

# **ST. MARTIN OF TOURS SCHOOL**



## **STUDENT / PARENT HANDBOOK**

**2024 - 2025**



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## **INTRODUCTION**

### **HISTORY**

St. Martin of Tours Catholic School is an elementary school (Grades Pre-K–8) affiliated with the Roman Catholic Archdiocese of Washington, D.C. (hereinafter referred to as “the ADW”) and sponsored by St. Martin of Tours Parish. St. Martin of Tours School holds the distinction of being the oldest Archdiocesan Catholic School in Montgomery County. The Sisters of Notre Dame de Namur welcomed the first classes on September 14, 1925, and continued in ministry at St. Martin of Tours School until 1970. Following the Sisters’ withdrawal, the pastor, Monsignor Paul Meyer, and the Parish Council continued the Sisters’ commitment to Catholic education by establishing a School Board as well as a Home and School Association (HSA). Subsequently, the transition to an all-lay faculty was made. In 1988, a new school and parish center building was opened, through the dedication and efforts of Rev. Americo DiNorcia. The school expanded to include a licensed After Care program and then a Pre-Kindergarten program.

Today, St. Martin of Tours School offers a 21st-century academic program under the direction of a dedicated and committed faculty and staff. Together with the pastor and the associate pastors, St. Martin of Tours School provides an excellent faith-centered education program. The faculty and the administration empower the students to develop their unique gifts, as well as their full potential, in an atmosphere embedded in Gospel values, mutual respect, and Catholic traditions.

### **Vision**

St. Martin of Tours Catholic School aspires to be the premier school of choice and a leader in the community by promoting student-centered learning and the development of Catholic values for every child.

### **Mission**

St. Martin of Tours Catholic School fosters each student’s academic, physical, social-emotional, and spiritual development. We cultivate academic excellence and the joy of learning through collaboration with our school families and the parish to develop graduates who recognize Christ in themselves and others.



## **Beliefs**

As the oldest Archdiocesan Catholic School in Montgomery County, we continue to strengthen our century-long commitment to Catholic education.

- We believe that each student is a child of God with unique talents.
- We believe that families are the primary educators of their children.
- We believe in educating students to their fullest potential by creating partnerships among the staff, our students, our families, the parish, and the community.
- We believe that a secure, nurturing environment promotes learning and maximizes success.
- We believe in the integration of faith, values, and tradition with life and learning.
- We believe that diversity brings strength to our school and enriches our teaching and learning experiences.
- We believe in the continued development and lifelong learning of our staff to prepare for all future challenges.
- We believe that learning should enable each child to develop the skills for a strong academic foundation and social responsibility in our community.

## **Accreditation**

All Archdiocesan elementary and secondary schools within the ADW are accredited by Cognia. The Cognia accreditation process is recognized for its ability to effectively drive student performance, ensure mission effectiveness, and promote continuous improvement. Annually, our Archdiocesan schools collect and analyze data, set goals, plan, implement, and evaluate their school improvement efforts. This ongoing continuous review and evaluation of activities leads to authentic school improvement.

## **ADMISSIONS AND ENROLLMENT**

### **ARCHDIOCESAN ADMISSIONS & NON-DISCRIMINATION POLICY (#3510, 3511 & 3513)**

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>.



## ADMISSIONS

We begin accepting applications for the following school year at our Fall Open House. Applications are reviewed as they are received, and admissions decisions are conveyed within two weeks of completion of the application process. If a student applies and would be accepted, but the grade is currently full, he or she will be put on a waitlist and will be notified by March 1<sup>st</sup>, 2025 if there is a space available.

St. Martin of Tours School follows the age-admission guidelines of Montgomery County Public School. Early admission may only be considered if a child has been identified as eligible by his/her local public school. Documentation of early admission eligibility must be on file at the school.

For Pre-Kindergarten, children must be four years old by September 1 of the school year and completely toilet trained.

For Kindergarten, children must be five years old by September 1 of the school year.

Catholic students shall be given preference over non-Catholic students for initial admission into archdiocesan schools. In all other ways, archdiocesan schools must comply with archdiocesan nondiscrimination policies and all applicable local, state, and federal regulations. Archdiocesan schools may not discriminate based on any legally protected status, including race, sex (unless traditionally a single-sex school), national origin, or age unless otherwise allowed by law, which is a decision that must be made with the knowledge and advice of the Chancellor's office. All applicants must follow all applicable policies and procedures regarding school-based entrance requirements, health examinations, and immunizations before receiving any final admissions decisions.

If St. Martin of Tours School receives more qualified applications than it can accommodate, students will be admitted in the following priority:

- Siblings of current students of St. Martin of Tours School in the order in which they completed the admissions process prior to March 1, 2025.
- Catholic students in the order in which they completed the admissions process prior to March 1, 2025.



- Non-Catholic students in the order in which they completed the admissions process prior to March 1, 2025.
- All students in the order in which they completed the admissions process after March 1, 2025.

To apply for admission to St. Martin of Tours School for grades Pre-Kindergarten through Seventh Grade:

- Fill out the [TADS online application](#) and pay the application fee.
- Schedule a Class Visit. During the Class Visit, a diagnostic test will be administered to students in Kindergarten through 7th grade.
- Pre-Kindergarten students will be screened for academic, social, and emotional readiness.
- Submit to the school a copy of the child's:
  - Birth Certificate
  - If Catholic: Baptism Certificate, First Communion Certificate (for grades 3 – 8), and Pastoral Recommendation Form from your family's Catholic parish
  - Most recent report cards from previous 2 years (for grades K – 8)
  - Most recent standardized testing results from previous 2 years (for grades K – 8)
  - Request for information from the current teacher
- International students should contact the school office for the necessary documents

Once Steps 1-3 are completed, the applicant file will be reviewed and parents will be notified of their child's admission status within two weeks.

## **ENROLLMENT**

For accepted students, an email will be sent with a link to the online system to register - please do so within two weeks of acceptance. The registration fee (\$500) is non-refundable but is deducted from the cost of tuition.

Medical forms, acknowledgment of the Archdiocese of Washington Immunization Policy, and any outstanding paperwork must be completed and returned by July 1<sup>st</sup>.

Request for financial assistance requires a separate application. See [Tuition Assistance and Financial Aid](#) for further details.



## TUITION AND FEES

### 2024-2025 Tuition and Fee Schedule

#### Pre-Kindergarten Program

- Tuition Rate: \$10,500 per student
- Academic Resource Fee: \$295 per student
- Registration Fee: \$500 per student (credited towards tuition)

#### Kindergarten - Grade 8 Program

- Tuition Rate: \$10,300 per student; \$9,300 with Supporting Parishioner Grant
- Academic Resource Fee: \$550 per student
- Registration Fees (credited towards tuition)
  - Returning Families: \$300 per student, \$500 maximum per family
  - New Student Registration Fee: \$500 per student

### Fees

The following fees are assessed to support various aspects of the school program. All fees are nonrefundable.

