

**Saint Martha Parish School
Parent – Student Handbook**

2016-2017 Edition

Faith in our students – Confidence in our future

Catholic Schools – Raising the Standards

*Rev. Alexander Masluk, Pastor
Mrs. Karen A. Donofry, Principal*



ST. MARTHA SCHOOL

Opened September 6, 1967

**MISSION STATEMENT
SAINT MARTHA PARISH SCHOOL**

St. Martha Parish School is an elementary school whose mission is to teach the message and values of Jesus Christ in an environment where all students feel accepted, fulfilled and loved.

We build on the foundation of 50 years of service to our community. We are committed to providing an enriching atmosphere which encourages academic success.

We strive to work in partnership with families to foster the Catholic community of school, home and parish, with faith in our students and confidence in our future.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all principles and policies that govern the Catholic school.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

History of St. Martha Parish School

The parish of St. Martha was founded June 8, 1966 to ease the overburden of the existing parishes serving the population of the Far Northeast section of Philadelphia.

The first Mass was celebrated in St. Anselm's lower church on June 19, 1966 by Reverend George J. Dougherty, the founding pastor. All Masses were subsequently held at this location until another place of worship was obtained. In October of 1966, realizing the need to be independent and self-supporting, Father obtained the use of Archbishop Ryan High School's auditorium. Mass was celebrated there until the completion of St. Martha Church in late 1967. The children of St. Martha parish continued to attend the schools they were previously attending until the school was completed. St. Martha Parish School opened its doors to students for the first time on September 6, 1967. The school was staffed by the Sisters of Mercy as well as dedicated lay teachers. The sisters were instrumental in establishing many of the existing student organizations and school traditions. Student Council was instituted in the late 1970's while many of the school traditions were established in the 1980's, such as Penny Walk, Pumpkin Face Contest, and Red and White spirit days. In July, 1992, the Sisters of Mercy ended their ministry at St. Martha Parish School and administrative duties were assumed by Ms. Donna Satkowski. Mrs. Donofry is the current principal of St. Martha Parish School.

A computer lab was established in 1987. It has undergone several updates, the most recent being in the fall of 2002. A completely wireless network system and T-1 line was installed in the summer of 2002 allowing for internet access in the computer lab, principal's office and each classroom. In the same year, a Connelly PACT grant provided 16 laptops, a laser printer and extensive staff development for the faculty. Through the money raised as a Connelly challenge grant, a second cart of 16 laptops was completed in the fall of 2003.

Recognizing the need to provide early childhood education for the parish children, two kindergarten classes were opened in September, 1997.

The CCD Program began in the fall of 1972 through the efforts of Reverend Joseph T. Kane. The first program director was Mrs. Anna O'Brien. Upon her retirement in 1996, a Director of Religious Education was hired. That position is presently held by Mr. Arthur Calvo.

In the history of the parish/school, there have been several pastors assigned to the parish. Upon the retirement of Father Gerard Scherf in 1996, the Franciscan Friars assumed the pastoral ministry of the parish with Father James Gannon OMF and then Father John Puodziunas OMF serving as pastors. In July of 2002, the Franciscans ended their ministry at St. Martha Parish and Reverend Alexander Masluk, a diocesan priest, was appointed as pastor.

On September 28, 2003, the parish began the groundbreaking of the new multipurpose hall/gym. This building serves the physical education needs of the students as well as the needs of adult parishioners.

St. Martha Parish School Philosophy

St. Martha Parish School strives to put into practice Jesus' Law of Love which is, "Love God with all your heart and love your neighbor as yourself." Through the constant efforts and daily witness of a caring Catholic faculty, administration and clergy, we work to enhance Catholic Christian values, already begun at home, by providing a Christ-centered atmosphere in which all students can worship and learn. Since all students are unique, it is our objective to provide a holistic education to encourage the students to develop their strengths.

The students of St. Martha Parish School are members of a community of learners. As members of this community, they have a variety of opportunities to interact with each other academically, spiritually and socially.

Learning occurs as readiness, motivation and maturation merge within the students. Evaluation takes place through a wide variety of assessments. These results are used to address the needs of the individual students, as well as the needs of the school population in general. We believe the students, who strive for their own personal best, have achieved the benchmark of their success.

Spiritually, the students are educated to value and respect the rights, opinions, property and differences of others. They are called upon to stand as witnesses to the sanctity of life that God has given them by nurturing and protecting their own human bodies physically, emotionally and mentally.

Students are encouraged to become an integral part of the community through service and leadership. Our students' social development evolves from the interplay of relationships in the family, the Church, and the school. All are encouraged to support each other and treat each other with mutual respect.

The school adheres to the policies and procedures set forth by the Office of Catholic Education regarding curriculum and teacher evaluation. Local implementation of these policies is accomplished by the school administration in consultation with the faculty.

St. Martha Parish School seeks faculty members who are willing to assume their roles as facilitators of Jesus' message. The teachers, as role models, are enthusiastic, knowledgeable and well-prepared. They foster learning in an atmosphere that supports individuality and recognizes and meets a variety of skill levels. The needs of the students are the main factors used to determine materials and methods selected to best service the students in our school.

Recognizing the individuality of all students, the teachers demonstrate Catholic values to create a classroom environment that encourages mutual respect and good citizenship. Keeping in mind that parents are the primary educators, teachers strive to relate to parents in a professional, caring manner. The faculty commits itself to supporting one another in the Catholic formation and education of the students. The collegiality of the faculty and staff is demonstrated spiritually, professionally and personally in order to achieve the high standard of education that is the hallmark of St. Martha Parish School.

St. Martha Parish School
Faculty and Staff

Pastor
Associate Pastor
Principal
Director of Religious Education
Youth and Family Ministry
Liturgical Music

Rev. Alexander Masluk
Monsignor Andrew Golias
Mrs. Karen A. Donofry
Deacon Stephen Guckin
Sister Kate Shelly
Sister Paula Napoli

<u>Grade</u>	<u>Room</u>	<u>Teacher</u>
Pre-K	Pre-K	Mrs. April McCrossan
K	K	Miss Jennifer Hepp
1	1	Mrs. Lauren Dodd
2	2	Mrs. Loretta McNichol
3	3	Miss Nicole Sassa
4	4	Mrs. Joann Kozak
5	5	Mrs. Charlotte Kroemer
6	6	Mrs. Paula Adams
7	7	Mrs. Kelly Scanlon
8	8	Miss Siobhan Gallagher
ELA Support		Mrs. Melissa Gerrish
Latin – Grade 8		Rev. Alexander Masluk
Religion – Grades 5 and 6		Monsignor Andrew Golias
Music/Art		Mrs. Natalie Savage
Physical Education		Mr. Matthew Irlich
Technology		Mrs. Cathyann Dalaimo
Reading Specialist		Mrs. Sue Heintz
CORA - Counselor		TBA
CORA - Educator		Mrs. Johanna Newhouse
CORA – Speech Therapist		Ms. Blair McNamara
Pre-K Aide		Mrs. Nanette Sacidor
AV Center		Mrs. Roberta Harrison
Development Director		Mr. Arthur Calvo
Secretary		Mrs. Maria Gilbert

Telephone Numbers

School Office	215-632-0320
Nurse	215-637-0221
School Fax	215-632-5546
Rectory	215-632-3720

Home and School Executive Board

Moderator	Rev. Alexander Masluk
Principal	Mrs. Karen Donofry
President	Mrs. Kathy Goldstein
Vice President	Mrs. Karen Floyd
Treasurer	Mrs. Michelle Whiteley
Assistant Treasurer	Mr. Bob Roemhild
Corresponding Secretary	Mrs. Michelle Schubert
Recording Secretary	Ms. Toni Wallace
Volunteer Chairperson	Mr. Sean Cassidy
Social Media Chairperson	Ms. Patty McGinnis
Hospitality/Fundraising Chairperson	Mrs. Jennifer Grega
Teacher	Mrs. Ruthanne Nash

The Home and School Association has for its main purpose service to the school community. This service involves pastor, principal, faculty, parents, and students.

