



**St. Stephen Martyr**

# **HANDBOOK 2022-2023**

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**MISSION STATEMENT  
OF  
ST. STEPHEN MARTYR**

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

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

**+ honors and protects the self esteem and integrity of each child by encouraging respect and acceptance within the school environment**

**+ provides students with a quality academic program that prepares for the future, and**

**+ deepens the spirituality of the student body through worship, religious formation, and the daily living of Catholic values.**

## **Section Contents:**

- Section 1: Policies and Regulations
- Section 2: Parent and Parish Involvement
- Section 3: General Information Pages
- Section 4: Eighth grade information and graduation policies

## **FOREWORD**

This Handbook is provided to all families who have children in St. Stephen Martyr School to answer questions you may have concerning school policies and regulations. Please read this handbook and discuss the contents with your child/children. Keep it as a reference. The handbook can also be located on-line. We ask that all parents be aware of the school's policies and procedures and support the school by helping their children to understand and follow those procedures.

## **NOTICE OF NONDISCRIMINATORY POLICY**

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

## **PHILOSOPHY**

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

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

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

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

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

# **Section 1: Policies and Regulations**

## **1.0 ADMISSION/REGISTRATION POLICY**

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

## **1.1 CRITERIA FOR ACCEPTING STUDENTS INTO ST. STEPHEN MARTYR SCHOOL**

Children will be accepted into St. Stephen Martyr School using the following criteria:

1. Catholic students whose families are active parishioners in good standing and already have children enrolled in school.

2. Catholic students whose families are active parishioners in good standing but do not have children in our school.
  3. Catholic students whose families are active parishioners in good standing in parishes with no school and already have children enrolled in our school.
  4. New Catholic students whose families are active parishioners in good standing in parishes with no school.
  5. Students of other faith traditions whose families are active in SSM School and already have children in our school.
  6. New students of other faith traditions whose families do not have children in our school.
  7. Private students who do not have any affiliation with the Catholic Church or faith tradition.
- ❖ If a class is already at capacity, a waiting list will be developed. If an opening becomes available, the family has three days to accept or reject the spot.
  - ❖ Late registrants and applicants will be added to the waiting list for a particular grade following the above priorities and in chronological order.
  - ❖ For classes under subscribed, immediate entrance will be allowed at any time with the approval of the designated parish authority.
  - ❖ Enrollment in pre-school does not guarantee a child enrollment in Kindergarten, but gives priority according to the above policy.
  - ❖ All new students' acceptances are probationary for three months.

## 1.2 TUITION PAYMENT PLAN/POLICIES

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

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

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

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

## 2.1 FINANCIAL AID

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

## 2.2 POLICY FOR RECEIVING PARISHIONER TUITION RATE

**The following criterion constitutes "good standing" status for St. Stephen Martyr families:**

- ❖ They must be a registered member of the parish.

- ❖ They must participate in the life of the parish, especially by attending Mass.
- ❖ They must participate in the annual stewardship of the parish – pledging time, talent and treasure.
- ❖ They must volunteer time to work the annual parish picnic and the annual PTO Reverse Raffle.
- ❖ They must be current with all tuition payments and/or fees associated with the school or daycare.
- ❖ Other criteria not specifically addressed by this policy will be left to the discretion of the Pastor.
- ❖ The policy criteria listed above is subject to change at any time at the discretion of the Pastor.

### **2.2.2 Policy for maintaining parishioner tuition rate**

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

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

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

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

St. Stephen Martyr School educates students in the development of values and attitudes of respect and responsibility based on the following three rules. These three rules of conduct follow the teaching of Jesus.

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

#### **RESPECT FOR SELF:**

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

#### **RESPECT FOR OTHERS:**

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

#### **RESPECTING THINGS:**

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

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

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

### **3.3 RULE 3: FOLLOW SCHOOL AND CLASSROOM RULES**

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

### **4.0 HONOR CODE**

St. Stephen Martyr School is based on Christian beliefs and values. As such, it is expected that both the students and parents of St. Stephen Martyr demonstrate these beliefs and values in their behavior both on campus and as well as within the surrounding community.

#### **Student Code of Conduct**

This student code of conduct will be used to address a student's conduct on the parish/school campus as well as at school sponsored events within the surrounding community. Students are expected to exemplify Christian behavior and values at all times and at all events. The school reserves the right to enforce the school discipline code, including dismissal if deemed appropriate, should serious misconduct occur at an event (on or off campus).

#### **Parent Code of Conduct**

As parents, your number one responsibility is to be a good role model for your children/students. Through your actions, you should demonstrate God's teachings and the life he wants you to live. That being said, parents are expected to conduct themselves in a way that reflects Christian beliefs and values. They agree to abide by these Christian philosophies as well as be governed by the rules and policies set forth by the school. The school reserves the right to take actions deemed appropriate for any incident that does not demonstrate a positive image for our school.

#### **Social Media**

St. Stephen Martyr is committed to upholding Christian beliefs and values in the social media arena. Students and parents are expected to demonstrate appropriate and ethical use of technology at all times. When actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community, the school reserves the right to take action.

#### **Student Honor Code**

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

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

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

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

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

A system of codes of unacceptable behavior and corresponding consequences is the means by which a student is held accountable and parents are given feedback on student behavior that may violate procedures and regulations.