- Application Fee: This fee covers costs from TADS and costs of testing and placement of students who are applying for admission to St. Martin of Tours School. It applies to new students from both returning families and families new to St. Martin of Tours School.
- Registration Fee: This non-refundable fee holds each student's place in the school for the upcoming school year and is applied towards tuition.
  - Returning Families: This fee is due at the time of registration, which opens in February. Current students will have their spot for the next school year held until approximately March 20<sup>th</sup> of each year. If registration is not received by the due date, current students will no longer be guaranteed a spot.
  - New Families: The fee is due two weeks after acceptance to hold the student's spot. If the registration fee is not received, the student will no longer be guaranteed a spot.
- Academic Resource Fee: This fee helps partially defray the costs of textbooks, technology, classroom supplies, special events, Home & School Association dues, and other operational needs. The fee is due on July 15.



- **Graduation Fee:** This fee covers graduation expenses for students in Grade 8 (e.g.: diploma and leather case, flowers, photo, video, etc.). The fee is due by April 1.
- **Late Payment Fee:** A late payment fee will be assessed for any tuition or fee obligation that is not met after a grace period of 5 days from the due date. Additional late fees will accrue every 30 days past the original due date for unpaid or partially unpaid balances.
- **Returned Check Fee:** This fee will be assessed for checks returned by a financial institution for insufficient funds or any other reason. If one check is returned, subsequent payments must be paid in cash, money order, or certified check.

### **Tuition Payment Options**

Tuition and fees are paid through the TADS Tuition Management System. A Tuition Agreement outlining payment details and parent responsibilities is sent to parents each year. Parents must sign the agreement in TADS before the beginning of the new school year.

Parents can select from four payment plans:

- **Annual Plan:** One payment in full due in August
- **Semi-annual Plan:** Two equal payments due in August and January
- **Quarterly Plan\*:** Four equal payments due in August, November, February, and May
- **Monthly Plan\*:** Ten equal monthly payments due in August through May

\*TADS charges a one-time \$50.00 processing fee for quarterly and monthly plans

If you have any questions regarding TADS, please contact TADS at 800-477-8237 or visit the TADS website at <http://www.tads.com/>.

## **TUITION ASSISTANCE AND FINANCIAL AID**

### **Active Parishioner Subsidy**

The Active Parishioner Subsidy is available to Catholic families registered at a parish in the ADW and can be applied to students in Kindergarten through 8<sup>th</sup> grade. To qualify, a family must submit the Pastoral Recommendation Form completed by the family's pastor, documenting that the family is registered, actively supports the parish through offertory collections, attends Mass regularly on Sundays and Holy Days, and participates in the life of the community of faith. If a family's



registration at a Catholic parish cannot be confirmed, the family will be charged the Standard Tuition Rate. Click for [English Form](#), [Spanish Form](#)

### **Sibling Discount**

To be eligible for the Sibling Discount, all siblings must be attending St. Martin of Tours School in Kindergarten through 8th grade. A sibling in Pre-Kindergarten does not count toward eligibility.

### **Tuition Assistance**

This is a need-based program for which families must apply each year to receive tuition assistance from the ADW or St. Martin of Tours Parish. The application opens at the beginning of October. Please see [Tuition Assistance and Financial Aid](#) for further details, deadlines, and an application form.

Fees such as registration, resources, catered lunch, or Aftercare are not covered by financial aid. Families typically hear about their request for assistance from the ADW by the end of April and from St. Martin of Tours School in May.

### **BOOST (Broadening Options and Opportunities for Students Today) Scholarship Program**

The Broadening Options and Opportunities for Students Today (BOOST) Program provides scholarships for some students who are eligible for the free or reduced-price lunch program to attend eligible nonpublic schools. Awards are granted based on household income, with the lowest income served first. For details and benefits, go to <http://marylandpublicschools.org/pages/boost/index.aspx>.

### **Maryland 529 Plan**

The 529 college savings plans have been expanded to include K-12 tuition. You are now permitted to take 529 college savings plan distributions of up to \$10,000 per beneficiary per year for tuition at an elementary or secondary public, private, or religious school. For the details and benefits, go to <https://maryland529.com/>.



## **Scholarships**

St. Martin of Tours School has generous donors who contribute to scholarship funds. Students are selected for these awards based on specific criteria outlined in each. Students interested in being considered for these scholarships must apply each spring.

## **FINANCIAL OBLIGATIONS**

In the unfortunate event that unforeseen financial challenges temporarily affect the ability of a family to meet tuition payments, the parents are requested to meet with the school administration in advance of a missed payment obligation. The school administration may also initiate a meeting. The principal may establish a written temporary special circumstances payment plan with the family, which will be approved by the pastor. During such a period, families are expected to maintain monthly payments to the school until their accounts are in order.

When ongoing family payment obligations are not met at the end of marking periods, the school will withhold student report cards and/or deny a student's return for the following marking period until the payment is made.

Re-registration will be denied to current families whose tuition, Aftercare payments, or other fees have not been met for the first part of the school year. Records will not be forwarded to another school until all tuition, fees, and parent participation requirements have been fulfilled.

Parents of 8<sup>th</sup> Grade students who will be graduating must complete their financial obligations as well as their service hours no later than May 1 of the graduating year. If these obligations are not met, the student will not receive a diploma.

When family payment obligations are not met in full by June 15, the student will not be re-enrolled, and records will not be released to another school until the commitment is met. If current or former school families have outstanding financial obligations and are 180 days (about 6 months) past due, the school may use standard business means to collect the debt:

- The delinquent account may be sent to a credit reporting agency
- The account may be sent for collection/legal action
- The child may be asked to withdraw; records will be retained until obligations are met

## **WITHDRAWAL**

The school must be notified by May 31<sup>st</sup> if a child is not returning for the upcoming school year. If the school is not notified, the 1st quarter (25%) tuition for the upcoming school year will be billed and considered due. If a student withdraws after August 16, that student's tuition is due in full.

**Extenuating Circumstances Policy:** If a family experiences an extenuating circumstance beyond the family's control, such as deployment, job loss, etc., that would require them to withdraw their children from school, they may be eligible for relief from their financial commitment. The family will write a letter to the Pastor and the Principal, which will then be reviewed for approval.

Consult your payment agreement on TADS as well as the School Handbook for further information concerning payments and late fees.

