



**ST. STEPHEN MARTYR  
CATHOLIC SCHOOL**

**HANDBOOK**

**2931 Pindell Avenue  
Louisville, Kentucky 40217**

**Phone: 502-635-7141**

**FAX: 502-635-1576**

**[www.ssmartyr.org](http://www.ssmartyr.org)**

# **ST. STEPHEN MARTYR SCHOOL**

## **SSM**

### **Shaping Spirits and Minds**

**Through:**

**faith formation,  
personal integrity,  
stewardship and service,  
partnership with parents and community,  
academic excellence**

#### **MISSION STATEMENT OF ST. STEPHEN MARTYR**

**As a Catholic school, St. Stephen Martyr, in partnership with parents and guardians, is called to nurture our students under the guidance of Christ's teachings: to encourage and educate moral, independent citizens who are God's face and hands in service to the world community.**

**Responding to the Church's call to continue the teaching ministry of Jesus Christ, St. Stephen Martyr School strives to prepare students to be educated, responsible members of the community who are also active stewards of the faith. To this end, St. Stephen Martyr School . . .**

- + honors and protects the self esteem and integrity of each child by encouraging respect and acceptance within the school environment**
- + provides students with a quality academic program that prepares for the future, and**
- + deepens the spirituality of the student body through worship, religious formation, and the daily living of Catholic values.**

## TABLE OF CONTENTS

Foreword . . . . .	2
Notice of Discrimination . . . . .	2
Mission Statement and Philosophy . . . . .	inside front cover
Religious Obligation for Families with Children Enrolled in SSM . . . . .	2

### SECTION 1: POLICIES AND REGULATIONS

1.0 Admission / Registration Policy . . . . .	3
2.0 Tuition Payment Plan / Policies . . . . .	3
2.1 Financial Aid . . . . .	3
2.2 Policy for Receiving Parish Tuition Rate . . . . .	3
3.0 Code of Student Conduct . . . . .	4
4.0 Library. . . . .	14
5.0 Field Trips. . . . .	15
6.0 Counseling Services. . . . .	15
7.0 Dress Code. . . . .	15
7.1 General Dress Code . . . . .	15
7.2 Girls Dress Code. . . . .	15
7.3 Boys Dress Code . . . . .	15
7.4 P. E. Uniform . . . . .	16
7.5 Special Out of Uniform Days . . . . .	16
7.6 Dress Code Infraction . . . . .	16
8.0 Homework. . . . .	16
9.0 Attendances and Absences . . . . .	16
9.1 Attendance . . . . .	16
9.2 Absences . . . . .	17
9.3 Tardy Policy. . . . .	17
9.4 Releasing Students from School . . . . .	17
10.0 Transportation . . . . .	18
10.1 Arrival . . . . .	18
10.2 Drop Off Pattern in the Morning . . . . .	18
10.3 Early Dismissal Because of Weather Conditions . . . . .	18
10.4 Adverse Weather Policies . . . . .	18
10.5 Dismissal. . . . .	19
10.6 Pick Up . . . . .	19
10.7 Safety Patrol. . . . .	20
11.0 Extracurricular/Co-Curricular Activities . . . . .	20
12.0 Athletic Regulations. . . . .	20
13.0 Cafeteria Guidelines. . . . .	20
14.0 Grade Reporting . . . . .	21
14.1 Parent/Teacher/Student Conferences . . . . .	21
14.2 Report Cards. . . . .	21
14.3 Honor Roll and Honor Society . . . . .	21
15.0 Parties. . . . .	22
16.0 Sacramental Program . . . . .	22
17.0 Health and Safety	

17.1 Accidents, Illness, Medications . . . . .	22
17.2 Illness . . . . .	22
17.3 Immunization . . . . .	23
17.4 Health Fair . . . . .	23
17.5 Fire, Tornado, Earthquake Drills. . . . .	23
17.6 First Aid . . . . .	23
18.0 Computer, Internet and Electronic Mail . . . . .	23

### SECTION II: PARISH / PARENT INVOLVEMENT

1.0 Visitors. . . . .	24
2.0 Volunteers . . . . .	24
2.0 Parent Teacher Organization (P.T.O.) . . . . .	24
3.0 School Advisory Council . . . . .	24

### SECTION III: GENERAL INFORMATION

1.0 After School Care. . . . .	25
2.0 Pre-School . . . . .	25
3.0 Curriculum. . . . .	25
3.1 Collaborative Model School . . . . .	25
3.2 Gifted and Talented . . . . .	26
4.0 Telephone Messages for Teachers. . . . .	26
5.0 Telephone and Student Use . . . . .	26
6.0 Communiqués. . . . .	26
7.0 Non-Custodial Parent. . . . .	26
8.0 Firearms and Dangerous Weapons. . . . .	26
9.0 Reporting Child Abuse. . . . .	26
10.0 Search and Seizure. . . . .	27
11.0 Protocol for Threatening Verbal or Physical Behavior . . . . .	27
11.1 Homicidal Threats.. . . .	27
11.2 Range of Penalties . . . . .	27
11.3 False Threats . . . . .	27
12.0 Asbestos Statement . . . . .	28

### SECTION IV: 8TH GRADE INFORMATION

1.0 Catholic High Schools and Open House . . . . .	28
2.0 Tuition/Fees. . . . .	28
3.0 Graduation. . . . .	28
4.0 Dress Code. . . . .	28

### CLOSING STATEMENT. . . . . 28

### SCHOOL ADVISORY AND PTO BOARD . . . . . 35

#### FORMS:

Field Trip Permission Slip . . . . .	29
Prescription Form for Prescribed Medication . . . . .	31

Authorization . . . Self-Administered Insulin . . . . .	33
Authorization . . . Prescription Inhaler . . . . .	33

## **FOREWORD**

This Handbook is provided to all families who have children in St. Stephen Martyr School to answer questions you may have concerning school policies and regulations. Please read this handbook and DISCUSS the contents with your child/children. Keep it as a reference.

## **NOTICE OF NONDISCRIMINATORY POLICY**

St. Stephen Martyr School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, scholarship and financial aid programs, or athletic and other school-administered programs.

## **PHILOSOPHY**

Every human being is created in the image and likeness of God. We recognize parents as the first and primary educators of their children. Our work as Christian educators is to help each child fulfill God's great Commandments of love of God and love of neighbor. By encouraging Christian morals and values, we strive to instill in each child an appreciation of God, of others, of self, and of the country. No matter what the intellectual capacity of the children, we work to make them aware of their moral, physical, educational, and spiritual responsibilities.

Our philosophy gives direction and purpose to the educational process for the complete education of every student, regardless of race, creed, or gender. While we allow for individual differences and the particular needs of each child, we also insist on responsible freedom--all children must be made aware of the fact that when their actions infringe on another's rights, then freedom stops.

We insist on the proper respect for and obedience to authority. We work to foster attitudes of cooperation, helpfulness, generosity, and truthfulness in each child. Our philosophy is directed toward making responsible freedom a way of life for each individual.

To stimulate genuine intellectual curiosity in the student, we appeal to the child's creative power, and encourage its purposeful development. We respect the unique needs and abilities of the individual child and meet them with all appropriate resources available to us. We strive to equip our children so that they will be able to make present and future decisions responsible ones in an ever-changing world. The school and home must join hands and share in the total development of each child if this philosophy is to be realized.

With sincere and complete dedication to this task, together we can make this generation one whose entire lives are lived on the foundation of Christian principles and values.

## **RELIGIOUS OBLIGATION FOR FAMILIES WITH CHILDREN ENROLLED IN ST. STEPHEN MARTYR SCHOOL**

As a family we commit ourselves to fulfilling our responsibilities as Catholic-Christian parents by:

- ❖ being visible members of the Body of Christ at St. Stephen Martyr.
- ❖ participating at the Eucharist and celebrating the Sacrament of Reconciliation with our children.
- ❖ continuing, with our children, to grow spiritually through sacramental preparation programs, parish prayer, and other religious formation opportunities.
- ❖ supporting the parish by participating in the stewardship program through gifts of time, talent and treasure.
- ❖ becoming involved in and supporting parish programs.

# SECTION I. POLICIES AND REGULATIONS

## 1.0 ADMISSION /REGISTRATION POLICY

Enrollment is held for returning families as well as new students in November. Registration is in January. At this time a family fee is charged in accordance with the school fee schedule. This amount will be credited at the time of formal registration in August. The fee is non-refundable unless the school cannot accept your child due to lack of space or other consideration beyond the family's control.

## 2.0 TUITION PAYMENT PLAN/POLICIES

Tuition will be paid based on a ten month period beginning with August and ending with May. Tuition must be paid via automatic withdrawal (ACH) from your checking account. You may designate to have this transaction occur on either the first or the fifteenth of each month. The selection must remain constant for the current school year. If a transaction date falls on a weekend or a holiday, the transaction will occur the next business day. Any transaction which is denied for non-sufficient funds will be resubmitted only once. Any additional NSF transactions will result in all future payments being made in cash and due on the first of each month.

Tuition not paid when due will result in the student(s) being withheld from class. If a major change in financial status occurs, the responsible party must contact the Parish Business Manager in advance of the next due date to make an appointment to discuss other payment arrangements. The school will not issue reports cards, diplomas or transfer transcripts until tuition is paid.

The ACH forms are due prior to enrollment. No student will be officially enrolled without completion and submission of the document. If you are accepted into school past July, you are responsible for paying those months up front, and then will be put on automatic withdrawal through May.

Those who pay in full by July 15<sup>th</sup> will receive a discount as published. Families receiving financial assistance from the parish are not entitled to the discount.

### 2.1 FINANCIAL AID

Parish financial aid is available to registered parishioners who return their Stewardship Intention Card, demonstrate consistent contributions through Sunday envelopes and give their time and talent to the parish. If transferring parish membership from another local or out of town parish, "Confirmation of Good Standing" is required from your former parish.

### 2.2 POLICY FOR RECEIVING PARISHIONER TUITION RATE

This policy applies to all Catholic School families with children entering St. Stephen Martyr School **for the first time.**

#### 2.2.1 Catholic families transferring from another local or out of town parish

- Call the parish Office to request a Parish Registration Form. You will also receive a Stewardship Intention Card. Both of these are required in order to register in the parish and receive parishioner tuition rate. Upon completion of the Parish Registration Form and Stewardship Intention Card, call the Pastor to set up an appointment to meet with him.
- "Confirmation of Good Standing" statement is also required in order to receive parishioner tuition rate. You must acquire this statement from your former parish and present it at the time of your parish registration. If you cannot provide a "Confirmation of Good Standing" from your former parish at the time of parish registration in St. Stephen Martyr Parish, non-parishioner rate will apply for **one complete school year** and until "Good Standing" has been established at St. Stephen Martyr Parish.

#### 2.2.2 Policy for maintaining parishioner tuition rate

- In order to maintain parishioner tuition status and continue to qualify for parishioner tuition rate, parishioners must return their Stewardship Intention Card each year by the designated Stewardship Renewal Sunday. Failure to return your Stewardship Intention Card by the due date will result in the assignment of non-parishioner rate for one complete school year. After that time, tuition status will be reviewed for reinstatement at the parishioner rate. Parishioners must also continue to demonstrate consistent contributions through Sunday envelopes and give their time and talent to the parish.

### **3.0 CODE OF STUDENT CONDUCT A LETTER FROM THE PRINCIPAL**

The developmental needs of children are met in part by providing an environment in which moral values are taught, values around which good character is formed. St. Stephen Martyr has made a commitment to teaching moral values and developing good character. With input from teachers and parents, St. Stephen Martyr has established a school-wide discipline policy. This policy has been revised in accord with the "Discipline with a Purpose" program that the school employs. This program stresses the education of our students in the skills necessary for them to grow to be self-disciplined individuals. In alliance with its parents, the primary moral educators of their children, St. Stephen Martyr can succeed in the character education of its youth. We ask that all parents be aware of the school's policies and procedures and support the school by helping their children to understand and follow those procedures.

