

PHILOSOPHY

In partnership with family and Church, the St. Martin School community strives to provide a safe and nurturing environment reflective of our Catholic identity and in which the teachings of Jesus Christ can be learned and lived. As educators, we strive to create an atmosphere of learning that will prepare knowledgeable, creative, and responsible individuals who have a desire for life-long learning and who are active participants in their community. We believe that education is a cooperative venture of exploration, interaction and respectful discovery of self, others, and the world. This takes place most effectively in an atmosphere that promotes cultural development and fosters the spiritual, social/psychological, academic, and physical potentials of each student.

MISSION

St. Martin School embraces the Catholic educational mission promoting the teachings of Jesus Christ by providing opportunities to celebrate our Catholic faith, developing of community, and promoting cultural awareness, service, peace, and justice. A challenging, outcome- based academic program and extra-curricular activities celebrate and support the unique qualities of the individual student. St. Martin School recognizes that the development of the whole child is a combined responsibility of the home, the school, and the Church. Based on the teachings of Jesus Christ, we work diligently, with parents as the primary educators, to guide students towards their full potential and to respond to their world with respect, competence, compassion, and responsibility.

VISION

The St. Martin School community will create a nurturing environment, which will encourage the growth of knowledgeable, respectful, responsible, creative Catholic individuals with a desire for life-long learning.

The Development Goals of a St. Martin Student:

SPIRITUAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a person of faith who

- *comes to know Christ and applies His principals to daily living.
- *participates in the Church life through its liturgy, sacraments, and service.
- *lives the Gospel through personal action and community service.

SOCIAL/PSYCHOLOGICAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a thoughtful person who

- *makes moral and ethical decisions.

- *develops strength of character including the traits of honesty, kindness, caring, respect, adaptability, and responsibility.
- *demonstrates appropriate interpersonal skills: listening, speaking, working with others.
- * feels safe, accepted, cared for, and loved.

ACADEMIC DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become an informed person who

- *acquires an appreciation for life-long learning.
- *develops his/her potential, so he/she can become a productive member of society.
- *applies and builds upon prior knowledge.
- *utilizes various resources including current technology.
- *thinks critically and creatively to solve problems and make decisions..
- *communicates effectively in an appropriate manner.
- * organizes and prioritizes information and material.

CULTURAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a compassionate person who

- *demonstrates respect for human diversity and the dignity of all human beings.
- *develops an awareness of personal responsibility toward local and global communities.
- *acknowledges a life-long commitment to protecting and nurturing the natural environment

PHYSICAL DEVELOPMENT

A graduate of Saint Martin School has the support and opportunity to become a healthy person who

- *respects his/her own body, mind, and soul.
- *is motivated to achieve his/her full physical potential.
- *integrates sound health principles into his/her lifestyle.

**ST. MARTIN
SCHOOL CALENDAR 2008-09**

August 21	First day of school K-8 Minimum Day (M)
August 22	Back to School Social BBQ
August 27	Minimum Day (M)
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September 1	Labor Day - School Holiday
September 3	Teacher In-Service/Minimum Day (M)
September 3	Back to School Night – 6:30 p.m.
September 7	Family Mass
September 10	Faculty Meeting/Early Dismissal (D)
September 17	Teacher In-Service/Minimum Day (M)
September 19	School Pictures
September 15-19	ITBS Testing
September 24	Faculty Meeting/Early Dismissal(D)
September 29	Cluster In-Service/No School
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October 1	Teacher In-Service/Minimum Day (M)
October 5	Family Mass
October 8	Faculty Meeting/Early Dismissal(D)
October 13	Columbus Day/No School
October 15	Teacher In-Service/Minimum Day (M)
October 18-19	Parish Festival
October 22	Faculty Meeting/Early Dismissal(D)
October 24	Picture Make-up Day
October 24	End of First Quarter
October 29	Teacher In-Service/Minimum Day (M)
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November 2	Family Mass
November 3-7	Parent/Teacher Conferences/Minimum Day
November 12	Faculty Meeting/Early Dismissal (D)
November 19	Teacher In-Service/Minimum Day (M)
November 21	Faculty In-Service/No School
November 26	Minimum Day (M)No Ext. Care after 12:30 p.m.
November 27, 28	Thanksgiving Holiday
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December 3	Teacher In-Service/Minimum Day (M)
December 7	Family Mass
December 10	Faculty Meeting/Early Dismissal(D)
December 12	Christmas Program
December 17	Teacher In-Service/Minimum Day (M)
December 19	Minimum Day/No Ext Care after 12:30
December 22-January 2	Christmas Vacation
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January 5	School Resumes
January 7	Teacher In-Service/Minimum Day (M)
January 14	Faculty Meeting/Early Dismissal (D)
January 15	8 th Grade graduation pictures
January 19	Martin Luther King Day - School Holiday

January 21	Teacher In-Service/Minimum Day (M)
January 23	End of 1 st Semester
January 23	Faculty Meeting/Early Dismissal(D)
January 25	Open House/Family Mass
January 25-January 31	Catholic School's Week
February 4	Teacher In-Service/Minimum Day (M)
February 8	Family Mass
February 11	Faculty Meeting/Early Dismissal(D)
February 13	School Holiday
February 16	President's Day – No School
February 18	Teacher In-Service/Minimum Day (M)
February 25	Faculty Meeting/Early Dismissal(D)
March 1	Family Mass
March 4	Teacher In-Service/Minimum Day (M)
March 7	Auction and Crab Dinner/Academic Decathlon
March 11	Faculty Meeting/Early Dismissal(D)
March 16	Diocesan In-Service/No School
March 18	Teacher In-Service/Minimum Day (M)
March 25	Faculty Meeting/Early Dismissal (D)
March 27	End of 3 rd quarter
March 30	Local Holiday
April 1	Teacher In-Service/Minimum Day(M)
April 5	Family Mass
April 8	Faculty Meeting/Early Dismissal (D)
April 9	Holy Thursday/Minimum Day (M)
April 10	Holy Friday/No School
April 13-17	Easter Vacation
April 20	School Resumes
April 22	Faculty Meeting/Early Dismissal(D)
April 24	Spring Pictures
April 29	Teacher In-Service/Minimum Day (M)
May 3	Family Mass
May 6	Teacher In-Service/Minimum Day (M)
May 7	Evening of the Arts
May 8	Local Holiday
May 13	Faculty Meeting/Early Dismissal (D)
May 15	8 th grade dance
May 20	Teacher In-Service/Minimum Day (M)
May 25	Memorial Day - No School
May 27	Faculty Meeting/Early Dismissal (D)
May 31	Family Mass/Volunteer Appreciation Breakfast
June 3	Teacher In-Service/Minimum Day (M)
June 5	8 th Grade Graduation
June 5	Last day of school JK
June 10	Last Day of School - Grades K-7/10:00 a.m. Dismissal/No Ext. Care after 10:00 a.m.

