



# **STUDENT-PARENT HANDBOOK ADDENDUM 2009/2010**

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All items in the St. Martin's Student-Parent Handbook apply to the Middle School, with the following exceptions and additions.

## **ATTENDANCE**

School begins promptly at 8:30 a.m. with homeroom. Students arriving after 8:30 a.m. must sign in at the office and receive a tardy slip to present to their respective homeroom teacher.

School is dismissed by the teacher at 3:00 p.m.

Doctors' appointments should be made for after 3:00 p.m. If this is not possible, arrangements must be made in advance through the school office.

Middle School is a demanding program and students who are absent or tardy on a regular basis will have difficulty keeping up and having a successful school experience.

## **NUTRITION AND LUNCH**

Middle School students will eat lunch at the lunch tables. During morning recess, after lunch and after school they may congregate at the Middle School tables at the south end of the two story building. Use of this area is a privilege and it is the students' responsibility to behave appropriately and to keep the area clean and free from trash.

## **LOCKERS AND TEXTBOOKS**

The school provides every student in Middle School with a locker for his/her use and a lock for his/her locker.

- **Only St. Martin's issued locks may be used.**
- It is the student's responsibility to keep this locker locked at all times.
- Students are responsible for books and other items in this locker.
- Combinations or lockers are not to be shared with others.
- Valuable articles are not to be stored in lockers.
- **The lockers and locks are considered school property and lockers are subject to inspection at any time by the school.**

Having a locker is a privilege and it should be kept neat and tidy at all times. Students are responsible for keeping the area around the lockers clean. Books, school supplies, etc., and personal belongings (other than backpacks) should not be left lying on the ground around the lockers or put on top of the lockers. Such items will be taken to the office and if not claimed will be disposed of.

Textbooks and workbooks are issued to all students.

- Students are responsible for the care of these books.
- Students are to put their names in all of their books.

- Textbooks are to be kept covered (with non-adhesive covers) and handled with care.
- Books are to be returned in good condition.
- **Lost or damaged books must be paid for through the school office.**

## **CELL PHONES AND ELECTRONIC DEVICES**

**Students may not bring cell phones or any other electronic equipment (including, but not limited to, Walkmans, Gameboys, iPods including the iPod Touch being used as a calculator) on to campus.**

Calls that need to be made during the day must be made from the telephone in the School Office.

Students are only allowed to bring cameras and take photos on designated camera days or when instructed by a teacher.

## **WALKING AND BICYCLING**

**There must be a parent's note on file with the School Office giving the student permission to walk or ride a bicycle to/from school. All students who bicycle to school must wear State-mandated protective gear and failure to do so will result in the suspension of this privilege. Skateboards, scooters, and other such forms of transportation are not allowed.**

## **HOMEWORK**

Homework assignments are given to strengthen the skills and lessons learned in class and to develop the student's sense of responsibility.

The time needed to complete the assignments will average two to two and one-half hours each day. This does not include special reports, projects, etc., nor does it include unfinished class work.

Late assignments will be accepted at the discretion of the individual teacher. Any late homework assignments accepted will be graded at the discretion of the individual teacher.

Middle School students take exams at the end of each semester.

All students take standardized tests each year.

Summer reading lists are given to all students in June. Middle School students are expected to start school in September having read the books and completed the assignments pertaining to these books.

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**The schedule of Middle School tests is available on the school web site ([www.stmartinsschool.org](http://www.stmartinsschool.org)) in the Current Families section.**

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## TOBACCO, DRUGS AND ALCOHOL

Suspension or expulsion will result from violation of any of the following school policies while students are on the school grounds, or while attending a school-sponsored or supervised event or activity:

- Smoking or having tobacco on school premises.
- Possession, use, or under the influence of narcotics or other hallucinogenic drugs or substances.
- Consumption, possession, or under the influence of alcoholic beverages.