#### **SELF-DISCIPLINE:**

The purpose of the Code of Student Conduct is to assist the students of St. Stephen Martyr in developing self-discipline. Self-discipline requires that the student knows what is expected in terms of attitudes, behavior and performance and learns to accept responsibility for his/her own attitudes, behavior and achievement. Self-disciplined students demonstrate the ability to wait, delay impulsivity, and choose to do what is right even when no one is looking. St. Stephen Martyr is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding. With that goal in mind, students will be taught 15 self-discipline skills during the course of their studies at St. Stephen. Skills will be taught based on the developmental readiness level of the students. Basic Skills will be the focus in the primary grades, Constructive Skills in the middle grades, and Generative Skills in the junior high grades.

#### **Basic Skills:**

Listening, Following Instructions, Questioning, Sharing, Social Skills

#### **Constructive Skills:**

Cooperation, Reasons for Rules, Completing a Task, Leadership, Communication

#### **Generative Skills:**

Organization, Resolving Problems, Initiating Solutions, Fact versus Feeling,  
Service to Others

#### **RULES OF CONDUCT THAT FOLLOW THE TEACHINGS OF JESUS:**

1. Christian Respect for Self, Others, and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

**PLEASE NOTE:** No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. The lists given in this booklet are meant to be examples of the expectations, not exhaustive lists.

### **SCHOOL POLICIES**

#### **STUDENT HONOR CODE:**

"As a St. Stephen Martyr student, I will show respect for all things, for myself, and for others at all times. I will contribute to the learning environment. I will follow school and classroom procedures. I will show integrity and honor in all my accomplishments. I will treat everyone I meet with kindness, and help others to grow in love as a child of God."

The choice of St. Stephen Martyr for one's education and formation is a choice of values. When a student and his/her parent(s) choose St. Stephen Martyr, they agree to be governed by the basic philosophy of this school and its rules and procedures, as well as its values. The Principal retains the right to amend rules and/or waive rules and procedures in cases that warrant such action.

St. Stephen Martyr strives to provide an environment in which every student is encouraged and guided to become a mature Christian. Each child is provided the opportunity to learn and develop the skills and self-discipline necessary for contributing to family and community life. We believe this environment involves:

- recognizing the dignity, importance and worth of every person, and the responsibility and freedom of each person to develop to his/her full potential
- recognizing the importance of good order as an essential condition for learning and part of the proper environment for character formation
- recognizing that maturity involves responsibility for one's actions

Maintaining this good order involves understanding the ordinary flow and expectations of the school day, and abiding by the regulations that ensure the smooth operation of the school, the good name of the student body and the school, and a Christian respect for self and others.

A system of codes of unacceptable behavior and corresponding consequences is the means by which a student is held accountable and parents are given feedback on student behavior that may violate procedures and regulations. These codes are divided into three groups: academic M.A.N. (Missing Assignment Notification) slips, minor infractions of school policy and major infractions of school policy.

The first group deals with building academic responsibility and the remaining deal with unacceptable behaviors and corresponding consequences.

### **MINOR INFRACTIONS OF SCHOOL POLICY**

(Actions that do not severely violate another's rights or show complete disregard for one's self)

Minor infractions may include, but are not limited to:

- Gum chewing; unauthorized eating in class
- Uniform violations
- Hallway misbehavior (i.e. loud talking, no hall pass)
- Minor verbal, nonverbal or written disrespect of students or faculty/staff
- Cafeteria misbehavior (not Major infractions)
- Tardiness (in morning or between classes)
- Disrespectful/Inappropriate behavior in Church
- Classroom/grade level rules violations (that do not include major infraction violations)
- Disrupting Class (failure to respond to correction)
- Littering of school and/or school grounds
- Inappropriate behavior during assemblies or field trips
- Not prepared for class
- Talking during prayers or announcements
- Inappropriate behavior during safety drills

### **CONSEQUENCES FOR MINOR INFRACTIONS**

Each teacher will have a personal classroom discipline cycle that is used in dealing with minor infractions of the rules listed above. This discipline cycle will be taught to the children and will be posted in the classroom. An example of a classroom discipline cycle is as follows:

**1st infraction:** Student will be reminded of the rule and asked to employ a specific self-discipline skill to help them follow it. (Verbal Warning)

**2nd infraction:** Student will complete a Stop-Think-Plan form (student chooses applicable self-discipline skills and makes a plan of action)

**3rd infraction:** Parent will be notified by phone or note and asked to assist in helping the child develop the skills necessary to employ self-discipline. An appropriate consequence will be assigned. For example, 300 – 500 word essay, isolated lunch, cleaning duty, etc.

**4th infraction:** Student will be issued a Major Infraction Form in a quarter. Student will be suspended if actions continue during the quarter.

### **MAJOR INFRACTIONS OF SCHOOL POLICY**

(Actions that severely violate another's rights or show complete disregard for one's self)

- Theft (no matter how small)
- Plagiarism
- Cheating (includes copying/allowing another to copy your work, having another do your assignment/project; copying answers on tests or quizzes.
- Severe Disrespect whether verbal, nonverbal or written toward any Student or Faculty/Staff Member
- Physical Aggression/Fighting; Threatening Physical Harm
- Sexual Harassment; Sexual Misconduct
- Destruction/Vandalism of Property

- Dismissal from Class
- Lying to a Faculty/Staff Member
- Forgery/Falsifying of any Signature
- Missing a Class Deliberately/Cutting
- Using beepers, cell phones, electronic games, lasers, tape players, mini TVs, CD players, MP3 Players, and similar devices, etc. without permission
- Violation of Internet Policy (see internet policy)

### **CONSEQUENCES FOR MAJOR INFRACTIONS**

In these cases, the adult in charge should issue a Major Infraction School Discipline Report. The adult issuing the report should contact the parents/ guardians by phone to notify them that the form is being sent home. The white copy of the report is to be signed by the parent and returned to the school the following day. In the case of a Level 4 (described in the next section) the parent should contact the school office immediately to verify the conference time. In most cases, the student will follow the procedure in the order noted in the next section. In cases of a severe breach of conduct, the student's behavior may merit a decision to move directly to level 4 or 5.

### **MAJOR INFRACTION SCHOOL DISCIPLINE REPORT:**

- ❖ School Discipline Report is sent to the parent/guardian.
- ❖ Adult issuing the report calls to notify the parent that the form has been issued.
- ❖ Student serves a half-hour after school (date to be determined by the availability of the adult issuing the form).
- ❖ During the after-school session, the student may be given a written assignment, possible chore or some other form of consequence.
- ❖ School administration may monitor progress on the behavior contract.

**The Principal retains the right to amend rules and/or waive rules and procedures in cases that warrant such action.**

### **DISMISSAL**

- ❖ The Principal recommends alternate school placement.
- ❖ The decision to dismiss a student from St. Stephen Martyr School rests with the Principal. If the Principal determines that dismissal is the appropriate course of action, the parent will be notified. The parent may be given the option of withdrawing the child, depending on the behavior issue involved, if it is deemed appropriate by the administration.
- ❖ As required by Archdiocesan guidelines, the Pastor, School Advisory Council President, and the Superintendent of Elementary Schools will be notified.

### **SUSPENSION DEFINED:**

#### **In-School Suspension:**

Suspension is assigned to be served in the school building. The student is removed from his or her classroom, is given work to complete, and is placed in a classroom, preferably within two grade levels of his or her grade placement, or in an administrative office. Parents are contacted to inform them of the suspension and a meeting is held prior to allowing the child to return to the class.

#### **Out-of-School Suspension:**

The student is to be picked up by a parent/guardian, within a reasonable amount of time, when contacted by the school. Work will be provided, as quickly as possible, which is to be

completed thoughtfully and returned to the school on the day the child is allowed to return from the suspension. If the suspension occurs after the teacher's planning or lunch time or is of more than one day in length, the parent may need to come to the school the following day to pick up the work. For long-term suspensions, the parent may need to periodically come to pick up additional work. During suspension, the child is not to be on school grounds or any school sponsored events.

#### **Suspension of Specified Duration:**

The student is suspended for a specific length of time based on the child's age, the severity of the offense, and the persistence of the behavior. At the end of the suspension, the child and parent must meet with the school administration prior to the child being admitted to class. A written plan must be in place for seeing that the child's behavior is corrected and there will be period of probation assigned of not less than three weeks. The decision of the Principal is final.

#### **Indefinite Suspension:**

During an indefinite suspension, parents may be required to obtain and provide information from outside agencies concerning screenings for drugs or alcohol, psychological evaluation, etc., before a decision will be

made regarding the child's return to school. Based on the child's school record, results of required reports from outside agencies, parent's level of cooperation with the school, and other pertinent information, either a decision will be made to allow the child to return to school or a recommendation will be made for home-schooling or alternate placement. If the decision is made to allow the child to return, the child and parent must meet with the school administration prior to the child being admitted to class. A written plan must be in place for seeing that the child's behavior is corrected and parents must sign the plan agreeing to abide by the conditions for reinstatement. This plan may include a requirement for professional counseling, tutoring, additional testing, etc. The principal's decision is final. A period of probation will be assigned of not less than four weeks.

### **CONSEQUENCES AND CONFIDENTIALITY:**

Sometimes the school's response to an incident is dictated by the Archdiocesan office. Sometimes the Archdiocesan lawyer gives counsel to assist us in determining consequences or taking action. Sometimes our actions are entirely at our own discretion. Always, we seek a solution that will keep our students safe and will also help those who caused the problem learn to make better choices.

While the "rumor mill" may inform you of an incident, it will seldom inform you correctly of the specifics of the incident, the consequences applied, or actions taken to deal with the problem. In fact, the rumor mill may mistakenly report that "nothing was done about it." These reports usually surface for one or more of these four reasons: (1) The school often cannot publicly announce what consequences were applied or what action was taken because of confidentiality issues. (2) The consequences applied did not include a specific "punishment" which the other students or the parents were expecting. (3) Investigation proved the allegation to be false, and the person who originally spread the rumor about the incident does not go back to clear up the misinformation. (4) No overt action could legally be taken. Please rest assured that if misbehavior did occur, and action can be taken, it will be taken. Just understand that the action taken may not always be visible to you and your child but it will be in the best interest of all involved.

### **PARENT SIGNATURE ON BEHAVIOR REPORT:**

The discipline report is to be signed and returned the next school day to the teacher whose signature appears on the form. The parent is to keep the yellow copy and return the signed white copy to the school. The parent signature on the form lets the teacher know that the form has been received and read by the parent. If the parent has any questions about the form or concerns which need to be addressed, the form must still be signed and returned. Negative comments must not be written on the form or made orally in front of the child.

### **ADDRESSING PARENTAL CONCERNS:**

We ask the parents to be supportive of the school in the effort to help students develop self-discipline, but differences of opinion may occur. If, at any time, the parent has a concern with regard to a disciplinary action taken by school personnel, we ask that the parent follow this procedure, moving to the next step only if the issue was not resolved at the previous level:

- Step 1: Call the teacher to get more information
- Step 2: Call to arrange a conference with the teacher and the Counselor or Assistant Principal
- Step 3: Call or meet with the principal

If the parent is still not satisfied after this process has been exhausted, the parent may ask the Principal to seek a pastoral review. The Principal will meet with the Pastor to review the matter. A joint letter will then be issued by the Pastor and Principal concerning the issue.

### **DISCIPLINE VS PUNISHMENT:**

The school discipline process is intended to be a learning process rather than a punitive one. At each level of the process, the child is asked to reflect on his/her behavior and to think about the self-discipline skills that could have been put into practice in the given situation. The student is asked to make amends to those who were affected by the behavior. The parents are asked to assist the child in developing the skills necessary to correct the behavior. The teachers and administrators seek to put into place any interventions that may help the child learn the necessary self-discipline skills. Every effort is made to see that the child grows in self-discipline skills and learns to demonstrate the values expected of a student attending a Catholic school.