#### **4.1 TEACHING SELF-DISCIPLINE:**

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

##### **Basic Skills:**

Listening, Following Instructions, Questioning, Sharing, Social Skills

##### **Constructive Skills:**

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

##### **Generative Skills:**

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

#### **5.0 FORMS USED TO SUPPORT STUDENT CODE OF CONDUCT/PARENT COMMUNICATION**

- ❖ S.T.P (Stop, Think, Plan)
- ❖ M.A.N (Missing Assignment Notification)
- ❖ Major Infraction Discipline Report
- ❖ Bullying Notification Report Form
- ❖ Peace Treaty (for lower grades)

#### **6.0 DISCIPLINE POLICIES**

The discipline policies at St. Stephen Martyr are developed to fit the developmental level of the student. Therefore, in grades K-3, the teachers have in-room discipline policies that provide the guidelines for appropriate behavior. Each teacher has a system that is based on the needs and abilities of the children. Examples of these systems include a color system, level system, etc. These systems are used by each teacher to provide discipline within the classroom.

If a student in K-3 is presenting with behaviors that do not respond to the in-class discipline system, steps may be taken to address the behavior issues on another level that would include the parents, teacher, and Principal.

The policies for Minor Infractions and Major Infractions are intended for the students in grades 4-8.

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

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

- ❖ Gum chewing; unauthorized eating in class
- ❖ Uniform violations
- ❖ Hallway misbehavior
- ❖ Minor verbal, nonverbal or written disrespect of students or faculty/staff
- ❖ Cafeteria misbehavior (not Major infractions)
- ❖ Tardiness (in morning or between classes)
- ❖ Disrespectful/Inappropriate behavior in Church
- ❖ Classroom/grade level rules violations (that do not include major infraction violations)
- ❖ Disrupting class (failure to respond to correction)
- ❖ Littering of school and/or school grounds
- ❖ Inappropriate behavior during assemblies or field trips
- ❖ Not prepared for class
- ❖ Talking during prayers or announcements
- ❖ Inappropriate behavior during safety drills
- ❖ Being in the hallway without teacher/staff permission
- ❖ Minor infractions of technology policy

### **6.1.1 CONSEQUENCES FOR MINOR INFRACTIONS**

Each teacher will have a personal classroom discipline cycle that is used in dealing with minor infractions listed above. The teacher is responsible for educating the students on the expectations of the classroom. When a minor infraction occurs the teacher will utilize a process to deal with the infraction.

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

**1st infraction:** When the student does not respond to the verbal warning and continues to violate classroom/school guidelines, the student will complete a Stop-Think-Plan form (STP). The teacher notifies the parents via email, text, or phone call to make them aware of the form. The form will come home and requires the parent signature. The signed form must be returned the next day.

**2nd infraction:** An STP form is completed and sent home. Parent will be notified by phone, email or text and asked to assist in helping the child develop the skills necessary to employ self-discipline. An appropriate consequence will be assigned. For example: a reflection essay, isolated lunch, cleaning duty, etc. STP form is signed by parents and returned the next day.

**3rd infraction:** An STP form is completed and sent home. Parents are notified by phone, text, or email. Student receives a detention served on Friday afternoon.

Some situations may warrant consequences being given immediately. In these situations, the parent will be notified as an STP will also be completed. Each time the STP form is sent home, it must be signed by parent and returned the next day. A copy of all minor infraction notifications will be sent to the homeroom teacher to keep on file.

**Important to Note:** After the accumulation of 3 minor infractions within a quarter, the next minor infraction will be treated as a major infraction.



## 6.2 MAJOR INFRACTIONS OF SCHOOL POLICY

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

- ❖ Theft (no matter how small)
- ❖ Plagiarism
- ❖ Cheating (includes: copying/allowing another to copy your work, having another do your assignment/project; copying answers on tests or quizzes.)
- ❖ Severe disrespect whether verbal, nonverbal or written toward any student or staff member
- ❖ Physical aggression/fighting
- ❖ Threatening physical harm
- ❖ Sexual harassment
- ❖ Sexual misconduct
- ❖ Destruction/vandalism of property
- ❖ Dismissal from class
- ❖ Lying to a faculty/staff member
- ❖ Forgery/falsifying of any signature
- ❖ Missing a class deliberately/cutting
- ❖ Using cell phones, electronic games, lasers, tape players, mini TVs, CD players, MP3 Players, and similar devices, etc. without permission
- ❖ Major infraction of school technology policy
- ❖ Being in school/church campus buildings or rooms without permission

### 6.2.1 CONSEQUENCES FOR MAJOR INFRACTIONS

In these cases, the adult in charge should issue a Major Infraction School Discipline Report. The adult issuing the report should contact the parents/ guardians by phone to notify them that the form is being sent home. The white copy of the report is to be signed by the parent and returned to the school the following day. After third infraction, at the principal's discretion, the consequence may include in-school suspension.

**Important to Note:** Fighting leads to automatic suspension. Parent/Guardian will be notified and the student(s) will be sent home.

#### MAJOR INFRACTION SCHOOL DISCIPLINE REPORT:

- ❖ School Discipline Report is sent to the parent/guardian.
- ❖ Adult issuing the report calls to notify the parent that the form has been issued.
- ❖ Student serves a 45 minute after school detention. Detentions are scheduled after depending on the grade level.
- ❖ During the detention, the student may be given a consequence or constructive assignment to complete.
- ❖ School administration may monitor progress with a behavior contract.