**ST. MARTIN SCHOOL PERSONNEL
2008-09**

ADMINISTRATION

Father Tony Medina	Pastor
Father Dave Mercer	Associate Pastor
Mrs. Genie Florczyk	Principal
Mrs. Diane Tyler	Assistant Principal
Mrs. Kathy Ocegüera	Secretary
Mrs. Kathy Silva	Bookkeeper

TEACHERS

Mary Strom	Jr. Kindergarten
Maria Aguirre	Jr. Kindergarten
Lesa Walters	Kindergarten
Karen O'Bannion	First Grade
Laura Muller	Second Grade
Sandy Ocegüera	Third Grade
Donna Wojtkowski	Fourth Grade
Peggy Dooley	Fifth Grade
Loretta Caskey	Sixth Grade
Sharon Lydon	Seventh Grade (Religion, 7 th and 8 th grade Language Arts)
Marybeth Smith	Eighth Grade (7 th and 8 th grade Math and Social Studies,
Kathy Mendoza	Eighth Grade Algebra
Kate Slevin	Science Gr. 4-8
Gina Eagleson	PE Grades K-8
Donna Vehawn	Music

CLASSROOM AIDES/EXTENDED CARE

Monique Terehoff - Ext. Care Director/Classroom Aide
Maria Woods – Ext. Care
Anna Jew – Classroom Aide/Ext. Care
Christopher Terehoff – Athletic Director

GENERAL INFORMATION

TIME SCHEDULES

Junior Kindergarten Schedule

Core Program 8:00-11:30 (No time change on Minimum or Early Dismissal days)

Core and Enrichment Program 8:00- 3:00

Extended Care 3:00 – 6:00

Grade K-8 Schedule

Regular Day

School Begins 8:00

Recess 10:10-10:30

Lunch 12:20-1:00

Dismissal 3:00

Minimum Day

School Begins 8:00

Recess 10:10-10:30

No lunch

Dismissal 12:30

Early Dismissal

School Begins 8:00

Recess 10:10-10:30

Lunch 12:20-1:00

Dismissal 2:00

Students **should not** be on the school grounds before 7:45 a.m. Students in kindergarten through 8th grade on campus prior to this time must report to extended care. There is no extended care available for junior kindergarten students before school.

DRESS CODE

The Diocesan Handbook in regard to student dress states, “Students attending Catholic Schools will be neatly and decently dressed.” It is important for parents and students to understand the goal of the code and adhere to the spirit of this policy. Students not in compliance with the St. Martin dress code will receive a written warning. The third warning will result in a detention.

Hair must be clean and neatly combed at all times. **Boys’ hair must be cut and combed so that it does not extend below the eyebrows or over the collar of a shirt. Extreme styles or cuts are not permitted on girls or boys. Extreme styles include, but are not limited to, shaved heads and extreme bi-level cuts. Razor cuts must be a number 1 or greater. Students may not dye or alter their natural hair color. This includes highlighting the hair.**

All students in grades JrK-8 must purchase the school sweater. To help prevent loss, Merry Mart will embroider student initials on sweaters and PE uniforms. Seventh and eighth grade will be permitted the approved sweatshirt except school and family Masses and other designated occasions. All students must wear the shirts tucked inside at all times. Oversized shirts, pants and or shorts are not acceptable on girls or boys. The length of jumpers and skirts must be to the kneecap and shorts must not be visible below the uniform.

Pants must not be oversized and must be worn at the waist and not below the hips. Oversized clothing will not be tolerated. A belt will be required if the administration deems one is necessary. Students receiving a uniform notice will forfeit the privilege of participating in the next “Free Dress Day”.

The school staff is here to help you in the serious obligation of educating your children, but we need your cooperation and support in all areas. In an emergency, if the full uniform cannot be worn, a note must be sent to the teacher. Parents, please see that your child’s uniform is **clean** and in **good condition**. Torn clothing must be repaired or replaced.

School uniforms and PE uniforms may be purchased at The Merry Mart, 33 Washington, Santa Clara and Appletree Uniforms, 2063 Grant Rd., Los Altos. Uniforms purchased elsewhere must be of the same design and fabric as those sold at Merry Mart and Appletree Uniforms.

Girl’s Uniform

Lloyd plaid jumper (Gr. JK-4)
Lloyd plaid skirt (Gr. 5-8)
Navy walking shorts-*School Girl* brand only (optional)
Navy pants-*School Girl* brand (optional)
Navy Skorts (optional)
Gr. JK-4 lipstick cardigan with logo
Gr. 5-8 lipstick pullover with logo
*Plain white socks (no tights)
White short sleeve polo shirt
Gold knit PE shirt with logo
Blue PE mesh shorts
Blue PE sweatshirt and pants with logo (optional)

Boy’s Uniform

Navy blue twill pants
Lipstick pullover with logo
White short sleeve polo shirt
Navy walking shorts – *School Boy* brand only (optional)
*Plain white socks
Gold knit PE shirt with logo
Blue PE mesh shorts
Blue PE sweatshirt and pants with logo (optional)

Grades 7 & 8 Grey sweatshirt (optional)

Red fleece/blue nylon zippered jackets for outdoor use only (optional)
(White turtleneck shirts are not part of the school uniform)

We expect that students wear footwear that compliments the school uniform. Tennis shoes are suggested because the blacktop and gravel could possibly cause accidents when wearing leather-soled shoes. Shoes must be white, navy or black. Flipflops, sandals, high top canvas shoes, boots of any kind, including western, platform or army and shoes with wheels are unacceptable. **Shoelaces must be tied on the top of the shoe and tight enough to prevent slippage. The laces must be the same color as the shoes.**

***Plain white socks that are visible above the ankle must be worn at all times.**

Only white t-shirts may be worn under the uniform shirt.

Hats and visors may be worn at recess and lunch for sun protection, but never indoors.

Only the formal uniform may be worn in the classroom. Other sweaters, sweatshirts and jackets may be worn outside during recess and lunch.

Only the PE uniform may be worn during PE class. No other shorts, shirts, sweatshirts or sweatpants may be worn at this time.

Students must not change out of their school uniform before leaving school unless they are going to extended care or are involved in after school athletics, practice and/or games.

Students may wear only clear nail polish. **Make-up is not permitted at any grade level.**

The only jewelry acceptable is no more than one pair of **small** tasteful stud earrings (**no hoops, dangles**), one ring and a watch. Hair accessories must be small and match the uniform.