## **STUDENT LIFE**

### **ACADEMICS**

#### **Curriculum**

We adhere to the ADW Catholic Schools Office curriculum and standards. This curriculum meets and exceeds the curriculum requirements for the Maryland State Department of Education. The curriculum contains an educational framework designed to develop 21st-century skills. All curriculum standards reflect a continuum of learning from pre-kindergarten through eighth grade. The ADW continuously updates curriculum documents to ensure that they are academically challenging and developmentally appropriate to encourage and nurture life-long learners.

Our Catholic faith is central to our curriculum and permeates the life of the school. The students are constantly given religious instruction to support their spiritual growth. This instruction utilizes daily prayer, devotion, and opportunities to serve others. Preparation for the Sacraments of First Holy Communion and Reconciliation is the central focus in second grade. Confirmation preparation spans the seventh and eighth grade years, with students being confirmed in the spring of their eighth grade year.

For grade and subject-specific standards, please refer to: [ADW Catholic School Curriculum Standards](#).



## Assessment

Student learning will be assessed formally and informally throughout each class and over the course of the year. Assessments will include but are not limited to quizzes, tests, papers, projects, presentations, and more. Quizzes and tests will be announced at least two days before they are taken. Teachers will provide students with rubrics and timelines for long-term projects.

## Grading

Grades are based on the student's proficiency regarding the Archdiocesan Standards, specific learning objectives, and criteria determined by teachers relating to individual assignments. Multiple forms of assessment are used to measure students' proficiency in the material presented in each subject. Criteria for grading in each subject are provided to parents and students at the beginning of each academic year.

Assignment scores for grades four through eight are posted on the online portal ([www.plusportals.com/smsmd](http://www.plusportals.com/smsmd)) throughout the marking period. Students and parents are encouraged to visit the portal regularly to review scores.

Report cards are distributed at the end of each quarter for students in grades one through eight. Report cards for Pre-Kindergarten and Kindergarten students are distributed at the end of the second and fourth quarters. Tuition and fee payments must be up to date to receive report cards. Students in Pre-Kindergarten through grade three receive a standards-based report card which indicates mastery of objectives or progress toward mastery.

The descriptors are:

- EE - exceeds grade level expectations at this time
- ME - meets grade level expectations at this time
- AE - approaching grade level expectations at this time
- NE - not approaching grade level expectations at this time

Students who are demonstrating grade level progress, or slightly ahead, will receive ME. ME means students are doing an excellent job. The EE/ME/AE/NE scale is not equivalent to the A/B/C scale.

## Grading Scale for Grades 4 – 8

Students in grades four through eight use the following grade scale:

	<b>Core Content Areas</b>	<b>Art, Music, PE, Spanish</b>
Above 92.5%	A	E – Excellent
84.5-92.4%	B	G – Good
76.5-84.4%	C	S – Satisfactory
69.5-76.4%	D	I – Improvement Needed
Below 69.5%	F	U – Unsatisfactory

### Honor Roll and Principal’s List

We recognize the academic achievements of our students at the end of each quarter. Principal’s List is awarded to students in grades four to eight earning all A’s and E’s. The Honor Roll is awarded to students in grades four to eight earning A’s, B’s, E’s, or G’s in each subject.

### Homework

Independent practice is an essential part of the school program. Assignments are intended to reinforce and extend learning initiated in the classroom. Regular independent practice forms good work habits while increasing the opportunity for individual initiative and responsibility. It can also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom.

Because practice is integral to the instructional program, continued unacceptable work will be reflected in the student’s grade. Missing homework is expected to be completed. Acceptance of late work for credit is at the discretion of the teacher.

Teachers will assign and discuss homework in class, in addition to posting assignments on Google Classroom. All homework assignments will be posted by 4:30 p.m. the day before they are due.

Expectations for Students:

- Write down homework when it is assigned



- Understand assignments clearly before leaving class
- Bring home the proper materials to complete the assignments
- Always do your best work
- Hand in completed assignments on time
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Talk to your parents/guardians and teacher if you are having difficulty with assignments

#### Expectations for Parents:

- Check your child's assignment notebook and review Google Classroom and PlusPortals regularly
- Provide a time and place with limited interruptions for your child to do school assignments
- Supervise homework and assist your child if questions arise; however, do not do the work for the student
- Oversee completion of long-term assignments to assist in understanding time management
- Contact the teacher with questions or concerns, especially if your child consistently exceeds the allotted time frame
- See that all assignments are completed in an acceptable manner
- Promptly complete and return forms or papers requiring information or a parent's signature

#### The Time Frame of Assignments:

While it is understood that the time it takes to complete assignments may vary with each child, the times below are the general guidelines for each grade level. If your child is consistently having difficulty completing assignments within the time frames established, please contact your child's teacher for assistance.

- Grades Kindergarten and 1: up to 20 minutes per night + independent reading
- Grade 2: up to 30 minutes per night + independent reading
- Grade 3: up to 45 minutes per night + independent reading



- Grade 4: up to 50 minutes per night + independent reading
- Grade 5: up to 60 minutes per night + independent reading
- Middle School: Approximately 90 minutes not to exceed 2 hours + independent reading

### **Graduation Requirements**

To receive a diploma, students in eighth grade must successfully pass all academic courses and provide a minimum of ten hours of service to the St. Martin of Tours School community. All tuition and fee payments as well as family service hours must be completed.

### **Resource and Support**

Students learn in different ways and at different paces. Teachers strive to make learning accessible for all students. If additional instruction or reinforcement is needed, students may be given the opportunity to work in smaller groups with a learning specialist.

The learning specialist works with students, families, and teachers to develop a Catholic Accommodation Plan for neurodiverse learners with diagnosed learning differences. These plans identify classroom supports that will benefit the student.

### **Standardized Testing**

The NWEA MAP Growth standardized assessment is an adaptive, computer-based diagnostic tool that helps teachers identify learning areas for classes as well as monitor the achievement and growth of individual students. Second through eighth grade students take tests in mathematics, reading, and language usage two to three times per year. For more information, go to <https://www.nwea.org/the-map-suite/family-toolkit/>.

## **ACTIVITIES**

### **Field Trips**

Field trips provide enrichment of classroom learning. Permission slips must be completed and returned by the due date for students to attend. Telephone approval is not acceptable. All chaperones must be VIRTUS trained. The chaperone ratio will vary depending on the ages of the students and the details of the trip.



## **Extracurricular Clubs and Activities**

Throughout the school year, students may participate in after-school clubs and activities. Information about signing up will be sent home or posted in the weekly Newsletter.