### **SPECIAL DISCIPLINE POLICIES SPECIFIC TO ST. STEPHEN MARTYR**

**Abusive Behavior:** Abusive behavior may be either verbal (name-calling, teasing, excluding for example) or physical (pushing, shoving, hitting, kicking, or biting for example). Verifiable abusive behavior that does not meet the criteria for bullying will be handled in the following manner:

1. If the target is not physically injured: the teacher is to follow the classroom discipline cycle.

2. If the target is physically injured: the teacher is to enter the student causing the injury into the Major infraction school discipline cycle.
3. Fighting leads to an automatic suspension. Parents will be notified and students will be sent home.

### **Bullying Behavior:**

Abusive behavior may eventually cross the line into bullying (repeated abusive behavior by a person or persons toward the same person over time). Bullying is not tolerated. It is never justified as "kids being kids", "just teasing", or "just joking".

If abusive behavior occurs, students and/or parents are to report it to the teacher by completing a Student Bullying Form. The teacher investigates the complaint, documents the incident, and takes needed action. If the investigation proves the situation to be one of isolated abusive behavior, the teacher implements the policy on abusive behavior. If the teacher deems the situation to be bullying (repeated abusive behavior by a person or persons toward the same person over time), the teacher and student complete a Teacher and Student to Administration bully report together and turn all documentation of previous action (original report to teacher, what was done about it, notes from meetings with students, etc.) in to the school administration. The following action will be taken by the administration.

1. Any further investigation needed will be conducted.
2. Parents of students involved will be notified if it is determined that bullying did occur.
3. All parties will be held accountable for their actions. (Using violence or abusive behavior to try to stop bullying is not acceptable.)
4. A support plan for all students involved will be prepared. This plan may include counseling, assertiveness training, etc.
5. A behavior management plan will be put together detailing the expectations and interventions to be applied to those who have been participating in the bullying.
6. Depending on the nature and extent of the bullying, past history, and any mitigating factors, interventions will include making amends, and may include psychological assessment, counseling, mandatory service hours, probation, suspension, or dismissal.
7. The decision of the school administration will be final.

### **Reporting Danger to Self or Others:**

All students have the duty to report any danger to others or themselves. Students must take leadership and speak up if they or anyone they know is in danger. We recognize that is not always easy, so the following process has been set up for anonymous reporting. If a student knows of an abusive situation (sexual or physical), hears threatening statements of violence against others or suicide made, hears rumors of gun, drug, or alcohol possession, or any other potentially dangerous situations, the student or parent should immediately:

1. Tell the homeroom teacher or any teacher present when the situation occurs. If they are not comfortable doing this, they may
2. Request to see the principal, assistant principal, or school counselor. If they are not comfortable doing this, they may
3. Write a letter explaining in detail the information they have, including the name of the person in danger and/or the name of the student causing alarm. Give the letter to any of the above people in person, or leave it in the office in an envelope addressed to them, or slide it under the door of the counselor's office. The letter does not have to be signed. Upon receiving the information, the administration will investigate the situation to the best of their ability.

The Code of Student Conduct will be followed when deciding if any disciplinary action is warranted. Appropriate people and/or agencies will be notified in order to keep students safe. If the administration is unable to obtain enough information to take direct action, the administration and teachers will closely monitor the students named. Intentionally reporting false information is a very serious offense.

## **VALUES, ATTITUDES, AND BEHAVIOR GUIDELINES**

St. Stephen Martyr School educates and forms its students in the development of values and attitudes of RESPECT and RESPONSIBILITY to assist them in acting respectfully and responsibly. The following lists are used to assist students in understanding the expectations of the school with respect to demonstrating respectful and responsible attitudes. Again no discipline code can ever be written which covers all possible acceptable and unacceptable behaviors. The lists given in this booklet are meant to be examples, not exhaustive lists.

# **RULES OF CONDUCT THAT FOLLOW THE TEACHINGS OF JESUS:**

## **RULE 1: CHRISTIAN RESPECT FOR SELF, OTHERS, AND THINGS**

## **RULE 2: CONTRIBUTE TO THE LEARNING ENVIRONMENT**

## **RULE 3: FOLLOW SCHOOL AND CLASSROOM PROCEDURES**

### **RULE 1: CHRISTIAN RESPECT FOR SELF, OTHERS, AND THINGS**

#### **RESPECT YOURSELF:**

St. Stephen Martyr expects its students to demonstrate care for self as they grow in their self-esteem, in the development of their personal talents, and in their belief that they have something invaluable to contribute to others and to society. St. Stephen Martyr expects that each student demonstrates personal pride and care for his/her health, appearance, and dress.

#### **Respecting Yourself looks/sounds like:**

- ❖ avoiding use of alcohol or drugs unless prescribed by a physician.
- ❖ getting the needed sleep and eating properly in order to meet the demands of the educational program.
- ❖ resisting peer pressure or an impulse to do things that may be harmful to your own welfare.
- ❖ remaining under teacher supervision at all times during the school day.
- ❖ being neat and clean in appearance.
- ❖ following the directions of the safety patrol.
- ❖ being honest even when it may mean you must suffer a consequence.
- ❖ doing your own work and trying your best to learn.
- ❖ speaking well of oneself

#### **Respecting Yourself does NOT look/sound like:**

- ❖ smoking, using alcohol, or using drugs not prescribed by a doctor.
- ❖ sleeping in class or sneaking snacks/gum during class.
- ❖ taking a dare to climb a tree, fighting, running in the halls or on the stairs.
- ❖ putting yourself in danger by leaving the assigned supervised area without permission.
- ❖ leaving your shirttail out or your shoes untied, rolling your uniform skirt at the waist, or wearing clothing that is inappropriate for a Catholic elementary school.
- ❖ leaving with car riders when you are walking off school grounds to meet your ride elsewhere.
- ❖ lying to get yourself out of trouble, cheating on a test or quiz, or failing to tell the whole truth in order to minimize your own fault in a situation.
- ❖ plagiarizing, copying homework, or allowing someone to copy work from you.
- ❖ posting inappropriate language or content in writings about oneself
- ❖ posting information online identifying oneself as attending St. Stephen Martyr School, whether by text or by photo

## **RULE 1: CHRISTIAN RESPECT FOR SELF, OTHERS, AND THINGS**

### **RESPECTING OTHERS:**

All members of St. Stephen Martyr's school community have a right to be treated with respect in both word and deed. As Catholic Christians, we must treat all other human beings, even those we dislike, as having dignity and rights equal to our own. St. Stephen Martyr expects its students to grow in respect for each other. This is demonstrated by: awareness of each other's rights to a good name and reputation; awareness and care for each other's feelings; tolerance and acceptance of each other's opinions and individual preferences; and care for each other's safety.

#### **Respecting Others looks/sounds like:**

- ❖ being prayerful in Church.
- ❖ taking positive action to help someone.
- ❖ treating others kindly.
- ❖ including others in activities.
- ❖ holding doors for others.
- ❖ greeting visitors politely and saying hello, and standing when Father enters the room.
- ❖ saying please and thank you, responding with "yes/no sir" or "yes/no ma'am" when addressed.
- ❖ being attentive during classes, Mass, and assemblies.
- ❖ following the directions of the cafeteria monitors and the cafeteria employees.
- ❖ asking politely for permission and accepting "no" for an answer if necessary.
- ❖ express opposing opinions in a calm, quiet manner.
- ❖ being mindful of the feelings and needs of others.
- ❖ being careful of the well-being of others.
- ❖ showing your work to your parents and giving them items that require their signature right away.

#### **Respecting Others does NOT look/sound like:**

- ❖ disturbing others in Church.
- ❖ standing by and doing nothing when others are teased.
- ❖ laughing at other's mistakes, gossiping, teasing, name-calling, shoving, hitting, kicking, biting, threatening, bullying, or intimidating others.
- ❖ saving places at the lunch table so that people get turned away and must sit alone.
- ❖ not taking your turn holding the door.
- ❖ ignoring visitors.
- ❖ making rude gestures, noises, or insulting comments at sporting events, assemblies, classroom presentations.
- ❖ failing to show appreciation when someone does something for you, using impolite forms of address.
- ❖ slumping in the desk or pew, playing around during Mass, or talking during assemblies or instructional time.
- ❖ using a rude, spiteful, or smart-aleck tone of voice.
- ❖ going somewhere other than the place you asked permission to go.
- ❖ arguing, yelling, using rude gestures.
- ❖ playing mean jokes on someone or insisting on having your own way no matter what others feel or need.
- ❖ putting yourself or someone else in physical danger, playing roughly or too aggressively.
- ❖ forging someone else's signature.
- ❖ using inappropriate content or language in reference to someone else or to the school

## **RULE 1: CHRISTIAN RESPECT FOR SELF, OTHERS, AND THINGS**

### **RESPECTING THINGS:**

Everyone has the right to expect that their personal possessions remain safe and that common areas and shared objects will be cared for equally well by

#### **Respecting Things looks/sounds like:**

- ❖ keeping your desktop clean and your desk organized.
- ❖ picking up any items you happen to drop or cleaning up your own spills.
- ❖ putting away materials in their proper places after you have used them.
- ❖ asking for and receiving permission from the owner before "borrowing" something.
- ❖ using materials provided to you, only for the purpose for which they were intended.
- ❖ giving found items to the owner or a teacher or placing it in the lost and found.
- ❖ keeping hands off of displays on the walls or in the halls or classroom.
- ❖ reporting the accident and making restitution if you accidentally break something.

#### **Respecting Things does NOT look/sound like:**

- ❖ writing on the desk or in textbooks, stuffing papers into your desk instead of putting them in the proper folders.
- ❖ leaving a mess on the playground or the classroom floor, or in the cafeteria.
- ❖ leaving out art supplies, walking away from the group activity without doing your part of the cleaning up.
- ❖ borrowing without asking, or failing to return borrowed items.
- ❖ wasting materials.
- ❖ keeping or destroying found items.
- ❖ tampering with displays.
- ❖ breaking something (even accidentally) without admitting it and offering to make restitution.

## **RULE 2: CONTRIBUTE TO THE LEARNING ENVIRONMENT**

The students and teachers at St. Stephen Martyr have the right to a pleasant and challenging learning environment where everyone is actively involved in learning, instructional time is used to its fullest, and everyone accepts responsibility for their part in the learning experience.

#### **Contributing to the learning environment look/sound like:**

- ❖ arriving at school on time.
- ❖ making every effort to be in school when school is in session.
- ❖ using good listening skills in class and during announcements.
- ❖ participating in class activities.
- ❖ completing and turning in homework on time.
  
- ❖ finding out what you missed when you are absent and making up the work.
- ❖ taking pride in your work.
- ❖ talking with pride about your school.
- ❖ following directions given by teachers or other adult leaders.
- ❖ showing respect/tolerance for others' ideas, feelings, or abilities.

#### **Contributing to the learning environment does NOT look/sound like:**

- ❖ being tardy.
- ❖ skipping school.
- ❖ playing around or distracting others in class.
- ❖ failing to do your class work or your part of group assignments.
- ❖ coming to class without needed materials.
  
- ❖ expecting someone else to come to you with things you missed when absent.
- ❖ turning in partially completed or poorly completed work.
- ❖ negative or disrespectful talk about school, staff, or other students.
- ❖ refusing to do what the teacher or adult supervisor asks.
- ❖ making fun of someone's disability, or their opinions.