Objectives of the Home and School Association:

1. To help parents and teachers acquire a profound appreciation for the ideals of Catholic education.
2. To advance Catholic education and the welfare of all the children in the school.
3. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
4. To encourage the home and school to a greater degree of cooperation in performing their responsibilities.
5. To study the neighborhood environmental conditions which influence children's behavior.
6. To help parents reach agreement on the best solution of common problems of children's behavior.

DUES: Membership dues are announced annually.
Dues are collected in September.
All families are expected to be members of our Home and School Association.

MEETINGS: Formal meetings are held three (3) times per year.
Consult your calendar/newsletter for dates.
Parent attendance is taken at each meeting through sign-in sheets.

SCHOOL POLICIES

I. ADMISSION AND TRANSFER OF STUDENTS

A. ADMISSION

Grades Pre-K to 8

1. Children entering Pre-K must be three/four years of age on or before September 1.
2. Children entering Kindergarten must be five years of age on or before September 1.
3. Children entering First Grade must be six years of age on or before September 1.
4. Children entering Grades 6, 7, and 8 transferring from another school are on probation for the first trimester and must meet with the principal at the time of registration for a pre-admission interview.

Required for Registration of New Students Entering Grades Pre-K to 8

The following documents and records must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate
3. Immunization records from the doctor
4. A copy of the child's most recent report card from the school in which the child is currently enrolled
5. Any other pertinent information that may relate to the child's achievement in a school setting
6. Whenever there is a family situation involving either divorce or separation, a copy of the court order must be presented for the office file
7. The published non-refundable registration fee per child
8. At the end of the academic year, a transfer document must be presented to St. Martha Parish School from the student's former school.

Please note that no registration will be taken if any of the above documents and records are not presented at the time of registration.

B. RE-REGISTRATION AND PRE-REGISTRATION

Re-registration for the following academic year for students already enrolled in St. Martha Parish School takes place in March of each year. At this time of re-registration, a non-refundable fee is required.

Due to limited classroom space, pre-registration will take place in January each year on the Sunday that begins Catholic Schools Week. A nominal fee will secure your space until registration is due in March. *Please remember that preference is given to*

those families who are registered members of St. Martha Parish and attend Mass regularly.

C. TRANSFER

A parent or guardian of a student who transfers from St. Martha Parish School to another school must complete a transfer request in the main office. A transfer form for the new school will be presented to parents at this time if all fees and tuition have been paid in full. When the parent or guardian presents the transfer to the receiving school and registers his/her child, the receiving school will request student records from our school. These records will be mailed to the receiving school. Due to the integrity of student records, **all records are mailed to receiving schools.** It is a school policy that records will not be given to parents/guardians for hand delivery to the receiving school.

D. CHANGES IN ADDRESS AND/OR TELEPHONE NUMBER

It is necessary for parents/guardians to notify the homeroom teacher and the school office concerning any change in address and/or telephone number whether it be a change at home or place of employment. This should be done as soon as changes are made. This is very important both in case of emergency and in keeping our records up-to-date.

II. STUDENT CUSTODY IN SITUATIONS INVOLVING DIVORCE OR SEPARATION

All persons without legal custody of a child have no right to educational participation – including receipt of school materials – including “step-parents,” friends, and family members. In cases where parents disagree on the educational decisions to be made concerning the child, action will be taken when parents contact the school through verbal and written communication. Recognizing that requiring St. Martha Parish School to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, however, St. Martha Parish School will send such materials to the parents/guardians if there is no communication between the parents. Parents/guardians retain the responsibility of communicating such information to each other for the health and welfare of the child. St. Martha Parish School is not required to send such material to any other person.

III. VIOLENT, THREATENING, HARASSING AND INAPPROPRIATE ACTS BY STUDENTS AND PARENTS

It is the intent of St. Martha Parish School to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the educational and religious mission of our school.

These include, but are not limited to:

- Disrespectful behavior of any kind toward or about any staff, student, or other parent of students
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or plagiarism
- Use or possession of drugs or alcohol
- Smoking
- Stealing
- Intimidation, harassment, or threats of any kind
- Weapons

These categories do not cover every possible situation. The school is responsible for determining appropriate or inappropriate behavior both in and out of the classroom, in the school community generally, and outside the school community where such improper behavior affects the school community. Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

IV. STUDENT MEDICATION

The City of Philadelphia provides a school nurse to St. Martha Parish School 6 days per month. The school encourages all children on medication to take their medication, where appropriate, before coming to school. In the rare cases where medications must be administered during school, those children who are old enough to take the medication should do so by themselves in the presence of the school nurse or in the presence of a staff member when the nurse is not present. Medication may not be taken in a classroom or carried on the person of a student. For children that are not able, due to their age or for other reasons, to take their medication when required during school hours, the school encourages parents, where possible, to assist the children in taking medication. Only as a last resort may the school assist children in taking medications. If so, appropriate instructions, signed by the parent or guardian, should be provided to the school where a record of the dates and times medication is given to the child is kept in a record book. All medications must be properly labeled and brought to school by a parent/guardian. Children may not carry medication to or from school. All medication is kept locked in the nurse's office.

V. INTERNET USE

Unauthorized and inappropriate use of the internet in school is grounds for disciplinary action up to and including dismissal. Inappropriate student internet use at home that in some way associates his/her wrongful conduct with the school, students of the school, and teachers and staff, may be cause for disciplinary action if the use affects the administration of the school generally, or the relationship of the school to the student specifically. Thus, for example, the posting of an internet site from home containing threatening and derogatory comments about a teacher, student, or school official may be grounds for dismissal. This is so particularly where the site creates an atmosphere of fear or otherwise adversely affects the educational and religious mission of the school. See the Acceptable Use Policy for Technology for Catholic Schools of the Archdiocese of Philadelphia in the back of this handbook. SMS urges all parents to take such threatening behavior to the Police District.

VI. CRISIS MANAGEMENT PLAN – SHELTER IN PLACE PLAN

St. Martha Parish School has a Crisis Management Plan in place. **If, for any reason, the school must be evacuated, our plan calls for us to walk the students to Archbishop Ryan High School where parents/guardians may come to pick up students. In case of emergency where evacuation is necessary, do not call the school or the high school.** Our plan is to leave the building immediately and meet parents/guardians at this site. In this type of emergency evacuation, there will not be time or personnel to answer telephones; instead, go immediately to the high school. St. Martha Parish School community is most grateful to Archbishop Ryan for their immediate and enthusiastic response to opening their school to us.