## **AFTER CARE PROGRAM**

After Care, our after-school supervision, is available for only St. Martin of Tours School students from 3:00 to 6:00 p.m. on regular days and from 12:30 to 6:00 p.m. on half days. The After Care program is licensed by Montgomery County and the staff is certified by the State of Maryland. Please refer to the After Care Program Handbook for policies, fees, and additional information.

## **STUDENT BEHAVIOR & DISCIPLINE POLICIES**

St. Martin of Tours School students will honor the dignity of all members of the St. Martin of Tours community through their actions, words, and choices. In collaboration with the St. Martin of Tours School staff, using Responsive Classroom strategies and theory, students and teachers will establish classroom rules at the beginning of each school year which will serve as guiding principles for the students. These agreed upon rules provide the foundation for a positive and productive learning environment and cultivate self-discipline and respect in each of our students.

All students are expected to honor each other's dignity as we are all children of God. When unacceptable conduct occurs, teachers and staff will constructively and carefully correct the behavior and teach the students to accept responsibility for their choices and actions. If you have questions or concerns, please contact your child's teacher. The chief administrator of the school has the sole discretion with regard to a final determination in all disciplinary situations.

### **Unacceptable Behavior**

Teachers and staff at St. Martin of Tours School will always respect the dignity of the student when correcting an action or behavior that is not conducive to our school environment. They will always use measures that are appropriate in light of the particular circumstances, the age of the student, the student's history, and the seriousness of the offense.

Disciplinary actions imposed for unacceptable behavior are at the discretion of the staff, and may include, but are not necessarily limited to:

- Loss or reduction of credit for late, missing, or substandard work
- Confiscation of non-uniform accessories or unauthorized items, which will be returned to the parents upon meeting with the teacher and/or administration
- Detention
- In-school or out-of-school suspension, with the agreement of the principal
- Mandatory parent conferences
- Expulsion, with the concurrence of the principal and superintendent

Students with frequent or serious discipline problems may require support services or guidance beyond the resources available at St. Martin of Tours School. In such cases, and at the discretion of the school, students may not be accepted for the next academic year.

Given the range of activities that characterize a typical school day or year, it is impossible to delineate all unacceptable behaviors. The following list outlines areas where experience has shown the need for a clear understanding of behaviors that are considered inappropriate and sanctions that will be imposed on them.

### **Minor Infractions**

Parents will be notified of any behavior that is unacceptable but not so serious as to merit detention. We request that parents take appropriate action at home to discourage the repetition of this behavior. These tend to be behaviors that disrupt the learning environment and/or belittle or demean the dignity of another member of the community.

### **More Serious or Repeat Infractions and Detention**

Serious or habitual misbehavior will result in detention. If a detention form is sent home, it must be signed and returned so that the teacher knows you were notified. Alternatively, a teacher may email a parent to communicate a detention. Detention is held under a teacher's supervision for one hour after school on scheduled days, typically Wednesdays. Students will be assigned activities appropriate to their age and ability during this time. Detentions may affect eligibility for special activities such as the patrol picnic or field trips. The following inappropriate behaviors will earn detention:

- Failure to follow the stated rules and procedures of individual classes



- Defiance of authority or disrespectful behavior
- Minor altercations in hallways, restrooms, lunchroom, or playground
- Ridiculing or making demeaning remarks about another student or staff member
- Classroom disruptions (e.g., calling out, walking out of or around the classroom)
- Use of unacceptable language in verbal, written, or gesture form
- Lying
- Cheating
- Throwing objects such as rocks, sticks, mulch, or snowballs
- Unauthorized presence in the school building or other parish facilities
- Leaving classes, clubs, or After Care without permission
- Improper use of playground or other equipment
- Food and drinks outside the lunchroom, unless approved by the teacher at special activities
- Rough play on the playground
- Abuse or misuse of the school building or facilities
- Bullying and intimidation of other students
- Theft
- Failure to follow the technology policy
- Continued or habitual improper wearing of the school uniform (referral to be sent home)
- Any other behavior that is incompatible with what is expected of a Catholic school student or that would endanger the welfare or the reputation of the school community

### **Suspensions**

For severe misbehavior or a second or any subsequent detention, the principal will contact the parents and there will be a mandatory conference with the student, parents, and principal. Suspension may be in school or out of school, at the discretion of the principal. Students may lose credit for work missed during a suspension. Behaviors that may warrant suspension include but are not limited to:

- Fighting
- Abuse towards a teacher, staff member, or another student
- Leaving the school grounds without permission

- Cheating
- Obscene or harassing language or actions directed toward teachers, staff, or students
- Display of romantic affection between students
- Any behavior that threatens the safety or well-being of any other student or staff member

### **Expulsion**

Policies of the ADW stipulate that certain behaviors will result in expulsion. These include:

- Arson or false fire alarms
- Assault and battery of a student or staff member
- Chronic disruption of the learning process
- Harassment or intimidation of other students
- Use of the Internet or any form of technology (at school or home) to make derogatory comments about St. Martin of Tours School or another school within the Archdiocese, other students, or members of the faculty or staff
- Participation in or incitement of a school disruption
- Possession or use of alcohol, drugs, or tobacco
- Robbery, theft, trespassing, or vandalism
- Use or possession of knives, firearms, or other weapons
- Ignition of matches in the school when not part of the instructional program
- Possession or distribution of pornographic material
- Immoral or illegal behavior that is detrimental to the reputation of the school

The chief administrator of the school has sole discretion with regard to determination of expulsion for any circumstance not listed above. Students who have been expelled are not permitted to return to the school premises for any reason without prior permission from the chief administrator.

### **Bullying Prevention (ADW CSO Policy #3534)**

As a Catholic school, St. Martin of Tours School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Martin of Tours School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying.



Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.) that:

- Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
- Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.

Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

### **Students Threats (ADW CSO Policy #3570 & 3540)**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Martin of Tours School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These

actions may include contacting law enforcement offices, mental health professionals, counseling and/or any other outside experts as the school official(s) deem(s) necessary.

A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

### **SCHOOL COUNSELING SERVICES**

Students may request counseling services at any time. The school has a counselor on staff who meets with all homerooms weekly, and can work with individual students for additional support; this service can be requested by parents, teachers, or students themselves.

#### **Emergency/Crisis Counseling (ADW CSO Policy # 3549)**

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Martin of Tours School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

In the event that counseling services are rendered because of an emergency or crisis, chief administrators shall ensure that parents/guardians are notified as soon as possible after the emergency.

#### **Ongoing School Counseling Services**

When necessary and appropriate, ongoing school counseling services (more than 1 formal session between a counselor and student) may be rendered for an individual or group of students at the request and/or recommendation of the student, the chief administrator, school counselor/social worker, staff, nurse, or parent/guardian.

