

ST MARTIN'S



**EPISCOPAL SCHOOL
STUDENT-PARENT**

HANDBOOK

2011/2012



MISSION STATEMENT

St. Martin-in-the-Fields Episcopal School is grounded in the faith of Jesus Christ.

In partnership with the parents and the Episcopal Church, we nurture in each child the intellectual, spiritual and physical growth necessary to succeed and become a responsible citizen of the world. This is achieved through innovative teaching, stimulating programs and a rigorous curriculum designed to encourage academic excellence and independent thinking.

St. Martin-in-the-Fields Episcopal School

TABLE OF CONTENTS

RESPONSIBILITIES	4
ATTENDANCE	4
CHILD ABUSE REPORTING OBLIGATIONS	5
PARENT/TEACHER CONFERENCES	5
COUNSELING AND OUTSIDE SERVICES	5
CURRICULUM	5
CHAPEL	5
EXTENDED CARE	5
BEHAVIOR POLICY AND DISCIPLINE	6
INTERNET USAGE NOTIFICATION	7
SOCIAL NETWORKING, BLOGGING, PHOTO & VIDEO SHARING	7
PARENTS' PLEDGE.....	7
DRESS CODE (K-5).....	8
PARTY PROTOCOL.....	9
PETS.....	9
ACADEMICS.....	9
HOMEWORK.....	9
HEALTH.....	10
LOST AND FOUND.....	10
LUNCH/NUTRITION.....	10
TRANSPORTATION.....	11
TUITION AND FINANCIAL OBLIGATIONS.....	11
REGISTRATION	12
RECORDS.....	12
USE OF SCHOOL NAME AND FACILITIES.....	13
EMERGENCY/EARTHQUAKE PROCEDURE.....	13
PHOTOGRAPHIC RELEASE	13
ASBESTOS DISCLOSURE.....	13

RESPONSIBILITIES

To achieve our mission, the School, the parents and the student have responsibilities, as follows:

STUDENT'S RESPONSIBILITIES:

- To attend school every day and be on time.
- To come to school prepared with books, paper, pencil and any materials and assignments as directed by my teacher.
- To obey the directions of all St. Martin-in-the-Fields School staff members.
- To maintain a positive attitude toward learning and believe in my ability to succeed.
- To respect myself and to respect the rights and property of others.

PARENTS' RESPONSIBILITIES:

- To send my child to school each day on time.
- To check my child's schoolwork and homework on a daily basis.
- To provide my child with suitable study conditions at home.
- To communicate with my child's teacher and the school when I am concerned about his/her work or health.

SCHOOL'S RESPONSIBILITIES:

- To provide a quality instructional program for each student.
- To provide an orderly classroom and safe school environment.
- To develop programs and activities which will respond to the social emotional, personal, physical, and developmental needs of each student.
- To assist parents in helping their children develop the self-discipline, self-respect and self-confidence to participate in school and society as responsible members.

ATTENDANCE

Children learn from the moment they arrive at school until the moment they leave. Chapel, assemblies, recesses, and even lunchtime are as much a part of education as are math, science, reading, and social studies. With this in mind, the following policies on attendance apply:

1. **SCHOOL DAY:** The normal school day is 8:30 A.M. to 3:00 P.M. Our campus is open from 7:00 A.M. until 6:00 P.M. and we provide Extended Care before and after normal school hours at an additional fee. Children staying for afternoon Extended Care, who have homework, are required to go to the Homework Room from 3:15 P.M. to 4:30 P.M. to work on their assignments.
2. **EXCUSED ABSENCE:** Illness is the only acceptable excuse for absence from school. Family trips and doctors' appointments should be scheduled outside of school hours.

3. **TARDINESS:** Any child arriving after their class has entered Chapel (or the classroom on non-Chapel days) will be considered tardy. Note: Children arriving late must go directly to the School Office; they will not be admitted to the Chapel or classroom without a tardy slip from the office. **A parent or responsible party, who brought the child to school, must go to the office with the child and fill out a tardy slip.** Excessive tardiness may prevent students receiving Student of the Month and Honor Roll.
4. **TELEPHONE NOTIFICATION:** When a child will be absent, the School Office should be notified by phone between 9:00 and 10:00am on the day of absence. The school must be able to account for the child's whereabouts during school hours. In the case of a temporary change in guardianship (i.e. the parents are out of town and the child is staying with a neighbor or relative) the school must have a written authorization detailing whom to contact.
5. **WRITTEN EXCUSE:** The child must bring a note signed by a parent upon returning to school after an absence. The note must state the reason for the absence and the dates involved. **The child will not be admitted to class without written parental acknowledgment of their absence.** This note must be brought to the School Office before the student returns to class.
6. **MAKE-UP WORK:** Children will be expected to make-up work done by their class during their absence. Parents of children who are absent for several days may request homework on a daily basis (to be picked up at the end of the day). A reasonable time limit will be set by the teacher for completing make-up work. Note: In the case of an unexcused absence (family trip, etc.) the teacher is under no obligation to make work available in advance and/or allow credit toward a class grade for make-up work; this does not, however, discharge the child from the responsibility of making up the work. Missing out on classroom instruction is both a disruption to the class as a whole as well as an impediment to the absent child's learning. We strongly discourage parents from taking their children out of school for trips and family activities. **If a child has an excessive amount of absences, he/she may not be promoted to the next grade level.**
7. **ABSENCE DURING THE DAY:** The school recognizes that a student may not always be able to attend school for the entire day. For purposes of perfect attendance the child must not be off campus for more than 90 minutes in a school day. **Note: Any absence during the school day must be arranged in advance and in writing.** Children are to be picked up in the School Office in person by a parent or an appointed representative bearing a signed authorization. The school assumes no liability in cases where students leave the premises without proper permission.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California Law, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. In this very serious and legally narrow area, the school will not make contact in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review.

PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with school personnel whenever they feel it is warranted.

1. CHANNELS:

If your question relates to the classroom, please ask the appropriate teacher. **Note: Any question involving a student's work or behavior must be discussed with the teacher before it is discussed with the Head of School.**

If your question relates to the school as a whole, to school-wide policy, or to an area for which the Head of School is clearly responsible, please ask the Head of School.

If your question relates to the Parish and/or to spiritual matters, please call the Church Office to make an appointment.

2. CONFERENCES:

Conferences are welcomed, however please call the office to make an appointment. An "impromptu" conference with a teacher on campus will not allow him/her to give your concern the attention it deserves, as other scheduled matters may be occupying his/her attention.

3. PARENT COOPERATION:

Some conferences may be initiated by the teacher.

Note: We trust our parents to make every reasonable effort to cooperate with the teacher in helping their child have a successful educational experience.

COUNSELING AND OUTSIDE SERVICES

We realize that children sometimes have needs that cannot always be met by school personnel. The school will always be sensitive to the need to recommend other professionals.

The Head of School is the main point of contact between parents, teachers and outside professionals. The Head of School will confer with parents when the school feels that a child could benefit from the services of a tutor, a pediatrician, a pediatric specialist, a psychologist, a psychiatrist, or a member of the clergy. When parents initiate contact with an outside professional, the school would appreciate the opportunity to interface with that professional, and will make every effort to cooperate with the outside professional in the child's interest.

CURRICULUM

The formal curriculum at St. Martin's includes the following:

1. MAIN CLASSROOM INSTRUCTION:

Kindergarten: Individualized phonics-based reading and beginning mathematics. Other subjects covered are: social studies, science, and health.

Grades 1-3: Mathematics, reading, phonics, writing, spelling, grammar, literature, social studies, science, and health.

Grades 4-8: Mathematics, reading, grammar, spelling, composition, hand writing, science, health, history and geography.

2. ENRICHMENT CLASSES: May include: physical education, art, music, drama, computers, religion, library, study skills and Spanish (Middle School).

3. OTHER EDUCATIONAL EXPERIENCES: Chapel, performing arts programs, health programs, and educational field trips. Community Service opportunities are available. A variety of after-school activities are available.

4. PARTICIPATION REQUIREMENT: Students are required to participate in all classes, programs, projects, activities, and Chapel.

CHAPEL

School Chapel services are held in St. Martin's Church. Chapel services are held in order to allow an opportunity for children to worship. Chapel is a time for children to express their religious feelings. While Episcopal forms of service are used, universal Christian elements of worship are emphasized – prayer, singing, and Bible reading.

EXTENDED CARE

1. HOURS: Extended Care will be offered to St. Martin's students at the following times:

7:00-8:15 A.M. (Grades 1-8)

7:00-8:30 A.M. (Preschool and Kindergarten)

3:00-6:00 P.M. (Preschool)

3:00-6:00 P.M. (Kindergarten – 8th Grade)

2. **FEES:** Extended Care fees will be detailed in the summer mailing. Fees are calculated by the hour. If part of an hour is used, it is charged as a full hour. An Extended Care invoice will be sent out at the end of each month and payment is due on or before the 10th of the following month.

Note: Any child on campus after 3:15 P.M. will be signed into Extended Care, even if he/she is participating in an after-school activity.

After-school Activities: If your child attends a St. Martin's organized after-school activity, such as sports, etc., you will be charged the Extended Care fee. In the event of an emergency, St. Martin's employees are responsible for our students, and we must have ample personnel on site. If your child attends an activity provided by an outside organization, such as Scouts, or an activity off campus, you will not be charged for the time he or she is attending that activity. **You will however be charged if he or she is in Extended Care before or after that activity.**

It is the parent's responsibility to clearly mark the time their child was in Extended Care in the sign in/sign out book. Failure to sign your child out will result in your being charged for the full 3 hours of extended care.