#### 1<sup>st</sup> Major Infraction

- ❖ Major infraction discipline report is issued.
- ❖ Parent is notified by phone.
- ❖ Report is signed by parent and returned to teacher the next day, consequence is determined.
- ❖ If necessary, a conference will be held with Principal, parents/guardian, student and teacher

#### 2<sup>nd</sup> Major Infraction

- ❖ Major infraction discipline report is issued – to be signed and returned the next day.

- ❖ Parent is notified by phone.
- ❖ A conference is scheduled with Principal, parents/guardian, student and teacher to discuss the situation and resolution. Possible solutions may include behavior contract, outside counseling referral, probation, suspension or detention. Involvement of the school counselor may be required.

### **3<sup>rd</sup> Major Infraction**

- ❖ Major infraction discipline report is completed.
- ❖ Parent is notified by phone.
- ❖ A conference is scheduled with Principal, parents/guardian, student, teacher and possibly the counselor, to discuss the situation and resolution. Discussion may include alternative placement.

**Important to Note:** Three Major infractions are allowed during one school year. A copy of all major infraction slips will be sent to homeroom teacher to keep on file.

### **DISMISSAL**

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

### **SUSPENSION DEFINED:**

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

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

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

The student is to be picked up by a parent/guardian, within a reasonable amount of time, when contacted by the school. Work will be provided, as quickly as possible, which is to be completed thoughtfully and returned to the school on the day the child is allowed to return from the suspension. If the suspension occurs after the teacher's planning or lunch time or is of more than one day in length, the parent may need to come to the school the following day to pick up the work. For long-term suspensions, the parent may need to periodically come to pick up additional work. During suspension, the child is not to be on school grounds or any school sponsored events.

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

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

#### **Indefinite Suspension:**

During an indefinite suspension, parents may be required to obtain and provide information from outside agencies concerning screenings for drugs or alcohol, psychological evaluation, etc., before a decision will be made regarding the child's return to school. Based on the child's school record, results of required reports from outside agencies, parent's level of cooperation with the school, and other pertinent information, either a decision will be made to allow the child to return to school or a

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

## 7.0 BULLYING POLICY

At St. Stephen Martyr School, we believe that every person (student, staff, and faculty) has the right to a safe and respectful learning environment. SSM is committed to making sure that every student can reach their highest potential in all areas: physical, academic, emotional, and spiritual.

Members of the school community refuse to tolerate bullying of any kind. We recognize the negative impact that bullying has on a student's health, learning environment, and community as a whole. We strive to promote a culture of kindness and compassion. In doing so, our philosophies coincide with the PeaceBuilders program that we have adopted. We ask each individual in our school to abide by principles of the PeaceBuilders program at home, school, and in the community each day.

Bullying is defined by the Archdiocese of Louisville as unprovoked, deliberate, and sustained actions intended to repeatedly hurt, isolate, or humiliate another individual. Bullying is defined by the state of Kentucky and KRS 525.070 as "a student is guilty of bullying or harassment when they have the intent to intimidate, harass, annoy, or alarm another student while at school, or at a school event." The federal definition of bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. This behavior is repeated or has the potential to be repeated, over time. ([www.stopbullying.org](http://www.stopbullying.org)) This may include:

- ❖ Verbal (name calling, hurtful teasing, put downs, taunting, threatening, derogatory comments, inappropriate jokes, etc.)
- ❖ Physical (pushing, shoving, kicking, biting, etc.) or any deliberate physical act of harm against another person
- ❖ Social (exclusion, rumors, gossip, or revealing embarrassing personal information or publicly humiliating, etc.)
- ❖ Cyber (offending or threatening and embarrassing others through technological means (email, instant messages, web pages, texting, blogs, videos, video/digital photo images, or social media sites, etc.)
- ❖ When we are made aware of any form of bullying that occurs outside of school, we will notify parent/guardian out of concern for the safety of the child.

Each year SSM introduces and reviews anti-bullying education with all classrooms K-8. Education in the classrooms is implemented within the first month of each school year, facilitated by the school counselor. This includes informing and reminding students of reporting procedures, as well as, discussing the graduated consequences of acts of bullying and the S.T.O.P. process (see below)

Classroom Programs include:

- ❖ The Speak Up/Be Safe program which is provided yearly to grades 1-6 and educates students on abuse and ways to respond. The program also includes a discussion on bullying.
- ❖ Parent workshops are provided as needed at St. Stephen Martyr or advertised through the Family Focus at off site locations.
- ❖ Student input is highly encouraged, suggested, and valued when looking at the formation of the bullying policy and procedures for SSM.

### Procedural Guidelines:

- ❖ If bullying/harassment behavior occurs, students and/or parents are to report it to the teacher, counselor, and/or Principal by completing a **Bullying Incident Report Form** These can be found online on the St. Stephen Martyr webpage, the main office, and the counselor's office.

- ❖ In grades 4-8, the student that is filling out the form and the person accused of the act of bullying are asked to share their views of the act/incident.
- ❖ Students in grade's K-3 will complete a Peace Treaty with supervision from teacher or counselor.
- ❖ It is then determined after the meeting with all parties involved as to whether or not the reported act/incident is bullying or developmental conflict. This is determined by the Principal or counselor.
- ❖ If it is determined to NOT be bullying then a discussion between the two students is set up to determine the next steps towards resolution of the conflict. This is facilitated by the counselor.
- ❖ If it is determined to be bullying, the student showing the bullying behavior will participate in the S.T.P. Process (Stop, Think, Plan) in which they will self-reflect and make amends to the target/victim.
- ❖ The S.T.P. Process allows each individual to feel as if they were heard and make steps toward restoring peace and justice to all involved. Consequences with the accused will also be discussed. **Consequences will be taken in sequential order except in severe breach of conduct as determined by the Principal or Counselor**
- ❖ Counselor will have a follow up conference with all parties involved (individually) to determine if the bullying behavior has stopped. If it continues, action will be taken in accordance with our policies and consequences as listed below.