### **RULE 3: FOLLOW SCHOOL AND CLASSROOM PROCEDURES:**

There are many school and classroom procedures which have been established in order to ensure the safety of the students and teachers, promote the smooth running of the school day, and assist students in learning social skills appropriate to various situations. These procedures are taught to the students prior to their implementation and are reviewed periodically during their years at St. Stephen Martyr. Procedures have been instituted for good reasons and all students are expected to follow them.

#### **Following school and classroom procedures looks/sounds like:**

- ❖ having parents call the office if you will be absent.
- ❖ reporting to the office when tardy.
- ❖ following lunchroom and playground procedures.
- ❖ following safety drill procedures.
- ❖ signing out in the school office when leaving early.
- ❖ keeping medication in the school office.
- ❖ listening to the radio for school closings.
- ❖ returning permission slips and other items to be signed by parents promptly.
- ❖ using the school phone only in an emergency and asking permission to do so.
- ❖ being silent during emergency drills.
- ❖ following arrival and dismissal procedures.
- ❖ Turning off cell phones or other electronic devices with text, digital photo, or internet capabilities during school hours

#### **Following school and classroom procedures does NOT look/sound like:**

- ❖ bringing skateboards or scooters on school property.
- ❖ entering a classroom when no adult is present.
- ❖ bringing banned items to school (such as lighters, weapons, drugs, etc.).
- ❖ bringing toys, games, CD players, etc., to school without permission.
- ❖ bringing beepers or cell phones to school and not leaving them with the front office during the day.
- ❖ displaying gang-related signs or signals
- ❖ getting up out of your desk when the teacher steps out of the room.
- ❖ electing to follow some procedures and not others because they are inconvenient or you do not agree with them.
- ❖ having cell phones or other devices with text, digital photo, or internet capabilities out of your backpack, locker, or on your person

### **POLICY CONCERNING CONFISCATED ITEMS**

For the first offense of having an item confiscated, the usual process will be for the parent to be required to pick up the item if they want it returned. Repeat offenses may result in the item being permanently confiscated and donated to charity. Some examples of items may be cell phones, MP3 players, video games, etc.

### **POLICIES REGARDING LATE OR INCOMPLETE ASSIGNMENTS**

**In Kindergarten, teachers help students learn to meet deadlines.**

1. Homework assignments will be sent home as deemed necessary by the teacher. \*\*Homework helps review and reinforces concepts taught.
2. Incomplete homework is finished during non-essential activities, at recess, or during homeroom times.
3. Incomplete seatwork is completed sufficiently to demonstrate understanding of the concept during recess or during homeroom times
4. When homework is not returned the student will receive another copy with the words "Homework Overdue" written on it. Parents will also be asked to sign the homework page.
5. If work is seriously overdue, the parent is contacted by phone or note and the parent is asked to see that the student finishes the work at home by a specific date and brings the completed work to school.

### **POLICIES REGARDING LATE OR INCOMPLETE ASSIGNMENTS**

**In Grades 1 – 3, teachers help students learn to meet deadlines.**

1. Deadlines and project directions are published in classroom's newsletter or on website.
2. Rubrics, study guides and project information are sent home in the Wednesday folder or posted on website.
3. Incomplete homework or seatwork is finished during non-essential activities.
4. Incomplete work must be completed within three days. Notification will be sent home and a "O" will be assigned after three days. However, during the three day period points will be deducted each day it is late.
5. In grades 2 and 3, students are taught how to use an assignment notebook to keep track of assigned work. The teacher checks each entry as the student puts it in the notebook.

**In Grade 4, students begin to take on more personal responsibility for missed work.**

1. For daily homework, assignments will be written in the homework notebook and posted on the St. Stephen Martyr Website.
2. The student receives printed rubrics or project directions from the teacher and is expected to share that information with the parent.
3. When a student is missing a homework assignment the teacher will issue the student a MAN (missing homework notification) slip. The homework is to be completed and the MAN slip is to be signed by parents/guardians and both returned the next day. If the homework is not completed and/or the MAN slip is not signed and returned the next day the missing homework policy will be followed.
4. Missing Homework Policy: first day student will receive MAN slip. Second day five points will be deducted. Third day ten points will be deducted. Fourth day 15 points will be deducted and finally if five days late student will receive an "0"
5. A pattern of late/incomplete assignments may be cause for a decision by teachers and administration to begin issuing behavior reports for late/incomplete work.
6. Students are responsible for writing their assignments in the assignment notebook and teachers check often to see if assignments are correctly entered.

**In Grades 5 and 6, teachers verify that students get the information and students are responsible for sharing that information with the parents.**

1. Teachers' web pages will be updated a couple of times per month to let parents know what projects are being done and what topics are being covered on upcoming tests.
2. Students and parents are responsible for checking the assignment notebook and/or the webpage for project due dates, test dates, and graded assignments or practice homework.
3. Assignments, including practice homework, projects, test dates, and topics are written on the board by the teacher. Students copy them into their individual assignment notebooks at times directed by the teacher.
4. Project directions (which may include grading scales or rubrics) are printed and given to the students by the teacher. The student is responsible for sharing this information with parents.
5. When a student is missing an assignment, the teacher will issue a MAN (Missing Assignment Notification) slip to the student, to be signed by a parent/guardian and returned the next school day attached to the completed assignment. If the assignment is not completed and/or the MAN slip is not signed and returned the next school day, the teacher will notify the parent.
6. Teachers will take 10% per day off of an assignment grade if the assignment is not turned in on time, for the extent of five days, wherein the child will receive a "0" for the assignment. A pattern of late/incomplete assignments may be cause a parent-teacher-student conference.
7. If a student misses a test or assignment due to his/her absence, it is his/her responsibility to meet with the teacher and create an acceptable timeline for the assignment(s) to be completed for full credit.

**In Grade 7, the transition to high school standards begins. Students take over responsibility for gathering information and for following standard practices without repeated reminders.**

1. The student often copies rubrics or project directions from the board or overhead projector screen.
2. The student writes assignments in the assignment notebook without reminders by the teacher. The teachers help students plan interim deadlines for each stage of a long-term project.
3. Some assignments are standard and students may not always be specifically reminded – spelling tests are on \_\_\_\_\_day every week, so it may not be written on the board every week because it is a standing assignment unless told that it will not happen that week.
4. When a student is missing a homework assignment the teacher will issue the student a MAN (missing homework notification) slip. If the homework is completed and the MAN slip is signed by parents/guardians the next day only 10% will be deducted from the total grade. If the homework is not completed and/or the MAN slip is not signed and returned the next day an additional 10% will be deducted each day. After five days a zero will be issued.
5. If a student is habitually late with work, or regularly turns in incomplete work, it may result in zeros being assigned for late assignments. A conference will be called with the parents before this option is put in place.
6. Teachers take 10% of points off of a project grade if the project is not turned in on time in addition to issuing the appropriate warning, MAN slip, or minor infraction.
7. In each subject, starting with the fourth late/incomplete assignment in each quarter noted above, students are issued a behavior report and receive a zero for the missing work.

8. Students are responsible to bring materials to class and be seated and ready when class begins.
9. Students are responsible to collect work missed, both class work and homework while absent or participating in extra school activities. Students should turn assignments in without being asked.

**In Grade 8, students are prepared for high school expectations. The students are responsible for all aspects of their own assignments.**

1. Students learn to take notes from textbooks and class presentations on their own.
2. Students often copy rubrics or project directions from the board and set up their own interim deadlines for long-term projects.
3. Students are responsible for seeing that parents are informed of topics, projects, tests, deadlines, etc.
4. When a student is missing a homework assignment the teacher will issue the student a MAN (missing homework notification) slip. If the homework is completed and the MAN slip is signed by parents/guardians the next day only 10% will be deducted from the total grade. If the homework is not completed and/or the MAN slip is not signed and returned the next day an additional 10% will be deducted each day. After five days a zero will be issued.
5. If a student is habitually late with work, or regularly turns in incomplete work, it may result in zeros being assigned for late assignments. A conference will be called with the parents before this option is put in place.
6. Teachers take 10% of points off of a project grade if the project is not turned in on time in addition to issuing the appropriate warning, MAN slip, or minor infraction.
7. In each subject, starting with the fourth late/incomplete assignment in each quarter noted above, students are issued a behavior report and receive a zero for the missing work.
8. Students are responsible to bring materials to class and be seated and ready when class begins.
9. Students are responsible to collect work missed, both class work and homework while absent or participating in extra school activities. Students should turn assignments in without being asked.

#### **4.0 LIBRARY**

- Encyclopedias and other reference materials in our Library may be used but not taken home. The Library is available any time for group activities under the supervision of a teacher or an adult volunteer.
- Lost and damaged books must be paid for before more books may be checked out. Several Book Fairs are held yearly to encourage the students to read. Any profits from the "Fairs" are put back into materials for the Library.

#### **5.0 FIELD TRIPS**

**5.1** Any student requesting to go on a school field trip must have a permission slip (sent home by the teacher), signed by the parent/guardian. **WITHOUT THIS WRITTEN AUTHORIZATION OF REQUEST, NO STUDENT WILL BE ALLOWED TO GO ON THE FIELD TRIP. PHONE PERMISSION WILL NOT BE ACCEPTED.** An extra permission slip can be found in the back of this handbook. The school's FAX number is 635-1576. Please observe the deadlines on the permission slips whenever possible. This is necessary to order the tickets and to make bus arrangements. If there are financial difficulties, please talk with the school Principal.

**5.2 Field trips are a privilege, not a right, and as such they must be earned.** Students who fail to conduct themselves properly at school may be refused permission to participate in class field trips. Students must obey the directives of the teachers and chaperones for their own personal safety as well as the safety of others. Misconduct while on a field trip will result in disciplinary action. If a child has been denied the privilege of participating in a field trip, he/she must report to school for a regular day of class work.

**5.3** The Cafeteria will fix brown-bag lunches unless the class has permission to "eat out". Students who generally purchase lunch must order a brown bag lunch from the Cafeteria. They will have choices for lunch that they will make prior to the trip. The cost is that of a regular lunch. NO soft drinks, students will drink milk, water or juice box.

**5.4** If a teacher needs extra transportation for a field trip, the drivers must furnish the school office with a copy of their driver's license and proof of insurance. Parents who serve as official chaperones should not bring other children on the trip. Students need to stay with the group and not leave early unless previous arrangements have been made **in writing** with the teacher and approved by the principal.

## 6.0 COUNSELING SERVICES

St. Stephen Martyr is fortunate to have counseling service. A parish/school counselor will work with staff, students, parents, and parishioners-at-large to help with any problems that they may be facing. The cost is based on a sliding scale. To talk with the counselor, please call the school office (635-7141) to make an appointment or to ask the counselor to return your call. Our counseling program is part of the Archdiocesan Family Builders Program.

The school may allow a student to talk to the counselor once without parental permission. A teacher or the Principal may also request that the counselor observe a child once to offer insight into ways to help the child. If the student wishes to see the counselor again or the school feels that the student would benefit from additional help, the parents will be notified and asked for permission for the child to receive continued help. If the parent refuses, the counselor will be unable to continue working with the student. However, parents may be asked to seek help from other sources for the sake of the child and the school.

## 7.0 DRESS CODE

The dress code as established in this handbook must be followed.

### 7.1 GENERAL DRESS CODE

ALL PARENTS: Please see that clothing is clean and in good repair. Clothing also needs to be labeled. No visible tattoos or body piercing (other than lower lobes of ears for girls) are acceptable as part of the uniform code.