A parent/guardian must complete the Consent for Ongoing School Counseling Services (Form 20) before such services begin. A signed Consent for Ongoing School Counseling Services (Form 20) must be filed and maintained at the school for the duration of the student's enrollment and five years thereafter.



## ST. MARTIN OF TOURS SCHOOL UNIFORM GUIDELINES

### St. Martin of Tours School Uniform Guidelines – 2024-2025

All uniform items can be purchased at Flynn O’Hara either in the retail store in Rockville or online.

<b>Boys Fall/Spring Uniform (K-8)</b>	<ul style="list-style-type: none"> <li>• Short or long sleeve navy polo w/SMS logo</li> <li>• Khaki flat front twill pants or khaki twill walking shorts</li> <li>• Brown or black belt with plain belt buckle (required for 3<sup>rd</sup> grade and up)</li> <li>• Black, brown, or tan boat, buck, loafer, or oxford style shoes with rubber soles</li> <li>• Brown, navy, tan, or white crew socks</li> <li>• (Optional) SMS quarter-zip pullover</li> </ul>
<b>Boys Winter Uniform</b>	<ul style="list-style-type: none"> <li>• White oxford dress shirt</li> <li>• Navy vest or sweater (see below) or SMS quarter-zip pullover</li> <li>• Navy tie</li> <li>• Khaki flat front twill pants (no shorts)</li> <li>• Belt, shoes, and socks, same as Fall/Spring Uniform</li> </ul>
<b>Girls Fall/Spring Uniform (K-4)</b>	<ul style="list-style-type: none"> <li>• Short or long sleeve navy polo w/SMS logo</li> <li>• Plaid jumper, khaki flat front twill pants, khaki knee-length twill walking shorts</li> <li>• Jumpers and shorts should be no shorter than 3” above the knee</li> <li>• Athletic/bike shorts must be worn under and not be visible below the jumper</li> <li>• Brown or black belt with plain belt buckle with pants or shorts (required for 3<sup>rd</sup> grade &amp; up)</li> <li>• Black, brown, or tan boat, buck, loafer, Mary Jane, or Oxford style shoes with rubber soles</li> <li>• Brown, navy, tan, or white crew or knee-high socks or tights</li> <li>• (Optional) SMS quarter-zip pullover</li> </ul>
<b>Girls Fall/Spring Uniform (5-8)</b>	<ul style="list-style-type: none"> <li>• Short or long sleeve navy polo w/SMS logo</li> <li>• Plaid skirt, khaki flat front twill slacks, khaki knee-length twill walking shorts</li> <li>• Skirts and shorts should be no shorter than 3” above the knee</li> <li>• Athletic/bike shorts must be worn under and not be visible below the skirt</li> <li>• Brown or black belt with plain belt buckle with pants or shorts (required for 3<sup>rd</sup> grade &amp; up)</li> <li>• Black, brown, or tan boat, buck, loafer, Mary Jane, or Oxford style shoes with rubber soles</li> <li>• Brown, navy, tan, or white crew or knee-high socks or tights</li> <li>• (Optional) SMS quarter-zip pullover</li> </ul>
<b>Girls Winter Uniform</b>	<ul style="list-style-type: none"> <li>• White oxford dress shirt; can be Peter Pan collar</li> <li>• Navy vest or sweater (see below) or SMS quarter-zip pullover</li> <li>• Khaki flat front twill pants (no shorts), plaid jumper (K – 4<sup>th</sup>), or plaid skirt (5<sup>th</sup> – 8<sup>th</sup>)</li> <li>• Belt, shoes, and socks same as Fall/Spring Uniform</li> </ul>
<b>Physical Education, Pre-K Uniform Boys &amp; Girls</b>	<ul style="list-style-type: none"> <li>• Gray T-shirt with red SMS logo</li> <li>• Blue mesh shorts with red SMS logo (Spring and Fall only)</li> <li>• White athletic socks</li> <li>• Sneakers</li> <li>• Navy crew neck sweatshirt or zip-up hoodie with red SMS logo (Required in Winter)</li> <li>• Navy sweatpants with red SMS logo (Required in Winter)</li> </ul>
<b>Sweater or vest</b>	<ul style="list-style-type: none"> <li>• Solid navy-blue flat weave crewneck, cardigan, or vest</li> <li>• No cable knit, ribbing, zippers, or designer logos</li> </ul>



### Additional Information Regarding the Uniform

**Uniform Notes:**

- Shirts must always be tucked in
- The crewneck sweatshirt and hoodie are only to be worn with the PE uniform
- Uniform items not purchased at Flynn O’Hara must match in color, style, and material
- The St. Martin of Tours School logo is required on polos, quarter-zips, and the PE Uniform
- Other logos are not allowed
- All shoes must have a low heel or flat sole for comfort and safety (no more than one inch thick)

**Hair**

Hair should be of a natural hue and should not block a student’s line of sight. Hair should be worn in such a way as to not distract the student or others.

**Jewelry**

Students may wear a cross or religious medal on a thin gold or silver chain, and one religious or cause bracelet. Students may wear one earring per ear, no bigger than a quarter. Students may wear a watch; however, games and communication must be turned off.

**Makeup, Tattoos, Nail Polish**

Makeup, tattoos, and colored nail polish are not part of the uniform, and as such are not permitted. Clear nail polish is acceptable.

### Tag Days

Occasionally we will have designated out-of-uniform days called Tag Days. Clothing choices should follow the guidelines below while adhering to the philosophy that attire must be clean, neat, and modest.

- Clothing must be free of offensive pictures or statements
- Blouses/shirts must have sleeves or straps that are a minimum width of three fingers (approximately 2 inches) and completely cover undergarments
- Clothes must cover all undergarments
- Items that are not appropriate include flip-flops, backless shoes, short skirts or short shorts, halter or crop tops (no exposed torsos—shirts must cover the waistband of pants or skirts when arms are lifted above head), hats worn inside the building, strapless dresses or blouses, low-cut blouses or dresses; clothing with rips or tears
- Students may wear Tag Day clothing on their birthday unless it is an All-School Mass Day; in that event, the child can wear Tag Day clothing on another day that week.
- Tag Day stickers may not be used on All-School Mass Days.

If a student is dressed inappropriately, the parents/guardians will be required to bring an appropriate change of clothes or to pick up the child



## **POLICIES AND PROCEDURES**

### **SCHOOL DAY**

#### **School Hours**

The school doors open at 7:45 am and prayers begin at 8:05 a.m., and dismissal is at 2:45 p.m. on full days and 12:15 p.m. on half days. Children may not be in the building before or after school unless supervised by a staff member or parent.