### **Consequences Include:**

First offense: Unacceptable behavior is discussed with the student and the student participates in the S.T.P. Process. (For K-3, a Peace Treaty Form is completed). The student makes a commitment to not do it again; parents are notified.

Second offense: Student loses privileges with the class as decided by the Principal and counselor. The consequences will fit the inappropriate behavior. Student participates in the S.T.P. Process; parents receive second notification.

Third offense: Student serves a one day in school suspension; a behavior plan is developed including counseling. The pastor will be notified and parents receive the third notification.

Fourth offense: A mental health evaluation is required for a student to return to school. The student is suspended for three days until the evaluation results are reviewed by the Principal and counselor.

Fifth offense: Student is expelled and asked to leave St. Stephen Martyr School

- ❖ Forms will then be completed, level of consequences will be determined, and parent notification will also be sent home. These forms are expected to be reviewed, signed and returned the following day.
- ❖ An email will also be sent to the student's teachers to let them know what took place.

It is the expectation at St. Stephen Martyr School that all students will formally report any and all incidents which include acts of bullying student experience or witness as a bystander. In order to keep our children safe at school, we need to know what is occurring. Teachers and staff cannot be in all places at all times throughout the day, therefore it is essential that all students step forward and report an incident that has happened immediately.

All administrators, teachers, staff, and students share the responsibility to ensure that bullying does not occur at our school. Our anti-bullying policy requires the following:

### Role and requirements of SSM staff members:

- ❖ Be alert to signs of bullying
- ❖ Act promptly regarding suspicion and/or awareness of any notification
- ❖ Report incidents immediately to Principal and/or counselor
- ❖ Offer support and encouragement to students being bullied
- ❖ Continue to encourage students to report any bullying behavior that they witness
- ❖ Model kindness and respectful communication to students and staff
- ❖ Work to develop a classroom culture and school that is inclusive, safe, and caring for all

#### Role of Parents/Guardians:

- ❖ Report concerns of bullying behavior to the child's teacher as soon as possible following the incident. If concerns are not handled sufficiently, a report should be made to the counselor and/or principal.
- ❖ Support the school's policy and encourage your child to avoid bullying behavior, as well as, stand up /report any behavior that they witness.
- ❖ Have conversations with your child(ren) about acts of meanness you may see through media, real life, etc. and encourage them to speak up.
- ❖ Model kindness, respectful communication and appropriate conflict resolution.

#### Role of Student:

- ❖ Report incidents that they experience and/or witness at the time of the incident.
- ❖ Stand up for others when possible and safe to do so. Refrain from joining in bullying behavior.
- ❖ Refuse to let others be bullied.
- ❖ Include everyone in play.
- ❖ Treat others with respect and dignity that is expected of any St. Stephen Martyr Catholic School student.

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

- ❖ Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.
- ❖ Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:
  1. Student exhibiting threatening behavior are removed from the situation and placed under the direct supervision of appropriate school personnel.
  2. Student's parent/guardian is notified.
  3. Student is suspended from school and may not attend any school activity or be present on school grounds.
  4. School officials apprise the pastor and Superintendent of Schools.
  5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
  6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
  7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student,

and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

8. Please refer to School-Centered Emergency Management Guide, Response Section “Threat of Harm” for additional information.

### **8.1 HOMICIDAL THREATS**

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

### **8.2 RANGE OF PENALTIES**

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

### **8.3 FALSE THREATS**

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

### **8.4 REPORTING DANGER TO SELF OR OTHERS:**

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

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

### **9.0 POLICY CONCERNING CONFISCATED ITEMS**

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

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

Each grade level has different expectations for late or incomplete assignments. Our general expectations are below:

- ❖ In Kindergarten through Grade 3, teachers help students learn to meet deadlines.
- ❖ In Grade 4, students begin to take on more personal responsibility for missed work.
- ❖ In Grades 5 and 6, teachers verify that students get the information and students are responsible for sharing that information with the parents.

- ❖ In Grade 7, the transition to high school standards begins. Students take over responsibility for gathering information and for following standard practices without repeated reminders.
- ❖ In Grade 8, students are prepared for high school expectations. The students are responsible for all aspects of their own assignments.

## 11.0 CONSEQUENCES AND CONFIDENTIALITY:

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

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

**PLEASE NOTE: No discipline code can ever be written which covers all possible acceptable and unacceptable behaviors.**

## 12.0 GENERAL DRESS CODE

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

- ❖ T-shirts worn under school shirts must be solid white.
- ❖ Hair should be clean and well-groomed and should not hang down over the eyebrows. Boy's hair needs to stay up and out of their face. Only natural color hair is allowed.
- ❖ Hats may not be worn in the building unless it is a designated "Hat Day".
- ❖ Belts need to be worn and visible if pants have belt loops. Belts should be black, brown or navy blue. (Exception made for children in K-2)
- ❖ Bring sweaters to school during the cold months. School jackets, regular jackets/coats, warm-up jackets and hats/toboggans may only be worn to school, outside, and after school. Students have recess time outside whenever the weather permits.
- ❖ Sensible shoes must be worn. For safety purposes all shoes must have a back and be securely tied or buckled. If there are shoelaces, they must be tied securely. Sandals (with buckle) may be worn on dress down days only. For safety purposes, sandals without straps may not be worn. No shoes with wheels.
- ❖ Hoodies are for outdoor wear ONLY. If a hoodie is/was worn to recess either before or after lunch, it is allowed in the cafeteria during lunch. Once the student is done with recess or lunch, the hoodie is taken off and stored in the classroom.
- ❖ All students' nails should be clean and well-groomed. No fake nails.