FREE DRESS

On special occasions, students will be allowed to wear non-uniform clothing to school. "Free Dress" clothing should be in good taste and appropriate for school. Girls' and boys' styles must be appropriate to the Christian and academic atmosphere of the school. All students must wear socks. Flipflops, sandals, high top canvas shoes, boots of any kind, including western, platform or army and shoes with wheels are unacceptable. We reserve the right to send home anyone who comes dressed in poor taste.

T-shirts with inappropriate pictures or writing, short shorts, over-sized baggy pants, pajama bottoms, excessively tight pants and tank tops are not acceptable. Any shirt, blouse, etc. must have sleeves and go below the waistline.

FINANCE

- 1) All tuition amounts must be paid through the F.A.C.T.S. Management Plan or paid in full prior to the beginning of the school year. New families must complete the F.A.C.T.S. automatic Tuition Payment Agreement form, attach a voided check, and return the form to the school. The school electronically reenrolls returning families unless the office is notified of a change prior to May 1.
- 2) A \$25.00 late fee will be charged by F.A.C.T.S. to any account that has insufficient funds available at the time of payment.
- 3) All outstanding fees and tuition amounts must be paid in full prior to the beginning of the following school year or your child will be denied admission.
- 4) If a check bounces, you will be required to replace it with cash or money order together with an additional bank charge of \$25.00 per

check.

- 5) **St. Martin School cannot operate without support beyond that provided by tuition. All parents and students need to help by participating in fund-raising events.**

If a family account becomes delinquent, parents should schedule a meeting with the principal. If the balance is two months in arrears, a mandatory meeting will be scheduled with the principal and/or pastor. Families with students in 8th grade must have all accounts paid in full before graduation.

PARENT/TEACHER GROUP (PTG)

All parents with children in St. Martin School are automatically members of the P.T.G. This organization seeks to promote quality Catholic education. Among the objectives of this group are:

- To bring together parents, principal, pastor, and teachers, who are interested in undertaking cooperative efforts on behalf of Catholic education.
- To provide opportunities for social interaction. Your support and participation at meetings and social events is essential.
- To generate financial support for the school.

Volunteer Service Hours

All parents are required to perform 30 hours of service to the school each year. It is impossible for the school to provide the level of service and opportunities to our students without the invaluable help of our parents. Research has shown that students whose parents are involved perform better in school. Families not completing the required number of hours will be assessed at the rate of \$10.00 per hour.

SCHOOL ADVISORY COUNCIL

The function of the School Advisory Council is to act as an advisory group for the principal and assist with different facets of school operation to ensure quality Catholic education. It consists of the pastor, principal and parents of Saint Martin School.

ROOM PARENTS

Room Parents facilitate active parent participation in each grade in order to support the education of the students and promote the activities of the classroom and the school throughout the school year. At the beginning of the each school year, a room parent meeting will be scheduled to provide guidance on how you can best help the teacher and the school.

WEEKLY ENVELOPE

This envelope which is sent home on Wednesday contains a letter from the principal and other pieces of information to inform you of various activities and events. Parents are asked to read the contents, sign the envelope and have their child return it to school by Friday. If your envelope is not returned, you will need to obtain the information from the school office. If your envelope is lost, you will be charged \$5.00 to replace it. Only a portion of the contents are published on the website.

COMMUNICATION

All communication that goes out from any group or parent from the school must be approved by the principal or assistant principal.

Any communication regarding student progress should be addressed to your child's teacher. Teachers welcome phone calls and will make every effort to return your call as soon as possible. Please call the school office if you wish a teacher to call you. Appointments are arranged between parents and teachers and are encouraged to take place anytime during the school year. Parents are required to refrain from:

- Expecting a conference without an appointment
- Interrupting a teacher during class, recess, lunch or while they are on yard supervision before or after school
- Entering the classroom between 7:45 a.m. and 3:15 p.m. so as not to interrupt the flow of the educational process
- Calling a teacher at home unless requested

If a misunderstanding arises in the long and complicated task of education, please follow the procedure listed below:

1. Please contact the teacher. Do not delay. If your child is your only source of information, you might not be seeing the whole situation.
2. If, after seeing a teacher, you feel further discussion is in order, please arrange to see the principal or assistant principal by calling for an appointment.
3. If, after talking with the principal or assistant principal, you feel further discussion is necessary, please make an appointment with the pastor.
4. The Superintendent of Schools for the Diocese of San Jose will intervene only if the complaint cannot be satisfactorily resolved at the school level and only upon request of a written referral.

EMERGENCY PREPAREDNESS

Through the use of classroom instruction and drills, the students are provided with instructions for actions in the event of a fire, earthquake or other emergency situation. In the

event of any disaster, the students will remain under the supervision of the classroom teachers and staff until such time as they are released to parents or persons designated by the parents on their emergency forms. Earthquake kits paid for by each student are stored on-site.

FACULTY MEETINGS

Faculty meetings are held on Wednesdays. The children are dismissed at the minimum day and early dismissal scheduled times. Please refer to the handbook and monthly calendar for specifics.

FIELD TRIPS

- 1) Throughout the school year, individual classes may go on field trips. No child will be allowed to go unless his or her parents have read, completed, and signed an official field trip permission slip.
- 2) Telephone calls will not be accepted in lieu of proper forms. These trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.
- 3) Transportation to and from the specified destinations is normally in private vehicles. Parents wishing to volunteer to drive are always welcome, provided their vehicle is equipped with seatbelts. Parents should take the responsibility of chaperoning seriously. They need to know where those students entrusted to their care are at all times and expect behavior appropriate for a St. Martin student. They also need to follow the directives of the teacher.
- 4) **Parents must provide the school with proof of insurance and a valid driver's license at least three days prior to the field trip.** This information should be kept on file at all times and updated upon renewal.
- 5) **Drivers on field trips must go directly to and from the specific destination. Stops along the way are strictly prohibited.**
- 6) Students transported to and from field trip destinations must be properly secured in seatbelts.
- 7) Our insurance does not protect any child not enrolled at St. Martin School. We, therefore, discourage siblings from participating in class field trips or being on school grounds.

REPORTING POLICIES

GRADING SYSTEM

Report cards are given out each quarter. First quarter report cards will be given out prior to the Parent-Teacher Conference. The report cards must be signed and returned to the teacher before the scheduled conference. (It is recommended that report cards always be returned the Monday following distribution.) (Students will also receive report cards in February, April and on the last day of school.)