#### **Morning Drop-off**

Parents may drop their children off in front of the building between 7:30 a.m. and 8:05 a.m. Parent volunteers (Early Birds) assist with drop-off and supervision; please follow their directions. Students must wait until an Early Bird Volunteer opens the car door for them before exiting their vehicles. For security reasons, no child may be dropped off before Early Birds begins at 7:30 a.m. When the weather is cold or inclement, Early Birds will supervise students in the cafeteria or gym.

Parents do not need to walk their children to the classroom. If parents choose to walk their child(ren) to the door, they must park in the spots facing S. Frederick Avenue, cross to the school near the cafeteria, and proceed along the front of the school to the door. Please do not park in the spots near the Food Pantry as it is dangerous to cross through traffic.

If you arrive after 8:05 am, you must park, walk with your child into the school building, and sign them in. If a student is tardy and is not signed in by a parent, the student will be marked absent for the day.

#### **Dismissal**

Children may only be picked up by individuals listed on the student's emergency card. If a situation arises in which a family needs an individual who is not listed on a student's emergency card to do pick up, the family must inform the school in writing and the person picking up the student MUST show their ID. This is for the safety of our children. Any student leaving before the end of the school day must be signed out at the office.

### **Afternoon Pickup**

Each family will be given a yellow carpool sign with a QR code that should be placed on the windshield so that staff members can call the correct students to the car. To speed up the dismissal process, please leave the sign up until all students are in the car. Contact the school office if you need additional signs.

Students will wait in their classrooms to be called for dismissal. When a staff member scans the carpool sign, students are assigned a cone number. Students' names and cone numbers are displayed in the classroom and called over the speaker system to let them know to walk to a specified cone. Parents should remain in their vehicles, follow the carpool line, and pull forward to pick up their children at the cone in which they are waiting. Staff members and safety patrols assist with this process. Please stay off your phone, follow staff member directions, and pay attention to your surroundings for the safety of our students and staff.

Parents picking up children as walkers must park in the spots facing S. Frederick Avenue (Rt. 355). It is dangerous and disruptive to walk with children between cars in the carpool line during dismissal, so please do not park in the lot nearest the South Summit Avenue entrance or in the spots across from the pantry

### **Late Pickup**

Children must be picked up promptly, from a regular school day and/or from after school activities including clubs, private lessons, tutoring, or detention. Children who are not picked up by the end of the carpool line (20 minutes after the start of dismissal) or within ten minutes of the end of an afterschool activity or event will be sent to the Aftercare program. Parents will be charged the Drop-In rate, and they will need to park and pick up the child in Aftercare.

On days in which there is no After Care, parents will be charged a \$5 per minute late fee if students are not picked up on time.

## **ATTENDANCE**

### **Absenteeism**

If a child is going to be absent, parents must call the office or email [attendance@smsmd.org](mailto:attendance@smsmd.org) by 9 a.m. to inform us of the reason for the absence. For extended absence, please contact the teacher to make arrangements about activities and homework.



### **Archdiocesan Attendance Policy (ADW CSO Policy #3535)**

Official records reflect the total number of absences and do not distinguish between excused and unexcused absences. Absences that do not meet the Excused Absence criteria below will be considered Unexcused and students may not be eligible to complete assignments or assessments missed during the absence. The following are valid reasons for Excused Absences from school (if properly documented upon the student's return to school):

- Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
- Medical or dental appointments;
- Death in the student's immediate family;
- Necessity for a student to attend a judicial proceeding;
- Lawful suspension or exclusion from school by the chief administrator;
- Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closure or suspension of classes; and
- Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

### **Tardy Policy**

Late arrivals are disruptive and make it difficult for students to begin the day in an organized manner. Students who arrive after 8:05 a.m. when morning prayers begin are tardy and will need to check in at the front desk before going to their classrooms.

A parent/guardian must walk their child into the building and sign them in before they will be able to go to class. Students who arrive late and are not signed in will receive an Unexcused Absence for the day.

## **BIRTHDAY CELEBRATIONS**

We love to celebrate our students for their birthdays! Families should begin by contacting the homeroom teacher to make arrangements if they would like to send in a birthday treat. We welcome individual items for every member of the class such as cupcakes, Rice Krispy treats, donuts, etc. Items bought at a chain restaurant should be in their original packaging and items purchased at a grocery store should have the ingredient list still on the packaging. If possible, please provide plates and napkins as well.

While we appreciate the generosity and enthusiasm, families are not to order pizza for the class or send in goodie bags to be distributed. Students will be able to wear Tag Day clothing on their birthday, or an agreed-upon date if there is a conflict on the actual birthday. Families are welcome to send in invitations for a birthday party if the entire class is invited; otherwise, please distribute the invitations outside of school.

## **LUNCH AND SNACK**

Lunch should be an enjoyable period with quiet conversation and good table manners. Students are responsible for cleaning up after themselves. They are expected to follow directions and show respect to the parents who supervise the lunchroom and playground. Students who behave inappropriately may be subject to loss of recess.

Please pack food in containers that are easy for your child to open. Do not send in any glass containers, carbonated beverages, or lift-up lid tins for lunch or snacks. Food may not be eaten outside without the permission of the teacher.

Notes:

- You may drop off lunch; however, it cannot be purchased from a quick service restaurant and delivered in the packaging.
- The office cannot give out hot lunches from any providing company because orders are placed in advance.
- If your child has forgotten to bring lunch the office can provide crackers, goldfish, and/or applesauce.



## **FORGOTTEN ITEMS**

To foster responsibility and reduce the pressure on parents, students will typically not be allowed to use the phone to call parents to bring in forgotten items such as homework. However, parents may drop off forgotten items for students at the school office if they wish.

## **INCLEMENT WEATHER POLICY**

St. Martin of Tours School follows Montgomery County Public Schools (MCPS) for inclement weather. If Montgomery County has a two-hour DELAY -- St. Martin of Tours School will open at 9:45 a.m. (Early Bird begins at 9:30 am). Local radio and TV stations will carry school closing or delayed opening announcements. We will attempt to send a text message and an email notification; please do not call the school or parish office for information. For inclement weather on a Montgomery County Public Schools scheduled day off, we will follow the ADW Catholic Schools Office's decision.

- If there is a two-hour delay on a scheduled Half Day, school will begin at 9:45 a.m. and dismiss at 2:45 p.m.
- The Aftercare Program will not be held when the school has been closed due to inclement weather.
- The Aftercare Program will be canceled when MCPS cancels after-school activities due to inclement weather.

To sign up to receive Montgomery County Emergency Information Alerts, go to <https://www.montgomeryschoolsmd.org/emergency/alertmcps.aspx>.