3. **LATE FEES:** Late fees, as detailed in the summer mailing, will be charged for picking up a child after 6:00 P.M. **Note: Continual disregard for the closing time may lead to suspension of Extended Care privileges, at the discretion of the Head of School.**
4. **USE OF EXTENDED CARE:** Parents (or an adult delegated by them) **must** sign their child in for use of morning Extended Care. Parents (or an adult delegated by them) **must** sign their child out of afternoon Extended Care. Disregard for this policy will result in suspension of Extended Care privileges. In the case of afternoon Extended Care, if the time the child leaves is not entered clearly in the sign out book, you will be charged for the full session.

It is school policy that children cannot sign themselves out of extended care. A parent, or their designate, must sign students out of extended care.

BEHAVIOR POLICY AND DISCIPLINE

Like all communities, St. Martin's has rules, the principles of which are:

- 1) **Safety**
- 2) **Good manners**
- 3) **Common sense**

St. Martin's response to violation of these rules may differ from that of other communities, but again certain principles apply. The purpose of discipline is to:

- 1) **Correct inappropriate behavior**
- 2) **Promote justice for injured parties**
- 3) **Reconcile the offender to the community**

Some rules will occasionally be deleted, and other rules added. The child's teacher will teach the child our rules and appropriate behaviors in specific areas of the school. The child will then be reminded of specific rules as necessary. The rules will also be posted in a prominent place in the classroom.

For the most part, discipline in respect to inappropriate behavior will be handled by the classroom teacher or playground supervisor. In the event of failure to respond to correction, or serious breach of the rules, the teacher will refer the child to the Head of School. Parents may be notified of such action and its attendant response.

The same behavior expected of students while on campus is also expected of them while on field trips, sporting events, and other school sponsored activities.

The school reserves the right to respond to conduct it considers unsatisfactory with the following disciplinary measures.

1. **DETENTION:** Detention is an assigned period of study time either during or after school. Parents will be notified in advance of after-school detention.

Grounds for detention may include, but are not limited to:

- 1) Tardiness
- 2) Uniform violations or unacceptable appearance
- 3) Causing a disturbance in class
- 4) Littering the campus
- 5) Chewing gum on campus
- 6) Bringing cell phones on campus
- 7) Bringing electronic devices (such as Gameboys, Walkmans, iPods, etc.) on campus without permission from the Head of School
- 8) Any other minor conduct violation for which a student is referred to the Head of School
- 9) Name calling, disrespectful behavior or attitude toward staff or peers

2. **SUSPENSION:** Suspension consists of a short period of time in which the student is dismissed from school. Students who are suspended may not come to school, may not attend classes, may not attend practices or rehearsals, and may not attend or participate in any school sponsored activities, including after school sports. Parents will be responsible for the student during the time he/she is suspended. Suspended students will be responsible for making up all homework assignments given in their absence and obtaining all notes and other subject matter given out in class during their absence. Students may not receive full credit for work missed and subsequently completed during suspension at the discretion of the teacher(s) concerned – this also applies to in-house suspensions.

Grounds for suspension may include, but are not limited to:

- 1) Fighting or threat of physical violence
- 2) Behavior that could lead to physical harm, accident or property damage
- 3) Racial, religious or sexual slurs
- 4) Throwing anything on campus which could cause injury or damage
- 5) Profanity, obscenity, or vulgarity
- 6) Use or possession of tobacco on campus or at any school function
- 7) Disrespectful behavior or language
- 8) Plagiarism or cheating of any kind
- 9) Sexual harassment of any kind
- 10) Repeated offenses of any kind
- 11) Leaving campus without permission.

3. DISCIPLINARY PROBATION: A student may be placed on disciplinary probation if he/she has been suspended or involved in other serious misconduct. The student will be allowed to continue at St. Martin's on the condition that he/she is never again involved in any serious misconduct. Violation of this probation will result in the student's dismissal.

4. DISMISSAL:

Grounds for dismissal may include, but are not limited to:

- 1) Possession or use of liquor, illegal drugs (i.e. federally controlled), or legal drugs not prescribed for the student, at St. Martin's, at any event sponsored by St. Martin's or at another school.
- 2) Use or possession of a weapon
- 3) Violation of federal, state or local laws or ordinances

The School has sole authority to make discipline decisions, basing such decisions on its judgment of what is best for the student, the school, another student or any other matter the school deems appropriate. Each incident will be considered separately and the school's decision to waive action in one case will not require it to act similarly in another case.

