, read a book, or use a sketch pad.
- Students are allowed use of the playscape and basketball court on determined days.
- 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.
- Skip-its are not allowed.
- Electronic games and trading cards are not allowed in school or on the playground.



### 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 for any reason, the student must still come to school. 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 and returned to the student's teacher.
- If necessary, teachers will assign a parent 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 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 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 Responsibilities** - The responsibilities of the parents of students participating in an extra-curricular activity are as follows:

- Parents are responsible for transportation to and from the activity as needed.
- 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.

### Bus Transportation Rules

Riding the bus to school is a privilege, and proper behavior on the bus is essential to ensure the safety of 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 may ride the bus. Other students will not be allowed.

## Uniform Policy

Students must follow the dress code, except on designated dress down days (see below). 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 Information**

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

**UNIFORM SHOES MUST BE PURCHASED FROM FOOTBEATS SHOE STORE, ENFIELD.**

## Grades K-5

### GIRLS

- Red plaid skort – knee length. **Skort is required for class pictures at the end of Sept. and is required for Mass.**
  - White, red or yellow 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 uniform sweatshirt or SMS red uniform sweatshirt (when needed)
- Dark green or white: tights or knee socks are required November through April
- Black leather dress tie shoes, Mary-Jane shoes; No slip-ons, loafers, or topsiders/docksiders

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

- Khaki shorts w/ brown or black belt (Blakes/Dennis)
- Short sleeve white, red or yellow polo w/logo – shirt must be tucked in
- Plain white socks (socks must cover ankles) or knee socks

### Winter Option (November – April):

- Khaki pants w/ brown or black belt (Blakes/Dennis)
- Long sleeve polo shirt must be tucked in
- Brown, or white socks (socks must cover ankles)

## **BOYS**

- Khaki dress pants with belt (Blakes/Dennis)
- White, red, yellow 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 uniform sweatshirt or SMS red uniform sweatshirt (when needed)
- Solid brown or plain white socks
- Black leather dress tie shoes

No slip-ons, loafers, or topsiders/docksiders

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

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

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

- SMS black shorts
- SMS red t-shirt
- SMS black sweatpants or wind pants (must be worn Nov.-April)
- Yoga pants **CANNOT** be worn
- Sneakers

## Grades 6-8

### GIRLS

- Red plaid skort. **Skort is required for class pictures at the end of Sept. and is required for Mass**
- White, red or yellow, 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 uniform sweatshirt or SMS red uniform sweatshirt (when needed)
- Dark green or white: tights or knee socks are required November through April
- Black leather dress tie shoes or Mary Janes  
No slip-ons, loafers, or topsiders/docksiders

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

- Khaki shorts w/ brown or black belt (Blakes/Dennis)
- Short sleeve white, red or yellow polo w/logo – shirt must be tucked in
- White ankle socks – must cover the ankle

### Winter Option (November – April):

- Khaki pants w/ brown or black belt (Blakes/Dennis)
- Long-sleeve white, red or yellow polo shirt –shirt must be tucked in
- Brown, or white socks (socks must cover ankles)

## Grades 6-8

### BOYS

- Khaki dress pants with belt (Blakes/Dennis)
- White, red, or yellow 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 uniform sweatshirt or SMS red uniform sweatshirt (when needed)
- Solid brown or plain white socks
- Black leather dress tie shoes  
No slip-ons, loafers, or topsiders/docksiders

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

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

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

- SMS black shorts
- SMS Red t-shirt
- SMS black sweatpants or wind pants (must be worn Nov.-April)
- Yoga pants **CANNOT** be worn
- Sneakers

### Additional Guidelines & Dress Down Days

- No make-up, nail polish, or artificial nails are allowed.
- The following jewelry is allowed: one watch, one ring, one thin chain necklace with or without a cross.
- Girls are allowed one pair of post earrings worn in the earlobes.
- Boys are not allowed to wear earrings.
- Other 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).
- Bandanas 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 in school.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.

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 ornaments/writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, and see-through tops) is not allowed.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- Moccasins (of any type), high heels, platform shoes, flip-flops, 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**.

These are guidelines. Teachers and staff may determine that clothing not addressed above is also inappropriate for school. If a student comes to school in inappropriate attire, he/she will be required to call a parent to bring a change of clothes to school.

## Schedule

**School Calendar** - Saint Martha School follows the Enfield Public School calendar with regard to the first day of school and school vacations. However, there are some differences with regard to days off and four-hour days, so please consult the Saint Martha School calendar.

**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. because the school does not provide supervision before that time. Students must assemble in Goulet Hall. Students are not permitted in classrooms before school unless they have a hall pass issued by a teacher the previous day. If a student arrives after 8:30 A.M., he/she must report to the office before proceeding to his/her classroom and he/she will be marked late. If a student is marked "late" with no reasonable excuse, he/she will receive a detention.

**Dismissal** – Students in Kindergarten through Grade 8 are dismissed at 2:55 P.M. on regular school days. On 4-hour days, they are dismissed at 1:00 P.M. Bus students are walked to the bus lines by teachers. Walkers will be dismissed to the parking lot through the cafeteria.

**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 and let the secretary know. Upon arriving at school, a parent must accompany the student to the School Office to sign him/her in. If a student must be dismissed early from school for an appointment, a note stating the reason and time for dismissal must be sent with the student on the day of the appointment. The student will wait in the school office to be signed out by a parent.

**Different Plans for Dismissal** - If a student will be doing something different than usual at the end of the school day, such as going home with a friend rather than taking the bus, a dated note should be sent to the teacher on that day stating the change in plans. These arrangements should be made before school so that phone calls to and from the school office will not be necessary.