St. Martha Parish School has a Shelter in Place Plan. “Shelter in Place” means that our school will be called either by the Police Department, Fire Department, or the Office of Catholic Education to alert us to begin a Shelter in Place plan. This plan means that our school will be in a lock down mode – **no one in, no one out.** The police department will be on site to enforce this regulation. This plan is not meant to last more than three hours at which time the police department will have buses on site to remove our students to a safe location which would be announced through the media and the emergency alert system to the community at large so that parents will go to the designated evacuation site, not to the school, to pick up their children.

VII. ATTENDANCE, HEALTH, LATENESS

A. ATTENDANCE

If your child is to progress favorably in school, he/she should be in good health and be able to attend school daily. Good sense dictates that it is most inappropriate for your child to come to school when he/she is ill. Your child needs to remain at home during illness so recovery will be quick and other students are not subjected to the

illness. We ask you to protect your child and our students by keeping your child at home during the time of his/her illness.

B. DIRECTIVES FOR STUDENT ABSENCE

1. Keep your child at home until he/she is completely well.
2. On the morning of your child's absence and on each subsequent day of absence, call the school office at **215-632-0320 by 10:00 a.m.** to report the absence. Leave a message stating your child's name, grade, room number, and reason for absence. **Also, at this time, please state whether someone will come to school to pick up the student's homework for that day. WORK MUST BE PICKED UP BY 3:10 p.m.** If you call the school after 8:00 a.m. a teacher may not be interrupted during class time to prepare your child's homework. Check My Students Progress for homework assignments. Children other than siblings may not carry books home unless they are in car line. If you have registered your child for the **C.A.R.E.S. Program** for that day, please inform us that your child will not be attending the program that day due to illness. The secretary relays all information to the appropriate staff members.
3. If you inform us of your intention to pick up your child's homework when you report the student's absence in the morning by 8:00 a.m., homework, books, etc. will be available to you on the bench outside the main office from 2:30 p.m. until 3:10 p.m. Please do not expect your child's homework to be ready in the office either before 2:30 p.m. or if you have not informed us at the time of the absence report you made in the morning. We will not interrupt classes to get homework for students whose parents have not requested it at the appropriate time and in the appropriate manner as stated above.
4. On the day of your child's return to class after an illness or other absence, he/she must present from his/her parent/guardian to his/her homeroom teacher a written absence note stating the length of the absence and the reason for the absence. No child may be admitted to class after an absence without the above note. **If a student has been absent due to illness on three or more consecutive days, a doctor's certificate must also be presented with the parental note.**
5. A child will be marked absent if he/she leaves before 2:00 p.m. unless it is for an orthodontist appointment.
6. Parents of students not called out in Grades 6, 7, and 8 will receive a call from the secretary.

C. HEALTH HABITS

A healthy child responds better to instruction. Help your child to practice proper health habits which we teach in school. Among these are:

1. **Proper Sleep** – a bedtime for your child should be established, and effort made to be consistent with this time.

2. **Proper Diet** – your child should eat breakfast and a proper lunch. Any child who stays in school for lunch and who comes to school without a lunch must call home for one to be brought to school.
3. **Proper Clothing** – your child should be sent to school with clothing that prepares him/her for the weather.
4. **Proper Bathing** – your child should be taught respect for his/her body by parental guidance in cleanliness of body and clothes.

D. HEALTH SERVICES

Although a school nurse is present six days per month, she may not diagnose or treat illnesses. If a child is sick in the morning or when he/she comes home for lunch, please do not send the child to school. The school nurse's duties are to maintain health records for each child; screen each child for vision, hearing, height and weight; prepare inoculation program; inform parents when it is necessary for a physical examination – Kindergarten and Grade 6.

E. LATENESS

If a student oversleeps or is late for some other reason, send him/her to school. It is better to be late than to miss class completely. If a student is late:

1. The parent is to send a note of explanation with the student.
2. Upon arrival in school, the student is to report to the main office and is then sent to his/her homeroom.
3. **Any student in Grades 1 through 8 arriving after 8:00 a.m. is considered late. Excessive lateness will result in a lunch detention.**
4. The bell will ring at 7:55 a.m. each morning. Prayers and announcements will be at 8:00 a.m. and classes will begin immediately after prayers.

F. VACATIONS

Vacations while school is in session are discouraged. Teachers have no obligation to assign work ahead of time and/or re-teach missed lessons due to vacations. Teachers have no obligation to assign "make-up" work. **Students will be expected to complete all school and homework assignments upon their return from vacation.** If vacations take place during assessment, a student must take that assessment immediately upon returning to school with the time and place of assessment at the discretion of the teacher. Credit will be lost for oral and written class work, assignments, projects, reports, tests, etc. that are not completed due to absences for vacation.

VIII. DRESS CODE

Uniforms, with the exception of sweaters, are worn beginning with the first day of school.

A. Girls

1. Grades 1 to 8 (Winter) – New Students
 - a. Drop waist blackwatch plaid jumper
 - b. Short or long sleeve Bermuda collar white blouse
 - c. Navy blue cardigan sweater (optional)
 - d. Navy blue knee-high socks or tights
 - e. Sensible, blue oxford, rubber-soled shoes with laces that tie or blue Mary Jane
 - f. From November 1 to March 31, the winter uniform must be worn
2. Grades 1 to 8 (Summer - optional)
 - a. Navy blue walking shorts or skort
 - b. White knit sport shirt with school logo
 - c. Black belt
 - d. Solid white crew socks
 - e. White sneakers with laces that tie
3. Hairstyle
 - a. Hair is to be kept well groomed, a conservative cut and out of the eyes
 - b. Hair accessories should blend with the color of the uniform
 - c. Large amounts of hair products and sprays are not permitted
 - d. Streaks of color (i.e., blue, purple, etc.) are not permitted

B. Boys

1. Grades 1 to 8 (Winter)
 - a. Navy blue trousers
 - b. White knit sport shirt with school logo
 - c. Black belt
 - d. Sensible, rubber-soled, black oxford shoes with laces that tie (NO black sneakers)
 - e. Navy blue with white trim V-neck cardigan or vest sweater
 - f. From November 1 to March 31, the winter uniform must be worn
2. Grades 1 to 8 (Summer - optional)
 - a. Navy blue walking shorts or navy blue trousers
 - b. White knit sport shirt with school logo
 - c. Black belt
 - d. White low top sneakers with laces that tie
3. Hairstyle
 - a. Conservative, well-groomed cut with no hair touching the collar or eyebrows
 - b. Spiked, shaved areas of hair, tail, etc. are not permitted
 - c. Large amounts of hair products and sprays are not permitted
 - d. Bleached/colored hair is not permitted

C. Kindergarten Uniform – Boys and Girls

1. Winter – November 1 to March 31
 - a. Navy blue sweatpants
 - b. Navy blue sweatshirt with school logo
 - c. Red t-shirt with school logo

- d. Sneakers with laces that tie
- 2. Summer – Optional
 - a. Navy blue shorts with school logo
 - b. Red t-shirt with school logo (no other red t-shirt, i.e. CYO sports t-shirt)
 - c. Sneakers with laces that tie

D. Physical Education – Grades 1 to 8

- 1. Winter – November 1 to March 31
 - a. Navy blue sweatpants with school logo
 - b. Navy blue sweatshirt with school logo
 - c. Red or white t-shirt with school logo
 - d. Sneakers with laces that tie
- 2. Summer
 - a. Navy blue shorts with school logo
 - b. Red or white t-shirt with school logo
 - c. Sneakers with laces that tie

E. Grades K to 8 – Boys and Girls

If boots are worn to school during inclement weather, school shoes must be brought to school and worn during classes. NO slip-on shoes may be worn for dress down days.