Marking Code: A - (100-96) C - (77-74)

A-	-	(95-92)	C-	-	(73-70)
B+	-	(91-89)	D+	-	(69-67)
B	-	(88-85)	D	-	(66-64)
B-	-	(84-82)	D-	-	(63-60)
C+	-	(81-78)	F	-	(Below 60)

PROGRESS REPORTS

In an effort to keep all parents continually informed as to the progress of their students, Progress Reports will be sent mid-quarter to all parents with children in grades 1-8. We ask your support through commendations for good performance and encouragement in areas of weakness. This is not a report card. It is an indication of current progress. These reports must be signed and returned. Please contact your child's teacher if you have any questions or concerns.

For grades 1-3, "**Meets expectations**" indicates that the child's performance is at least satisfactory if not better. The "**Needs improvement**" column indicates performance below grade level expectations.

For grades 4-8, A mark in the "**C- or Lower**" column indicates your student needs immediate improvement. Refer to the "**Comments**" column to know what is causing problems for the student.

PARENT-TEACHER CONFERENCES

Parents are urged to confer with their child's teacher regularly, especially if there has been some indication of concern regarding studies or conduct.

Communication between home and school is essential for the success of all students. Appointments should be made for conferences.

Under no circumstances are parents permitted to try to confer with their child's teacher while class is in session or while the teacher is on yard duty. Since many of our teachers attend religious, sports and social gatherings, please be reminded that it is inappropriate to discuss your child's academic or social progress in public. Conferences are scheduled for all parents in November.

TESTING PROGRAM

The Iowa Test of Basic Skills is administered to students in grades two through eight each year. This series covers Math, Language Arts, Science, Social Studies, Listening and Study Skills. Test results are discussed at Parent-Teacher Conferences in November. Students scoring below the 30th percentile in the Language Arts and/or Math will be retested in the spring. Summer school will be required if sufficient improvement is not noted.

ACADEMIC AWARDS

Students in grades 4 through 8 may qualify for the academic awards.

MERIT AWARD: Given to students who maintain a B or better in conduct, effort and homework. A B- does not qualify a student for an award.

HONOR AWARD WITH MERIT: Given to students who maintain an academic average of 3.0 or higher and a B or higher in conduct, effort and homework. A B- does not qualify a student for an award.

HIGH HONOR AWARD WITH MERIT: Given to students who maintain an academic average of 3.5 or higher and an A- or higher in conduct, effort and homework. A B+ does not qualify a student for this award.

ATTENDANCE-HEALTH

EXCUSED ABSENCES

Absences are excused only in cases of personal illness, severe illness in the family, a death in the family, or other serious situations. Students should make up as much of the work as is possible under the circumstances.

UNEXCUSED ABSENCES

Absences for other than the above reasons are considered “unexcused.” Teachers are not required to provide any or all of the work missed, nor to give make-up tests, nor extend times on assignments. Parents should realize that a student’s grade may suffer because of unexcused absences.

TARDINESS

Any student not with his/her class by 8:00 a.m. is considered tardy. All students arriving after 8:00 a.m. must report to the office to receive a tardy slip before entering class. After 5 tardies in a quarter, the student will serve a detention.

ATTENDANCE PROCEDURE

If a student is absent, a written excuse must be provided for the student on the day of his/her return to class. These excuses must indicate the reason for the absence and must be dated. If more than one child in a family has been absent, a note must be sent to each of the homeroom teachers. **If a child is not able to attend school, please call the school office, (408) 736-5534, between 8:00 a.m. and 9:00 a.m.** Otherwise, you may be contacted at home or work.

MEDICAL APPOINTMENTS

Please try to schedule all appointments after school. If it is absolutely necessary to schedule an appointment during the school day, a note must be sent to school with your child on the morning of the day of the appointment. This note should specify the time the child will be picked up from and return to school. This will enable the teacher to make adjustments in the schedule if possible. A note from the doctor stating the time and reason for the appointment must be given to the teacher upon the student’s return to class. Without this note the

student will be marked absent.

Remember, you must sign your child out at the office. **(A child may not leave school during school hours without being signed out by an adult.)**

ILLNESS IN SCHOOL

Children who are sick may not attend school. If a child exhibits signs of illness and/or fever during the day, one of the parents or guardians will be contacted at home and/or at work. Your child may not return to school until the fever has subsided for 24 hours.

If the parent cannot be reached, emergency contacts indicated by the parent on the emergency or registration form will be contacted. The student will only be released to the parents or any authorized persons listed on the emergency card.

Communicable diseases (strep throat, chicken pox, measles, head lice, etc.) must be reported immediately to the school. Parents will be notified by an Exposure Notice.

EMERGENCY FORMS

The emergency forms are to be filled out completely and returned prior to the beginning of school. These are kept on file in the school office for emergency situations. Please list **at least** two other names and phone numbers to call in case parents cannot be reached. In case of an emergency or illness, it is imperative that we be able to reach your designated contact. These people should have transportation and must be available during school hours. **It is vital that all emergency cards be kept current. Please send any changes of address or telephone numbers in writing to the school office so that we may keep the files current.**

INSURANCE

Insurance information will be distributed as soon as it is received. Please read the information on the policy form carefully. Report all accidents to be covered by insurance to the office.

HEALTH RECORDS

Health records must be kept up to date. Please see that your child has all the necessary vaccinations. The county health department will require that your child be removed from school if his/her vaccinations are not current.

IMMUNIZATION REQUIREMENTS

California State laws are in effect for all students enrolled or entering our school. Please assist us in obtaining any such records requested. **Junior Kindergarten students are required to have a TB test before entering school.** The proof must include the date administered, the date read and the results.

MEDICATION

St. Martin School personnel are not allowed to administer any medication without specific written permission from a doctor. Medications to be given at school must have a completed medication instruction form and be in the original container. (See the back of the handbook for the form) **ALL** medication that comes into the school must be turned in to the office.

Students needing occasional medications, such as penicillin, etc., for colds, earaches and sore throats, are to take those medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime.

Any medication sent to school without proper identification will NOT be given. We ask your cooperation as we are primarily concerned with the safety and health of your child.

CHILD ABUSE

School personnel, referred to as “child care custodians”, are among those professionals who are responsible to report suspected abuse to authorities. We are mandated reporters. Child abuse is any act of omission or commission that endangers or impairs a child’s physical or emotional health and development.

This includes:

- Physical abuse and corporal punishment
- Emotional abuse
- Sexual abuse and/or exploitation

Regardless of who child abusers may be, the major responsibility of school personnel in this area are:

- To identify incidents of suspected child abuse.
- To comply with laws requiring reporting of suspected abuse to the proper authorities.
- Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator or the administration.

CONDUCT

CATHOLIC SCHOOL CONDUCT

In an effort to create a Christian environment St. Martin School has established a code of conduct. Students are expected to develop self-control and to meet the expected school standards. Students must be courteous at all times. **Disrespect for self and others will not be tolerated. These school standards of conduct apply to student behavior both on and off campus.**

Respect for teachers, administrators, staff, parents and fellow students is expected and required. Students are called on to respect the worth and dignity of all people.