**If a child chooses to break a rule,
he/she chooses to accept the consequences.**

INTERNET USAGE NOTIFICATION

Technology is a critical component of education. We believe the Internet is an important aspect in a student's education. The Internet is important as a research tool. As with most tools, there is always the opportunity for misuse of the Internet or its inappropriate use in schools. Education in appropriate Internet use is as important as learning how to access it. Please be aware that the following are important parts of Internet usage in our school.

- Teacher instruction in Internet use
- Adult monitoring of students using the Internet
- Electronic logging of visited sites
- No leisure "surfing" allowed

If Internet use is of concern to you, you should advise the school that you do not want your child to use the Internet in school. Please make a note on the Handbook Acceptance tear-off and attach a letter stating your position. Student use of the Internet is subject to their compliance with school rules and procedures. Students not complying may have Internet usage privileges revoked.

SOCIAL NETWORKING, BLOGGING, PHOTO & VIDEO SHARING

St. Martin's realizes that many students may have access to sites such as Facebook, Google+, Flickr, YouTube, Tumblr, Posterous, and other social networking, blogging, photo sharing and video sharing sites outside of school. **Students and parents should be aware that it is against the terms of service on most social networking sites for anyone under the age of 13 to register for and use those sites.** Students and parents should also be aware that posting messages, photographs and videos to sites such as these is not private or confidential and the school may monitor sites such as these to protect the safety of the students at St. Martin's and the reputation of the school. Students and parents are reminded that **it is prohibited to post anything to these types of sites that uses St. Martin's name, initials, logo and/or the names, photographs or videos of staff, students, volunteers, the school or any school activities.** If a student posts any prohibited content, the student could face disciplinary action as deemed necessary by the Heads of School.

PARENTS' PLEDGE

St. Martin's School is committed to providing a learning environment for your child that is free from any form of harassment or intimidation. In an effort to protect your child from this type of behavior at St. Martin's, we require all parents to make the following Pledge.

1. We will not approach any child to obtain confirmation, clarification, or "their view" on school related issues, disputes, or disagreements between students. Such matters **must** be brought to the attention of the classroom teacher (see page 5 – Channels). **Any such discussions with students must be conducted by the teacher and/or Head of School.**
2. We will not be discourteous to, threaten, or use inappropriate language or actions towards any child, teacher, administrator, parent, guardian, or any person acting on behalf of the school, either on or near school property, or when attending school related functions.

Failure to abide by the Parents' Pledge could result in the dismissal of your family from St. Martin's School.

DRESS CODE (K-5)

Uniforms are required daily for all students in Grades K-5 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.

SHIRTS: White or navy polo shirts with the St. Martin's emblem are mandatory and must be purchased from Dennis Uniforms. Shirts should be tucked in at all times. If shirts are long-sleeved, cuffs must not go beyond the wrist.

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

SPIRIT SHIRTS: Spirit shirts purchased from CafePress, via links in the Spirit Store on the school website, may be worn on Fridays (even without a free dress coupon) and on designated Spirit Days. Spirit shirts should be tucked in at all times. If shirts are long-sleeved, cuffs must not go beyond the wrist.

SWEATSHIRTS: Only St. Martin's sweatshirts are permitted with uniforms. These are available for purchase from Dennis Uniforms. Sweatshirts may be required on special occasions. Cuffs must not go beyond the wrist.

PANTS/WALKING SHORTS: Navy chino style long pants and shorts are allowed throughout the school year for boys and girls. 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.** Long pants are required for boys for special occasions.

SKIRTS/SKORTS/JUMPERS: Girls may wear Marymount plaid skirts, skorts and jumpers and navy skirts and skorts throughout the school year. Skirts, skorts and jumpers can be no shorter than halfway between knee and top of leg and no longer than 3 inches below the knee. All skirts, skorts and jumpers must be purchased from Dennis Uniforms. A plaid skirt, skort or jumper is highly desired for special occasions however girls may wear navy skirts or skorts on these occasions.

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

BELTS: Belts are required for shorts and pants with belt loops. Belts may be navy, black, or dark brown.

P.E. CLOTHING: No special clothing is required for P.E. for grades K-5.

SOCKS: Only plain navy and white crew (above the ankle) socks 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. Boots, including UGG style boots, are not allowed with the uniform or on free dress days.

HAIR: Hair should be clean and neat at all times. Extreme or faddish hair styles or hair colors are not allowed. Hair styles should not obscure a student's view.

JEWELRY: Only religious necklaces and bracelets are acceptable with uniforms. Body piercing and tattooing violate uniform policy. Students who wear pierced jewelry in any place besides their ear must remove that jewelry while at school or while participating in school events. Only stud earrings and small hoops are acceptable.

COSMETICS: Nails must be clean and neatly trimmed. Nail polish must be in good condition. Any other makeup is not allowed.