F. Pre-K – Boys and Girls

For safety reasons, flip-flops are not permitted.

G. Jewelry/Makeup/Hairstyles

It is important that each student respects his/her own dignity by his/her appearance. We have a uniform dress code so jewelry, makeup, and hairstyles are not distracting and do not present the wrong message about our Christian community. Earrings are not permitted for boys. **Small post earrings are permitted for girls – only one earring in each earlobe.** No dangle or hoop earrings are permitted due to various school activities that may cause damage to earlobes. One ring per hand is permitted for girls and boys. Necklaces for boys or girls are not permitted. Religious medals or crosses may be worn under the student’s clothing to prevent breakage. Reminder: It is best for jewelry to remain at home due to its great value both monetarily and sentimentally. The school assumes no responsibility for jewelry worn to school which becomes misplaced or is missing. Neutral or light nail polish is permitted. Artificial nails are permitted, however, they must be short. Hair for all students is to be kept neat and clean at all times. No outlandish hairstyles or colored/dyed hair are permitted. Boys’ hair must not touch the collar. Bangs may not be below the eyebrows. **Please Note: Girls may NOT roll up their uniforms or gym shorts.**

IX. SCHOOL POLICIES

A. STUDENT BOOKS

- 1. Textbooks

- a. Have clean paper covers or book socks at all times. Covers may not have drawing, scribbling, graffiti or inappropriate writing on them. Contact paper may not be used to cover textbooks.
 - b. Are carried to and from school in a book bag.
 - c. May not have any pencil or ink marks in them.
 - d. Are numbered and distributed so that the teacher has a record of each student's number so as to prevent damage or loss.
2. Workbooks and Copybooks
 - a. Workbooks should be covered in clear contact paper.
 - b. Workbooks and copybooks must be kept neat, legible, in good condition, and free from all unnecessary writing and graffiti.
 - c. Workbooks, copybooks, folders, etc. must be carried to and from school in a book bag.
 3. Lost or Damaged Books
 - a. Students are responsible for all books and materials assigned to them.
 - b. Books and/or materials lost or damaged by a student are to be replaced by the student responsible. Publisher's cost for textbooks is to be determined and workbooks are \$20.00 each.
 4. Student Desks
 - a. The school is the co-tenant of desks and reserves the right to search them at anytime without notice.

B. LUNCH PROGRAM

Fee is announced annually. The first payment for September to December is due on or before September 15th. The second payment for January to June is due on or before January 15th. This fee is for those families who choose to have their children remain in school daily for lunch. This fee covers the cost of the salaries of our lunch monitors. Any student who does not cooperate with and respect our lunch monitors will not be permitted to remain in school for lunch. **Students whose fees are not paid by the dates due will not be permitted to remain in school for lunch.** Since our school does not serve lunch daily, lunch must be brought from home. Students are responsible for bringing their lunches to school. Parents are permitted to deliver lunch to school only if a student forgets his/her lunch. **Fast food lunches are not permitted.** Parents may not deliver fast food for lunch for forgotten lunches or as treats. When a parent delivers a forgotten lunch, place full name, grade, and room number of the student on the bag and deliver it to the school secretary. Lunches will be left on the bench for the student. **Classes may not be interrupted for lunch deliveries.** For student safety, students may not bring glass containers to school. A Special lunch is provided for a fee by the Home and School Association. A flyer will be sent home announcing the date and menu.

Regulations:

1. Students have a short recess in the schoolyard after lunch.
2. No student may be out of his/her seat for any reason while eating lunch.
3. No food may be taken into the lavatories.

4. When the students are taken to the schoolyard at lunchtime, they are under the supervision of the lunch monitors and teacher on duty. It is expected that students treat these monitors with respect and obedience.
5. No student may leave the schoolyard at any time. This is a matter of safety. Infractions of this regulation will be dealt with swiftly and may result in suspension from the lunch program.
6. Recess at lunch is a time to relax and prepare for the afternoon session. Running or rough play by students will not be tolerated.
7. Lunch monitors are informed of their responsibilities in the lunch program.
8. Any student who does not obey these regulations will receive appropriate consequences for his/her actions. If continued disobedience occurs, the student will not be permitted to remain in school for lunch.

C. FIELD TRIPS

Periodically, students are taken on field trips as part of their educational experience. Such trips are made only with the permission of their parents. Since field trips are educational in nature, all students should participate unless they are ill. Students may be excused from field trips only with a doctor's certificate. When such trips are being planned, permission slips will be sent home to be signed and returned to the teacher. If a permission slip is not signed and handed in to the teacher, the student may not participate in the trip. **No other child or sibling may go on a field trip. Although discouraged, chaperones may take their child(ren) home from a field trip. At this time, the parent may not disrupt a classroom and ask for a sibling to leave.** Since these trips are educational in nature, students are required to wear school uniforms on field trips unless otherwise notified. All trips are supervised by the teacher and other adult chaperones. Walking trips within the school area are considered part of the school day activity and need no formal permission from parents. **ALL CHAPERONES MUST HAVE THEIR CLEARANCES BEFORE THEY GO ON A TRIP.**

D. FIRE DRILL/SHELTER IN PLACE DRILL

According to archdiocesan policy, each school is required to hold a fire drill each month. Our students are required to leave the school building in silence and report to their designated fire drill locations. In addition, each school is to practice a shelter in place drill annually.

E. HOMEWORK

In accordance with the principles of effective education, the school's policy is to assign homework to all grades each day. Homework takes priority over extracurricular activities. On weekends or over holidays, homework is at the discretion of the teacher. Homework is a necessity because it reinforces skills taught in class, trains the mind through memorization, and enhances critical thinking. Homework may take any of the following forms: written assignments, assignments

not completed in class, reading assignments, study and review assignments, and long or short term projects or reports. The amount of time for homework is based on students with average ability. Some students will need less time while others may need more time. This time schedule includes time for written as well as study assignments:

Kindergarten: 15 minutes	Grades 5 and 6: 90 minutes
Grades 1 and 2: 30 minutes	Grades 7 and 8: 120 minutes
Grades 3 and 4: 60 minutes	

F. SPECIAL STUDENT SERVICES

Services for Math and Reading remediation, speech therapy, homebound tutoring, counseling, and educational/psychological evaluation are provided through federal and state funding. All of these services are federal or state mandated programs and are provided to our students through your tax dollars. Money is not distributed to our school directly, but is channeled through the Archdiocese of Philadelphia. The Archdiocese of Philadelphia has contracted CORA and Catapult to provide these services to our students. With the exception of homebound tutoring, services are provided to students in our building. The Basic Skills Improvement Program and the Compensatory Education Program are individualized programs to help eligible students improve their basic skills. Those students whose standardized testing results have fallen below state and/or district minimum standards in the areas of reading, mathematics, and/or communication are eligible for these programs. These services may also be available to students upon parental or teacher request.