- Girls in Gr. K-8 may wear white blouses with collars, either long or short sleeve, with no insignia. Golf/polo type shirts, solid white with collar, 2-3 button openings, (no LOGO) may be worn. Blouses/shirts are to be tucked in at the waist-band at all times (**not bloused over**). White turtlenecks may be worn during colder weather.
- Navy twill slacks and navy walking shorts --no more than 3" above the knee may be worn year round by girls in grades K-8. (NO knit slacks, knit shorts, camp shorts, cargo pants, culottes, skorts, or stirrup pants may be used as part of the uniform).
- Sweaters must be solid red or red with the embroidered St. Stephen Martyr name on them. They may be cardigan or slipover style. Sweatshirts in solid red or those with official St. Stephen Martyr logo may be worn. Uniform shirts must be worn under sweatshirts and sweaters and collars must show. Sweatshirts or sweaters may not be worn tied around the waist. No hoodies.
- Plain navy or white tights, solid white or navy crew socks must be worn at all times. Socks must extend above the ankle.
- Hair should be clean and well groomed and should not hang down over the eyebrows. (Boys not below the collar in the back.) Only natural color hair is allowed and no fad hairstyles allowed.
- Hats may not be worn in the building unless it is a designated "Hat Day".
- Belts need to be worn and visible if pants have belt loops.
- Bring sweaters to school during the cold months. School jackets, regular jackets/coats, warm-up jackets and hats/toboggans may only be worn to school, outside, and after school. Students have recess time outside whenever the weather permits. They need coats!
- Sensible shoes must be worn. For safety purposes all shoes must have a back and be securely tied or buckled. If there are shoelaces, they must be tied securely. Sandals (which buckle) may be worn on dress down days only. For safety purposes, scuffs and sandals without straps may not be worn.

### 7.2 GIRLS DRESS CODE

- Girls in grades K-8 may wear plaid skirts, navy uniform slacks or navy walking shorts. Girls in K-4 may also wear the plaid jumper. The plaid jumpers/pinafores and skirts are available at Parkers and Shaheen's. Skirts should be at the knee.
- Girls may wear **only** SSM P.E. sweatpants under their uniform skirts. No pajama pants may be worn.
- Make-up may not be worn. Dangling earrings and hoop earrings are not to be worn due to safety reasons. Students may wear small earrings on lower lobes only.
- Well-groomed nails are the rule--no artificial or fad nails are allowed. (Only **clear** polish is acceptable).

### 7.3 BOYS DRESS CODE

- Navy twill slacks and navy twill walking shorts (no shorter than 3" above knee) may be worn year round in grades K-4. Parkers or Shaheen's carry the appropriate styles. Khaki colored twill slacks and khaki twill

walking shorts (no shorter than 3" above knee and not below the knee) may be worn year round by boys in Grades 5-8.

- Pants and shorts must fit and be worn at the waist--grunge, baggy look, cargo pants, cords, etc., may not be worn on uniform days.
- Mustaches and beards are not permitted.
- Pierced ears are not allowed for boys.

#### **7.4 PE UNIFORM**

Students are offered the option of wearing a special T-shirt on PE day in lieu of uniform shirt. Students may order the official T-shirt from the Athletic Association at registration. Students may also wear special black sweat pants with the SSM Logo on them with the T-shirt for PE class. Sweat pants may be ordered or purchased at registration from the Athletic Association. The special T-shirts and sweat pants may only be worn on PE day in lieu of the uniform or on dress down day if desired. Tennis shoes are also to be worn on PE day. Uniform pants or shorts may always be worn with P.E. shirts. Encourage your child to take pride in his/her appearance even on PE day. If students do not follow the code, they will lose their P.E. uniform privilege.

#### **7.5 SPECIAL OUT OF UNIFORM DAYS**

During the year we take occasional uniform breaks. We do this to make an occasion special or to celebrate an accomplishment (i.e., Picture day and Spirit Day). All out of uniform days should be cleared with the Principal. Below you will find the regulations for these days.

##### **7.5.1 JEAN DAY/DRESS DOWN DAY**

Remember, this is a Catholic School and, while students want to take occasional breaks from the uniform, they need to be appropriately dressed for school (i.e. no tank tops, spaghetti straps, crop tops, muscle shirts, see-through clothing, tight fitting clothing, no shirts with offensive pictures or language, no torn or ragged clothes, or mini-skirts). If shorts are worn (during warm weather) they must be the uniform shorts. Nylon jogging suits and jeans are acceptable on dress down days.

#### **7.6 DRESS CODE INFRACTIONS**

Any variations to or from the dress code will result in consequences being given. For example, rent a belt for a dollar if student comes to school without proper belt. Parents will be called to bring proper clothing or take the child home.

#### **8.0 HOMEWORK (See the 3.0 Code of Student Conduct)**

The general guidelines for homework are as follows:

Grades 1-2...30 minutes  
Grades 5-6...1½ hours

Grades 3-4....1 hour  
Grades 7-8 ...2 hours

Students are responsible for work missed due to absence. Parents wishing to obtain homework for an absentee must make this request to the secretary when the parent calls in to report the child's absence (by 9:00). This way the request can be included in the morning report to the teachers. If the request comes later, we cannot guarantee that the information will be disseminated. Work may be requested to be sent home with a sibling or classmate, or may be picked up between 2:50 and 3:15 P.M. in the office if requested.

Students who need books from their classrooms after dismissal time must make this request while the teachers are still in the classrooms. Classroom doors will be locked once the teacher is gone.

If a child is absent for an extended period, he/she should make arrangements to make up the work when he/she returns. If a child plans to be out an extended time for reasons other than illness (i.e. trips), the family should notify the teacher at least five days prior to the absence. It's the child's responsibility to make up the work on his or her return.

#### **9.0 ATTENDANCES AND ABSENCES**

##### **9.1 ATTENDANCE:**

To receive maximum benefit from classroom and instructional participation, students should report to school each day. Only real necessity – events beyond the control of the child or family, or serious illness -- should require absence. Students are required to attend school at least 3 ½ hours to be counted present. Arrival at school after 9:00, or dismissal from school prior to 2:00, counts as a half day present. Students arriving too late, or leaving too early to be in attendance for the minimum time will be counted as absent. Students counted absent may not participate in **any** extracurricular activities for the day.

With the collaboration of the teacher and the parents, it is the student's responsibility to make up all absentee work. For occasional absences, parents should **not** request that the student's homework be prepared for pick-up later in the day. Extended absences necessitate arrangements between the teacher and parents for student's make-up work. It is difficult for a student in the class to prepare assignments for another student, and the teacher does not have sufficient time to do this during the day. To ensure that the students receive the correct assignment, they should obtain the assignment when they return to school. Adequate time will be allotted for this make-up work (normally, one day for each day absent, plus 2).

## 9.2 ABSENCE

Parents should call the Office between 7:30 and 8:30 a.m. to report a student's absence. The parent should state the reason for the absence. In lieu of a phone message, another child in the family may report the absence to the Office. Upon a student's return to school, a written excuse, signed and dated by the parent, explaining the reason for the absence, and if sick, the nature of the illness, should be presented to the home room teacher. This note is required, even though the absence was called in. Notes are filed by the home room teacher.

Absences will be recorded according to the following categories

**A. Administrative Absence.** Absences may be excused as a result of the parent/guardian note describing the illness/circumstances

**B. Medical Absence.** An absence (prolonged or short term) due to illness or injury must be explained by a notice from a doctor or other medical practitioner. There are no limits for medical absences. However, prolonged absence or numerous incidents of short absence may require academic assessment of student achievement, and may result in a recommendation for retention or summer school.

**C. Other excused.** Under unusual circumstances, clearly beyond the control of the parent/guardian or student, the administrator may excuse an absence. Each request will be considered independently.

**D. Unexcused Absence.** Any absence that does not fit categories A, B or C or any absence not explained by a note will be considered "unexcused." Repeated or prolonged absences may be turned over to the school counselor. These absences may be reported to Child Protective Services.

## 9.3 TARDY POLICY

Students are expected to be in the classroom by 7:50 a.m. Children arriving after 8:00 will be marked tardy.

General guidelines:

- A student not in the classroom by the 8:00 a.m., the beginning of school, will be marked tardy.
- A student arriving after 9:00 and will be credited with one half-day attendance.
- A student who is present for more than three, but less than six instructional hours will be considered a half day present.
- A student who is present at school for less than three instructional hours will be marked a whole day absent.
- A student who leaves school between 2:20 and 2:45 will be marked tardy.
- Excessive tardiness is not acceptable behavior. Tardiness not only sets a bad precedence for the child but is disruptive to the classroom teacher and the rest of the class (Tardiness disrupts the learning process for the child and the class he/she interrupts).

Students will be assigned a detention after five (5), ten (10), and for every tardy in excess of ten in each quarter. After the tenth tardy, a student must signed in at the office each time her/she is tardy. The student will not be admitted to the classroom until he/she has been signed in at the school office.

## 9.4 RELEASING STUDENTS FROM SCHOOL

A student will not be released from school into the custody of any person other than the student's parent/guardian and those persons listed on the "Emergency Information" sheet. When possible, doctor's and dentist's appointments should be scheduled outside school hours on school holidays, conference holidays, etc.

If for any reason other than sickness, a child must leave school, a note from the parent should be sent to the Office that morning stating the time of dismissal and the reason.

Students are signed out through the Office; they will not be released from classrooms. If someone other than a person listed on the "Emergency Information" sheet comes to sign out a child, the Office must have the parent's/guardian's written permission and this adult must show photo identification (driver's license, etc.)

## 10.0 TRANSPORTATION

### 10.1 ARRIVAL

School doors are opened at 7:15. No one is here to supervise students until this time. Students are not to be dropped off any earlier. **THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR CHILDREN WHO ARE DROPPED OFF AT SCHOOL BEFORE 7:15 A.M. PARENTS WHO FIND IT NECESSARY TO BRING CHILDREN BEFORE 7:15 MUST WAIT WITH THE CHILD UNTIL THE BUILDING IS UNLOCKED.**

Students are to report to the Cafeteria and/or Marteen Room upon arrival to the school. Staff members will be on duty to supervise from 7:15 until students are sent to their classrooms with their teachers.

### 10.2 DROP OFF PATTERN IN MORNING

Please observe the Safety Patrol process for dropping students off at the door. Cars must come into the main gate off Pindell, drive up to the door, stop to let students off and leave by the open gate LEFT onto Greenup or STRAIGHT onto English. Right turns are not allowed.

**DO NOT DROP STUDENTS OFF ON HESS LANE OR GREENUP. IT IS MUCH TOO DANGEROUS. A STAFF MEMBER SUPERVISES THE PATROL GUARDS. PLEASE LISTEN TO HIS/HER DIRECTIONS SO EVERYONE WILL REMAIN SAFE DURING ARRIVAL. THE SPEED LIMIT IS 5 M.P.H. ON ALL SCHOOL PROPERTY.**

**Students may be dismissed if parents refuse to abide by this safety protocol and rules.**

### 10.3 EARLY DISMISSAL BECAUSE OF WEATHER CONDITIONS

In cases where winter storm conditions develop after children are in school, SSM will dismiss at the regular time. Parents are always welcome to come and sign out their children early if they are concerned.

If a winter storm or other EMERGENCY develops after children are in school, and the Central Office advises us to leave early, we will put an announcement on the radio and TV. We will also try to reach parents to let them know what is happening. Monitoring of children will be provided until all have left the building safely.

**PARENTS/GUARDIANS SHOULD STUDY THE ANNOUNCEMENTS BELOW, AND BE PREPARED TO MAKE ALTERNATE ARRANGEMENTS FOR THEIR CHILDREN IF NECESSARY.**

## 10.4 ADVERSE WEATHER POLICIES

St. Stephen Martyr School will follow the emergency school closing announced by the Catholic School Office. All Catholic School Office announcements will be via Radio and T.V. and will refer to Catholic Elementary Schools.

The Central Office will make one or more of the following announcements, and the applicability of the announcements to St. Stephen Martyr School is as follows:

- "All Catholic Elementary and High Schools in Jefferson County are OPEN". St. Stephen Martyr will be open.
- "Catholic Elementary and High Schools in Jefferson County will be open but on a DELAYED SCHEDULE". **St. Stephen Martyr will begin classes at 9:00 A.M. and will dismiss at normal time. Doors will not open until 8:30.**
- "All Catholic Elementary and High Schools in Jefferson County are CLOSED". St. Stephen Martyr will be closed.