BACKPACKS: Students may use any backpack of their choosing, however, backpacks on wheels are not allowed.

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

FREE DRESS: Students are expected to wear clothing that is in good taste and appropriate for school. Athletic shoes must be worn, even on free dress days. 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. Free dress is a privilege and if a student violates the dress code during the week, they will not be allowed to wear free dress on Friday.

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 (should be no shorter than halfway between knee and top of leg)
- 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 preceding 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 may be purchased from Cafepress via links in the Spirit Store on the school website.

PARTY PROTOCOL

When your child has a party, please adhere to the following guidelines to avoid hurt feelings.

- If you are inviting the whole class to the party or all the boys or all the girls, you may pass out the invitations at school.
- If you are inviting all the boys or all the girls, you may pass out the invitations at school.
- When your party list does not fall under the above guideline, invitations may not be passed out at school.

Please have your child check with their teacher as to an appropriate time to pass out invitations. (This will minimize classroom disruption.)

PETS

Pets are not allowed on campus without the prior approval of the Head of School. Pets are not allowed anywhere near our campus where our students can reach them and risk being bitten or scratched by them.

ACADEMICS

The grading system used in Kindergarten and First Grade at St. Martin's is:

- Very Good
- Good
- Needs improvement

The academic grades in use at St. Martin's for Second Grade through Eighth Grade are:

- A – Excellent progress
- B – Above average achievement
- C – Average achievement
- D – Below average achievement
- F – Unsatisfactory achievement

Grades are based on class work, class participation, tests, and homework. Excessive absences and/or tardiness may seriously

affect a student's grades and possibly delay their promotion to the next grade.

The academic year is divided into four quarters. At the end of each quarter a report card is sent home and is part of the student's permanent record. In the middle of each quarter, progress reports are sent home for students having difficulty or doing below average work. These progress reports are not part of a student's permanent record.

PROMOTION: All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade, with teacher evaluation and standardized test score review used as the basis of the decision.

STANDARDIZED TESTING: Students in grades 1 - 8 take standardized tests each spring.

GUIDELINES FOR (QUARTERLY) HONOR ROLL:

Honor Roll:

For a student to be on Honor Roll, he/she must have:

- B average of all grades
- No S- or below (excludes neatness & organization and handwriting)
- No grades of D+ or below
- No excessive absences or tardies

High Honor Roll:

For a student to be on High Honor Roll, he/she must have:

- A average of all grades
- No S- or below (excludes neatness & organization and handwriting)
- No grades of D+ or below
- No excessive absences or tardies

NOTE: Report cards may not be sent if tuition is in arrears.

HOMEWORK

Because of the varying needs of children at different grade levels, and the varying styles of teachers, no firm rule concerning homework can be made to apply. Homework at St. Martin's will be assigned with the following principles in mind:

1. **DRILL:** Homework is used to provide necessary drill that cannot be completed within the limits of classroom time. Although much drill can be accomplished in class, that which cannot will be sent home.
2. **COPY WORK:** A certain amount of homework will be copy work, especially in such areas as handwriting and spelling.
3. **DISTRIBUTION:** Every effort will be made to avoid uneven distribution of homework; coordination will be attempted between teachers. Parents, too, should monitor a child's activity schedule, to avoid overloading a particular night, thus making it difficult to complete assignments given for the following day. Long-range research assignments should be planned to avoid last minute rush efforts.

4. **REPORTS:** Unlike drill and copy work, reports allow children to broaden and deepen their understanding and appreciation of a subject. This will not occur, however, if all of the work is done for them. Parents are always encouraged to help children if necessary; however, the more work children can accomplish on their own, the more knowledge they will gain.
5. **UNFINISHED WORK:** It is the responsibility of the student to see that assignments are properly written down and are completed on time. Students are expected to talk to the teacher if problems arise, and parents are asked to monitor their child's efforts in this regard. Teachers will notify the parents of children who consistently fail to turn in homework assignments. Work not completed in class may be assigned as homework
6. **PREPAREDNESS:** Children will not be allowed to re-enter the classroom after school has been dismissed. Grades 6 - 8 may only return to their lockers with permission from the extended care staff or the school office.

HEALTH

1. **RECORDS:** State law requires that all Kindergarten students, and any students new to California schools, have a California Immunization Record on file. First graders must have a Report of Diagnostic Examination and School Certificate on file. **Middle School students are required to have Hepatitis B immunizations and 7th and 8th Grade students must have Tdap (tetanus, diphtheria, pertussis) before starting school.** Failure to provide these records may result in your child not being able to attend class. Returning students need only to have cards kept current. Any additional immunization or information should be supplied at the start of school. Check with your child's pediatrician to ensure immunizations are up to date with current requirements
2. **EMERGENCY CARE:** It is understood that enrollment at St. Martin's confers upon the school the obligation to select emergency care providers if we are unable to reach the parents. There is no liability on the part of the school should such action be taken.
3. **CONTAGIOUS DISEASE:** If, during the course of the year, your child develops any contagious disease or condition, please notify the School Office.