St. Martin School will take seriously all threats to inflict serious harm to self or others. Our school will respond to any statements or behaviors of a threatening nature, bullying or any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. This is not an area for practical jokes or offhand comments.

Whoever hears or becomes aware of any threat made by a student must immediately report it to a staff member. This is a responsibility – not an option.

CLASSROOM CONDUCT/ACADEMIC EXPECTATIONS

In the classroom, students are expected to participate in all academic activities and not disrupt the learning process. Students must follow additional classroom rules that are given by their teachers.

UNACCEPTABLE BEHAVIOR

Conduct unbecoming a St. Martin student whether on or off campus will not be tolerated. The following acts are some examples.

- Harassment of any kind. This includes but is not limited to verbal abuse, physical assault, and retaliation for having reported harassment.
- Habitually creating or attempting to create a classroom or playground disturbance.
- Open or persistent defiance of school personnel or volunteers by word or act.
- Disrespect for or damaging/defacing school property, equipment or the property of others.
- Lying or forging signatures
- Plagiarism*
- Cheating**
- Fighting
- Stealing under any circumstance.
- Disrespectful acts at school, church, or any events.

- Leaving school without permission, which is in effect a truancy.
- Continual refusal to accomplish school assignments when the ability to do so is present.
- Profanity or vulgarity.
- Inappropriate use of technology, including e-mail, the internet and other communication devices to intimidate, bully, harass or embarrass others or failure to abide by the terms of the signed technology agreement.
- Sending letters, making phone calls, passing notes or communicating racist, insulting or intolerant messages in any way whatsoever.
- Inappropriate displays of affection.
- Smoking or the possession of tobacco.
- Use, sale, distribution or possession of narcotics or alcoholic beverages.
- Possession of weapons or any object that resembles a weapon.
- Having 5 tardies in a quarter
- Receiving a third uniform notice
 - *Plagiarism – plagiarism is the offering of the words or ideas of another person as one’s own
 - **Cheating – cheating is an attempt to improve one’s score or to help to improve someone else’s score through dishonest means.
 - Cheating includes:
 1. The use of another person’s test/answers either before or during the exam.
 2. The use or possession of notes, answers, cheat sheets, or other sources not approved by the teacher during the exam.
 3. The stealing/receiving of test papers prior to the test.
 4. The giving/receiving of specific test information.
 5. Marking answers after the test period is over.

DISCIPLINARY ACTIONS

Disregard for school wide and/or individual classroom rules will result in one or more of the following actions:

- Student-teacher conference will be held to discuss the misconduct.
- Detention (served on the Friday following the issuance of the detention notice at 7:30 a.m.)
- The teacher will call the parents to discuss the problem
- The student will be sent to the principal or assistant principal for further discussion and possible consequences.
- In the event of a persistent or severe situation a disciplinary board may be convened to review and discuss the student’s behavior and consequences of his/her actions.

SUSPENSION

Suspension is used for very serious cases or when the school administration thinks that it is imperative to remove a student from further contact with fellow students.

A suspended student will be given sufficient assignments to occupy his/her time during the school hours but will be given no credit for the day's work. A second suspension may lead to expulsion.

Parents will be notified in writing when suspension is necessary. The principal or assistant principal will conference with the parent, pupil and teacher to let the family know why drastic action is being taken.

EXPULSION FOR DISCIPLINARY REASONS

A pupil may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the pupil has been suspended one or more times. Expulsion, the permanent termination of a pupil's enrollment, is a sanction that is invoked rarely and as a last resort for clear and serious causes.

Expulsions are enacted as an extreme disciplinary action. There must be a conference with parent, pupil, teacher and principal or assistant principal to let the family know why drastic action is being taken. The pastor and the Department of Education must be notified of the conference.

Grounds for Expulsion

The following are acts which constitute cause for suspension or expulsion from school.

- Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Assault, battery or any threat of force or violence directed toward any personnel, pupils, or other persons on school property or during school related activities
- Habitual or persistent violation of school regulations.
- Use, sale, distribution or possession of narcotics or alcoholic beverages.
- Malicious damage or destruction of real or personal property at school or during school related activities
- Theft, extortion, arson
- Habitual truancy.
- Hazing.

The final decision to expel a student rests with the principal/assistant principal with the knowledge and consent of the pastor. Full credit will be given for all work accomplished by the pupil prior to the time of expulsion. A severance attendance report will be made as requested to the county school attendance office. Expulsion or recommended transfers may be made only at the end of a quarter except for the most urgent reasons.

WITHDRAWAL FOR ACADEMIC REASONS

Certain pupils may be given a recommended transfer for grounds other than discipline. The following procedures apply to pupils clearly unable to profit from our school environment:

- There is a conference between the teacher and parents.
- There is a consultation between teacher and principal/assistant principal
- Conferences are held with the parents to advise them concerning the remedial actions and educational alternatives.
- Follow-up conferences are held with the parents to evaluate academic progress of the pupil.
- Every effort is made to assist the parents in finding other schools with facilities to help the child.
- The final decision is made by the principal/assistant principal after appropriate consultation with the pastor.
- Ordinarily, the transfer shall occur only at the end of the quarter.

RECOMMENDED TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend transfer of a student when parents have been persistently or overly uncooperative with school staff, policies, regulations or programs (including sporting events), or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children. After reasonable effort to elicit the minimum requisite parental cooperation and after appropriate consultation with the pastor, the principal/assistant principal may recommend transfer. If the parents refuse the recommended transfer, the procedures for disciplinary expulsion apply.

Parents are expected to interact courteously and respectfully with school personnel and volunteers.

Procedure for Appeal and Review of Disciplinary Action

If parents appeal to the Superintendent of Schools for the Diocese of San Jose for review of any disciplinary action or expulsion for any reasons, the Superintendent will solicit from the parents, the principal, and where appropriate, the pastor, a written summary of the issues, together with all supporting documentation. After reviewing the documentation and, when necessary, conferring with the parties in the disputed action, the Superintendent will only determine whether the school's action is in accord with applicable Diocesan policies and regulations and within the authority and discretion of the local administration.

SCHOOL-WIDE RULES

In addition to the standards of Catholic school conduct outlined on the previous pages, the following rules are in effect:

- **Students or parents are not permitted in the classroom unless the teacher is present.**
- All bicycles must be locked, and students must wear helmets when riding their bike.
- Lunch and snacks must be eaten sitting at designated areas, and all students must remain seated at lunchtime until the bell rings and they are excused.
- All areas must be kept clean and neat.
- Proper use of the bathrooms must be observed at all times. Food or drink is not allowed in the bathrooms.
- All hard cover school books must be covered.
- Use of all phones is not permitted-as previously stated

BEFORE AND AFTER-SCHOOL

Students may not leave campus after dismissal and return for practice, a game or Extended Care unless in the company of their parent or someone designated on the Emergency Form.