**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](http://www.wtic.com), [www.nbcconnecticut.com](http://www.nbcconnecticut.com), and [www.wfsb.com](http://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:  
Kindergarten - Grade 8 students will attend school from 10:30 AM to 2:55 PM
- In the event of an early dismissal, the school will operate on a 4-hour day schedule. The Caring Corner will be opened on early dismissal days. It is the responsibility of parents to make arrangements for their children 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 the plan for an early dismissal in the morning before school. The school is unable to call parents to inform them of an early dismissal.



## 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 in the office after 2:30 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.

**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 1 through 8 are issued quarterly in November, January, April, and June. Kindergarten students will not receive a report card for the first quarter. However, the Kindergarten teachers will discuss each student's progress with his/her parents during the Parent-Teacher conferences in November. Kindergarten students will receive report cards for each of the last three quarters.

## 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.

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

### Honor Roll Requirements (Grades 4-8)

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

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 quarter. The types of service projects that are acceptable will be discussed in class at the beginning of the school year.

**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.

### Extended Day Program

The Saint Martha School extended day program (The Caring Corner) provides before-school and after-school care for students in Grades K-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 program will be available from 3:00 P.M to 6:00 P.M. On four-hour days, the program will be available from 1:00 P.M. to 6:00 P.M. The extended day program is also available before school from 7:00 AM to 8:00 A.M. At 8:00 A.M., the students are dismissed to the teachers on duty for morning arrival.

Inclement Weather - If there is a delayed opening there is before school care from 9am to 10am. 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. Financial information and registration forms for the extended day program are available on our website: [www.stmarthaschool-ct.org](http://www.stmarthaschool-ct.org)

### Communication & Records

**Parent-Teacher Conferences** – Conferences are required in October, midway through the first marking period. Additional conferences can be requested by either the parents or the teacher at any other time during the year.

**Contacting Teachers** – If a parent would like to contact a teacher, he/she must send a note 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 or after school hours or call teachers or other staff at their homes.** Classroom problems should be discussed with the teacher first. Only after this has been done should a parent request an appointment with the 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. 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 & Student Directory** – Students may distribute invitations in school so long as all classmates are invited to the party. A list of phone numbers of classmates is available upon request. Parents are given the option of not having their child(ren)'s name(s), address, phone number, or family email address published in this directory.

**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 note 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 2017-2018 Registration 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.

## Security and Safety

**Visitors** - Any person visiting the school while classes are in session must enter through the front doors and report to the school office to sign in and obtain a visitor badge. This includes parents, volunteers, salespersons, workmen, or other visitors that are in the building during school hours.

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

**Volunteers** – Every volunteer who may have regular contact with students must undergo a background check, which includes a check of criminal convictions. Volunteers must also complete a training course, VIRTUS, through the Archdiocese. 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.

**Code Red** - If a Code Red is issued and the governor directs the dismissal of schools, the following guidelines will be followed:

- All school doors will be locked, and a lockdown will be in effect for the entire school.
- 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 will be walked to the church parking lot as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated on the Family Database Form).

Students will be informed of the Code Red decision 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.

**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.
- When the student returns to school, send a note stating the date(s) of absence and reason for the absence.

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.

**Attendance** - Excused absences (provided all missed work is satisfactorily completed) are limited to the following:

- Medical reasons, identified in a written note from either the parent or the student's physician
- Suspension from school
- Death in the family

Excessive unexcused absences may keep a student from being promoted to the next grade. The parents 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.

**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

**.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, including cheerleading, 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.



## Tuition

### Catholic Families/Members of a Parish

Families with one student	\$ 4,099.00
Families with two students	7,254.00
Families with three or more students	9,155.00

### Other Denominations or Not a Member Of a Parish

Families with one student	\$ 6,003.00
Families with two students	10,850.00
Families with three or more students	14,988.00

**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; however, it will be applied towards tuition. 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 2017
- Two tuition payments in August 2017 and January 2018
- Ten monthly tuition payments beginning in August 2017 and ending in May 2018

### **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. All Tuition Assistance Applications are due no later than April 15<sup>th</sup>.
- 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 2018. 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.
- 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 2017-2018**

**Administration**

**Principal**      Dr. Ann M. Southworth

**Faculty – Grades K-8**

<b>Kindergarten</b>	Karen Boucher
<b>Grade 1</b>	Diane Ferrick
<b>Grade 2</b>	Richelle Davis
<b>Grade 3A</b>	Kathleen McKinney
<b>Grade 4</b>	Amy Dawley
<b>Grade 5</b>	Chrissie Gonzalez
<b>Grade 6</b>	Edward Carella
<b>Grade 7</b>	Jean Bodman
<b>Grade 8</b>	Lorry Potvin

**Faculty – Specials**

<b>Math Instructor</b>	Diane Scanlon
<b>Art Teacher</b>	Joanne Halloran
<b>Music Teacher</b>	Donna Eagan
<b>Physical Education</b>	Angela Cartounis
<b>Technology</b>	Diane Scanlon
<b>Spanish Teacher</b>	Amparo Garcia

**Staff**

<b>School Secretary</b>	Theresa Jablow	<b>School Nurse</b>	Elaine DeLong
<b>Extended Day Coordinator</b>	Susan Bergeron	<b>Maintenance</b>	Daniel Barile

## Parent Signature Page

Saint Martha School reserves the right to amend this handbook. Notices of amendments will be sent to parents via the students, or through email.

I have read and discussed the Saint Martha School Parent/Student Handbook with my child(ren).

I agree to follow the school policies and procedures as stated.

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_