Note: Head lice must be reported to the School Office immediately.
4. **ILLNESS: If your child is not well prior to the beginning of the school day, the child must be kept home. Children who have had an elevated temperature, must remain out of school until their temperature has returned to normal, and remained normal for 24 hours. Do not give your child fever reducing medicine prior to**

school, as this can mask potentially dangerous symptoms.

5. **MEDICAL EXCUSES:** Any variations in dress code, or excuse from school activity, including P.E., must be accompanied by a doctor's letter.
6. **MEDICATIONS:** The following policy must be observed in respect to students who must take prescription medications at school:
 - a) **All medication must be in the original container.** The container must be clearly marked with the child's first and last name and the date.
 - b) A note must accompany all medication, containing instructions for administration, including exact times and dosages. Instructions must be in accord with prescriptions or printed instructions. Prescriptions must be current.
 - c) Prescription medications may only be administered to the person named on the package label.
 - d) All medications are to be delivered to the School Office before school, and picked up at the end of the day. They will not be stored overnight. **Note: Children with chronic conditions may be exempt from this rule only after a conference between the parents and the Head of School.**
 - e) No instruction to administer any medication "as needed" will be honored. The school will not dispense pain killers or any other non-prescription medication.
 - f) St. Martin's will limit its discretionary use of medications to the administration of first aid only. A medical release **must** be filled out and signed for each child at the start of the school year. **It is the parents' responsibility to keep the information on this form up-to-date.**
 - g) St. Martin's accepts no liability for the administration of any medication to students.
 - h) Children are not allowed to have medication of any kind (including cough drops) in their backpacks, lockers, pockets, lunch boxes or desks.

LOST AND FOUND

Lost and found articles are placed in the School Office. This drawer is emptied at the end of each semester, and articles not claimed by their rightful owner are disposed of.

LUNCH/NUTRITION

It is the parents' responsibility to ensure that the child's lunch is provided. Students who have left lunches at home will be allowed to use the office phone to call parents on a limited basis. Lunches and ice cream will be on sale as announced in

the weekly update. Soda is only permitted on Fridays. For safety reasons, "Squeeze-it" type bottles and glass bottles are not allowed at school.

Nutritious snacks should be sent for morning recess / nutrition. Chips, candy and cookies are not acceptable for morning snacks. Fruit, nuts, small sandwiches, etc. are better choices.

TRANSPORTATION

Our policy on parking and traffic is determined by two concerns: The safety of our children and the convenience of our neighbors.

1. **DROP-OFF:** Children cannot be dropped off before 8:15 A.M., unless they are checked-in to Extended Care, which is available from 7:00 A.M. Extended care is also available from 7:15 A.M. in Room 6 for Preschoolers and Kindergartners. Preschoolers and Kindergartners not being checked-in to the Lower School Extended Care must never be left at school before classrooms are opened, and should be escorted to the classroom and turned over to the care of a teacher at 8:30am.
2. **MORNING PARKING/DROP OFF:** Parents walking their child into the school, should park on the Gault or Quakertown sides of the school. Do not double-park, block driveways, or otherwise interfere with the traffic flow around the school. Parents dropping off their child must use the drive-through area and gate on Quakertown. If you are not using the drive-through area, you must walk your child to the gate. **Do not park on the drive-through area. If for some reason there is no teacher on the playground, do not leave your child unattended.**

The Winnetka Avenue parking lot is reserved for faculty and Preschool and Kindergarten parents. Please do not park in reserved spaces. **This lot is not to be used for drop off of your child;** you must park and walk your child on to the school grounds. **It is against the law to park in front of the fire gates (large double gates) on the east and west sides of the playground – you risk having your car towed and fines may be incurred.**

3. **PICK-UP:** Parents of Preschoolers and Kindergartners must pick up their children at the end of the school day. Children will not be allowed to leave until the designated person checks them out. Kindergarten children not picked up by 15 minutes after class will be signed in to the Upper School Extended Care and parents will be charged accordingly.