Students may not run into the playground parking lot area. Students and parents are not permitted to be in the classroom to retrieve items unless the teacher is present. This is to encourage our students to take responsibility.

A fee of \$1.00 per minute will be charged to JK parents who do not pick up their children by 11:30 a.m. and to parents who do not pick up their children by 6 p.m.

BICYCLES

- Because there is so much traffic on Old San Francisco Road and Central Ave. riding to and from school could be dangerous. All riders must be familiar with bicycle safety rules and must obey traffic laws as well as crossing guards' directions.
- Bicycles are to be walked on the school grounds.
- All bicycles must be locked into the bicycle racks.
- Bikes are to be parked immediately on arrival at school and left in the racks until dismissal time. Offenders violating bike regulations may jeopardize their privilege of riding their bikes to school.
- All bicycles must be licensed according to city regulations, and helmets must be worn.

DAMAGED EQUIPMENT AND BROKEN WINDOWS

Damaged or lost textbooks or library books are to be paid for by students.

Damaged equipment or desks will be paid for by students if this damage is through carelessness. If a child breaks a window through carelessness, he/she will

be held responsible for the damage.

PROHIBITED ITEMS

- **Electronic devices such as pagers, CD and tape players, electronic games, and radios**
- **Chewing gum**
- **Liquid paper (white out)**
- **Canned or bottled soda**
- **Glass containers**
- **Permanent felt tip markers**
- **Sunflower seeds**
- **Make-up, including eye shadow, mascara, lipstick and tinted fingernail polish**
- **Skateboards and rollerblades (Exception - when used as the means of transportation to and from school, these items must be placed in the office during the school day and never used on campus.)**
- **Aerosol cans or any type of spray**

Electronic equipment required for academic purposes will be authorized by the classroom teacher. Cellular phones may not be used by students on campus during the school day, on field trips or at any time there is a school phone available. All phones must be kept in the students backpack and turned off or turned into the office for safe keeping. If a cell phone is seen being used at the specified times above, it will be confiscated. St. Martin School is not responsible for items brought from home. Anything of value to the student should be left at home.

SCHOOL LUNCH

Hot lunch is available to students in grades K-8. Monthly menus are sent home with the Wednesday newsletter. Children may choose to bring a sack lunch to school. All students eat outside except on rainy days. Students are required to clean up their table area before being dismissed to play. All students are to obey and respect the adults on lunch/yard duty.

SCHOOL SECURITY

- All visitors must sign in at the school office and wear a visitor's badge
- Any strangers on the school campus must be reported to the office.
- Classrooms are locked when not in use.
- Students may never be in a room unsupervised.

TELEPHONE

- 1) Students are never to use the school telephone for outgoing calls unless an emergency requires it.
- 2) Students must have the permission of their classroom teacher and the

secretary to use the school phone.

3) Forgetting homework assignments, instruments, and lunch items does not qualify as an emergency, and students will not be allowed to call.

4) Arrangements for car pools, after-school activities, and PE clothing must be taken care of before leaving home.

ST. MARTIN EXTENDED CARE PROGRAM

St. Martin School offers an Extended Care Program for all students. The program includes time for snacks, play, homework and crafts.

Eligibility: A child is eligible for the St. Martin Extended Care Program if he/she is a student in grades K-8 at St. Martin Elementary School. Extended care is available on all days that school is in session with the exception of the following:

- The last day of school before Thanksgiving, Christmas, Good Friday and the last day of school.

Please note that extended care may be offered on days when teachers attend in-service presentations if enough students are signed up prior to the date.

Program Hours: The program will be available to students in grades K-8 between the hours of 7:00 a.m. and 6:00 a.m. Children must be picked up by 6:00 p.m.

JK Extended Care

A separate extended care will be offered to JK students between 3:00 and 6:00 p.m.

Fees:

1) The hourly charge for extended care is \$4.00 per hour for K-8 and \$6.00 per hour for JK.

2) A fee of \$1.00 for every minute after 6:00 p.m. will be required of parents who are late in picking up their child. This fee will be due and payable at the next billing and must be paid within one week or your child/ren will lose the privilege of using our Extended Care Program.

Fees are billed weekly. If a check bounces, you will be required to replace it with cash or a money order together with an additional bank charge of \$25.00 per check.

General Rules

Students are always to sign in to Extended Care with the exception of JK students. Parents will be required to sign their child/ren out at the end of the day. The child/ren will not be released to any person other than the parents or authorized persons listed on the emergency card.

For the welfare of all students in our care, a child who becomes ill during Extended Care hours will need to go home. You or other authorized persons listed on the emergency card will be expected to come at once and pick him/her up.

We will provide afternoon snacks for the children. Snacks will consist primarily of vegetables, crackers, popcorn, etc. Occasionally, cookies or other sweets may be offered. **Please notify us of any food allergies your child may have.**

Behavioral problems will be brought to the attention of the child's parents. Recurring behavior problems will be brought to the attention of the Extended Care Director and the school administration and can be cause for dismissal from the program and possibly the school.

K-8 students who are on the school property before 7:45 a.m. and/or 15 minutes after dismissal are required to sign in at our Extended Care. The only exceptions are students working with teachers or involved in supervised activities.

SACRAMENTAL PREPARATION

As part of the religion curriculum, children are prepared in the second grade for the reception of the Sacraments of Reconciliation and Eucharist. Parents will receive letters informing them of meetings to be held concerning the reception of these sacraments. Following the reception of these sacraments, the students are encouraged to receive them regularly.

Students who have not yet received the sacraments and whose parents would like them to do so should notify their child's teacher so that special arrangements can be made.

FAMILY LIFE AND HIV/AIDS PROGRAM

Family Life and Aids programs have been instituted at St. Martin School in compliance with the Department of Education for the Diocese of San Jose. All textbooks, teacher manuals, and parent guidebooks, are available for parent review upon request.

SCHOOL LIBRARY

Our school library, staffed by volunteers, is equipped with reference, fiction, biographical and subject area volumes. Students in grades 3-8 are encouraged to make full use of the library. JK – 2 have libraries in their classrooms.

The annual Book Fairs raise money to enable us to purchase new and exciting books for every grade level. Students are invited to donate a new book to the library on the occasion of their birthday.

SCIENCE CAMP

Science Camp is an integral part of the sixth grade curriculum. During these four days and three nights, students are able to learn about the forest and marine habitats under the guidance of trained naturalists and supported by members of our school staff. This community building experience is a highlight of sixth grade.