G. LIBRARY

The library is under the direction of a professional librarian. Language Arts teachers instruct each student in library science as well as train him/her in research work. Students in Grades Pre-K to 8 have a library period each week to encourage independent reading. The library is also open for independent research. Students may use a multimedia computer as well as the internet for research.

Book Returns and Book Fines in the Library

Students are permitted to keep books for one week. They return or renew books during their weekly library period. If a student is absent on the day the book is due, he/she is to return the book on the day that he/she returns to school after the absence. Students who are late returning books must pay a fine published yearly by the librarian. Students who lose or damage library books must pay for the lost or damaged books at the publisher's cost.

H. MONEY

1. Put money in an envelope.

2. Mark the envelope clearly with student's name, grade, room number, and purpose for the money.

I. PARTIES

On a student's birthday, with the permission of the teacher, a **small treat** may be sent in for the class. No student may distribute party invitations in school at any time. Party invitations should be distributed outside the school environment so that social functions do not create unnecessary disappointment to some students excluded from the function.

J. RESPONSIBLE STUDENTS

One of our goals is to assist you in making your child a responsible young person. **With the exception of lunch, parents are not to bring forgotten articles to the student. No student has permission to call his/her parents for forgotten articles except for his/her lunch.** This includes homework, projects, books, etc. **No student or family member is permitted entrance to a classroom for forgotten books or other material after school has been dismissed.** The school secretary has many obligations during the course of the day, but one duty that is not hers is the role of messenger for parents to students unless there is an emergency situation. Please do not call the school office with messages for your child. Certainly telephone messages of an **EMERGENCY NATURE** from parents are necessary and expected, but other types of messages will not be delivered. Therefore, it is extremely important that **YOU** remind your child before school if there are any changes in his/her usual dismissal procedure, early dismissal for an appointment, etc. *A newsletter is distributed monthly to any family that does not have internet access. Please refer to it often so there is no confusion for you or your child. The Newsletter is on the school website.*

K. SCHOOL SAFETY

An organized safety patrol made up of responsible and dependable students gives service to our school community. These students keep your child safe while coming to and going home from school.

L. SCHOOL OFFICE HOURS

8:00 a.m. to 3:00 p.m. Monday-Thursday and 8:00 a.m. to 2:30 p.m. on Friday.
Early dismissal days are 8:00 a.m. to 12:30 a.m.

M. AFTERNOON DISMISSAL AND LATE PICK-UP OF STUDENTS

At the end of the school day, students are dismissed in lines. Please be certain that your child knows which line to take.

Car Line – If your child is picked up by car, please pick up in the schoolyard. It is dangerous to pick up or drop off your child on Academy Road. Children are to be dropped off on the Chalfont side of the school in the morning and 3 or 4 cars can drop off at a time. Do not take this time to sign papers, etc. **Do NOT drop off or park on the Comly side. This parking lot is for the parishioners attending Mass. Parking is permitted in the lot in the back of the school complex and parents may walk their child(ren) to the entrance of the school. Do not park by the dumpster or along the woods.** Following these directions will lead to a smooth transition in the morning. No child will be left outside alone while waiting for pick-up.

Walkers – Please meet your child(ren) at one of the above corners. Parents are not to wait in the schoolyard for children who are walking home.

School dismissal is 3:00 p.m. on regular days and 12:30 a.m. on half days.

Friday is a 2:30 dismissal. Students who are not picked up on time will call their parents and meet them on the bench outside the office.

N. STUDENT GOVERNMENT

1. The Saint Martha Student Council is an organization designed to promote leadership development amongst the student body. The responsibilities of its members consist of participating in meetings, supervising all student activities, representing the school community, and promoting school spirit. Election of officers is held in May prior to the coming school year.
2. The candidate's requirements to run for office are:
 - a. Must be an Eighth Grade student
 - b. Must possess an average of 80 or above in major subjects and no failures in any subject
 - c. Must possess satisfactory effort and behavior marks for each marking period of the year
 - d. Must be approved by the faculty and principal
 - e. The administration reserves the right to remove any student from office who does not continue to comply with 2b or 2c
 - f. Must have served on Student Council at least one year
3. The election procedures are:
 - a. Candidates must obtain five (5) signatures of faculty members
 - b. Candidates must be approved by the principal
 - c. Candidates campaign on Thursday with the election held on Friday
 - d. Dates and times for elections and campaigning are established by the principal and student council moderator
 - e. Winners of the election will be announced on the day of election
 - f. Installation of officers occurs in a special school liturgy held in church
4. Election of homeroom representatives
 - a. Students from Grades 6 to 8 serve as Student Council representatives
 - b. Requirements for office are:

- (1) Candidate must have no failures on the previous year's report card
- (2) Candidate must possess satisfactory effort and behavior marks for each marking period on the previous year's report card
- (3) Candidate must be approved by the faculty and principal

X. REPORTING STUDENT PROGRESS

Philosophy

A good system of reporting student progress is one which helps build the student's self-respect and knowledge, social and emotional behavior, and spiritual and physical development. Saint Martha Parish School treats the reporting of student progress by use of four methods: parent conferences (in person or by telephone), My Students Progress, report cards, and achievement assessment.

Parent Conferences

Parent/teacher conferences are held formally once each year after the first trimester. This date is listed on the school calendar. These conferences are held so parents and teachers may exchange information about the student so that both may better serve the student's needs. Informal conferences may be requested by parents and/or teachers (in person or by telephone) as needs arise. Parents must make an appointment to speak with teachers in person so a mutually agreeable time for both may be chosen so all will be able to meet in the best possible conditions. Courtesy demands that teachers must not be approached by parents for school related discussion without an appointment, and the reverse is true for parents. Parents must call the school office to leave messages regarding appointments for teachers, or they must write a note to the teacher requesting the appointment. Parents may not call the teachers at their homes.

Achievement Assessment

The Archdiocese of Philadelphia has chosen the Terra Nova Assessment Program to be administered annually. This assessment takes place in the spring of the school year. It is designed to follow a student's academic growth in each major curriculum area from assessment to assessment.

Archdiocesan Final Assessment

The Archdiocesan final assessment is given in June to students in Grades 1 to 8. This assessment is given the same weight as a major test.

Archdiocesan Marking Code for Major Subjects on Report Cards

	<u>Grades 1-3</u>	<u>Grades 4-8</u>
O	Consistently produces work of high quality	Numerical grades from 70 to 100. 69 or below is recorded as an F on the report card.
VG	Regularly produces work of high quality	
G	Frequently produces quality work	
S	Produces work of satisfactory quality	
I	Produces work of inconsistent quality	
U	Produces work of unsatisfactory quality	

Personal and Social Growth

The Archdiocese of Philadelphia has in place a system for reporting to parents how their children conduct themselves in situations other than the classroom environment, i.e., traveling to and from and participating in liturgies and assemblies, schoolyard and lunch behavior, homeroom cooperation, etc.