Children in grades 1-8 must be picked up by 3:15 P.M. Any children remaining on campus after this time will be signed in to Extended Care and parents will be charged accordingly. All children will wait in the pick-up area near the drive-through on Quakertown. They will be released only with the supervisor's permission and when the parent's car is parked in a safe manner. **Parents may only**

pull into the passing lane on the driveway if their child is in the car. Children will not be allowed to cross the drive-through to get into their cars. No double-parking is allowed, while waiting on the drive-through area. **Buckle up before leaving the drive-through area.**

4. **ETIQUETTE:** Normal rules of courtesy and safety should be exercised during drop-off/pick-up of children: watching for children on foot, yielding to others, respecting the neighbors, signaling, etc. We ask that parents please drive more cautiously than usual while in the school's "traffic zone" and remain in their car while waiting for their child(ren). Parking disputes should be brought to the attention of the Head of School (please refer to Parent Pledge).
5. **WAITING:** Parents are asked not to congregate outside classrooms or the School Office while waiting for children. All students in grades 1 through 8 are to be picked-up by the handball courts or the breezeway at 3:00 P.M.
6. **RAINY DAYS:** On rainy days, the double gates on Quakertown will be opened for afternoon pick-up.
7. **LATE ARRIVALS/EARLY DISMISSALS:** Students arriving after 8:30 A.M. must be signed in at the School Office by an adult. Students leaving before 3:00 P.M. must be signed out in the School Office by an adult.
8. **SECURITY GATES:** There are four (4) gates normally used to access the campus.
 - Between 7:00 A.M. and 8:15 A.M., the walk-in gate at the north end of the drive-through on Quakertown will be unlocked for the benefit of those using morning extended care.
 - The Winnetka Avenue parking lot gate will be opened from 7:00 A.M. until 9:30 A.M. and from 2:30 P.M. to 3:30P.M.
 - Between the hours of 8:15 A.M. and 3:15 P.M. the walk-in gate at the south end of the drive-through on Quakertown will be open.
 - Between the hours of 3:15 P.M. and 6:00 P.M. the walk-in gate at the north end of the drive-through on Quakertown will again be unlocked.

TUITION AND FINANCIAL OBLIGATIONS

1. **PAYMENTS:** Annual tuition may be paid in either 10, 11 or 12 monthly installments commencing June 1st, July 1st or August 1st respectively, with the final payment due on May 1st. Payments should be sent in to the School Office and you should use the payment slips sent out with the summer mailing to ensure proper credit to your account. Tuition is due on the 1st of the month and payments received after the 10th of the month will be subject to a late fee of \$25.00.

2. **CASH PAYMENTS:** When making payments by cash, you must obtain a receipt. Both the person paying the cash and the person receiving the cash should sign the receipt.
3. **DISHONORED CHECKS:** Any checks not honored by the bank will be subject to a \$25.00 service charge. If two checks paid to the School, Church or Parent Faculty Association are not honored by your bank, **all future payments must be made by money order, cashier's check or cash.**
4. **TUITION IN ARREARS:** **If tuition is in arrears more than 30 days, the school reserves the right to suspend extended care privileges and/or dismiss your child from the school, without canceling your obligation for the outstanding portion of the total year's tuition.** The debt may also be passed to a collection agency or small claims court. Should you remove your child from the school with tuition in arrears, the new school may request information regarding debts owed to St. Martin's.
5. **ACADEMIC DEFICIENCIES:** Acceptance into the school does not guarantee continuance at a rate of one grade level per year. The school is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. In the event of serious deficiencies or behavioral problems, the school will do all in its power to assist in referrals for alternate school placement.
6. **PROBATION:** All new students will be considered to be on academic and conduct probation for up to one semester.
7. **RIGHT TO TERMINATION:** St. Martin's reserves the right to terminate enrollment at any time, with or without cause, with or without notice.
8. **RE-ENROLLMENT:** Parents will be advised of re-enrollment dates and fees during the spring semester, usually in February. **Payment of a non-refundable registration fee is required to secure your child's continued enrollment.** In the case of a student whose tuition is in arrears, he/she will not be considered for re-enrollment until tuition and any other debts owed to the school are current.

REGISTRATION

1. **NON-DISCRIMINATION STATEMENT:** St. Martin's admits students of any race, color, national or ethnic origin, who meet other registration prerequisites, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, or other school administered programs. All applications receive equal consideration; however, preference may be granted to children whose families are active parish members of St. Martin's Church, and children who have siblings already attending the school.
2. **AGE OF ENTRY:** It is recommended that children entering Kindergarten should be five by August 31st of the year of entry.
3. **PARENTAL COOPERATION:** It is understood that parental support of the school, especially in regards to prompt payment of tuition, cooperation with the faculty and administration, and a willingness to volunteer in school projects, is a prerequisite to registration and a condition for continued presence in the school. Per the signed Enrollment Agreement, parents are expected to volunteer for a minimum of 20 hours during the school year. If, in the opinion of the administration, parents have demonstrated an inability to accept and support the policies and procedures of the school, re-enrollment may be denied, or current enrollment may be discontinued.
4. **FUND-RAISERS:** **Parents commit to participate in the Annual Giving Campaign** in the signed Enrollment Agreement, and are encouraged to participate in all other fund-raisers.