CTN

St. Martin subscribes to the Catholic Television Network. Educational programming addresses the K-12 curriculum, teacher in-service and staff development. ETV's four channel system allows a wide variety of programs, as well as call-in scheduling of any program in its 2000 title library.

HOME STUDY

General Guidelines

Each student should follow these guidelines in order to help him/her to study efficiently:

- No distractions - a quiet and orderly place for work
- Comfortable seating - good lighting - all materials and tools gathered and ready for use.
- Concentrate! Give the assignment your fullest attention.
- Survey! Get an overview of the material.
- Plan the study time. Pace yourself.
- Study actively - use pencil and paper. Outline. Make notes. List points.
- Review. Recognize the need for drill. Prepare flash cards.
- Check and self-test.
- Be careful! Always proofread written material.

SUGGESTED HOMEWORK TIME ALLOTMENTS

Grade K	10 minutes		
Grades 1-2	20 minutes	Grades 5-6	45-60 minutes
Grades 3-4	30-45 minutes	Grades 7-8	60-90 minutes

- 1) Homework is to be done by the student since it is follow-up exercise based on a classroom learning experience.
- 2) Completion of homework is the student's responsibility.
- 3) If you find that your child has difficulty completing his/her assignment consistently, please contact the teacher.

Incomplete Homework

Because homework is such an essential piece of the learning process, every student is expected to complete the homework assigned by the teacher and turn it in at the designated time. The following will apply for grades 4-8; If the homework is not completed, the student will be assigned to the homework make up class, which will be held at lunchtime on that day with the exception of minimum days. Special arrangements will be made for those days. Parents of students who are habitually attending the lunchtime sessions and the student will be meeting with the teacher and the administration to find a solution to the problem. If the situation is not remedied within a specified amount of time, the

student will be placed on probation.

This homework opportunity will also be available to students who wish to get ahead on the assignments for the next day.

SAFETY EDUCATION

As part of our regular program of safety education in the elementary schools, we seek to train children in the practice of habits which will help to insure their welfare and safe conduct both at school and at home.

It is understood that the effectiveness of such instruction depends upon continuous support from the home. We appreciate the cooperation you, as parents, have given in helping us maintain such a program.

One part of our safety education program calls for particular emphasis on your part. This pertains to the possible hazards which children may encounter from strangers. We recognize that parents are well aware of the extreme importance of this matter and are counseling children accordingly.

Therefore, because we feel this training demands your close attention, we wish to review the following basic rules which are stressed constantly in the school and need continuous emphasis on the part of the home.

1. **Students may not be at school before 7 a.m. and must go directly to Extended Care if they are on campus before 7:45 a.m.**
2. Come directly to school each morning. Do not loiter on the way.
3. Go directly home when dismissed from school. (Unless instructed to do otherwise by parents)
4. Students participating in after school activities must not leave the school grounds. At 3:15 they must check in to Extended Care if their activity has not begun.
5. An adult should always accompany a student to evening activities. In the event this is impossible, **the student must be picked up immediately following the activity.** There is no school supervision provided.
6. Do not accept candy, money, gifts, or favors of any kind from a stranger. If offered such favors, hurry home and report the incidence to your parents. If there is no one home, lock all doors and call 911. Try to remember what the stranger looked like.
7. If a stranger in an automobile speaks to you, do not go near the car.
8. Never accept a ride home from a person you do not know. If a stranger invites you to take a ride, hurry home and report this to your parents. Try to remember the license number of the car.
9. Do not visit the park or playground alone.
10. Do not play in alley ways or in deserted buildings. Never play in isolated areas.

11. Attend the movies with your family or friends. Do not go alone.
12. Never enter a stranger's house. You should always get your parents' permission to visit in another person's home.
13. Remember the policeman is your friend. He will help you at all times.
14. Bicycle riders must be especially cautious when riding to and from school and follow all traffic rules and regulations that apply to bicycling.

Many parents will wish to add additional rules of conduct. Parents are often aware of specific local conditions that influence the kind of counseling given. These rules should be discussed regularly with children.

PARKING LOT SAFETY

For the safety of all our children, it is imperative that all parents and students observe the safety regulations and traffic pattern sheet that follows:

Arrival

1. All students being driven to school (except for Junior Kindergarteners) are to be dropped off **in the rear of the school**. No teacher will be on duty in the front parking lot. Cars enter from Central Ave., proceed to the right of the basketball courts, and turn left parallel to the benches. Students are then to get out of the car on the passenger side of the vehicle as soon as the car is parallel to the benches and go behind the benches to the backstop where a teacher will cross them. **Teachers are not on duty until 7:45 a.m.** **Cars are never to pass other cars and must stay in line to ensure the safety of the students.** Cars then exit through the Kenney Court gate. The Central Ave gate is closed at 7:55 a.m. to allow students time to meet with their class by 8:00 a.m. The Kenny Ct. gate is closed at 8:00 a.m.
2. Students in Junior Kindergarten must be escorted to the classroom and signed in by an adult.
3. Because of safety concerns, we strongly discourage students being dropped off or picked up on Central Ave. or in the front or church parking lot.

Departure

1. Students in JK must be signed out by a parent or authorized adult before they will be released from the classroom or Extended Care.
2. Students in grades K - 8 will be dismissed in the rear of the school and the procedure is as follows:
 - a) Cars enter the school yard on Central Ave.
 - b) Cars picking up students in grades K - 4 and their older siblings turn left at the hall and turn right on the outside of the double yellow line and proceed toward the end of the school building where the child/ren will be waiting. In the event your child/ren are not ready, you will turn right and circle and re-enter the traffic

pattern. **Drivers may not pass another car.**

c) Cars picking up students in grades 5-8, will proceed to the right of the basketball courts and pick up their child/ren on the benches which are parallel to the field. In the event your child/ren are not ready, you will turn left and circle to the left of the basketball courts and re-enter the traffic pattern.

(SEE DIAGRAM ON FOLLOWING PAGE)

ST. MARTIN AFTER-SCHOOL SPORTS

I. General Philosophy

The goal of the St. Martin's After-School Sports Program is to provide enjoyable, wholesome activities for all qualified students who wish to participate. School athletics should provide the development of physical well-being, the acquisition of self-discipline vital to adult life, a wholesome release of physical energy, the development of good sportsmanship, understanding of the need for selflessness and teamwork, and the acquisition of emotional control during times of stress. Competition should be a positive experience in a supportive setting. A high priority should also be placed on the improvement of individual skills and the development of self-confidence in each player. The after-school sports program should be a focal point for generating school spirit and a sense of community.