Grades 1 to 3

Number indicates the level of performance the student has demonstrated.

4 – Exceeding 3 – Achieving 2 – Growing 1 – Emerging

Grades 4 to 8

Number indicates the level of performance the student has demonstrated.

4 – Exceeding 3 – Developing appropriately
2 – Needs Improvement 1 – Unsatisfactory

The homeroom teacher will thus communicate to parents how the student, as a member of the school community, reflects Christian love and discipline by his/her words and actions.

Effort and Study Skills

Grades 1 to 3

Number indicates the level of performance the student has demonstrated.

4 – Exceeding 3 – Achieving 2 – Growing 1 – Emerging

Grades 4 to 8

Number indicates the level of performance the student has demonstrated.

4 – Exceeding 3 – Developing appropriately
2 – Needs Improvement 1 – Unsatisfactory

Student Interim Progress Reports

Student Interim Progress Reports can be checked as often as necessary on My Students Progress (mystudentsprogress.com).

Report Cards

Report cards are distributed three times during the academic year so that parents are informed of their child's strengths and weaknesses in maintaining grade level skills. Parents should review My Students Progress carefully and note any particular weakness so that they may guide the child in improving this particular curriculum area. Grades are based on total participation of the student: oral and written class work, assessments, projects, homework, etc. If My Students Progress indicates that a student's work is not satisfactory, parents should confer with the teacher as soon as possible. A printed version will be given to you to be reviewed and signed.

Report Card Honors for Grades 4 to 8

St. Martha Parish School is “raising the standards” with the following honors requirements:

First Honors

Must maintain an average of 93 in major subjects which include Religion, Math, Reading, Writing, Spelling, Social Studies, and Science, with no single grade below 90. Minor subjects which include Music, Art, Physical Education, and Computer Technology must have marks of 4 or 3.

Personal and Social Growth and Effort and Study Skills must have marks of 4 or 3.

First Honors cards are presented with report cards three times per year to those students who meet the above criteria.

Second Honors

Must maintain an average of 88 in major subjects which include Religion, Math, Reading, Writing, Spelling, Social Studies, and Science, with no single grade below 85. Minor subjects which include Music, Art, Physical Education, and Computer Technology must have marks of 4 or 3.

Personal and Social Growth and Effort and Study Skills must have marks of 4 or 3.

Second Honors cards are presented with report cards three times per year to those students who meet the above criteria.

Retention and Conditional Promotion Policy

Retention

Students are recommended for retention only for very serious reasons. It is recommended that intervention take place as soon as possible in the form of private tutoring and/or remediation from CORA Services in our school to enhance student skills. A student who has a prolonged absence without sufficient homebound tutoring to ensure mastery of grade level skills would be a candidate for retention.

Conditional Promotion

Any student in Grades 1 to 7 who fails two or more major subjects in the final column of his/her report card must attend a recognized summer school program or be tutored by a professional educator before he/she is admitted to Saint Martha Parish School in September of the following academic year. Reports stating the skills reviewed and the progress attained by the student must be sent by the teacher to the principal by August 20 so a decision regarding the continuation of the student's education in Saint Martha Parish School may be made. If the reports are acceptable, the student will continue in our school program. Parents of Grade 8 students will be notified by January 31 if a student may fail in one or more subjects. Additionally, the school reserves the right to notify parents of Grade 8 students at any time during the second or third trimester that a student is experiencing academic difficulty and may fail for the year. If, indeed, the student should fail a major subject, the student must complete a certified summer school program. Finding an appropriate summer school or tutoring program is a parent's responsibility.

XI. VISITORS/VOLUNTEERS TO THE SCHOOL

For the safety of your child, all visitors and volunteers, except at times of public functions, are to report first to the main office to sign in. At the end of their visit, visitors/volunteers are to sign out at the main office. All staff members have been instructed to question any visitor/volunteer who is on the school complex. Parents or visitors are not permitted to meet with teachers or do any school business without signing in at the office first. Family members are not permitted to visit children during school hours. This includes lunch time or recess time in the schoolyard.

XII. EMERGENCY CLOSING OF SCHOOL

In the event of any emergency holidays due to inclement weather, listen to the radio station KYW 1060 on AM for the announcement of “All Philadelphia Public and Parochial Schools will be closed.” Please do not call the school or rectory since we do not receive advance information. If our school is in session during inclement weather when road conditions may be dangerous in certain areas, we ask parents to use their parental judgment in sending their children to school. In the case of an early dismissal due to a snow emergency, each student must have a place to go (a friend or neighbor’s home, etc.). Upon reaching this place, students should call their parents to inform them of their early dismissal and their location.

XIII. TUITION

To help defray the cost of the school to the parish community, the necessity of tuition is of obligation. The pastor and his finance committee issue the tuition rate in the spring of each year for the following academic year. **No student may re-register for the following academic year unless all accounts of the present academic year are paid in full.** Grade 8 students will not partake in graduation exercises unless their accounts are paid in full by May 1 of the present academic year. No school records of students who transfer will be sent unless their accounts are paid in full.

XIV. CONFIDENTIALITY OF STUDENT RECORDS

The contents of student files are released only to authorized persons. A parental/guardian signature is required before records are sent to any agency. Divorced/separated parents are required to file a notarized copy of the custody section of the divorce/separation decree with the school. This procedure helps to protect the rights of everyone in the family.

XV. SCHOOL HOURS

Grades Pre-K to 8 – Regular School Day

7:55	Bell (any student entering after 8:00 is considered late)
8:00	Morning prayer and announcements
12:00 – 12:45	Lunch
2:45	Dismissal for Pre-K and Kindergarten
3:00	Dismissal for Grades 1 to 8

Grades Pre-K to 8 – Half Day

7:55	Bell (any student entering after 8:00 is considered late)
8:00	Morning prayer and announcements
12:15	Dismissal for Pre-K and Kindergarten
12:30	Dismissal for Grades 1 to 8

Students are not to arrive before 7:30 in the morning.

XVI. REGISTRATION/RE-REGISTRATION FEE

This fee covers the cost of the Archdiocesan assessment program, duplicating paper and ink, magazine subscriptions, physical education equipment, art supplies, staff development, postage, chalk, erasers, teacher manuals, audiovisual materials and library supplies. **This fee is non-refundable.**

XVII. TAKE HOME WEDNESDAY

A communication envelope will be sent home every Wednesday with tests and important papers. Remove the contents of the envelope or sign the tests and place them back in the envelope, sign the envelope and return the next school day. We will send home memos, flyers, newsletters, etc. with the **youngest or only child.**

XVIII. EMAIL THE PRINCIPAL

The email address for the principal is kdonofry@comcast.net. Please speak with teachers first regarding student issues before emailing the principal. Since the first obligation of the principal is to students and teachers during the day, parents must have an appointment to meet with the principal and/or teachers at a mutually agreeable time.

XIX. SAINT MARTHA PARISH SCHOOL C.A.R.E.S.

Children Are Receiving Extended Services is a program that our school offers to parents for their children in Grades Pre-K to 8 daily for a fee whenever school is in session. Please call the main office at (215) 632-0320 for information.