## **HEALTH**

### **Health Screenings**

The Maryland Health Department requires that children have all immunizations current to attend school. These forms, which include a physical exam and immunizations, must be completed and returned to the school before the first day of school. Students may not start school until these forms are completed and turned in to the school office.

Seventh-grade students require updated immunizations before starting school for that year. ([Medical and Immunization Forms](#))

## Illness

When your child is sick, please keep him/her home. This not only benefits your child but other children and staff at school.

When to keep your child home:

- Temperature of 99° or higher - ***Children must be fever-free for 24 hours without taking Tylenol or Ibuprofen before returning to school.***
- Nausea/ vomiting
- Diarrhea, stomachache
- Pale or flushed face
- Headache
- Cough, thick discharge from nose
- Earache
- Sore throat
- Rash
- Red or pink eyes or discharge from eyes
- Loss of appetite, decreased energy

If your child is at school and complains of being sick or shows any of the above signs of illness, we will contact you. You must provide the school with current, up-to-date phone numbers in case it is necessary to contact you. Once you are called, please pick up your child promptly. If a parent or guardian is not easily available to pick up a sick child, an alternative adult must be identified and able to be at the school within 30 minutes.

## Medication

If your child needs to take any medication while at school, please complete and sign the student medication form and have it signed by your physician. There are separate forms for Medication Authorization, Inhaler Authorization, and an Allergy Action Plan. Be sure to fill out the appropriate form(s). Parents must provide the medication.



Children MAY NOT carry or self-administer any medications including cough drops or throat lozenges. All medications, including prescription and over-the-counter medications, need a form signed by the physician for us to administer them. ([Medication, Inhaler, and Allergy Forms](#))

## **SAFETY PROCEDURES**

Our first obligation to the children is to provide for their safety while in our care. An emergency plan has been developed by a committee of teachers, working within guidelines provided by the ADW. Faculty will continue to meet and upgrade emergency plans. Our school building is secure at all times, visitors sign in at the main office, and employees and volunteers undergo a background check. Additionally, the school is monitored by a twenty-four-hour video security system.

### **Fire and Weather Drills**

Regular fire drills are practiced so students know the procedure for evacuation of the building. Students also practice weather drills to know what to do in the event of severe weather.

### **Crisis Evacuation**

If a crisis evacuation is needed, we will move to the church. Plans have been put in place to remove students to an offsite location if necessary. Emergency kits have been assembled for evacuation. Escape routes are posted in all rooms. In the event of an emergency, parents will be contacted by e-mail or phone. The school website may be updated to keep parents informed during an emergency.

### **ALICE / Lock Downs**

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is a widely adopted response method to an active intruder/shooter. Teachers are trained in this procedure and use age-appropriate lessons to educate students in making good decisions should a threat occur.

Procedures have been established for a lockdown of the school. In such a case, our reunification plan will be initiated and no students may leave the school until a parent or an approved adult comes for them. Teachers will take the names of parents and walk students to waiting cars for emergency dismissals.



## **Visitors**

All doors are locked during school hours. Parents and visitors to the building during school hours must ring the bell for admittance, sign in at the front desk, wear a badge for identification, and wait in the lobby until further indication is given. An approved adult who signs a student out for early dismissal must meet the child at the main office.

## **Field Trips**

Teachers who take students off campus for field trips or visits close by will maintain contact with the school office via cell phone or walkie-talkies.

## **Tree Nut and Peanut Policy**

To avoid life-threatening allergic reactions, our school prohibits foods that contain tree nuts and peanuts of any kind listed in the ingredients. This includes (but is not limited to) peanut butter, hazelnut spreads, granola bars with nuts, and other whole nuts such as almonds. All lunches and snacks must adhere to this policy. If food is processed in a facility or on equipment that may contain nuts, but nuts are not listed in the ingredients, the food is allowed.

## **TECHNOLOGY**

Technology is fully integrated into the curriculum as an essential instructional tool required for the education of all students. Students and parents will review and sign the Technology and Internet Usage Agreement as provided by the Catholic Schools Office during registration each year.

### **Cell Phones, Electronic Devices, and Wearable Technology**

We understand that cell phones, electronic devices, and wearable Wi-Fi-enabled technology have become an important part of everyday life. However, they also serve as an educational distraction and can be conducive to cheating. To eliminate these distractions and preserve academic integrity, we have adopted the following policy.

- Cell phone use is not permitted during the school day, during after-school clubs or events, or during After Care. If a parent feels a student must bring a cell phone to school, the phone must remain in the student's backpack and must remain turned off. Except during an emergency, students must obtain permission from a staff member to use a cell phone on school property or during a field trip. Students are not permitted to use other personal



electronic devices or wearable Wi-Fi-enabled technology without permission from a teacher.

If a student does not follow these rules, the device will be confiscated and will not be returned until a parent meets with the principal. Additionally, St. Martin of Tours School is not responsible for lost or missing personal items.

### **Publishing of Pictures and Videos**

During registration, parents are asked to give permission for their students' pictures from photos and/or videos to appear on St. Martin of Tours School website, brochures, or outside media (newspapers, including the Catholic Standard, Our Parish Times, Washington Post, etc., or television stations). Normally names are not used.

### **Acceptable Use of Technology (ADW CSO Policy #3212)**

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from the Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement:

- **Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. [ADW CSO Policy # T.PK8.DC.1]. All students:**
  - Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, networks, and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;

- Shall only use accounts assign to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
- Shall keep all accounts and password information private and secure.
- **Students will engage in positive, safe, legal, and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. [ADW CSO Policy #T.PK8.DC.2, T.PK8.DC.3]. All Students:**
  - Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network, and the Internet, following school policy agreements and anti-cyberbullying laws at the local, state, and federal levels;
  - Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
  - Shall protect the rights and privacy of others by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
  - Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
  - Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit for the work of others;
  - Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.



- **Students will manage their personal data to maintain digital privacy and security and are aware of data collection technology used to track their navigation online. [ADW CSO Policy #T.PK8.DC.4]. All Students:**
  - Shall protect and manage personal data safely by never posting or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers, or the name and location of the school;
  - Shall respect networking, protections, and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
  - Shall use school-issued email accounts for authorized educational purposes only;
  - Shall respect the right of the school to monitor student use of technology.
  
- **Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:**
  - Shall demonstrate proper physical care for technology equipment;
  - Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
  - Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
  - Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
  
- **Students understand and acknowledge that:**
  - Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken at the sole discretion of the principal.

- Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
  - Use of all technology may be monitored, and there is no expectation of privacy for, or [sic] for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file-sharing accounts) that are accessible via such technology.
  - The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.
- **Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity.**
    - Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
    - Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
    - Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school-authorized accounts only (if provided by the school)
    - Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
    - Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.