- If school is already in session and it is announced that Catholic elementary schools will close early, students will be supervised while parents make arrangements for pick-up of their child/children.

If SSM School is closed the Day Care will open at 8:30 A.M. If there is an extreme amount of snow/ice, Day Care may be closed also. Parents should always walk their child into the building to make sure that Day Care is staffed.

If SSM School is on a delayed schedule, Day Care will open for Pre-K only at 7:00 A.M. There is no before school care available for older children.

## **10.5 DISMISSAL**

The school day ends at 3:00. The first bell will ring at 2:50. At this time walkers, Day Care students, and car riders will be dismissed. Day Care students are to report to the Marteen Room. Car riders are dismissed from the door nearest church parking lot (north end) and walkers exit the Hess Lane door (south end).

## **10.6 PICKUP**

Parents who pick up their children in the afternoon enter the parking lot from Greenup and form six lines, pulling completely forward as far as possible. The right three lines will go right onto Pindell as they leave the lot and the left three lines will go left onto Pindell. Parents must stay in their cars until all children have been loaded. The adult supervisor and the patrols will remove the barriers or give the signal when it is time to move. If the child does not come out on time, parents must circle the block and re-enter the parking area. If a parent needs to come into the building, he or she must park at the Multi Purpose Building and walk across the street. No one may park in the church parking lot between 2:30 and 3:15 to facilitate the dismissal traffic pattern.

**STUDENTS MAY NOT RE-ENTER THE SCHOOL BUILDINGS (CAFETERIA, GYM, MARTEEN ROOM, OR OTHER) AFTER SCHOOL WITHOUT PERMISSION FROM THE SCHOOL STAFF. THE MAINTENANCE STAFF MAY NOT OPEN THE SCHOOL FOR RETURNING STUDENTS.**

Children participating in extra curricular programs should not leave the classrooms to change clothes until the second bell.

When it becomes essential that a student be dismissed early from his daily schedule, the parent must send a note to the homeroom teacher. The homeroom teacher will turn the note in to the office. Parents must sign the student out in the office before the student will be released from school. Students who check out early will be credited with a partial day of school. No student will be dismissed from the classroom without coming to the office to sign out.

Students will not be permitted to walk home when they are ill. Parents are required to make arrangements for someone to pick them up.

All students must have a "signature card" on file. This card should contain the names and signatures of people who will be allowed to pick the child up from school. This will help to insure that a student will not be released to any person other than those whose names appear on the card.

School officials will not permit anyone other than those adults/guardians listed on the Emergency Form or the Authorized Signature Form on file in the office to sign a student out or leave with a student unless specific parent permission is obtained in writing.

Any student who leaves the school grounds without permission will be subject to disciplinary action.

If a person whom the office does not recognize appears at school requesting the early dismissal of a student, the office personnel will ask for identification such as a driver's license. Parents must call the office to authorize the release ahead of time. If parents do not call, every effort will be made to contact them by phone.

A student shall be sent home only with his/her parent/guardian, or if they are not available, with another authorized adult.

Where a custody issue exists, the custodial parent/guardian must provide a copy of the document establishing custody rights. (Custody documents will be held in confidence.) Children will only be released to the authorized parent.

Students may not remain after school on the grounds without supervision.

## **10.7 SAFETY PATROL**

### **10.7.1 SAFETY PATROL GUARDS**

Patrol guards, under the guidance of a Faculty Advisor, are stationed throughout the school and grounds to help the children as they enter and leave the school area. Safety Patrol Guards are expected to treat the students with respect and to be respected by the students. These patrol members are responsible to their advisor, and his/her instructions are to be followed.

### **10.7.2 STUDENT SAFETY**

For their own safety, students are asked to:

- Cross only at the crosswalks with the adult or with the patrol crossing guards.
- Walk bicycles in the schoolyard and keep bicycles in the bike racks for safekeeping.
- Students must not throw rocks, snowballs, or other objects that could injure another person or distract a driver.

**10.7.3** Students who do not follow the safety rules will be put on "report" and must report to the Faculty Advisor for an explanation. If such behavior continues, parents will be notified and students will face consequences for their actions.

## **11.0 EXTRA-CURRICULAR / CO-CURRICULAR ACTIVITIES**

Since it is a privilege to represent St. Stephen Martyr School in extra-curricular activities, any student participating in a co-curricular activity must be working to the best of his or her ability scholastically, and his or her personal behavior must meet Christian standards. If a student fails to put forth a good effort or practice good behavior, he/she may be removed or suspended from the activity until such time as the behavior and/or effort improves. Some of the activities sponsored by the school are Quick Recall, Student Council, Spanish Club, Art Club, Drama Club, Peer Mediation, and Peer Tutoring to name a few.

## **12.0 ATHLETIC REGULATIONS REGARDING PARTICIPATION IN SPORTS**

St. Stephen Martyr Parish offers a variety of sports programs for all ages including football, volleyball, basketball, cheerleading, soccer, track, softball, golf, swimming, and baseball. Please refer to the Athletic Association Handbook for further information.

## **13.0 CAFETERIA GUIDELINES**

**13.1** The cafeteria facilities are available on each full day and most early dismissal days of school. All students must eat some kind of lunch, either bought or brought from home. Our meals comply with federal guidelines. Cafeteria will offer extra components such as pudding pops, pretzels, etc. to students who purchase lunch from the cafeteria. The SSM Lunch program uses a pre-paid, computer monitored system. Students may pre-pay at any time. See the fee schedule for costs. Remember to put the child's pin number on the check to facilitate handling. Parents must keep the student's account current.

**13.2** We offer free and reduced price lunches. The applications are offered at the registration in the fall. Please do not hesitate to apply as you not only help your family, but also will be helping the school lunch program. Applications may be submitted any time during the school year that a need arises and are held in strict confidence by the Principal. Federal and state grants are dispersed based upon the percentage of free and reduced lunches a school has according to its population. If you need help in this area, please don't hesitate to apply as you help not only your family but our entire school family as well.

**13.3** Because we have a Federal Lunch Program, fast food and soft drinks are not allowed to be served or eaten during lunchtime at school. We ask your cooperation with this policy to insure that government assistance will not be jeopardized.

**13.3** During the school year a special lunch is planned for each grade when they may invite parents and grandparents. An invitation will be sent home with your student. The lunches generally begin at 10:45. See the school calendar for dates and exact times.

**13.4** Although we know that emergencies arise, students are discouraged from "charging" lunch.

### **13.5 Cafeteria Behavior Guidelines**

- Students are expected to follow the directions of the cafeteria staff and to show respect for the staff, volunteers, and monitors.
- Students are expected to observe good table manners during the lunch period.
- Students are asked to talk quietly while waiting in the lunch line until they reach the serving area. At this time, they should refrain from talking so that the servers can hear their request for food.
- Reasonable levels of talking are allowed at the table but food is never to be thrown.
- Students are to leave tables free of dishes, paper, and food.
- Students will take turns wiping off and sweeping around the tables for their class.
- Jobs will be assigned equitably.
- Students are to stay seated until the monitor tells them to empty their trays. They are then to wait and talk quietly until the teacher takes them out for recess.

**13.6** Each family pays a cafeteria fee at the time of registration. Families are given the opportunity to earn the fee back by working in the cafeteria. If they are unable to work their scheduled time, a substitute will be called to work in their place and receive their money. You may call the cafeteria for additional information (635-6895). Menus for the coming month will be sent home with the oldest/only child in each family.

## **14.0 GRADE REPORTING**

### **14.1 PARENT/TEACHER/STUDENT CONFERENCES**

Parent/teacher/student conferences are scheduled two times a year in the fall and in the late winter. The conferences in the fall and winter are MANDATORY...all parents/guardians and students must attend. Teachers or parents may request a final conference in the late spring. Any parent/guardian can request a conference at other times by contacting the child's teacher or the Office to schedule the conference. **Conferences are by appointment only.** Teachers are available most days for 15 minutes before and 15 minutes after school.

**14.1.1** If a parent or guardian feels there is a problem in the classroom, he/she is advised to contact the child's teacher. If after discussing the situation no resolution is accomplished, the parent or guardian should contact the school Principal and request a conference. Teachers have the same privilege.

**14.1.2** No conferences will be held before the scheduled date in Fall and Winter. However, if a parent cannot make the scheduled date to due unexpected circumstances, a mutually convenient time will be set between parent and teacher to have a later conference. Students who do not attend conferences will be marked absent for one day of school. To honor the seriousness of the conference for students and parents, no practices, extracurricular activities or meetings are held on the evenings of conferences.

### **14.2 REPORT CARDS**

Report cards will be issued four times a year, usually every nine weeks. Two of the reports will be given during PTS Conferences, one will be sent home and the final one will be mailed in June. An important part of the reporting system is the "goal setting" by the child. PARENTS ARE ASKED TO SET GOALS WITH THEIR STUDENTS ON THE BACK OF THEIR REPORT CARDS. Setting goals will help the children to concentrate on improving an area or strengthening an area or simply to "keep up the good work". Final report cards are withheld until all financial matters are current, including any charges related to library fines, cafeteria, Day Care, damaged textbooks, etc.

### **14.3 HONOR ROLLS AND HONOR SOCIETY**

To reinforce our positive approach to discipline, we sponsor an Honor Roll System based on Christian Attitude and Behavior. All students in grades 1-8 are eligible. The first three report cards offer the students an opportunity to make the Behavior/Effort Honor Roll.

**14.3.1** There are three Behavioral Honor Rolls: PRINCIPAL'S LIST (CM in Behavior and CM in Effort), FIRST HONORS (CM and S+), and SECOND HONORS (S+ and S+). Although

there are levels, any student making any of the levels is eligible for the Honor Roll. Any student who has made the Honor Roll two or three times during the year is honored at the end of the school year at a special ceremony held during the month of May. The ceremony is sponsored by the P.T.O. This Honor Roll is strictly non-academic. It recognizes the students who have put forth their best effort and who have exemplified the highest Christian values. We feel this system recognizes achievement relative to each child's ability.

**14.3.2** In addition to the non-academic Honor Roll, grades 5-8 will also have an Academic Honor Roll that will be posted after each grading period. This will recognize those students who use their God-given abilities to the fullest. There will be three Honor Rolls: Principal's List (all A's), First Honor's (A's with no more than 2 B's), Second Honors (nothing lower than a B).

**14.3.3** We also have a Junior Honor Society for grades 6-8. To be nominated, students must have all "A's" and a "CM" in both behavior and effort for each grading period. Students taking AP Algebra may have a B+. The Honor Society will meet periodically and be recognized in special ways through leadership and service opportunities.

## **15.0 PARTIES AND GIFTS**

Parents may not send private party invitations to school for the teacher or child to distribute unless the party is to be for the entire class (or all the girls or all the boys). Treats of nutritional value may be sent for the class for birthday celebrations. Flowers or balloons will not be accepted when delivered for students. The P.T.O. sponsors a school party for all the students at Halloween. Valentine's Day may be observed at the discretion of the homeroom teacher. The P.T.O. also sponsors a treat for all students at Christmas. However, our primary thrust at Christmas is giving to others, especially those in need.

## **16.0 SACRAMENTAL PROGRAMS / MASSES / CELEBRATIONS**

All students (k-8) will attend a Mass weekly and on holydays. Kindergarten students will join the other students for religious celebrations when the teachers deem they are ready. Everyone is invited to join us in our liturgical celebrations. The Student Council conducts daily prayers over the intercom, and teachers also prepare prayer services both in the classrooms and in the Church. In conjunction with our regular religious program and the ongoing parish formation programs, we celebrate the Sacraments. Grade 2 receives First Reconciliation (November) and First Eucharist (April). Grade 8 receives the Sacrament of Confirmation. Reconciliation rites are offered to students in grades 2-8, during Advent and Lent.