XX. CURRICULUM

Religion is taught in Grades Pre-K to 8 and follows the Religion Curriculum Guidelines of the Archdiocese of Philadelphia. Through the knowledge of God and the reception of the sacraments, each student learns that his/her faith is a way of life which nurtures the love he/she has for God, neighbor and self. Students are prepared for the reception of the sacrament of Reconciliation in Second Grade. Students are prepared for the sacrament of First Holy Communion in Third Grade and receive their First Holy Communion in the spring of Third Grade. Students are prepared for the reception of the sacrament of Confirmation in Fifth and Sixth Grades. Reception of this sacrament takes place in Sixth Grade. Since parents are the primary educators of their children, they are expected to take an active part in the instruction and preparation of their children for the reception of the sacraments, to be role models by their attendance at Mass and other liturgical celebrations, and to support the school community in its teachings. Students in Grades 3 to 8 are provided with ample opportunities for the reception of the sacraments of Reconciliation and Holy Eucharist during the course of the academic year. School liturgies are celebrated weekly. The following curriculum subjects are taught in Grades Pre-K to 8 through use of the Archdiocese of Philadelphia Curriculum Guidelines which are derived from state and national standards: Mathematics, English Language Arts (Reading, Grammar, Phonics, Writing, Spelling, Handwriting, Library Skills), Social Studies, Science, Music, Art, Physical Education, Health, and Technology and Latin (8th Grade only).

XXI. SAINT MARTHA PARISH SCHOOL CODE OF CHRISTIAN CONDUCT

Each of us has a special place in God's plan of creation. We are created to bring Jesus' gospel message of love, peace and hope to all. Jesus calls us to be His disciples, His followers. A disciple tries to do what is "right" even when doing what is "right" is difficult or unpopular.

The principles of this code depend upon the partnership and support of home and school. The administration and faculty of Saint Martha Parish School recognize parents as primary role models and educators for their children. As professional educators, our ministry is to build on the foundation begun in the home. Together, as a community of faith, we work to proclaim the gospel message of Jesus Christ while striving to live this message daily.

A student's development of desirable social attitudes and practices, as well as a sense of personal responsibility for his/her actions, is as much a part of education as excellence in academic areas. Therefore, the administration, faculty and staff of Saint Martha Parish School believe that it is our responsibility as educators to correct a student for any violation of regulations or lack of academic cooperation. The full cooperation between parents and teachers and the mutual respect for regulations help to develop in the student a sense of security which is essential to his/her psychological and spiritual growth.

When a parent or student does not understand the action taken in correcting that student, he/she should contact the teacher who gave the correction. The purpose of discipline in Saint Martha Parish School is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member, and thereby enhance the community. Discipline ought to provide for an awareness of spiritual values, thus bringing the student to a realization of one's ultimate end.

Discipline in a Christian, Catholic educational community is part of a teaching/learning process; therefore, it is the responsibility of the school to attempt to provide each student with moral guidelines and leadership.

Actions by an individual that deter Christian development are considered by the administration and faculty of Saint Martha Parish School to be injurious to the well being of both the individual and the community. An individual demonstrating socially or morally undesirable behavior is in need of specific educational experiences which the school must attempt to provide. In addition, the school must minimize the threat such actions present to the community and, when feasible, attempt to educate the school community at large. All disciplinary actions must strive for an optimum balance between the welfare of the student and that of the community.

Saint Martha Parish School strives to reflect Christian ideals that it desires to instill in its students. It demonstrates its acceptance of the dignity of each individual by according him/her just treatment, consideration and respect. In this way, the school attempts to foster the student's respect for himself/herself and the other members of the school community.

Corporal punishment is strictly forbidden in Saint Martha Parish School and in all Catholic schools within the Archdiocese of Philadelphia. Even in the event of parental permission for such action, it is not permitted under any situation. Corporal punishment shall be defined as any punishment which in any way physically abuses a child. It must be noted that this is a state law. However, within the scope of his/her employment, a teacher may use and apply such amount of force as is reasonable and necessary:

1. To quell a disturbance threatening physical injury to others;
2. To obtain possession of a weapon or other dangerous object upon the person or within the control of the student;
3. For the purpose of self-defense; and
4. For the protection of persons and property.

Such acts shall not be construed to constitute corporal punishment.

XXII. EXPECTATIONS

A. SELF CONTROL

Saint Paul tells us that the Holy Spirit lives in us so we use our bodies for God's glory (1 Cor 6:18-20). Part of God's plan for us is that we value and care for the life that He has given us and that we value the lives of others as well. To create an orderly environment, the following rules are set forth:

Rules for Safety

- Upon arrival at school in the morning, students enter the building and walk to the gym.
- Students walk when traveling throughout the school building and when using stairs.
- When the bell that signals the end of lunch rings, students will walk in silence to their assigned lines.
- During a fire drill, students exit and re-enter the building in silence and in an orderly manner.
- Students must have the permission of a faculty member to re-enter the building after school has been dismissed.
- When school is dismissed, students go directly to the appropriate location (home, etc.) as assigned by parents/guardians.
- Unless their usual method for returning home at dismissal is walking, when students are assigned detention, parents must provide transportation for students at the end of the detention. Detention notice is given in advance so provision for transportation may be made.
- Students must remain in the designated area on the school grounds at all times during the school day.
- Students may not be truant.
- Students must refrain from throwing snowballs on or near school property.
- Students must refrain from using, selling, or bringing any items that pose a danger onto the school premises. These items include, but are not limited to, tobacco, drugs, alcohol, weapons and pornographic materials.
- Students cross the street only where a crossing guard is present.
- Students who remain after school for extracurricular activities must have parental permission to do so.
- Extracurricular activities (clubs, student council, tutoring, etc.) are provided as social and learning experiences. The administration reserves the right to prohibit students who exhibit inappropriate behavior from attending extracurricular activities.

Rules for Maintaining a Learning Atmosphere

- Students keep silence at the times and places designated throughout the school day. Times of silence include, but are not limited to, school liturgies, morning and afternoon entrance and dismissal periods, library periods, independent working periods, and assembly programs. Places of silence include, but are not limited to, church, corridors (especially during change of class), stairways, classrooms, and the school yard after the bell has rung.
- Students arrive at school and to class on time.
- Students raise their hands and wait to be acknowledged before speaking in class.
- Students refrain from disturbing a student or teacher by unnecessary talking or noise during school time.

B. RESPECT FOR OTHERS

Jesus tells us that we should “accept others as He has accepted us.” (Rom 15:7) We will get along better with some people than with others. As students who are disciples of Jesus, we show by our words and actions that we respect all persons. An atmosphere of respect will be present in our school when the following rules are followed. Students uphold the good name, character, and reputation that are part of each member of the Saint Martha Parish School community.

- Students refrain from speaking, writing, or gesturing obscenities.
- Students refrain from disrespectful attitude toward authority.
- Students settle conflicts using nonviolent means rather than physical force.
- Students seek permission to use or handle the possessions of any student or faculty member of Saint Martha Parish School.
- Students refrain from using words or actions that abuse the dignity or rights of any member of the school community. These include, but are not limited to, teasing, name calling, threatening, ridiculing, physically challenging, and laughing at another’s mistake.
- Students respect the property and person of all students, teachers, and the parish. In the event that property is damaged, destroyed, or broken, the parents of the student are responsible to pay for the replacement or repair of the property.
- Students are responsible to answer all persons (administrators, teachers, adult volunteers, guests, students) in a tone of voice and with a choice of words that are respectful and dignified.
- Students show good manners and proper etiquette throughout the school day and in extracurricular activities.