## HARASSMENT AND BULLYING

Any form of harassment or bullying is totally unacceptable at St. Martin's. We insist on a positive atmosphere for the safety and well-being of all of our students.

### DISCIPLINARY CONSEQUENCES FOR STUDENTS WHO HARASS OR BULLY

- Verbal or Written Warning
- Detention
- Parent Conference
- In-School Suspension
- Suspension
- Expulsion

## LUNCH DETENTION

Lunch detention is held for students who are behind on either homework or classwork, students who are disruptive in class, students who habitually ignore dress code policies, etc. **Lunch detention takes precedence over other lunchtime activities, such as choir, sports practices, etc.**

## DRESS CODE (Middle School)

Uniforms are required daily for all students in Middle School unless otherwise specified. Students are required to come to school in clean clothing that is in good condition. Students who come to school dressed inappropriately will not be allowed to attend class until they are dressed appropriately. The Heads of School and classroom teachers are responsible for interpreting, implementing and enforcing the dress code policy. Repeated violations of dress code policy will result in a "U" grade on a student's report card making the student ineligible for Honor Roll.

**SHIRTS:** Polo shirts with the St. Martin's Middle School emblem from Dennis Uniforms are required. If shirts are long-sleeved, cuffs must not go beyond the wrist. Undershirts in colors matching the polo shirt may not be longer than the polo shirt. No layering allowed!

**TURTLENECKS:** Plain white turtlenecks or turtlenecks in colors matching the polo shirt may be worn under polo shirts in cold weather. Cuffs must not go beyond the wrist.

**SPIRIT SHIRTS:** Spirit shirts and 8<sup>th</sup> Grade class shirts purchased from Cafepress, via links in the Spirit Store on the school website, may be worn on the designated Spirit Day each month. CIMI (Catalina Island Marine Institute) sweatshirts in approved colors and 8<sup>th</sup> Grade class sweatshirts may also be worn on the designated Spirit Day each month. If shirts are long-sleeved, cuffs must not go beyond the wrist.

**SWEATSHIRTS:** Only St. Martin's sweatshirts purchased from Dennis Uniform are permitted with uniforms on a daily basis. St. Martin's sweatshirts may be required on special occasions. CIMI (Catalina Island Marine Institute) sweatshirts in approved colors and 8<sup>th</sup> Grade class sweatshirts may also be worn on Fridays even without a Free Dress award. After the annual trip to Catalina, if approved by the Head of School, CIMI sweatshirts may be worn daily by students who went to Catalina. Cuffs must not go beyond the wrist.

**PANTS/WALKING SHORTS:** Navy and khaki chino style long pants and shorts are allowed throughout the school year for boys and girls. All pants and shorts must be purchased from Dennis Uniform. Pants and shorts should not be oversized or frayed on the ends **Pants should not drag on the ground and pants and shorts must fit well at the waist.** Shorts may not be more than 5 inches above the knee and no longer than 2 inches below the knee. Long pants are required for boys for special occasions.

**SKIRTS & SKORTS:** Girls may wear khaki or navy skirts and skorts throughout the school year. All skirts and skorts must be purchased from Dennis Uniform. Skirts and skorts can be no shorter than 5 inches above the knee and no longer than 3 inches below the knee. A skirt or skort is highly desired for special occasions however girls may wear long navy or khaki uniform pants in lieu of a skirt or skort on these occasions.

**BIKE SHORTS:** Navy or white bike shorts may be worn under skirts. Bike shorts should not be longer than the skirt.

**BELTS:** Belts are encouraged on pants and shirts with belt loops and are required if polo shirts are worn tucked in. Belts may be navy, black, dark brown or khaki.