## **17.0 HEALTH AND SAFETY**

### **17.1 ACCIDENTS/ILLNESS/MEDICATIONS**

A record of the home, work, and emergency phone numbers for each student is kept on file in the office. Parents are required to furnish written notices of any unusual health problems of a child. When a student becomes ill at school, we will take the child's temperature and call the parent/guardian. If a parent/guardian cannot be reached, the person listed on the student's emergency card will be contacted (there should be at least two emergency contacts other than parents).

**17.1.1** If a child needs to take medication from home (prescription or non-prescription), the parents need to send "Permission Form for Prescribed Medication" to school giving the office personnel permission to administer the medication. This form is available from the office. **Prescription medications must be in their original containers with the prescription labels attached.** The prescription must contain the student's name, medication, dosage, strength and directions for use. Administration of all medication will be documented on a medication log. Refrigeration can be provided for medications. No medicine is to stay in the classroom or be carried by the student at any time with the exception of inhalers. It must remain in the office.

Students must have a written note from home if they are to remain indoors at lunch and/or recess or if they need to have cough drops during the day.

### **17.2 ILLNESS**

Parents must keep children home who are running a fever, have chills, diarrhea, or nausea. Children who have conjunctivitis (Pink-eye) or strep infection must remain at home until the infection is no longer

contagious as determined by a medical professional. If a child contracts lice, he/she will be sent home for treatment. School officials must recheck him/her before re-entering school.

Any child who presents an illness that is judged to be either problematic, contagious, disruptive or harmful in the opinion of the administration will be sent home. A parent/guardian will be called to pick up the student.

### **17.3 IMMUNIZATION**

An immunization certificate, Kentucky Medical Examination Form, and a Kentucky eye examination form, are required for all Kindergartners and new students. These will be filed with health records at school. When immunization certificates expire, the school will notify the parents. Parents may go to their personal physicians or the nearest Health Center.

**17.3.1** Kentucky law requires that students whose immunization has expired or who have not given a record of immunization to the school are not to be enrolled. Kentucky law also requires that all 6th graders must have proof of a second MMRI and physical exam before school begins.

**17.3.2** Students transferring from another state (any grade) must have a physical examination and an up-to-date Kentucky Immunization certificate within 30 days of the first day of school.

### **17.4 HEALTH FAIR**

The P.T.O. sponsors a Health Fair during which children are screened for hearing, vision, scoliosis, blood pressure and are weighed and measured. If problems are found, parents are notified and asked to follow through with their family physicians or Health Department.

### **17.5 FIRE, TORNADO, EARTHQUAKE DRILLS**

Fire, tornado, crisis, and earthquake drills are conducted at regular intervals as an important safety precaution. It is essential that all students participate in these drills in silence and orderliness. The teacher in each classroom will give the students instructions about how to proceed and where to go. In case of a disaster, students will go to Student Activity Center or place designated by the Police Dept.

### **17.6 FIRST AID**

First aid is administered as needed. Parents are always notified to pick up their child if she/he has a fever, head injury, vomiting, or when she/he experiences serious discomfort or pain. A child cannot remain at school under these conditions and parents must make arrangements to take them home.

## **18.0 COMPUTER, INTERNET AND ELECTRONIC MAIL**

Access to electronic mail and Internet connections will enable students to explore thousands of libraries, databases, and bulletin Boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe the benefits to students (information, resources, expanded learning environment, and opportunities for constructive collaboration) exceed any disadvantages. The following standards for using computer equipment and on-line information resources apply.

1. All students and parents/guardians must agree to abide by this Internet and Electronic Mail Student Use Agreement as indicated by signing the enrollment agreement. Students will not be allowed access if the agreement is not on file.
2. Students are responsible for good behavior on school computers and networks, just as in the class room. The network is provided for students to conduct research and communicate with others. Communications over the network are public in nature. Access to the network is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
3. Network administrators may review files and communications to maintain system integrity and to ensure appropriate use. Network storage areas are subject to search and inspection at the discretion of the administration. Users should NOT expect files stored on school machines to remain private.
4. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as when guiding their

children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

5. The following are not permitted:
  - A. Revealing personal information online (name, phone number, address, etc. . . .).
  - B. Receiving, displaying, or sending offensive messages or pictures.
  - C. Using obscene language.
  - D. Harassing, insulting, or threatening others.
  - E. Damaging computer systems or computer networks.
  - F. Changing network or system settings.
  - G. Violating copyright laws.
  - H. Submitting documents from the internet as personal work.
  - I. Using another person's password.
  - J. Trespassing in someone else's folder, work or files.
  - K. Intentionally wasting limited resources.
  - L. Using the network for commercial purposes.
  - M. Propagating chain messages.
  - N. Making unauthorized downloads.
  - O. Participating in personal chat or instant messaging—except in specifically authorized circumstances.
6. Violations of this policy may result in loss of access and/or formal disciplinary action.

## **SECTION II: PARISH / PARENT INVOLVEMENT**

### **1.0 VISITORS**

St. Stephen Martyr welcomes parent visitors to our school. All visitors entering the building must do so by way of the courtyard door. All other doors of the school are kept locked for the safety of the students. All visitors who enter the building must sign in at the school office and pick up and wear a visitor's badge.

### **2.0 VOLUNTEERS**

To have a school that runs smoothly and assures the best possible education for the students, the cooperation of many people is required. We ask all of you who can, to volunteer a few hours daily, weekly, or monthly to help us in our various programs.

Volunteers are needed in many areas such as tutoring, playground help, library, health programs, cafeteria, and room parents, to name a few. There is no better way to show your child/children that you are interested and care than to be willing to share your time. A form can be found in the packet that lists a variety of opportunities for you to share your talents with the school. State law requires a background check on all volunteers for the safety of the children.

**All volunteers are required to have a background check and formal volunteer training. Please contact the office for forms.**

### **3.0 PARENT TEACHER ORGANIZATION (P.T.O.)**

Each family holds a membership in the P.T.O. There is an annual fee assessed on registration day. Thanks to the efforts of the PTO, our students have many added benefits not always available due to budget restrictions. The P.T.O. works hard to support a positive, comfortable environment for the school and to raise funds to keep down the cost of education. They hold three meetings per year and sponsor fund-raisers to help purchase needed materials for the school. The major fund-raiser is usually held in the fall. All parents/guardians are encouraged to attend the meetings and share their ideas with the officers and the staff. P.T.O. Meetings for the year are found in the school calendar.

### **4.0 SCHOOL ADVISORY COUNCIL**

The St. Stephen Martyr School Advisory Council serves as a Consultative Council and the policy-making committee for the school. Its purpose is to work closely and in support of the Principal and Pastor. The Pastor, Principal, and Assistant Principal are ex-officio members of the School Advisory Council. (See inside back cover for members of the council.)

The School Advisory Council meets on a regular basis. See the school calendar for the dates and times. Persons having business before the Council should submit a written request to any member of the Council at least one week in advance of the next scheduled meeting in order to be put on the agenda. A time will be set aside for any designated person to address the Council. New School Advisory Council members are chosen annually by the by-laws. Anyone interested in serving on the School Advisory Council should contact the School or Parish Office.

## **SECTION III: GENERAL INFORMATION**

### **1.0 AFTER SCHOOL CARE**

St. Stephen Martyr sponsors an After School Care Program. The Program also supervises children on days that the school is not in session and during the summer. There are a variety of charges depending on how much parents use the program. For further information, please contact the Director, Dora Beck at 636-2411 (home) or 635-3505 (Day Care).

Students in our Day Care must carry accident insurance or sign a release absolving the parish of any expenses due to injuries.

### **2.0 PRE-SCHOOL**

St. Stephen also sponsors two pre-school programs, one for 3-year-olds and one for 4-year-olds. If interested, please call Dora Beck, Director at 635-3505.

### **3.0 CURRICULUM**

All schools will use the Archdiocesan Curriculum Guidelines as a guide to planning programs and assessments. The Archdiocese also requires the use of Language Arts and Math portfolios. A portfolio is a purposeful selection of student work that exhibits a student's efforts and achievements over time. Sample pieces from the portfolio are sent to the high schools during the 8th grade year. After the 8th grade year, all portfolio work is given to the students to take home. Students will sign a form indicating that they received the portfolio and should keep the work in case the high school requests to see it.

We also offer a Family Life Program, an AIDS Education Program, Peer Mediation programs, Peace Keepers Program and a Life Skills Program for our upper grades.

Also offered are Quick Recall, Spelling Bee, Social Studies Fair, Art Fair, Science Expo, World Expo (Social Studies), 4-H, Drama Club, Children's Choir, Related Arts (Art, Spanish, Physical Education, Computer classes) Algebra I, Jr. Achievement BIZTOWN, Stewardship projects, T.V. Studio.

### **3.1 COLLABORATIVE MODEL SCHOOL**

**3.1.1** St. Stephen Martyr is a collaborative model school. Our teachers and staff are committed to working with students with special needs in consultation with the Office of Lifelong Formation and Education. Our instructional program is designed to meet the needs of children with mild disabilities. Children who have severe learning disabilities may require alternate placement in a different school.

**3.1.2** It is mandatory that parents disclose information (i.e. test results) to the school regarding their child's learning style and behavioral difficulties. This is especially true if a child has been evaluated and identified as having special needs. This allows the school to determine if its program will meet the needs of this particular child. Failure to disclose pertinent information can result in dismissal of this child from the school. Parents are expected to be an active part of the program. For a special needs child to succeed, the school and the home must work hand-in-hand. By working closely together we can help to insure that the child will be successful with the curriculum and environment found at St. Stephen Martyr.

#### **3.1.3 ADMISSION OF SPECIAL NEEDS STUDENTS:**

Prior to admitting a student with a diagnosed disability, St. Stephen Martyr must consider:

- The severity and degree of the disability.
- The level of support needed from special services or any special equipment the student may require.

- The number of students with disabilities currently enrolled in an assigned class (It is recommended that no more than 10-15% be enrolled in any one classroom).
- The school's resources such as available support personnel, class size, etc.

The Principal may engage the services of the Archdiocesan Special Education Consultants to assist in making a determination of whether a student's educational needs can best be met in St. Stephen Martyr's particular school setting.

### **3.2 GIFTED AND TALENTED**

St. Stephen Martyr also tries to reach the needs of the gifted by way of workshops offered in Region VI and adaptations made to the regular curriculum. The schools in Region VI combine their resources to offer special workshops in the spring to students who score well on standardized tests. Students attend a series of workshops, usually of their choice, during the regular school day. These workshops are designed to challenge their gifts. There is a nominal fee that helps to purchase supplies for the workshop and offer a stipend to the teachers who take on this added responsibility.

We participate in the Duke University Talent Identification Program offered to our 7<sup>th</sup> grade students. We also participate in the John's Hopkins Talent Search with our younger students. We offer an Algebra program for all 8<sup>th</sup> graders and a pre-Algebra program for 7<sup>th</sup> graders. There is a wide variety of co-curricular activities such as Quick Recall Academic Teams and a Middle School Honor Society to help students share their talents. We constantly strive to find outlets for our gifted students.

### **4.0 TELEPHONE MESSAGES FOR TEACHERS**

If it is necessary to speak to your child's teacher, please call the office (635-7141) and leave a message. Parents must always check in at the office before going to a classroom to talk with a teacher. The teacher's primary responsibility is to supervise the students in his/her care. They can't always stop and speak with a parent. They will be happy to meet with you if you will simply call and make an appointment.

### **5.0 TELEPHONE AND STUDENT USE**

The office will take messages for students when there is an emergency or the message is essential. Students may use the phone for emergencies only. Students will not be allowed to call home for forgotten items. Students must obtain a phone pass from their teachers. Students may not use cell phones during school.