II. Program Description

The Diocese of San Jose Athletic League is a recreational league. The sports offered and the number of teams organized will depend on the number of students who wish to participate each year. (The director of the after-school sports program will survey student interest.) Boys' sports will normally include flag football, basketball, soccer and baseball. The girls' program will include softball, soccer, basketball and volleyball. Both boys and girls have the opportunity to compete in a swim meet and track meet held annually. If an insufficient number of students are interested, if a sport conflicts with other activities, if certain sports are too expensive, or if proper equipment, uniforms or facilities are not available, then St. Martin School will not participate.

III. Participation Fee

Each student who decides to participate in After-School Athletics will be assessed a fee per sport. This fee is due at the time of sign-ups and is non-refundable. The monies collected will be used to offset the cost of referees, entry fees, equipment, uniforms etc.

IV. Player Participation and Eligibility

The program is open to students in grades 4 - 8. Even though this extra-curricular activity offers a multitude of benefits, it is understood that it should not interfere with the student's academic work. A mark lower than a "C+" in conduct, effort or homework may result in a suspension at the discretion of the athletic director and the teacher(s). This evaluation will be made based on progress reports and report cards.

If suspension is a result of actions in a sports-related incident, the student may be suspended from the sports' program and this incident may impact his/her conduct grade. **Each team member who attends all practices will play 25% or more of every competition. All players and coaches should understand the concept that winning is secondary to team play and participation by all.**

V. Cheerleading Participation and Eligibility

Interested students from grades seven and eight are eligible to participate as members of the cheerleading squad. A teacher/parent moderator will assist the participants in:

1) promoting school spirit, 2) deciding on and making or purchasing uniforms. Cheerleaders must remember that they represent their school at the games. Therefore, they are to follow all school rules including those regarding make-up, jewelry and conduct.

All cheerleaders are subject to the same standards of academic and disciplinary performance that govern athletic participation.

VI. Responsibilities

a. Coaches

A St. Martin coach must conduct themselves at all times in a manner acceptable and appropriate since they are representatives of St. Martin School. Coaches must show respect for players, parents, opponents, other coaches and officials. A coach is usually a parent, a relative or a former student. It is the duty of the coaches to train and instruct the players in the fundamentals and rules to the best of their abilities. The coach has the responsibility for the well-being and safety of the players at all times. While encouraging all participants to excel, a coach should make **“winning” secondary to team play, sportsmanship and encouragement.** It is the coach's responsibility to see to it that all players participate in games as well as practices. At all practices and games, where a coach is under 18 years of age, a parent must be in attendance as “assistant coach”. A coach should maintain discipline at all times and realize that he/she should be an example for players as to how they should conduct themselves. Students must be supervised at all times at games. An important consideration for any coach must be effective communication not only with his/her players, but also with the parents. It is recommended that there be a parents' meeting before each season. Coaches must insure that a first aid kit is taken to each game along with a team roster that lists the parents' home, work and at least one emergency telephone number. In the event of any injury

requiring a doctor's attention, the school principal/assistant principal must be notified and an injury report completed. Coaches must also be aware of the eligibility of each participant. The athletic director will inform coaches of ineligible students.

b. Parents

Parents of St. Martin's students who participate in the after-school sports program must model sportsmanlike conduct. If it is to be a positive experience for their sons or daughters, they should become involved in the program. It is the parents' responsibility to encourage the players to attend practices and to be punctual for the games. Parents should be ready to assist the coaches in any way possible. Whenever possible, parents are encouraged to attend the games and provide positive encouragement. Parents should communicate directly with the coaches in a respectful manner and at an appropriate time. Students and siblings must be supervised at all times at games.

1) Parents are responsible for the transportation of their child/ren to and from the games.

2) Communication with any official is the sole responsibility of the coach.

c. Players

Players must conduct themselves at all times in an acceptable and appropriate manner. Players must show respect for teammates, opponents, coaches and officials. Talking back, using foul or abusive language or displaying unsportsmanlike conduct will result in a player being withdrawn from the game and possibly suspended from the team. Players must be willing to devote the time and attention necessary for the putting forth of their best efforts at all times. Players should also keep their parents informed of all team activities.

Any player absent from school on a game day shall not participate in any game scheduled that day.

If concerns or issues arise, they must be addressed according to the established chain of communication - first, the coach; second, the Athletic Director; third, the principal. In order for concerns to be addressed, these proper steps must be followed.

VII. Scheduling of Games and Practices

Coaches should set up regular practice times each week and not change these on short notice. A schedule for both non-league and league games should be provided as soon as possible to all parents and players. This will allow parents and players to organize their other activities in a way

which will enhance the ability of the players to participate in the after-school sports program at St. Martin.

VIII. "Team Parent"

It is recommended that a parent from each team volunteer to provide assistance to the coach by being a liaison between the players/parents and the coach. This parent might do any or all of the following:

- a. Make sure the game schedule and team roster are provided to the players and their parents promptly.
- b. Assist the coach in contacting the players/parents about any changes or cancellations of practices or games.
- c. Answer questions for players/parents about schedules and refreshments.
- d. If so desired, make up a refreshment list. Using the game schedule, refreshments could be provided by parents on a rotating basis.

IX. Transportation

The ultimate responsibility for your child's transportation to and from games is yours.

X. Awards

It is the policy of the school that all trophies and/or awards will be given by the league or the school. **No coaches will purchase awards for his or her team.**

NONDISCRIMINATORY POLICY

St. Martin 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 at St. Martin School. St. Martin School does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

NONDISCRIMINATORY POLICY BASED ON SEX

St. Martin School does not discriminate against any applicant, employee, or student because of sex in admissions, educational programs and activities.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal retains the right to amend the handbook for just cause. The disciplinary regulations, procedures and penalties articulated in the Student/Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further protect the underlying philosophy or mission of the school.

SIGNATURE PAGE

This handbook is a compilation of information that is necessary for the safe and successful operation of St. Martin School. It is requested that you read and make yourself and your children familiar with the material contained herein. Handbooks are part of the contract existing between the school and the parents/students. The application packet and the Parent-Student Handbook serve as our admissions agreement. Please sign and return the form at the bottom of the page. Failure to complete the form will result in the understanding that you agree to be governed by the information provided in the handbook.

We have read and familiarized ourselves and our children with the information provided in the 2008-09 **St. Martin School Handbook**. We agree to be governed by this handbook.

Parent's Signature (PRINT)

Parent's Signature (PRINT)

Student's Signature (PRINT)

Student's Signature (PRINT)

Student's Signature (PRINT)

Student's Signature (PRINT)

Date

**PARENT-STUDENT HANDBOOK
2008-09**

**St. Martin Elementary School
597 Central Avenue
Sunnyvale, CA 94086
(408) 736-5534**

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