**P.E. CLOTHING: Middle School students are required to change for P.E.** The P.E. uniform includes a navy or ash T-shirt with the St. Martin's logo and nylon mini-mesh navy shorts with the St. Martin's logo or navy microfiber pants with the St. Martin's logo. On cold days, a navy microfiber jacket with the St. Martin's logo and/or navy sweatpants with the St. Martin's logo may be worn. All P.E. clothing must be purchased from Dennis Uniform; the logo on P.E. clothing is not the Middle School logo since these items will also be used for afterschool sports for both Elementary and Middle School. **P.E. clothing may only be worn for P.E. class.** Students who arrive at another class wearing their P.E. uniform will be required to change and will be marked as tardy.

**SOCKS:** Crew, ped or ankle socks in black, navy or white are allowed with uniforms. Girls may also wear navy or white knee socks or tights.

**JACKETS:** Only St. Martin's jackets with the school emblem are permitted with uniforms. These are available for purchase from Dennis Uniform. On cold days students may wear heavy jackets; however they must be purchased from Dennis Uniform and must have the St. Martin's logo. No non-uniform heavy jackets will be allowed.

**SHOES:** Only closed-toe, rubber-soled, athletic shoes may be worn to school. Shoes must close using laces or Velcro closures. For safety reasons no slip-ons, such as Vans, and no shoes with elastics instead of laces, such as Sketchers, are allowed. Athletic shoes with heels or platform bottoms are not acceptable. Extreme high tops and fluorescent colors are not allowed. We would prefer that shoes worn with the uniform be primarily black, white, navy or a combination of black, white and/or navy in color.

**HAIR:** Hair should be clean and neat at all times. Extreme or faddish hair styles or hair colors are not allowed. Boy's hair must not be longer than the shoulders. Hair styles should not obscure a student's view.

**JEWELRY:** Conservative jewelry may be worn in moderation (one necklace, one bracelet, etc.) Body piercing and tattooing violate uniform policy. Students who wear pierced jewelry in any place other than their ear must remove that jewelry while at school or while participating in school events. Only stud earrings and small hoops are acceptable.

**COSMETICS:** Girls are allowed to wear moderate makeup in light colors. Heavy eyeliner, dark eye shadows and blushes are not allowed. Girls may only wear pale colored or clear lipstick. Nails must be clean and neatly trimmed. Nail polish must be in good condition.

**BACKPACKS:** Students may use any backpack of their choosing, however, backpacks on wheels are not allowed. It is expected that backpacks, folder covers and notebook covers be free from non-school related writing and drawings. Backpacks and other bags and containers are subject to inspection at any time.

**HATS & SCARVES:** Hats, scarves (of any kind), bandanas and other head coverings are not allowed.

**FREE DRESS:** Free dress is a privilege and students are expected to wear clothing that is in good taste and appropriate for school. Clothing should not be revealing, form-fitting, oversized or ripped. Free dress awards may only be used on Fridays, unless otherwise notified. Free dress is at the discretion of the Head of School and the classroom teacher.

**The following items are never acceptable for free dress:**

- Cutoffs, bicycle shorts, beachwear
- Backless or sideless dresses, halter tops, low cut tops, bare midriffs

- Extremely short skirts or shorts (more than 5" above the knee)
- Revealing low-rise pants, skirts or shorts
- Oversized shirts or pants
- Pants that drag on the ground
- Pants or shorts that do not fit well at the waist
- T-shirts with objectionable slogans or pictures
- Jackets with objectionable slogans or pictures
- Temporary tattoos

The above is not an all inclusive list. If you have any questions about a specific article of clothing, please contact the Head of School.

**MEDICAL EXCUSES:** Variations from uniform requirements for medical reasons require a letter from the student's doctor.

**WHERE TO PURCHASE:** All uniforms must be purchased from Dennis Uniform, 20920 Victory Blvd., Woodland Hills (818) 887-5736 or on-line via the link to Dennis Uniform on the school web site. The School Code for St. Martin's at Dennis Uniform is SH00BF (those are zeros and not the letter O in the code).

Spirit Shirts and 8<sup>th</sup> Grade class shirts may be purchased from Cafepress via links in the Spirit Store on the school website.