9. **ENROLLMENT AGREEMENT: An Enrollment/ Re-enrollment Agreement must be completed and signed before your child starts school. If for any reason this form is not completed, your child's attendance at the school implies your acceptance of the terms of the Enrollment Agreement and the rules and guidelines in this handbook.**

RECORDS

1. **ACCURACY:** **Parents must provide accurate information to the school, and must notify the School Office of changes in existing records.** It is imperative that the Emergency Notification Form be kept up-to-date. This form will be sent to you for completion with the summer mailing. **No child will be allowed to attend class on the first day of school if the Emergency Notification form is not on file in the School Office.** In the case of a temporary change in guardianship (i.e. a child's parents are out of town and the child is staying with a friend or relative) the school must have written authorization from the parents detailing whom to contact.
2. **HEALTH:** Full health information on each child must be made available to the school, especially concerning unusual or potentially dangerous conditions.
3. **TRANSCRIPTS:** Transcripts will be requested from a child's previous school.
4. **RECORDS FORWARDING:** When a child leaves St. Martin's, records are not automatically forwarded; the new school must request them. Only the cumulative record of work accomplished at St. Martin's is sent; information on schools attended prior to St. Martin's must be requested from those schools.

The school does not forward the Emergency Notification Form. Records will not be forwarded in respect to any child where there are outstanding obligations, such as; tuition, extended care, books, etc.

5. **RECORDS INSPECTION:** Under Federal Law, parents have the right to examine the contents of their child's file upon giving sufficient notice to the school of their desire to do so. For purposes of this law, the contents of the cumulative file are limited to the following; yearly record of grades, standardized test scores, formal health records, original application to the school. Communication to or from other schools, in-house communications and other student-related notations are not a part of the permanent record subject to the right to examination.

USE OF SCHOOL NAME AND FACILITIES

1. **COMMERCIAL GAIN:** It is against St. Martin's policy for parents to use the school name, facilities, or classroom rosters for commercial gain, or for the promotion of any program not sponsored by the school. **Note: Please advise the School Office, in writing during the first week of school, if you do not want your family's address and telephone number published in the school roster.**
2. **SCHOOL TELEPHONE AND COPIER:** The telephone and copier are available only for school use. Parents and students will be allowed to use the telephone only in emergencies.
3. **MESSAGES AND DELIVERIES:** Parents should only leave messages with the School Office in an emergency. **Parents must not deliver items directly to the classroom;** they should be left at the School Office. Items left in the School Office should be kept to a minimum.
ALL VISITORS MUST SIGN IN AND RECEIVE A VISITOR'S PASS FROM THE SCHOOL OFFICE.
4. **SCHOOL OFFICE:** Parents who enter the School Office are asked to wait at the counter to be assisted; the area behind the counter is off-limits to parents and students (unless the parents are working for the school in an official capacity).
5. **Smoking is not permitted on St. Martin's campus during school hours or at school events.**

EMERGENCY/EARTHQUAKE PROCEDURE

Every child must have an Emergency Notification Form on file. We must have a separate form for each child because this is the form that will be taken along in the event your child must be transported to a hospital (allergic reaction, broken limb, etc.) and we cannot reach you. The health information is different for each child. **Please advise us immediately if the information on the form changes.**

All of the teachers at St. Martin's have been trained in CPR and evacuation and clean up procedures after an earthquake. Supplies to provide shelter, nutrition, sanitation and comfort for all of our children for up to 72 hours are stored in our earthquake shed.

One important part of our earthquake plan is our checkout procedure. In the event of a disaster, please note the following:

- 1) Do not call the school unless absolutely necessary. It will be difficult to get a dial tone as a result of circuit overload. Likewise, school personnel will be busy with essential duties.
- 2) Any emergency information will be called in to: KNX 1070 on your AM dial
- 3) Come to the school as quickly as possible. The Quakertown gate at the south end of the driveway will be the checkout gate. If for some reason it cannot be used, a sign will be posted on the Quakertown gate directing you to the checkout point.
- 4) Be sure you check out your child with the appropriate staff member. Valuable time could be spent looking for a child who has already been picked up.

PHOTOGRAPHIC RELEASE

From time to time the school may authorize photographs to be taken of students and/or their work in a variety of school-related activities. The school may display or publish these photographs in promotional materials and on the school web site and may offer them for sale to school parents on a private photo site. At no time will students be identified in any way by name when photographs are published. If you do not want your child photographed for any reason, you should make a note on the Handbook Acceptance tear-off and attach a signed letter stating your position. If a student graduates or leaves the school for any other reason, please notify St. Martin's in writing if you wish your child's photo to be removed from St. Martin's promotional materials. We will then remove any photos at our earliest opportunity.

ASBESTOS DISCLOSURE

We are in compliance with Federal and State asbestos disclosure laws.