## **PARENTS & FAMILIES**

### **PARENT/GUARDIAN COLLABORATION/PARTNERSHIP (ADW CSO POLICY # 3620 & 3621)**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious' nature of St. Martin of Tours School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that St. Martin of Tours School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Martin of Tours School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Martin of Tours School.

### **COMMUNICATION**

The teachers, staff, and administration are committed to the formation of all students entrusted to their care. Parents are encouraged to communicate questions or concerns by writing a note, calling the office, or emailing the teacher. Please keep in mind that our teachers' time is dedicated to the students and other professional responsibilities during the school day, so they might not receive or be able to respond to messages right away. If the message is urgent or time-sensitive, please call the office. Teachers will respond to messages within 2 business days. If you would like a meeting, teachers would be happy to schedule time for you. Please do not attempt an impromptu conversation with teachers before school, during class hours, at lunchtime, on the playground, during carpool dismissal, or after school. Additionally, please do not call or text teachers on their personal phones regarding school-related matters.

#### **E-mail Communications**

Parents' email addresses are provided in the school directory as a convenience to facilitate communications among families. Please be mindful of the following expectations when sending email to parents or teachers:

- Observe common courtesy in group email messages.

- Communicate with groups in positive ways. Do not engage in rumors or criticisms. If you feel a misunderstanding has occurred, stop the email conversation and make a phone call or visit face-to-face.
- Do not send mass advertisements or other solicitations.
- Do not use email to discuss or share confidential information unless it is a conversation between you and your child's teacher about your child.

### **Conferences**

Parent-Teacher conferences (for students in Grades Pre-K–2) and Parent-Teacher-Child conferences (for students in Grades 3–8) are held at the end of the first quarter, typically during the second week of November.

### **Addressing Concerns and Resolving Grievances**

Our success depends on a joint effort and open communication among administrators, teachers, parents, and students. Courtesy and respect are essential in conferences and in writing. To foster a fair and productive process for addressing and resolving concerns, please adhere to the following procedures.

Please try to resolve any classroom concerns or questions by contacting the appropriate teacher or staff member. For general or policy matters, contact the office. If necessary, an appointment will be scheduled with the principal.

If a matter is not resolved, parents should try once again to make sure that all involved understand the question or problem. Upon request by a parent for a meeting, the teacher will respond within three business days and schedule an appointment within 10 days unless unusual circumstances prevail. If the problem is of such a nature that the teacher is unable to resolve it satisfactorily, the parent or teacher should contact the principal. The principal will respond to any such request within three business days and schedule an appointment within 10 days.

When requested by a parent or teacher, a conference can be held with the parent, teacher, and principal in attendance. If the matter is still not resolved after these steps, it should be brought to the attention of the Pastor, who will work with the Principal to resolve the matter. While the School



Advisory Board may be informed of matters of policy, it is not the responsibility of the School Advisory Board to review grievances.

## **PARENT LEADERSHIP**

### **Home and School Association (HSA)**

The primary role of the Home and School Association (HSA) is to foster a strong working relationship between parents and school staff in support of our students. All school parents are members of the HSA and are invited to attend HSA meetings which are held on the second Thursday of every other month from 6:00 p.m. to 7:00 p.m. in the school library.

HSA volunteers organize fundraisers, events, and activities for students, school staff, and parents throughout the year, including but not limited to a monthly Dinner Night Out, Annual Fundraiser, Trunk or Treat, and Friday Night Bingo. Homeroom Parents help to coordinate class parties and class-hosted school events such as the annual Breakfast with Santa, Grandparents Day, and Teacher Appreciation Week events.

HSA officers are elected from among school parents and serve a two-year term. The HSA President is a voting member of the School Advisory Board and reports on the activities of the HSA.

### **School Advisory Board**

The School Advisory Board reviews and advises on policies governing school programs following policies proceeding from the Archdiocesan Board of Education and the Pastor. The policies governing the overall operation of St. Martin of Tours School Advisory Board are contained in total in the Archdiocesan School Board Policy Handbook, which is available at the school office.

Responsibilities of this School Advisory Board include facilitation and enhancement of educational activities, the school budget, use of facilities, and long-range planning.

Membership on the Board consists of the Pastor (ex-officio), Principal (ex-officio), faculty representative, HSA President, and other members appointed by the Principal and Pastor. Members serve three-year terms. Interested parents and parishioners are urged to submit their names to the Board for nomination. Those parents who express an interest in being a member of the School Advisory Board must be up to date in all financial and service obligations.



Parents and others interested in the School Advisory Board are welcome to attend and address the Board but are asked to submit agenda items to the President two weeks before the meeting. The Board meets monthly.

## **VOLUNTEERISM**

### **Family Service Hours Requirement**

All families are required to contribute volunteer service hours to the school. This not only enhances the special character of St. Martin of Tours School but also helps to reduce the cost of tuition.

- Two-Parent/Guardian Family Requirement (even if both parents don't reside in the same household): 60 Hours
- One-Parent/Guardian Family Requirement (only if the second parent lives outside the area or is deceased): 30 Hours
- First Year Family: (during a family's first year at SMS): 30 Hours

If there are outstanding service hours at the end of the school year, you will be billed for the outstanding service hours at \$15/hour.

### **Child Protection Program (VIRTUS)**

The Roman Catholic Archdiocese of Washington requires that all Archdiocesan personnel and volunteers who have substantial contact with youth must comply with the Child Protection Policy.

The Policy specifically applies to church and school personnel, employees of religious education programs, personnel providing childcare services, and all youth ministers and directors of children's activities (such as coaches, scout leaders, and field trip chaperones). All volunteers who are likely to have contact with children must complete the VIRTUS training and fingerprinting/criminal background check. See the [Child Protection Policy Compliance Checklist](#) for details.

### **Confidentiality**

Volunteers are requested to respect confidentiality while volunteering at the school. Information regarding individual students should remain confidential and should not be discussed with other parents.

*The administration has the right to amend this handbook*

*In the event that changes are made during the school year, parents will be notified in writing*



## HANDBOOK ACKNOWLEDGMENT

With my signature, I affirm that I have read, understood, and agree to the policies and procedures as defined in the St. Martin of Tours Student/Parent Handbook. I have reviewed the applicable portions of the Handbook with my child, and acknowledge our family responsibility to observe the guidelines, policies, and procedures therein.

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

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Con mi firma, afirmo que he leído, comprendido y acepto las políticas y procedimientos definidos en el Manual para Estudiantes y Padres de la Escuela San Martin de Tours. He revisado las partes aplicables del Manual con mi hijo/a y reconozco la responsabilidad familiar de observar las pautas, políticas y procedimientos que allí se encuentran.

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_