C. SENSE OF RESPONSIBILITY

God has given us the ability to learn and to bring about good in our own small part of the world. We read in Paul’s letter to the Romans that “while we live, we are responsible to the Lord” to use these gifts to the best of our ability. Responsibility can be learned and we expect that as students progress through school, they will grow

in their acceptance of the following responsibilities they have as Catholic, Christian students.

Academic Responsibility

- Students are responsible to complete all written class work in its entirety, neatly, and carefully.
- Students are responsible to complete all homework in its entirety, neatly, and carefully. Homework is not confined to just written assignments, but also may take any of the following forms: work not completed in class, reading assignments, study and review assignments, and/or short or long term projects or reports.
- Students are responsible to be prepared for class by having all the supplies that are needed to perform the day's work.
- Students are responsible to ask for and complete all work that was missed due to absence from school or class. Parents/guardians may request homework and class work by leaving a message when they call in to report the child absent. Homework and class work for absent students may be picked up between 2:30 p.m. and 3:00 p.m. on the bench.
- Students are responsible to participate actively in class by contributing to discussion, asking questions, listening to the teacher, and completing assigned tasks.
- Students are responsible to keep a homework assignment book in which all assignments are copied.
- Students are responsible to deliver school communications to parents/guardians and to return communications on time.
- Students are responsible to keep copybooks and workbooks neat, legible, and up-to-date. These books should reflect the appropriate appearance for students of the grade and age level.
- Students are responsible to have all tests, detention slips, report cards, notes to parents/guardians, assessments, etc. signed by parents/guardians and returned to the appropriate teacher.

Christian Responsibility

- Students are responsible to participate in school liturgies by singing, praying, and showing a reverent and respectful attitude.
- Students are responsible to keep the building and grounds clean and to complete school and class charges.
- Students are responsible to show good example to the school community by their words and actions.
- Students are expected to act appropriately at social functions and during field and/or class trips.

D. SPIRIT OF COOPERATION

Each day we come together as a community of faith to live and learn as disciples of Jesus. When each member of the community works together, our faith community can become stronger and more responsive in love and peace.

- Students recognize that the administration, teachers, substitute teachers, staff, and adult volunteers have the authority to correct them if their behavior warrants correction.
- Students are expected to show respect and a proper attitude when a correction is given.
- Students are expected to do what is requested of them without complaint.

E. RESPECT FOR PROPERTY

The Book of Genesis tells us that when God created the world, He looked at all He made and saw that it was good. He told man and woman to care for the earth and all that is part of it. Respect for God's creation is a responsibility that we all share. Throughout the school year, it is expected that respect for property will be shown in the following manner:

School Property

- Students must refrain from writing on or damaging school property.
- Students use proper receptacles to dispose of trash.
- Students refrain from taking or using property that does not belong to them.
- Students must use school facilities and equipment properly and carefully.
- Students use a book bag to carry books.
- Students keep all textbooks and workbooks in clean covers and free from all unnecessary writing at all times.

Individual Property

- Students refrain from copying any academic work from other students.
- Students refrain from taking or using the property of other members of the school community without asking permission to do so.
- Students are responsible to replace the property of others when taken without permission.

F. RESPECT FOR RULES

In the gospel, we read that "anyone who obeys the law and teaches others to do the same will be great in the kingdom of heaven." (Mt 5:19) Laws, or rules, are necessary whenever a group comes together. Rules are ways of letting each person of the group know what is expected of him/her so the group can work well together. The following rules are those that will allow this cooperation to exist at our school.

School Rules

- Students eat only at the times (lunch/break) and places (classroom/lunchroom) stated for that purpose.
- In the lunchroom, students are expected to obey the rules established for proper procedure and conduct and to respect lunch monitors. Students will speak and be dismissed quietly. Students are to remain seated, refrain from throwing food, trash, or other items, and clean their places at the table.
- In the schoolyard during recess, *students are expected to stay in their designated areas of play*, treat others with respect in the course of fair play, respect adult moderators, and refrain from horseplay or rough activities.
- Students are not permitted to chew gum at any time on school property.
- Students must adhere to the dress code as stated in the school handbook.
- In the schoolyard, students remain in the area of the yard assigned to each grade. When the bell rings, students are to walk in silence to their assigned lines.
- At assembly programs, students enter and exit the assembly in silence and refrain from speaking to or disturbing others while the assembly is in progress. Students are expected to applaud appropriately and be a courteous audience.

Class Rules

- Students must adhere to all classroom rules that have been established by the teacher of that class.

XXIII. ACCEPTABLE USE POLICY FOR TECHNOLOGY FOR CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF PHILADELPHIA

Purpose

Technology is a valuable educational vehicle. Our school is committed to teach its faculty, staff, students, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including internet use. The **Acceptable Use Policy for Technology** applies to all students, faculty, staff, volunteers, or community members allowed access to school technology resources.

Goal

The school's goal is to prepare its members for life in an electronic, global community. To this end, the school will:

- Provide a variety of technology based tools
- Teach technology skills
- Integrate technology with curriculum
- Encourage critical thinking and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices.

Responsibilities of User

Our school will make every effort to provide a safe environment for learning with technology including internet safeguards. The faculty, staff, students, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

Educational Purpose/Appropriate Use

All technology use and internet access at school for all faculty, staff, and students is provided solely for educational purposes. Educational sites and teacher-created assignments are to be used to enhance student learning. Students must not access entertainment sites, for example, social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the internet and hardware/software in any area of the school must always be obtained.

Copyright/Intellectual Property

All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Unacceptable Use

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Do not use obscene, profane, lewd, vulgar, rude, or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff, or any other organization.
- Users must not use a photograph, image, or likeness of any student, employee, or parishioner without express permission of that individual and of the principal.
- Users must not use school equipment to create any site, post any photo, image, or video of another except with express permission of that individual and the principal. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and is subject to the disciplinary measures found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files, or another person's password.

- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example, social networking sites such as myspace.com or facebook.com or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- Users must not violate license agreements, copy disks, CD-ROMs, or other protected media.
- Users must not use technology for any illegal activity. Use of the internet for commercial gain or profit is not allowed from an educational site.

Reporting

Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

Electronic Devices

Users must adhere to local school policy regarding the use of additional electronic devices.

Cell phones are collected by the teacher every morning and put in a plastic bag with the name of the student and placed in a locked closet until dismissal. NO student will have a cell phone on their person during school hours. If a student's cell phone is taken from him/her, a parent will need to come to the principal's office to retrieve the phone.

Administrative Rights

The Office of Catholic Education or the school administration may add additional rules and restrictions at any time. The school has the right to monitor both student and employee use of school computers.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions if applicable.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Each student will receive a copy of this policy with a contract for him/her and his/her parents/guardians to sign. This contract is in the September packet.