- ❖ Shirts must be tucked in at all times.
- ❖ Uniform shirts must be worn under sweatshirts and sweaters, with collar visible. Sweaters and sweatshirts cannot be tied around the waist.

**Note:** *Uniform items are available for order through the school office or Shaheen's department store on Breckenridge Lane.*

## **12.1 GIRLS DRESS CODE**

- ❖ Girls in Grades K-8 may wear:
- ❖ Plaid skirts, navy uniform slacks or navy walking shorts.
- ❖ K-4 girls may also wear the plaid jumper or skorts. The plaid jumpers/pinafores, skorts, and skirts are available at Parkers and Shaheen's.
- ❖ Skirts, jumpers skorts, and shorts should be no shorter than 3 inches above the knee.
- ❖ Solid white short/long sleeve button down blouse with collar.
- ❖ Solid white short/long sleeve polo shirt (2-3 button and collar).
- ❖ White solid turtleneck in winter.
- ❖ Red short/long sleeve polo shirt with SSM logo **\*\*Shirts are to be tucked in at all times\*\***
- ❖ Solid red cardigan or pull over sweater, fleece jacket or quarter zip (from Shaheens) or red SSM sweatshirt
- ❖ White, navy or black socks – must cover the ankle (if socks have a logo, it must be small (such as Nike swoosh – no stripes, patterns, wording, etc.)
- ❖ White, black or navy tights/ ankle length leggings are allowed in cold weather.
- ❖ SSM P.E. sweatpants under their uniform skirts.
- ❖ Make-up may not be worn. Dangling earrings and hoop earrings are not to be worn due to safety reasons. Students may wear small earrings not to hang below lobe.
- ❖ Girls may wear nail polish but no artificial nails or fad nails.

## **12.2 BOYS DRESS CODE**

- ❖ Grades K-4 may wear navy twill slacks or walking shorts.
- ❖ Grades 5-8 may wear khaki twill slacks or walking shorts (no shorter than 3" above knee).
- ❖ Pants and shorts must fit and be worn at the waist with a belt (Grungy, sagging pants, cargo pants/shorts, corduroys, etc. are not allowed).
- ❖ Solid white short/long sleeve polos with 2-3 buttons and collar or Red SSM logo short/long sleeve shirt.
- ❖ Solid red cardigan/pullover sweaters, SSM fleece jacket or quarter zip, or red SSM logo sweatshirt.
- ❖ White, navy or black socks – must cover the ankle (if socks have a logo, it must be small (such as Nike swoosh – no stripes, patterns, wording, etc.)



- ❖ Mustaches and beards are not permitted.
- ❖ Pierced ears are not allowed for boys.
- ❖ Necklaces are to be kept under shirt, out of sight.

### 12.3 PE UNIFORM

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

### 1. 12.4 SPECIAL OUT OF UNIFORM DAYS

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

#### 12.4.1 DRESS DOWN DAY

Remember, this is a Catholic School and, while students want to take occasional breaks from the uniform, they need to be appropriately dressed for school (i.e. no tank tops, spaghetti straps, crop tops, muscle shirts, see-through clothing, tight fitting clothing, no shirts with offensive pictures or language, no torn or ragged clothes, or mini-skirts). If shorts are worn, they must be appropriate length, longer than the student's finger tips. **No shirts/sweatshirts with hoods.**

#### 12.4.2 SPIRIT DAYS

On days designated as "Spirit Days", students may wear an SSM t-shirt, sports shirts, or spirit wear (including spirit cardinal socks) with any school uniform bottoms – skirt/jumper, PE shorts, sweatpants, uniform shorts/pants.

### 12.5 DRESS CODE INFRACTIONS

Any variations to or from the dress code will result in consequences being given. (Refer to Minor Infractions Information – 7.1) Parents will be called to bring proper clothing or take the child home.

### 13.0 GRIEVANCE PROCEDURE:

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

- Step 1: Call the teacher to get more information
- Step 2: Call to arrange a conference with the teacher, Counselor, and/or the Director of Student Achievement.

### Step 3: Call or meet with the Principal

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

## **14.0 COUNSELING SERVICES**

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

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

## **15.0 HOMEWORK:**

The general guidelines for homework are as follows:

Grades 1-2...30 minutes

Grades 3-4....45 minutes

Grades 5-6...60 minutes

Grades 7-8 ...90 minutes

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

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

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

## **16.0 LIBRARY**

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

## **17.0 FIELD TRIPS**

Any student requesting to go on a school field trip must have a permission slip (sent home by the teacher), signed by the parent/guardian. **WITHOUT THIS WRITTEN AUTHORIZATION OF REQUEST, NO STUDENT WILL BE ALLOWED TO GO ON THE FIELD TRIP.** Please observe the

deadlines on the permission slips whenever possible. This is necessary to order the tickets and to make bus arrangements. If there are financial difficulties, please talk with the school principal.