### **6.0 COMMUNIQUES**

We will continue to communicate with parents using the "Wednesday Folder" system. A "Wednesday Folder" will come home with each child. The folder should contain papers, notes from the teachers, and a weekly newsletter from the Office. Your responsibility will be to read the material in the folder, sign papers that need to be signed, sign the back of the folder, and see that your child returns the folder on Thursdays. You are also encouraged to send notes to teachers or the office through this system, as well. We will use this system to keep you better informed but we need your help also. Parents, staff, and students working together should help improve communications between home and school.

### **7.0 NON-CUSTODIAL PARENT**

St. Stephen Martyr 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, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. 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. It is the responsibility of the parents to keep the school informed of special family arrangements in regards to the custody of the child.

### **8.0 FIREARMS AND DANGEROUS WEAPONS**

**8.1** KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used or operated by any Council of education, school, Council of trustees, regents, or directors for the administration of any public or private educational instructions.

**8.2** The Ky. Penal Code, Section 500.080, states that "deadly weapon" means:

- Any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged;
- Any knife;
- Billy club, nightstick, or club;
- Blackjack or slapjack;
- Nunchaku karate sticks;
- Shuriken or death star;
- Artificial knuckles made from metal, plastic or other similar hard material

**8.3** While the Ky. Penal Code does not define hunting knives, or pocketknives as “deadly weapons” these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

**8.4** Should a student be in violation of the above policy, the following steps will be taken:

- The parent/guardian is contacted;
- The student is dismissed from school;
- The police are called;
- Superintendent is notified; and
- The reason for dismissal is noted on the student’s permanent record.

## **9.0 REPORTING CHILD ABUSE**

**9.1** State Law (KRS620.030 (2)) requires school officials who "suspect" the physical, emotional, sexual abuse, or neglect of a child must report this to Child Protective Services. St. Stephen Martyr is required to report any suspicions of abuse or neglect in the home to the proper agency for investigation.

**9.2** School officials must permit agents from Child Protective Services to interview a child at school if requested. A school official will remain with the child during the interview if the child requests they do so. School officials are not required to notify parents/guardians that a child is being interviewed by Social Workers.

## **10.0 SEARCH AND SEIZURE**

School Officials have the right to search a student's personal items (jackets, bags, etc.) lockers or school desks if they suspect the student brought items to school that are not permitted or might be harmful. The principal will authorize or conduct such searches. Contraband items will be kept in the office until arrangements can be made to meet with parents. Students who refuse to submit to a search will be escorted to the office. A parent or guardian must meet with the principal before the child is released.

"The dignity of each student and a commitment to treat everyone the way the educator would wish to be treated should be guiding principles in any search and seizure situation." (THE LAW AND THE CATHOLIC SCHOOLS).

## **11.0 PROTOCOL FOR THREATENING VERBAL OR PHYSICAL BEHAVIOR**

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under direct supervision of appropriate school personnel.
- Student’s parent/guardian is notified. Pastor and Superintendent of Schools are also notified.
- Student is suspended from school pending the results of a mental health assessment conducted by an appropriately credentialed professional.
- Principals may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- Student may not attend school, any school activity, or be present on school grounds pending the results of the mental health assessment and a final placement decision.
- Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of the mental health assessment, any history of problematic behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information.
- If a student engages in threatening behavior a second time, the student may be dismissed from school.

### **11.1 HOMICIDAL THREATS**

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The student who has been threatened, as well as his/her parents, will be notified as soon as possible.

### **11.2 RANGE OF PENALTIES**

It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats will result in suspension and required mental health assessment. Definitions and penalties should be clear.

### **11.3 FALSE THREATS**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

## **12.0 ASBESTOS NOTICE**

In accordance with EPA regulations, this school has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR Part 763 (AHERA). Friable (easily crumbled) asbestos-containing material may cause health problems. A copy of inspection and locations management plan for the school is kept in the School Office. If there are any questions, please call Mr. Dan Cooper of MicroAnalytics, 964-8737.

## **SECTION IV: EIGHTH GRADE INFORMATION AND GRADUATION POLICIES:**

### **1.0 CATHOLIC HIGH SCHOOLS AND OPEN HOUSE**

The Catholic High Schools in the area schedule open houses in the fall so that 7th and 8th graders and their parents may visit and learn about each school's program before making a decision about enrollment. Staff members from the Catholic high schools also visit on campus to answer questions that the students might have. If a student wishes to shadow at a local high school, he/she must complete a form in the office that will be signed by the high school attesting that he/she did indeed shadow. A student is asked to shadow on days that he or she is not in school. (For example, the professional days following PTS conferences) rather than miss regularly scheduled school days. Students are counted absent if they shadow during a regular school day.

### **2.0 TUITION/FEES**

All tuition and fees must be current before graduation takes place.

### **3.0 GRADUATION**

Graduation will take place at the end of the school year. There will be a Graduation Mass followed by a student/parent breakfast one morning preceding Graduation and a paraliturgical service on the evening of Graduation.

### **4.0 DRESS CODE**

Graduates will wear robes for graduation. These will be purchased in the spring and become the property of the students. Boys must wear shirts, ties and dress shoes under the robes and girls must wear dresses or skirts (of appropriate length) and blouses and dress shoes. For the final mass, we ask our graduates to dress up and wear clothes appropriate for church (no spaghetti strap/strapless dresses, halter tops, tank tops or shorts).

## **CLOSING STATEMENT**

No handbook can, or is expected to list all possible situations or measures in dealing with situations. Situations that occur in school, not specifically covered in this handbook, will be dealt with on an individual basis, keeping in mind the age of the student/students involved, the seriousness of the offense, and the recommendations of teachers, Principal, and the Pastor.

The Principal of St. Stephen Martyr has the right to amend or waive provisions in this handbook for just cause. Notice of any amendment will be sent home to the parents/guardians.



ST. STEPHEN MARTYR  
CATHOLIC SCHOOL

**2931 PINDELL AVENUE • LOUISVILLE, KY 40217**  
**502-635-7141 • FAX 635-1576**

### Field Trip Permission Slip

I request Saint Stephen Martyr School allow my  
child \_\_\_\_\_

(Child's Name)

to participate in the out of school activity

\_\_\_\_\_

(Activity Name)

to be held at \_\_\_\_\_

on \_\_\_\_\_

(Date)

I understand that this is an educational trip and a valid extension of the classroom experience.

In consideration of the making of arrangements for the event by the school, I hereby release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from the trip.

Parent/guardian printed name \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date: \_\_\_\_\_

(THIS PAGE INTENTIONALLY  
LEFT BLANK)

**St. Stephen Martyr School**

**PRESCRIPTION FORM FOR PRESCRIBED MEDICATION**

Date form received by the school: \_\_\_\_\_

Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Teacher: \_\_\_\_\_

Reason for medication: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Form of medication or treatment:

tablet or capsule     liquid     inhaler     injection     nebulizer

Instructions (schedule and dose to be given at school)

---

Start:     date form received            Other date: \_\_\_\_\_

Stop:     end of school year            Other date/duration: \_\_\_\_\_

for episodic/emergency events only

Restrictions and/or important effects:

None anticipated                     Yes. Please

describe \_\_\_\_\_

---

Special storage requirements:  None             Refrigerate

This student is both capable and responsible for self-administering this medication:

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Doctor's Signature \_\_\_\_\_

No             Yes-supervised             Yes-unsupervised

**To be completed by parent/guardian:**

I give permission for (name of child) \_\_\_\_\_ to receive the above medication at school according to standard school policy (Schools require parent/guardian to bring the medication in its original container).

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Relationship: \_\_\_\_\_

Parent/Guardian Phone Numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Emergency: \_\_\_\_\_

(THIS PAGE INTENTIONALLY  
LEFT BLANK)



(502) 635-7141  
2931 Pindell Avenue  
Louisville, KY 40217

### Authorization for Student to Carry Self-Administer Insulin

\_\_\_\_\_ needs to carry the following prescription labeled medication with him/her. The above named student has been instructed in the proper use such medication and fully understands how to administer this medication. (It is preferable that an emergency prescription labeled medication be kept in the school office in case of emergency.)

_____	_____
MEDICATION	DOSAGE AND DIRECTIONS
_____	_____
PHYSICIAN'S SIGNATURE AND STAMP	DATE

I have been instructed in the proper use of self-administration of medication and fully understand how to administer this medication. I will not allow another student to use my medication under any circumstances. I also understand that should another student use my medication, the privilege of self-administration may be revoked. I also accept the responsibility for going to the school nurse for observation of administration of my medication so that it can be documented in the event I start having problems with my diabetes.

_____	_____
STUDENT SIGNATURE	DATE

I hereby request that the above named student, over whom I have legal control, be allowed to self-administer the insulin prescription described above at St. Stephen Martyr School. I understand that the parent/guardian accepts the legal responsibility should the above insulin be lost, given or taken by a person other than the above named student. If this should happen, the privilege of self-administration may be revoked. I understand that St. Stephen Martyr School has no legal responsibility when the above named student administers his/her own medication.

_____	_____
PARENT/GUARDIAN SIGNATURE	DATE

---

---

### Authorization for Student to Carry Prescription Inhaler

\_\_\_\_\_ needs to carry the following prescription labeled inhaler with him/her. The above named student has been instructed in the proper use such an inhaler and fully understands how to administer this medication. (It is preferable that an emergency prescription labeled inhaler be kept in the school office in case the first is lost or left at home.)

_____	_____
MEDICATION	DOSAGE AND DIRECTIONS
_____	_____
PHYSICIAN'S SIGNATURE AND STAMP	DATE

I have been instructed in the proper use of prescription labeled inhaler and fully understand how to administer this medication. I will not allow another student to use my inhaler under any circumstances. I also understand that should another student use my prescription labeled inhaler, the privilege of carrying my inhaler may be revoked. I also accept the responsibility for checking in with the school nurse to keep her informed of use of my inhaler so that it can be documented in the event I start having problems with my asthma.

_____	_____
STUDENT SIGNATURE	DATE

I hereby request that the above named student, over whom I have legal control, be allowed to carry and use the prescription labeled inhaler described above at St. Stephen Martyr School. I understand that the parent/guardian accepts the legal responsibility should the above inhaler be lost, given or taken by a person other than the above named student. If this should happen, the privilege of carrying an inhaler may be revoked. I understand that St. Stephen Martyr School has no legal responsibility when the above named student administers his/her own medication.

_____	_____
PARENT/GUARDIAN SIGNATURE	DATE

(THIS PAGE INTENTIONALLY  
LEFT BLANK)

## 2009-2010 PTO BOARD MEMBERS

President	Eric Johansen
Vice President	
Treasurer	Jamie Woods
Secretary	Michelle Osbourn
Ways and Means	Patty Hudlin
Ways and Means	Sarah Hatfield
Ways and Means	Wendy Gerhard
Ways and Means	Diane Ferrill
Scrip	Laura Kelty
Teacher Representative	Margie Robben
Room Parent Coordinator	Angela Allen
Room Parent Coordinator	Martha Stephenson
Health Coordinator	
Technology Liaison	Robbie Gibson
At-Large-Member	Pat Kehoe
At-Large-Member	Jennifer Kowalski
At-Large-Member	Anita Jenkins

## 2009-2010 SCHOOL ADVISORY COUNCIL MEMBERS

Fr. Randy Hubbard, *Pastor*  
Margaret Bowen, *Principal*  
Barbara Stuecker, *Administration*  
Noel Jolly, *Secretary*  
Eric Johansen, PTO Rep.  
Laura Stevens  
Susan Abel  
Ami Hart  
Pat Kehoe  
Beth Bersot  
Laura Cassin  
Dan Herberger  
Jennifer McCauley, *Faculty Representative*

**NOTES . . .**