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

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

## **18.0 ATTENDANCES AND ABSENCES**

### **18.1 ATTENDANCE:**

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

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

### **18.2 ABSENCE**

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

Absences will be recorded according to the following categories:

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

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

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

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

**Note:** Excessive absences will be reported to the counselor and may be reported to Family Services.

### **18.3 TARDY POLICY:**

Students are expected to be in the classroom by 7:45 a.m. Children arriving after 7:50 will be marked tardy.

General guidelines:

- ❖ A student not in the classroom by 7:50 a.m., the beginning of school, will be marked tardy.
- ❖ A student arriving after 9:00 am will be credited with one half-day attendance.
- ❖ A student who is present for more than three, but less than six instructional hours will be considered a half day present.
- ❖ A student who is present at school for less than three instructional hours will be marked a whole day absent.
- ❖ A student who leaves school between 2:20 and 2:45 will be marked tardy.
- ❖ Excessive tardiness is not acceptable behavior. Tardiness not only sets a bad precedence for the child but is disruptive to the classroom teacher and the rest of the class (Tardiness disrupts the learning process for the child and the class he/she interrupts.)
- ❖ Excessive tardiness will be reported to the counselor.
- ❖ Excessive tardiness may be reported to Family Services.
- ❖ Excessive tardiness is considered a minor infraction and will be handled accordingly.

### **18.4 RELEASING STUDENTS FROM SCHOOL**

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

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

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

### **19.0 TRANSPORTATION**

#### **19.1 ARRIVAL**

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

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

#### **19.2 DROP OFF PATTERN IN MORNING**

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

**DO NOT DROP STUDENTS OFF ON HESS LANE OR GREENUP. IT IS MUCH TOO DANGEROUS. A STAFF MEMBER SUPERVISES THE PATROL GUARDS. PLEASE LISTEN TO**

HIS/HER DIRECTIONS SO EVERYONE WILL REMAIN SAFE DURING ARRIVAL. THE SPEED LIMIT IS 5 M.P.H. ON ALL SCHOOL PROPERTY.

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

### **19.3 DISMISSAL**

The school day ends at 2:50. At this time walkers, Day Care students, and car riders will be dismissed. Day Care students are dismissed at the first bell to report to the Marteen Room. Car riders are dismissed with the first bell or second bell to exit the door nearest church parking lot (north end) depending when their car number is displayed in the classroom. Walkers remain in their classroom until the third bell sounds and then exit the Hess Lane door (south end).

### **19.4 PICKUP**

Parents who pick up their children in the afternoon enter the parking lot from Greenup and form five lines, pulling completely forward as far as possible. Parents will display their student's car number in the window as they pull in. The right two lines will go right onto Pindell as they leave the lot and the left two lines will go left onto Pindell. Safety patrols will assist with dismissal. Parents must stay in their cars until all children have been loaded. A school staff member and the patrols will remove the barriers or give the signal when it is time to move. If the child does not come out on time, parents must circle the block and re-enter the parking area. No one may park in the church parking lot between 2:30 and 3:15 to facilitate the dismissal traffic pattern.

**\*\*\*Parents are asked to please pick up their children in a timely manner\*\*\***

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

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

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

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

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

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

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

Where a custody issue exists, the custodial parent/guardian must provide a copy of the document establishing custody rights. (Custody documents will be held in confidence.) Children will only be released to the authorized parent. Students may not remain after school on the grounds without supervision.

### **20.0 ADVERSE WEATHER POLICIES**

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

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

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

1. "All Catholic Elementary and High Schools in Jefferson County are OPEN". St. Stephen Martyr will be open.
2. "Catholic Elementary and High Schools in Jefferson County will be open but on a DELAYED SCHEDULE". St. Stephen Martyr will begin classes at 9:00 A.M. and will dismiss at normal time. Doors will open at 8:15 AM.
3. "All Catholic Elementary and High Schools in Jefferson County are CLOSED". St. Stephen Martyr will be closed.
4. If school is already in session and it is announced that Catholic elementary schools will close early, students will be supervised while parents make arrangements for pick-up of their child/children.

**If SSM School is closed the Day Care will also be closed.**

If SSM School is on a delayed schedule, Day Care will open for Pre-K only at 8:00 A.M. There is no before school care available for older children.

**20.1 EARLY DISMISSAL BECAUSE OF WEATHER CONDITIONS**

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

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

**21.0 SAFETY PATROL GUARDS**

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

**21.1 STUDENT SAFETY**

For their own safety, students are asked to:

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

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

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

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

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

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

## **24.0 CAFETERIA GUIDELINES**

We work diligently to balance many aspects of menu planning. Food combinations, preparation, storage, cost, food safety, seasonal availability, equipment, and aesthetic appeal all play a part in providing healthy meals that are acceptable to our customers to maximize student participation. One of our goals is to encourage students to choose a variety of foods by making good choices daily. By exposing them to a variety of different foods, students learn there is no such thing as “bad” food. When used in moderation, any food can be incorporated into a healthy diet.

Children learn to make food choices that include a variety of entrees, sides, and milk or water. When you buy a school “Lunch Meal”...

See Cafeteria Handbook for more details.

## **25.0 GRADE/ PROGRESS REPORTING**

### **25.1 POWERSCHOOL/GRADING**

St. Stephen Martyr School uses an online grade reporting system called Power School. This system enables parents to be able to access grades at any time by logging in with a password. This password is given out by the schools technology coordinator at the start of the school year, and any need for a new or lost one should go through that individual. Teachers are required to post grades regularly and be current by the 15<sup>th</sup> and 30<sup>th</sup> of each month as well as in advance of the end of a grading period. Parents are encouraged to check Power School regularly to keep current with their child’s progress.

### **25.2 PARENT/TEACHER/STUDENT CONFERENCES**

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

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

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

### **25.3 REPORT CARDS**

Report cards will be issued three times a year, usually every twelve weeks. Two of the report cards will be given to student and the final one will be given on the last day or mailed in June.

An important part of the reporting system is the "goal setting" by the child. PARENTS ARE ASKED TO SET GOALS WITH THEIR STUDENTS. Setting goals will help the children to concentrate on improving an area or strengthening an area or simply to "keep up the good work".

Final report cards are withheld until all financial matters are current, including any charges related to library fines, cafeteria, Day Care, damaged textbooks, etc.

### **26.0 PARTIES AND GIFTS**

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

### **27.0 SACRAMENTAL PROGRAMS / MASSES / CELEBRATIONS**

All students (K-8) will attend a Mass weekly and on holydays. Everyone is invited to join us in our liturgical celebrations. Teachers also prepare prayer services both in the classrooms and in the Church. In conjunction with our regular religious program and the ongoing parish formation programs, we celebrate the Sacraments. Grade 2 receives First Reconciliation (November) and First Eucharist (April). Grade 8 receives the Sacrament of Confirmation.

### **28.0 HEALTH AND SAFETY**

#### **28.1 ACCIDENTS/ILLNESS/MEDICATIONS**

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

If a child needs to take medication from home (prescription or non-prescription), the parents need to send "Permission Form for Prescribed Medication" to school giving the office personnel permission to administer the medication. This form is available from the office. **Prescription medications must be in their original containers with the prescription labels attached.** The prescription must contain the student's name, medication, dosage, strength and directions for use. Administration of all medication will be documented on a medication log. Refrigeration can be provided for medications.



No medicine is to stay in the classroom or be carried by the student at any time with the exception of inhalers. It must remain in the office.

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

## **28.2 ILLNESS**

Parents must keep children home who are running a fever, have chills, diarrhea, or nausea. Children who have conjunctivitis (Pink-eye) or strep infection must remain at home until the infection is no longer contagious as determined by a medical professional. If a child contracts lice, he/she will be sent home for treatment. School officials must recheck him/her before re-entering school.

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

## **28.3 IMMUNIZATION**

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

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

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

## **28.4 HEALTH SCREENING**

The school sponsors Health Screening every other year during which children are screened for hearing, vision, scoliosis, blood pressure and are weighed and measured. If problems are found, parents are notified and asked to follow through with their family physicians or Health Department.

## **28.5 FIRE, TORNADO, EARTHQUAKE DRILLS**

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

## **28.6 FIRST AID**

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

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

Access to electronic mail and Internet connections will enable students to explore thousands of libraries, databases, and bulletin Boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe the benefits to students (information, resources, expanded learning environment, and opportunities for

constructive collaboration) exceed any disadvantages. The following standards for using computer equipment and on-line information resources apply.

- ❖ All students and parents/guardians must agree to abide by the Internet and Electronic Mail Student Use Policies as indicated by signing the school handbook agreement.
- ❖ Students are responsible for good behavior on school computers and networks, just as in the class room. The network is provided for students to conduct research and communicate with others. Communications over the network are public in nature. Access to the network is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
- ❖ Network administrators may review files and communications to maintain system integrity and to ensure appropriate use. Network storage areas are subject to search and inspection at the discretion of the administration. Users should NOT expect files stored on school machines to remain private.
- ❖ Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- ❖ The following are not permitted:
  - ❖ Revealing personal information online (name, phone number, address, etc. . . .).
  - ❖ Receiving, displaying, or sending offensive messages or pictures.
  - ❖ Using obscene language.
  - ❖ Harassing, insulting, or threatening others.
  - ❖ Damaging computer systems or computer networks.
  - ❖ Changing network or system settings.
  - ❖ Violating copyright laws.
  - ❖ Submitting documents from the internet as personal work.
  - ❖ Using another person's password.
  - ❖ Trespassing in someone else's folder, work or files.
  - ❖ Intentionally wasting limited resources.
  - ❖ Using the network for commercial purposes.
  - ❖ Propagating chain messages.
  - ❖ Making unauthorized downloads.
  - ❖ Participating in personal chat or instant messaging—except in specifically authorized circumstances.

Note: Violations of this policy may result in loss of access and/or formal disciplinary action. St. Stephen Martyr School is not responsible for the loss of or damage to personal technology.

St. Stephen Martyr School supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning, whether as part of class work or as used by individuals before or after school. The following provisions regarding personal electronic devices are made for the safety and well-being of all students.

Students may bring personal electronic devices to school. They are required to follow the school technology policy. Devices may be used in the Marteen room before school. Staffs will monitor, as able, in the Marteen room. All devices must be turned off or put in airplane mode once school begins. Phones must be in backpack.

**Important to Note:** Any inappropriate use of personal devices or violation of policies will result in devices being taken away. The parent will be notified. \*\*

## Section 2: Parent and Parish Involvement

### 1.0 VISITORS

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

### 2.0 VOLUNTEERS

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

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

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

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

Each family holds a membership in the P.T.O. There is an annual fee assessed on registration day. Thanks to the efforts of the PTO, our students have many added benefits not always available due to budget restrictions. The P.T.O. works hard to support a positive, comfortable environment for the school and to raise funds to keep down the cost of education. They hold two meetings per year and sponsor fund-raisers to help purchase needed materials for the school. All parents/guardians are encouraged to attend the meetings and share their ideas with the officers and the staff. P.T.O. Meetings for the year are found in the school calendar. PTO assists in the Halloween party and hosts the Field Day at the end of the year. The PTO also has 2 fundraisers for the school, which are the Walkathon and the Reverse Raffle. (See school website: <http://www.ssmartyr.org/> for a list of current members)

### 4.0 SCHOOL ADVISORY COUNCIL

The St. Stephen Martyr School Advisory Council serves as a Consultative Council and the policy-making committee for the school. Its purpose is to work closely and in support of the principal and Pastor. The pastor and principal are ex-officio members of the School Advisory Council. (See school website: <http://www.ssmartyr.org/> for list of current members.)

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

## Section 3: General Information

### 1.0 AFTER SCHOOL CARE

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

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

## **2.0 PRE-SCHOOL**

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

## **3.0 CURRICULUM**

All schools will use the Archdiocesan Curriculum Guidelines as a guide to planning programs and assessments. Here is the link to the curriculum framework for all subjects: Religion, Math, Language Arts/Literature, Science, Social Studies, Technology, Music, Art, Foreign Language, library and PE.

<http://www.archlou.org/schools/curriculum-policy-documents/>

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

## **4.0 COLLABORATIVE MODEL SCHOOL**

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

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

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

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

- ❖ The severity and degree of the disability.
- ❖ The level of support needed from special services or any special equipment the student may require.
- ❖ The number of students with disabilities currently enrolled in an assigned class (It is recommended that no more than 10-15% be enrolled in any one classroom).
- ❖ The school's resources such as available support personnel, class size, etc.

The principal may engage the services of the Assistant Superintendent to assist in making a determination of whether a student's educational needs can best be met in St. Stephen Martyr's particular school setting.

## 5.0 TELEPHONE MESSAGES FOR TEACHERS

If you need to speak to your child's teacher, please call the office (635-7141) and leave a message.

## 6.0 TELEPHONE AND STUDENT USE

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

## 7.0 COMMUNIQUES

We will continue to communicate with parents using the **"Wednesday Folder" system**. A "Wednesday Folder" will come home with each child. The folder may contain, notes from teachers, communiqués from parish/school organizations and other noteworthy items. Your responsibility will be to read the material in the folder, sign papers that need to be signed, sign the back of the folder, and see that your child returns the folder on Thursdays. You are also encouraged to send notes to teachers or the office through this system, as well. We will use this system to keep you better informed but we need your help also. A weekly newsletter from the school office, "Family Focus" is available on the school website at [www.ssmartyr.org](http://www.ssmartyr.org). Parents, staff, and students working together should help improve communications between home and school.

We will also communicate through our REMIND system. Please make sure to sign up to receive schools most up to date information.



**SIGN UP NOW TO RECEIVE UPDATES FROM  
ST. STEPHEN MARTYR SCHOOL AND YOUR  
STUDENTS TEACHERS.**



We ask that all parents to please join our main parent group by texting the message @ssm18 to the number 81010. If you're having trouble with 81010, try texting @ssm18 to (978) 319-6620.

**(THIS IS NOT NECESSARY IF YOU ALREADY RECEIVE OUR SCHOOL TEXT ALERTS)**

**Don't have a mobile phone? Go to [rmd.at/ssm18](http://rmd.at/ssm18) on a desktop computer to sign up for email notifications.**

## 8.0 NON-CUSTODIAL PARENT

St. Stephen Martyr abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is the responsibility of the parents to keep the school informed of special family arrangements in regards to the custody of the child.

## 9.0 FIREARMS AND DANGEROUS WEAPONS

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

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

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

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

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

2. The parent/guardian is contacted;
3. The student is dismissed from school;
4. The police are called;
5. Superintendent is notified; and
6. The reason for dismissal is noted on the student's permanent record.

## 10.0 REPORTING CHILD ABUSE

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

School officials must permit agents from Child Protective Services to interview a child at school if requested. School officials are not required to notify parents/guardians that a child is being interviewed by Social Workers.

## 11.0 SEARCH AND SEIZURE

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

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

## 12.0 ASBESTOS NOTICE

***In accordance with EPA regulations, this school has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos-Containing Materials in Schools Rule: 40 CFR Part 763 (AHERA). Friable (easily crumbled)***

*asbestos-containing material may cause health problems. A copy of inspection and locations management plan for the school is kept in the School Office. If there are any questions, please call Mr. Dan Cooper of MicroAnalytics, 964-8737.*

## **Section 4: Eighth Grade Information & Graduation Policies**

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

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

### **2.0 TUITION/FEEES**

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

### **3.0 GRADUATION**

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

### **4.0 DRESS CODE**

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

### **CLOSING STATEMENT**

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

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



## St. Stephen Martyr School Handbook Agreement

I/We, the undersigned parent(s)/guardian(s) of

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

Child \_\_\_\_\_ Grade \_\_\_\_\_

have read and discussed the St. Stephen Martyr School Handbook for 20-21 with my student. We agree to be bound by the rules, regulations, policies and practices of St. Stephen Martyr School as promulgated in various forms by the school. We agree to cooperate with the school/parish officials as required to insure the smooth functioning of the school.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please complete and return to your homeroom teacher ASAP.